

**Raleigh/Wake City-County Bureau of Identification
Evidence Submission and Service Request Agreement**

Publication Date: 8/25/2021

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Terms and Conditions

A request for a CCBI service is acceptance and agreement by the requestor to all the terms, conditions, and limitations stated in this document.

A request for service is consummated when the request is accepted by CCBI. CCBI reserves the right to decline requests that do not meet the terms and conditions listed in this document.

Requesting agency will be notified of any declined requests.

A request for a CCBI Investigation Division or Laboratory Division service authorizes CCBI to select the methods, procedures, exceptions to procedures, and report format determined by CCBI to accurately and impartially complete the request. Approved CCBI procedures are located here:

<https://www.wakegov.com/departments-government/city-county-bureau-identification-ccbi/crime-laboratory-services/policies-and-procedures> .

CCBI makes every reasonable effort to ensure that results and conclusions pursuant to service requests are accurate; however, results and conclusions are limited by the equipment, instrumentation, information, methods, standards, and reference materials available to CCBI at the time of the request.

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General Services

Purpose

The purpose of this section is to establish the general requirements, guidelines, and limitations for submissions to CCBI.

Scope and Service

These guidelines and requirements apply to all items submitted to CCBI. The CCBI Investigations Division accepts service requests to examine, process, develop, and collect of evidence. The CCBI Laboratory Division provides forensic analyses for computing devices, controlled substances, DWI blood samples, firearms evidence, and latent impressions. The scope and limitations of each of these services are described in the following chapters of this document. A report documenting examination activities is issued for all evidence received by CCBI.

Requirements, Guidelines and Limitations

Evidence Acceptance

Items submitted to CCBI for examination must meet the criteria listed here to be accepted. Items must be:

- Evidentiary in nature to a criminal offense occurring in Wake County
- Related to an investigation conducted by a law enforcement agency with jurisdiction in Wake County
- Relative a to a prosecution conducted by the Wake County District Attorney or the United States District Attorney

All evidence accepted by CCBI must be in a sealed condition to the extent that the evidence is protected from evidentiary loss. If it is not practical to seal a piece of evidence in a container the evidence must be secured in a manner to protect the evidentiary value.

Any firearm submitted to CCBI will be required to be made safe according to the Evidence Packaging section of the Firearms Chapter within this Manual. (Click this link for the [Firearms](#) Chapter in this Manual).

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Any bladed or sharp object must be packaged in an appropriate container to ensure the safe transfer of the evidence. The container should be clearly marked to indicate the evidence is sharp and poses a hazard.

Packages containing biological materials or biological hazards must be clearly marked and clearly visible on the outer most packaging.

DO NOT submit hypodermic needles. Hypodermic needles are not accepted.

The number of items exchanged pursuant to a transaction of evidence must correspond to the number of items documented on all transaction inventories and Chain of Custody documents.

Evidence submitted to CCBI must be labeled with an agency case number and agency item number.

Generally, the submitting individual will not meet directly with the analyst who will conduct the analysis. A request to meet with the analyst(s) must be made when a need to discuss the case exists.

The CCBI Laboratory does not re-examine or re-analyze evidence previously examined or analyzed.

Exceptions to criteria for acceptance of evidence in this manual require prior approval from the CCBI Director, an appropriate CCBI Division Assistant Director, or their designee.

Submission of Evidence

CCBI does not accept physical evidence from external agencies through a third-party carrier (e.g., USPS or UPS). Physical evidence may be submitted in person to the following location:

The Raleigh/Wake City-County Bureau of Identification
3301 Hammond Road
Raleigh, NC 27603
Evidence Receiving Unit Office (919)255-7335

CCBI shares its facility with the Wake County Detention Center located at the intersection of Hammond Road and Chapanoke Road.

Directions: Enter the Detention Center driveway from Hammond Road. Make a right turn before the parking deck entrance and go around to the back of the parking deck. Request access to CCBI Evidence Receiving Unit via the speaker along the road. Go through the gate (Gate 6). The Evidence Receiving Unit is located on the left before the next gate (Gate 1).

