



**MINISTRY OF NATIONAL SECURITY
INSTITUTE OF FORENSIC SCIENCE AND LEGAL MEDICINE
CASE RECEIVAL UNIT**

**EVIDENCE SUBMISSION
GUIDELINES**

Table of Contents

Preface	3
1.0 Introduction	4
2.0 Contact Information and Hours	5
3.0 Services Provided by IFSLM	6
4.0 General Safety Information	7
5.0 General Case and Evidence Acceptance Policies.....	8
6.0 General Evidence Collection Policies.....	9
6.1 Sealing	10
6.2 Labelling	11
6.3 Case Information	12
7.0 Grounds for Rejection.....	14
8.0 Section Specific Submission Requirements	15
8.1 Chemistry Department Evidence Submission	15
8.2 Biology Department Evidence Submission.....	17
8.3 DNA Unit Evidence Submission	19
8.4 Firearm and Toolmark Department Evidence Submission.....	21
8.5 Pathology Department	22
8.5.1 Postmortem Examination Request	22
8.5.2 Postmortem Examination Protocol.....	22
9.0 Return of Evidence/Reports.....	25
10.0 Reissuing of and Amendments to Certificates Already Collected	28
Appendices I, II, III, IV, V, VI, & VII.....	29-39

PREFACE

The purpose of this document is to offer guidance on how to effectively submit evidence to the Institute of Forensic Science and Legal Medicine (IFSLM) for analyses. Proper evidence handling and preservation are necessary to maintain its integrity. This will ensure the efficient use of laboratory resources by performing analyses on evidence that is likely to provide the most probative results. The probative value of a particular source of evidence is determined by its position, prevalence and persistence, ability to be detected, chain of custody, quality and linkage.

For the purpose of this document, the terms exhibit and evidence are interchangeable.

1.0 INTRODUCTION

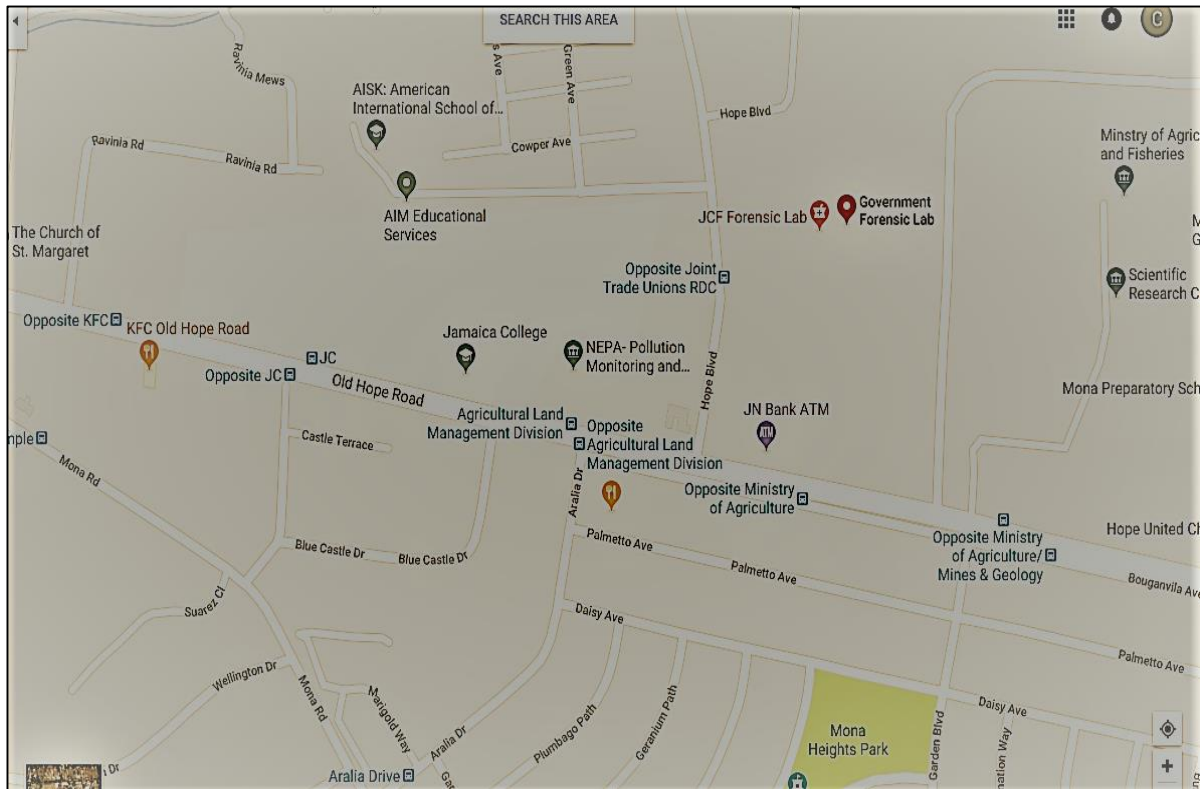
In September 2014, by way of Cabinet Decision No.32/14, approval was granted for the merger of the Forensic Science Laboratory and the Legal Medicine Unit of the Jamaica Constabulary Force (JCF) to form the Institute of Forensic Science and Legal Medicine (IFSLM), a Department of the Ministry of National Security (MNS). The Forensic Institute conducts scientific examination and analysis of physical evidence for the purposes of crime detection and the administration of justice. In carrying out these core functions, we need to deliver the precise and accurate results demanded by our stakeholders, and in recognition of this responsibility, it is incumbent that Forensic Scientists ensure that their results are reliable, discriminating and accurate.

