**EFFECTIVE: Immediately Updated: December, 2019**

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| **PURPOSE:** | To instruct PCCO staff on collection and storage of specimens for DNA. |
| **SCOPE:** | This guideline applies to sworn PCCO personnel. |
| **GUIDELINE:** | 1. Determine which agency is responsible for the collection of specific types of evidence and the priority of collection based off of fragile/fleeting evidence. 2. Identify secure and preserve evidence with proper containers labels and preservatives. 3. Make sure evidence is placed in the appropriate secured and locked storage, locked refrigerator or locked storage unit. 4. The evidence log is filled out. 5. Document location at the scene time of collection of evidence. 6. Document time sent, laboratory and test procedure being done on evidence. 7. Determine the need for search warrant and discuss with appropriate agency 8. Identify Local, State, Federal laws that might apply. 9. DNA testing will be done at certified at lab |
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Specific: 1. Purple blood tubes for DNA blood samples, heart or large blood vessel and refrigerate if immediate shipping is not available. Follow specific lab requests.

2. If wet tissue or wet blood stain allow to dry and place in paper bag or envelope, and store at room temperature avoid direct sun and ultraviolet light.

3. Large tissue and bone samples should be frozen to preserve evidence. Do not use wound site tissue.

4. Always use gloves, disposable sampling gathering equipment (syringes, needles, scalpel, tweezers) and change often and on one sample only.

5. Label each evidence storage device with date time location what it is and who collected and sealed

6. All Unidentified DNA cases will be sent to UNT or FBI Labs.

Approved by: David E Kintz Jr

Park County Coroner