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The sign by the door reads Evidence Receiving C1395. Ring the bell for access to the Evidence Receiving Unit Lobby.



Digital or electronic media may be submitted as physical evidence on digital media (i.e., a thumb drive) or via the Internet through the CCBI Partner Upload Site.

CCBI Partner Upload Site instructions can be obtained by contacting Melissa Southern.

melissa.southern@wakegov.com

919.255.7354 (office) or 919.605.7811 (mobile)

Special requests and “Rush Requests” may be Emailed to ccbievidence@wakegov.com

Laboratory Information Management System (LIMS)

All evidence submitted to CCBI must be documented in CCBI’s Laboratory Information Management System (LIMS). JusticeTrax LIMS-Plus Portal (Portal) is a web-based, secure-submission software application that allows the submitting agency to complete all documentation requirements. Additionally, Portal allows agency representatives the ability to monitor the status of laboratory case work and electronic access to laboratory reports.

External agencies may pre-log evidence in the Portal prior to delivering the evidence to CCBI or access the Portal in the lobby of the CCBI Evidence Receiving Unit. Pre-logging evidence expedites the evidence submission process.

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Portal user credentials are provided by CCBI to a Portal administrator designated by the external agency. Portal administrators must request and distribute login credentials for users in their agency.

External agencies must determine the user(s) within their agency allowed access to Portal. External agencies may contact Luke Cunningham with questions and access requests.

lucus.cunningham@wakegov.com

919.255.7343

Users without Portal credentials must complete the evidence submissions via the Portal terminal in the CCBI Evidence Receiving Unit Lobby.

Further guidance for using Portal can be found here:

[CCBI Customer Service Page \(wakegov.com\)](#)

Investigations Division

Purpose

The purpose of this section is to establish specific requirements, guidelines and limitations for requests submitted to the CCBI Investigations Division for the processing, development, and collection of evidence. This includes the development of latent fingerprints, the detection, documentation, and collection of bodily fluids, and/or other physical evidence.

Scope and Services

The CCBI Investigations Division accepts service requests to examine and collect evidence for the presence of latent prints, bodily fluids, gunshot residue, and other physical evidence. When requested, the Investigations Division will attempt to collect apparent or trace DNA samples. The Investigations Division will and develop, document and collect latent evidence from submitted items. No analysis or comparisons are completed by the Investigations Division.

Requirements, Guidelines and Limitations

Requests for the collection of DNA must be clearly indicated in the Portal Request notes as this needs to be a consideration prior to other processing techniques or examinations. To ensure the preservation of latent and DNA evidence, all requests for DNA collection and latent print development must be submitted at the same time or prior to a request for a CCBI Laboratory Examination of the item.

Occasionally there is a need for the analyst conducting the examination to contact the requesting agency representative. This may include the need for a synopsis clarifying the probative value of latent evidence on an item in a case. As such, accurate contact information from the requesting agency representative must be provided with the evidence submission. The inability to contact and clarify the details of a request will likely delay of the examination of the evidence.

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Facial Recognition / Photography

Purpose

The purpose of this section is to establish additional requirements, guidelines, and limitations specific to requests submitted to the CCBI for Facial Recognition Comparison and illustrative media processing.

Scope and Services

These requirements, guidelines and limitations apply to items submitted to the CCBI for facial recognition comparison and photographic media processing. The Facial Recognition / Photography Unit has the capability to search facial photographs from various sources against the photograph database of individuals arrested in Wake County and provide the identity of potential persons of interest. The Facial Recognition / Photography Unit also creates or produces illustrative media and displays for investigative and judicial purposes.

Requirements, Guidelines and Limitations

Evidence Packaging

Items submitted to the CCBI in relation to Facial Recognition will be treated as evidence and must be secured in an appropriate manner to protect against evidentiary loss. Photographs for facial recognition may be submitted as digital media or as physical media.