As a Department of the MNS, the mandate of the IFSLM, contributes to the provision of swift and sure justice for the citizens of Jamaica. Through its activities, products and services, the IFSLM plays a significant role in bringing criminals to justice as it is responsible for providing quality forensic services and medico-legal postmortem examinations. These protocols establish the analytical and probative value of evidence in criminal proceedings for both JCF and the Courts. This information is applied by the judicial system as it pertains to a number of Acts including:

- DNA Evidence Act
- Offences against the Person Act
- Dangerous Drugs Act
- Evidence Act
- Firearms Act
- Coroners Act

The Institute also provides written reports of results, expert witness testimony and aims to work with our criminal justice system partners to provide the highest quality of service in the most efficient and effective manner.

2.0 CONTACT INFORMATION AND HOURS



The Institute of Forensic Science and Legal Medicine

2 ½ Hope Boulevard,
Hope Pastures, Kingston 6
Telephone: (876) 977-0229-33
Fax: (876) 977-0234

Opening times are:

Mondays to Thursdays – 8:30 a.m. to 5:00 p.m.

Fridays - 8:30 a.m. to 4:00 p.m.

Saturdays, Sundays & Public Holidays - Closed

N.B

Exhibits are received and issued during the following hours:

Mondays to Thursdays - 8:30 a.m. to 4:30 p.m.

Fridays - 8:30 a.m. to 3:30 p.m.

3.0 SERVICES PROVIDED BY IFSLM

DISCIPLINE	CATEGORIES OF TESTING
Chemistry <ol style="list-style-type: none"> 1. Controlled Substances (Drugs of Abuse) 2. Toxicology 3. Trace Evidence 	<ul style="list-style-type: none"> • Drug Identification e.g. Ganja, Hashish, Cocaine • Drug Assay e.g. Cocaine <hr/> <ul style="list-style-type: none"> • Tissue, Blood, Urine and other body fluids for Drugs, Pharmaceuticals & Poisons • Blood/Urine Alcohol Analysis <hr/> <ul style="list-style-type: none"> • Gunshot Residue (GSR) • General and comparative chemistry • Fire Debris • Other Trace Evidence Analyses
Biology <ol style="list-style-type: none"> 1. Serology 2. DNA 	<ul style="list-style-type: none"> • Microscopic Examinations • Biological Fluid Detection • Bloodstain Pattern Analysis <hr/> <ul style="list-style-type: none"> • Forensic DNA Analysis • National DNA Register • Identification of unknown/missing person
Firearm and Toolmark (Ballistics)	<ul style="list-style-type: none"> • Firearms and Related Evidence • Shooting Incident Reconstruction • Toolmark Examination • Integrated Ballistics Identification System • Firearm Tracing
Pathology	<ul style="list-style-type: none"> • Determine Cause & Manner of Death via Postmortem Examinations • Facilitate Identification of Decedents • Complete Cremation, Medical Insurance, and other forms
Crime Scene Examination	<ul style="list-style-type: none"> • As requested
Expert Witness Testimony	<ul style="list-style-type: none"> • As requested