Facial Recognition

The result of a facial recognition search is provided as investigatory information and is not a conclusive identification of an individual.

For video submissions, indicate in the Request notes in LIMS the portion of the video that is of interest. This may be indicated by listing a time frame or the time in hours, minutes, and seconds (time stamp on the video itself). Indicate the subject of interest by describing that person including a physical description and any actions that subject is taking in the video. Also include any additional information that you have about the events captured in the video evidence.

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If there are multiple subjects of interest, indicate the number of subjects, the portion of the video for each subject, and a description for each subject.

Illustrative Media and Displays

For creation or production of illustrative media and displays for investigative and judicial purposes contact Melissa Southern.

Melissa.southern@wakegov.com

919.255.7354 (office) or 919.605.7811 (mobile)

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Digital Evidence

Purpose

The purpose of this section is to establish additional requirements, guidelines, and limitations specific to requests for analysis of digital evidence submitted to the CCBI Laboratory.

Scope and Service

These requirements, guidelines and limitations apply to digital evidence submitted to the CCBI Laboratory for the extraction and examination of digital data. The Digital Evidence Unit has the capability to perform forensic extractions and examinations of digital data from computing devices and digital media.

Requirements, Guidelines and Limitations

Evidence Packaging

Digital evidence should be placed in a sealed container and protected from electromagnetic signals when possible. Digital evidence which cannot practically be placed in a container, must have tape placed across power receptacles, drive bays, and chassis in such a way that digital data can neither be removed nor added to the device without breaking the tape.

Other Requirements, Guidelines and Limitations

Legal authority to examine and extract data from computing devices or digital storage media must be obtained by the requesting agency, and a copy of the authorizing document must be provided to the Digital Evidence Unit for retention within the CCBI laboratory case file. Examples of legal authority documentation are a signed consent form or search warrant. The devices to be searched and the scope of the search must be clearly articulated in the authorizing document.

Charging devices or power supplies should be submitted with computing devices when available.

Peripheral devices such as monitor, keyboard, mouse, and speakers are not accepted as evidence when not necessary for forensic examinations and extractions.

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Any known or suspected passwords and PINs for the computing device should be provided.

The quantity of data able to be recovered from mobile devices can be negatively impacted if the device is powered "OFF". In these instances, mobile devices should be submitted directly to a Digital Evidence Unit powered "ON" along with a charging device or power supply.

Contact the Evidence Receiving Unit to schedule an appointment with a Digital Evidence Examiner for evidence submission. If a Digital Evidence Examiner is not available, advise the Evidence Receiving Unit that the device needs to remain charged and powered-on so that provisions can be made to ensure the power requirements are met.

The Digital Evidence Unit does not perform voice recognition analysis.

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Drug Chemistry

Purpose

The purpose of this section is to establish additional requirements, guidelines, and limitations specific to the requests for analysis of evidence submitted to the CCBI Laboratory for determination of the presence of controlled substances.

Scope and Service

These requirements, guidelines and limitations apply to evidence submitted to the CCBI Laboratory for analysis for the presence of controlled substances. The Drug Chemistry Unit analyzes items of evidence for the presence of controlled substances and structurally similar or designer forms of controlled substances.

Requirements, Guidelines and Limitations

Evidence Packaging

Evidence submitted to the Drug Chemistry Unit for analysis requires approval from the Wake County District Attorney's Office (or US Attorney's Office).

Evidence must be submitted with a minimum of two layers of packaging (e.g. plastic bag containing controlled substances inside a manilla envelope).

Separate suspected controlled substances from containers to be processed for latent prints. Do not combine material from individual packages.

Remove the suspected controlled substance from syringes prior to submission when possible.

Fresh plant material must be dried or submitted in paper bags. Dry plant material may be submitted in plastic bags.

Other Requirements, Guidelines, and Limitations

Submit perishable items (e.g., food products) as soon as possible and packaged to prevent degradation.

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No more than two (2) items of evidence within the same suspected schedule of the Controlled Substances Act will be analyzed for each subject or group of subjects unless the analysis of the evidence shifts criminal charges to a higher criminal charge. Multiple items of evidence or multiple types of material in a single item will be evaluated and the best evidence will be analyzed. Items of evidence

associated with a misdemeanor criminal charge are not analyzed when items of evidence relating to a felony criminal charge are present.

The Drug Chemistry Unit does not analyze evidence directly associated with a death investigation.

The Drug Chemistry Unit does not analyze for adulteration or poisoning unless the substance is suspected to be a controlled substance.

Do not submit field test kits with evidence submissions. Drug Field Test Kits are not analyzed. Field test kits applied directly to evidence or small amounts of material may render the material unsuitable for analysis or prevent the CCBI Laboratory from having sufficient material for analysis.

US currency is not accepted for analysis of trace amounts of controlled substances or exposure to controlled substances.

Biological specimens (e.g., stomach lavage or feces) suspected to contain controlled substance are not accepted for analysis. Suspected controlled substances which have been removed from body cavities and cleaned may be submitted.

The Drug Chemistry Unit does not determine purity or concentration.

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DWI Blood Chemistry

Purpose

The purpose of this section is to establish additional requirements, guidelines, and limitations specific to requests for analysis of DWI blood samples submitted to the CCBI Laboratory.

Scope and Services

These requirements, guidelines and limitations apply to DWI blood evidence submitted to the CCBI Laboratory. The DWI Blood Chemistry Unit only analyzes antemortem blood seized in conjunction with DWI investigations for the presence of a specific set of target volatile substances, controlled substances and controlled substance metabolites. The DWI Blood Chemistry Unit does not examine postmortem blood and does not analyze for other types of xenobiotic substances (i.e., poisonous toxins).

Requirements, Guidelines and Limitations

Evidence Packaging

Commercially available Blood Alcohol Collection Kits which contain gray top collection tubes should be used to collect and submit DWI blood samples.

CCBI does not provide Blood Alcohol Collection Kits.

When Blood Alcohol Collection Kits are unavailable, sterile tubes containing a preservative and an anticoagulant (i.e., gray top vacutainer) should be used to collect DWI blood evidence. The tubes must be sealed, labeled, and placed in a plastic bag with an absorptive sheet. The plastic bag containing the collection tubes should be sealed in a cardboard box.

Other Requirements, Guidelines, and Limitations

The outer packaging for DWI blood evidence is not retained by the CCBI Laboratory. Only the blood collection tubes are retained.

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Following the analysis, CCBI will destroy the DWI blood evidence per requirements and conditions set forth in the North Carolina General Statutes (i.e., NCGS 20-139.1(h)), if the submitting agency provides a Criminal Record Number (i.e., CR) with the DWI blood evidence. DWI blood evidence submitted without a CR number will be returned to the submitting agency for destruction management after analysis is complete.

An Email address is required in order for the requesting agency to receive DWI Affidavit and Revocation Reports directly. Otherwise reports must be obtained from Portal. External agency Portal administrators are responsible for managing Email addresses for their agency.

Blood samples should be protected from heat. Storage in a refrigerator is recommended prior to submission to the CCBI Laboratory.

Dried or coagulated blood evidence cannot be analyzed.

Serum can be analyzed by the DWI Blood Chemistry Unit.

Twenty (20) milliliters of blood should be collected in two (2) separate 10 milliliter tubes. Failure to follow this guideline can affect the number of tests that can be performed.

The DWI Blood Chemistry Unit analyzes all DWI blood evidence for blood alcohol concentration (BAC) unless the volume submitted is limited. Blood evidence will not be analyzed for controlled substances when the BAC is greater than 0.085 grams/100 milliliters of blood unless there is information the case involves a death or serious injury to a victim, or the controlled substance analysis is requested by the District Attorney's Office.