4.0 GENERAL SAFETY INFORMATION

Physical evidence being submitted to the IFSLM for forensic testing can pose significant safety hazards both for our customers and staff. All body fluids (semen, vaginal secretions, saliva, and any other fluid), tissue and human blood being submitted should be treated with the utmost care and precaution. All should be treated as though the samples or physical evidence are known to be infectious for Hepatitis B virus (HBV), Human Immunodeficiency Virus (HIV) and other blood borne pathogens. ***We strongly recommend anyone handling biological specimens to obtain vaccine against hepatitis B.***

Samples suspected to be tainted with infectious material must be clearly marked with biohazard stickers and this information must also be stated on the paperwork being submitted. The suspected presence of other hazardous material including corrosive substances must also be stated on the paperwork.



5.0 GENERAL CASE AND EVIDENCE ACCEPTANCE POLICIES

The IFSLM will receive and examine evidence submitted by the law enforcement community for the purpose of serving the courts. The acceptance of evidence from other entities will be determined by compliance with the IFSLM submission policies.

All evidence being submitted to the laboratory must be accompanied with a completed Forensic Exhibit Submission Form. **(See Appendix I).**

Evidence should be submitted to the Institute in a timely manner.

The following types of cases/evidence are not generally accepted by the IFSLM and includes but is not limited to:

- Submissions from private individuals.
- Requests outside of the scope of the Institute's analytical capabilities.
- Compromised/contaminated samples.
- **Exhibits of no probative value.**
- Exhibits that are not properly labelled or sealed.
- Packages or Forensic Exhibit Submission Forms with correctional fluid.

The Forensic Institute will reject a case/exhibit and provide a formal document with the use of our Rejection Form which states the grounds for rejection **(See Appendix II).**

Only submit items that need analysis.

6.0 GENERAL EVIDENCE SUBMISSION POLICIES

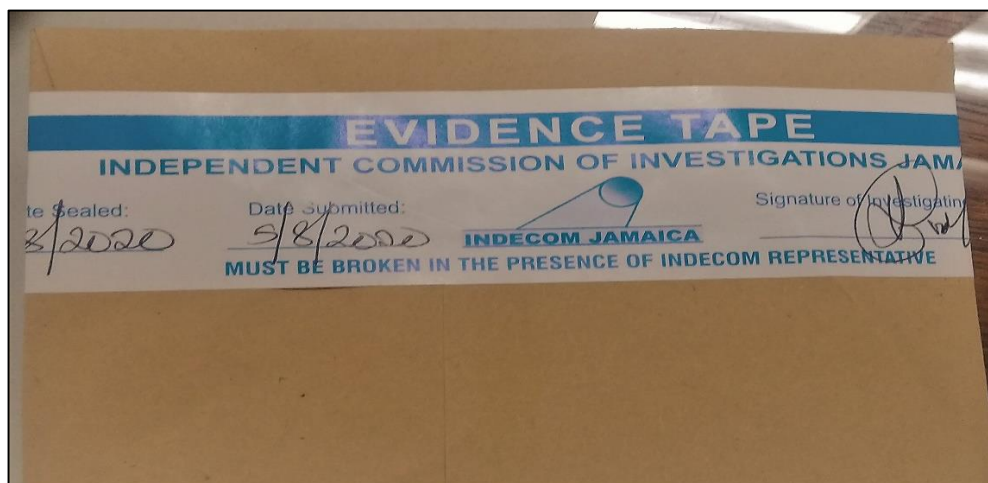
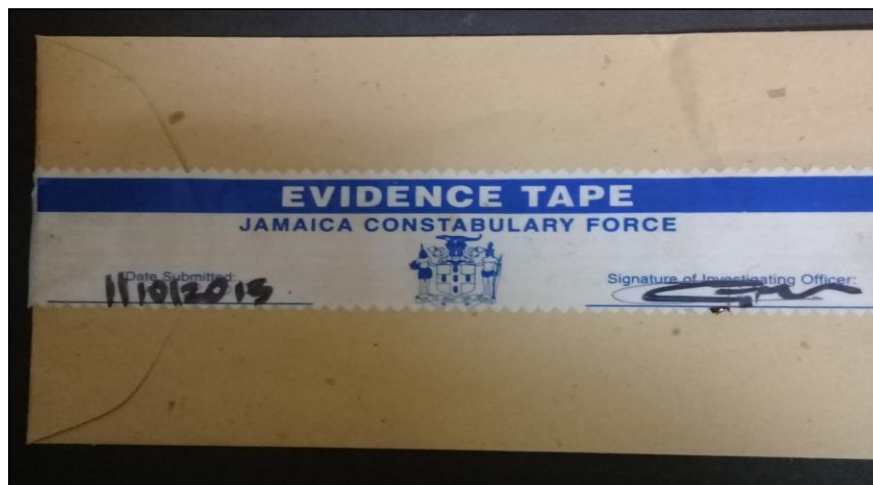
Proper identification, packaging and sealing of evidence is imperative to its preservation and integrity. Evidence should be packaged separately to prevent cross contamination, submitted dry (e.g. bloody clothing, plant material) and also protected to avoid breakage and/or leakage.