The DWI Blood Chemistry Unit will attempt to test for controlled substances outside of the target set (e.g. barbiturates) upon a specific request. The DWI Blood Chemistry Unit will not specifically analyze DWI blood evidence for the presence of non-controlled substances and metabolites without a request from the Wake County District Attorney's Office; however, during the course of the analysis for controlled substances, non-controlled substances can occasionally be identified.

The DWI Blood Chemistry Unit currently has the capability to determine the concentration of a limited number of substances identified in DWI blood evidence.

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Firearms

Purpose

The purpose of this section is to establish additional requirements, guidelines, and limitations specific to requests for analysis of firearm evidence submitted to the CCBI Laboratory.

Scope and Services

These requirements, guidelines and limitations apply to firearm evidence submitted to the CCBI Laboratory. The Firearms Unit examines firearms for functionality, compares spent ammunition to test fired ammunition (i.e., projectiles and cartridge casings), and conducts serial number restorations. The Firearms Unit is also a partner site for the National Integrated Ballistic Information Network (NIBIN) program administered by the US Bureau of Alcohol, Tobacco, and Firearms. The Firearms Unit enters cartridge casings into NIBIN for crime gun intelligence. The Firearms Unit does not perform firearm distance determinations.

Requirements, Guidelines and Limitations

Evidence Packaging

All firearms must be unloaded prior to submission to the CCBI Laboratory and appear visually to be safe.

Ammunition must be removed from any feeding mechanisms unable to be separated from a firearm. Detachable feeding mechanisms (i.e., magazine) must be removed from firearms prior to submission.

The action of a firearm must be secured in an open position, if possible, in a manner to prevent the unintentional closing or locking of the chamber. Any functioning lock on the firearm or safety feature that secures the action in an open position will suffice when the locking mechanism appears to be in operational condition.

Firearms must have a marker placed through the barrel in its entirety and secured in a manner to prevent accidental or unintentional removal. Zip ties or plastic-coated copper electrical wire should be used.

Requests for NIBIN Entry of test fired cartridge cases created by the submitting agency must contain the following information:

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Agency Case Number
Agency Item Number
Offense Date
Offense Type
Firearm Seizure Date
Type of Firearm
Caliber
Manufacturer
Importer of Firearm (if known)
Model of Firearm
Serial Number

The CCBI personnel receiving firearm evidence must be advised of any firearm being submitted that cannot be made safe in the manner described in the preceding paragraphs.

Other Requirements, Guidelines, and Limitations

All evidence relative to a comparison request must be submitted at the same time unless the evidence is currently in the custody of CCBI.

Autopsy projectiles must be rinsed and dried prior to submission to the Firearms Unit.

The Firearms Unit cannot determine when a gun was last fired or whether a projectile and cartridge case were once a single unit.

NIBIN entries are governed by the ATF Minimum Required Operating Standards (MROS) document. All fired cartridge cases and test-fired cartridge cases from firearms suspected by law enforcement of having been used in a crime are suitable for NIBIN entry. NIBIN entries are further limited to the following calibers and criteria:

- Semi-automatic pistols 22 caliber and larger
- 223 and 7.62 semi-automatic rifles
- 12-gauge shotguns
- Long guns that use handgun ammunition consistent with the above guidelines

Revolvers, single shot or bolt action rifles, shotguns in other gauges, weapons never fired, or firearms deemed unsafe, inoperable, or incomplete are not suitable for entry into NIBIN.

NIBIN partner site (i.e., CCBI) searches are automatically limited by NIBIN protocols to the site's designated regional location in the United States. Broader NIBIN geographical searches may be performed upon request.

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The Firearms Unit will only notify the requestor of a NIBIN entry that initiates result of the lead(s) resulting from NIBIN correlations. The requester of a NIBIN entry is responsible for notifying all other associated agencies of the NIBIN lead(s).