- Evidence must be submitted by authorized personnel that is, Security Forces and Independent Commission of Investigation (INDECOM) Officers in person and with identification issued by their respective organizations.
- Persons submitting evidence must ensure that they are properly labeled and sealed. Each exhibit should be packaged in its own individual package to ensure no contamination and each package should be sealed with evidence tape, dated and signed prior to submission. The Institute may refuse to accept evidence that has been compromised or affected in such a way that renders analysis invalid.
- Exhibits must be accompanied by a completed and properly filled out Forensic Exhibit Submission Form. The Institute's case receiving officers will check the preliminary information on the form as filled out by the submitting officer to ensure that the exhibit has evidentiary value. **(See Appendix I)**
- Do not allow the Forensic Exhibit Submission Forms and evidence packages to become contaminated by biological or other hazardous substances during transport to the Institute.
- All changes made on the Forensic Exhibit Submission Form by the escort, **MUST** be signed by the escort.
- A separate Forensic Exhibit Submission Form **MUST** be used for exhibits being submitted to each department.

6.1 SEALING

Evidence must be properly sealed prior to acceptance by the IFSLM. This is achieved when:-

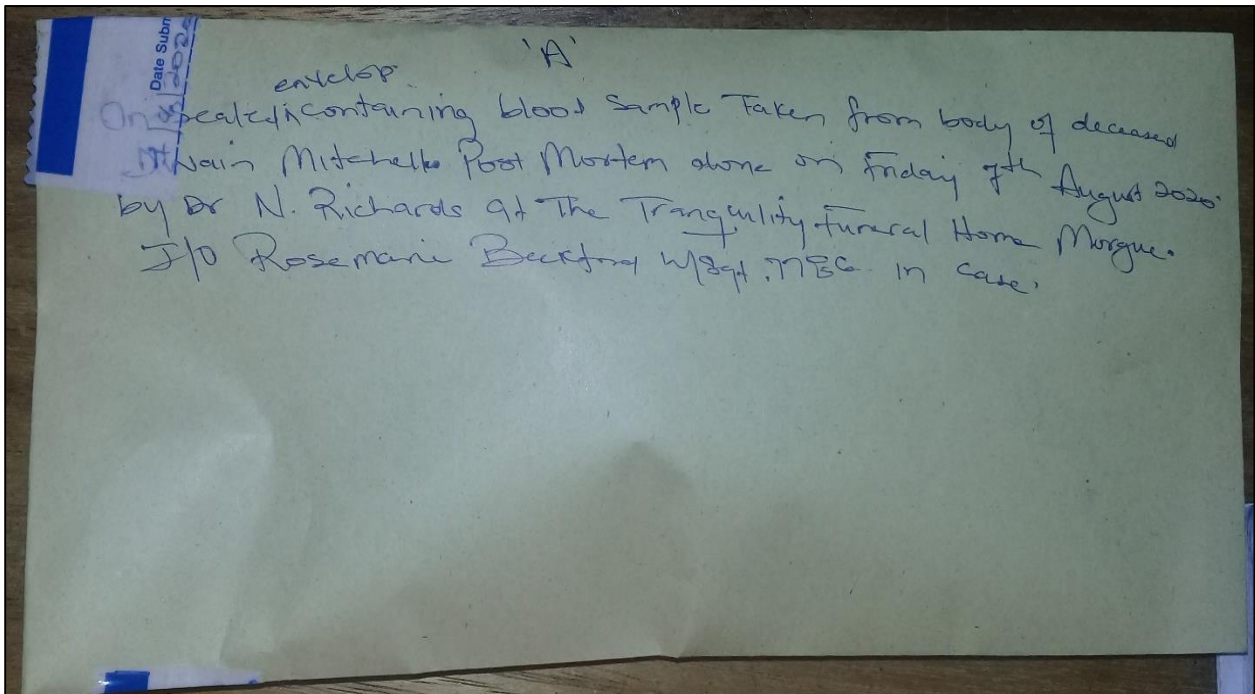
- The packaging is secured to prevent loss, cross-contamination and cross-transfer.
- Packaged to prevent deleterious change and/or unauthorized access to the contents.
- Envelopes and bags that are stapled are not considered a suitable way of sealing the exhibits; these must be accompanied by approved sealing tape which is signed and dated by the sealer or other acceptable tamper-proof sealing method.
- Excessive use of sealing tapes should be avoided.



6.2 LABELLING

Packaging should have: -

- A concise description of the evidence
- Name of the person from whom the evidence was recovered or where the evidence was found
- Date of collection
- Name of person who collected the evidence



6.3 CASE INFORMATION

Exhibits being submitted to the Institute, should be submitted with the properly completed Forensic Exhibit Submission Form which must include, but not limited to the following information: -

- ✓ Division
 - ✓ Station
 - ✓ Date submitted
 - ✓ Name of Complainant/Victim/Decedent
 - ✓ Name of the Accused (if any)
 - ✓ Escort's name, rank and regulation #
 - ✓ Investigating Officer's name, rank and regulation # & contact #
 - ✓ A brief summary of the circumstances surrounding the case written under the essential facts section.
 - ✓ Court date (if one is available)
 - ✓ Forensic Pathologist's name
 - ✓ Doctor's name (if applicable)
- The evidence within the package should correlate with what is written on the package and on the Forensic Exhibit Submission Form being submitted with the case. If the item within the package does not correlate with the information written on the package, the package will not be accepted but resealed and returned for correction.
 - Cases with Forensic Exhibit Submission Forms having a different name from the exhibits in the case **WILL NOT** be accepted but be returned for verification and clarification.
 - Each exhibit should be packaged in its own individual package to ensure no cross contamination and each package should be sealed with evidence tape, signed and dated with the date of submission.
 - Clearly state the type of analysis required.

N.B

Escorts, Scene of Crime Officers and Investigators should ensure the correct spelling of the names of all persons involved in the case.

If all the relevant information is present and the information on the packages correlates with the information on the form, the receiving officer: -

- Makes notes regarding the case on the Forensic Exhibit Submission Form.
- Records the date and time the case is being submitted.
- Assigns an FL No. to the case.
- Affixes his/her signature and stamp to the form, then
- Returns a signed duplicate copy of the form to the escort and retains the original.