NIBIN leads are not confirmed microscopic comparisons. Microscopic comparisons are completed only upon a subsequent request.

Serial number restorations for firearms are performed only upon a request for the service. This service is not automatically performed for all firearm examination requests.

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Latent Prints

Purpose

The purpose of this section is to establish additional requirements, guidelines, and limitations specific to requests for examination of friction ridge impressions submitted to the CCBI Laboratory.

Scope and Services

These requirements, guidelines and limitations apply to latent impressions evidence submitted to the CCBI Laboratory. The Latent Print Unit (LPU) examines latent fingerprints, palmprints and footprints collected from crime scenes. The LPU also conducts ten print comparisons. The LPU does not examine footwear impressions (i.e., shoe tracks).

Requirements, Guidelines and Limitations

Evidence Packaging

Latent evidence within a submission must be labeled with the following:

- Date of collection
- Initials of the collecting person
- Investigating agency case number
- Lift card number
- Lift card location description
- Sketch demonstrating the location of the print

Other Requirements, Guidelines, and Limitations

Latent impression casework is prioritized based on criteria set forth in the Latent Print Unit Technical Procedures.

The LPU will enter latent finger and palm prints of sufficient quality into an Automated Fingerprint Identification System (AFIS) in order to determine candidates with prints appropriate for comparison to the latent prints.

The entry of prints into AFIS is subject to limitations.

AFIS search results (i.e., AFIS Associations) are reported as investigative information.

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Latent impressions entered into AFIS and not dispositioned to an AFIS search result continue to search against newly acquired fingerprints added to the AFIS database. Reverse search results from this continual searching process are generally reported as an AFIS Association.

Comparisons based on Analysis, Comparison, Evaluation and Verification (ACE-V) methodology may be completed for AFIS Associations subsequent to a completion request and are generally performed only pursuant to judicial needs.

Sufficiency to compare a latent impression to a known source is limited to the quality and quantity of the latent impression and the current available impressions from a known source.

Latent impressions deemed to have “No Value” are impressions with insufficient quality and quantity of friction ridge detail to render them suitable for database entry or comparison based on ACE-V methodology. “No Value” impressions will not be compared.

The LPU also performs comparisons of latent impressions to known impressions from specific individuals at the request of an investigating law enforcement agency or the District Attorney’s Office. Requests are reviewed prior to acceptance and may be denied by the Impressions Section Forensic Manager in some circumstances. The Forensic Manager will notify the requesting agency if a comparison request has been denied and provide a reason for the denial. The LPU will attempt to obtain known standards for the subject of a comparison request. If known standards cannot be located, the requestor will be notified and responsible for obtaining and submitting the subject’s known standards. Requests to compare must be submitted via e-mail to ccbilatentrequest@wakegov.com and must include the following:

- CCBI Case Number
- Agency Case Number
- Date of Offense
- Subject Name
- Date of Birth
- Identification Number
- A brief explanation of the request

Any comparison which is part of a nontestimonial order (NTO) must be accompanied by the NTO application, the NTO affidavit and the court order. Discrepancies between a comparison request and NTO paperwork will result in denial of the comparison request.

Requests for Ten Print Examination must be submitted via e-mail to ccbilatentrequest@wakegov.com.

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For Ten Print Examination requests (e.g., habitual felon or firearm by felon ten print requests), a specific ten print card must be designated as a “pending charge / known standard” card. All other ten print cards will be compared to this designated card. Ten Print Examination requests must include an Agency Case Number and listing of all ten print cards to be compared along with the following information for each ten-print card:

- Subject Name
- Date of Birth
- Identification Number
- Date of Offense
- Date of Arrest
- County of Conviction

Full Case Examinations will only be completed upon a law enforcement agency request and authorization by the Impression Section Forensic Manager, or a request from the District Attorney’s Office, or notification of an upcoming trial date.

Latent impression evidence submitted to the CCBI Laboratory will be retained and maintained by CCBI.