Cases which do not follow the submission guidelines will be **REJECTED and the original Rejection Form will be issued to the escort which contains the grounds for rejection and the duplicate copy retained for the laboratory's record.**

7.0 GROUNDS FOR REJECTION

General considerations for rejection of exhibits include, but are not limited to the following:- **(See Appendix II)**

- Exhibits of no probative or evidential value.
- Exhibits with more than one name or wrong name on a biological sample.
- Missing summary or relevant facts for submitted case.
- Unsealed exhibits.
- Exhibits in packaging not corresponding to description on packaging.
- Correction fluid on packaging or Evidence Submission forms.
- Biological samples not labelled.
- Swabs from scene of crime not labelled.
- Oversampling, **e.g., collecting everything from a scene that have no bearing or evidential value to the case.**

Biology Department

- Glass or other fragile item(s) from which a swab can be obtained by crime scene personnel.
- Extra-large or bulky exhibit(s) e.g., car seats.
- Food item(s) for DNA analysis.
- Clothing item(s) from accused if no other exhibits from the case have been submitted.
- Wet exhibits, exhibits with fungal growth (mold & mildew) or maggots.

Firearm and Toolmark Department

- Exhibits submitted without any information.
- Exhibit(s) not in appropriate packaging or no packaging where necessary.
- Exhibit(s) covered in blood or tissue.

Chemistry Department

- Cotton swabs for gunshot residue (GSR).
- Unlabeled stubs for GSR.
- Missing specimen labels for toxicology samples.
- Multiple labels on samples for toxicology e.g., *with different names.*
- Samples from postmortem examinations performed by pathologists other than government (forensic) pathologists – exceptions are approved affiliates.

8.0 SECTION SPECIFIC SUBMISSION REQUIREMENTS

A Forensic Laboratory Number (FL. No.) shall be assigned by the Case Receiving Unit to each exhibit when documentation is deemed acceptable and are referenced to exhibits previously submitted where applicable. The FL. No. shall be assigned in sequential order in the format number/year, (example, 1/2018) for all exhibits entering the Biology and Chemistry Departments. Cases submitted to the Firearm & Toolmark Department have a continuous numbering system, that is, it's not assigned a year just a number in numerical order.

8.1 CHEMISTRY DEPARTMENT EVIDENCE SUBMISSION

- 8.1.1** All evidence being submitted to the Chemistry Department must be properly sealed and labelled.
- 8.1.2** Evidence must be accompanied by a completed Forensic Exhibit Submission Form (completed in duplicate, usually with carbon paper) that should have all the relevant information such as description of exhibit(s), facts of the case, investigator's name, station and division, date, case title and escort's information.
- 8.1.3** Package and seal each item individually as appropriate for that type of evidence. Do not use plastic bags for wet/damp, bloody clothing or undried plant material.
- 8.1.4** For drugs of abuse cases such as ganja and cocaine, only the suspected drug must be submitted. Items associated with the drug, for example clothing and other personal effects, money and food items will not be accepted.
- 8.1.5** Use paper folds for packaging paint chips. Paper envelopes are also acceptable if all four corners and the flap are properly secured. The preferred method of submission is a paper fold inside of a sealed envelope.
- 8.1.6** Use metal tins, boxes or envelopes for packaging glass evidence. Do not use envelopes for large pieces of glass. Wrap each large piece separately in thick brown paper and package tightly to prevent breakage.
- 8.1.7** Fire debris evidence must always be packaged in airtight containers to prevent evaporation. Appropriate containers include: new lined paint cans, glass jars or vials and nylon bags. Nylon bags may be heat-sealed and/or tape-sealed.
- 8.1.8** Cotton swabs are not the best method for collecting liquid samples. If used, the cotton swabs must be sealed in a nylon bag or metal can. Do not include

the swab box or any plastic swab caps with the evidence. Best practice is to place liquid samples in glass vials or submit exhibit as is depending on size of container.

8.1.9 The collection of gunshot residue from the hands requires the use of a Gunshot Residue Collection Kit that utilizes stubs. **Three stubs** must be submitted for analysis: stub of left hand, stub of right hand and control stub. Ensure stubs are appropriately labelled to include names of persons stubbed.

8.1.10 In the event evidence being submitted to the Forensic Institute is a reference in continuation to a case already submitted, the previously assigned FL Number (FL No.) should be noted on the form as the Reference Number (Ref. No.)

8.2 BIOLOGY DEPARTMENT EVIDENCE SUBMISSION

- 8.2.1** Exhibits which are deemed to have no probative value to the case **will not** be accepted.
- 8.2.2** The label on the package must have a concise description of the evidence, name of the person from whom it was recovered or where it was found, date of collection, and the name of the person who collected it.
- 8.2.3** Forensic Exhibit Submission Forms will be checked for detailed facts concerning the case e.g. date of offence, date when the evidence was collected, a brief account of the incident that occurred, analyses requested etc.
- 8.2.4** Ensure that the quote on the Forensic Exhibit Submission Form and the label of the evidence correspond and at **least three lines separating the description of each exhibit**.
- 8.2.5** Reference samples submitted should be labelled with the name of source in their own individual package to ensure no cross contamination. **At no time** should reference samples (known samples) be placed in the same package as unknown samples (samples for examination). Reference samples from victim, accused and other persons of interest are required for DNA analysis.
- 8.2.6** All Firearms must be submitted to the Firearm and Toolmark Department and those for DNA analysis must be swabbed by the Scene of Crime Officer/Forensic Examiner and the swab submitted to the Biology Department prior to submission of weapon to the Firearm and Toolmark Department.
- 8.2.7** Touch evidence is defined as evidence which has no visible staining and would contain DNA that only results from touching an item with the skin. For non-violent crimes, a maximum of two touch items will be analyzed per case unless in exceptional circumstances which have been discussed with the Director.
- 8.2.8** Exhibits from accused should be submitted at the same time or after exhibits from crime scene or victim. Exceptions include reference sample and/or weapon used.
- 8.2.9** In the event evidence being submitted to the Forensic Institute is a reference in continuation to a case already submitted, the previously assigned FL Number (FL No.) should be noted on the form as the Reference Number (Ref. No.).

8.2.10 Packages that are over-packed (bursting at the seams) will not be accepted and it is encouraged that medical doctors place clothing of victims in separate packages from the SAFE (Sexual Assault Forensic Evidence) kits.

8.3 DNA EVIDENCE SUBMISSION

- 8.3.1 Any criminal case that has biological fluids identified will be a candidate for DNA analysis.
- 8.3.2 Identification cases are also candidates for DNA analysis.
- 8.3.3 Evidence is collected, received, handled, sampled and stored so as to preserve the identity, integrity, condition and security of the item.
- 8.3.4 DNA Database samples comprise both reference samples and samples from crime scenes.
- 8.3.5 Reference samples received shall be in one of the following forms: a buccal swab, tooth, sample of blood or a bone sample.
- 8.3.6 All packaging must be tamper-proof and the integrity of the packaging should not be compromised prior to submission to the IFSLM.
- 8.3.7 A buccal sample, not reference to any exhibits previously submitted, will be assigned a DNA Registry Number (DR#). The assignment of this number will be sequentially done in the DNA Registry Submission Log Book.
- 8.3.8 **Procedures for acceptance of DNA Reference Samples**

The Case Reveal Unit shall check for the following:

- Whether DNA samples have been collected twice (*if not – proceed, if yes – sample will be rejected*).
- Completed Informed Consent Form 1 (**See Appendix III**).
 - ✓ Witness name
 - ✓ Signature of Detention Officer
 - ✓ Signature of Donor
- Concordance of name on the Informed Consent Form 1 with DNA sample.
- Signed and sealed tamper-proof package.
- Once conformance of the sample has been satisfied, the Case Reveal Unit will collect the sample.

PLEASE NOTE THE FOLLOWING

Definition of a suspected person:

A suspected person means a person who:

- 1) has been arrested on suspicion for his involvement in the commission of a relevant offence
- 2) is charged with a relevant offence; or
- 3) has been summoned to appear before a court for a relevant offence

The DNA Sample must be taken by a Certified Detention Officer (*member of the JCF, the Jamaica Defense Force (JDF) acting in support of a member of the JCF, District Constable authorized by an officer of the JCF, Forensic Analyst, Correctional Officer (inmates only), INDECOM, or a person with responsibility for a place of detention (e.g. hospitals & nursing homes).*

8.4 FIREARM AND TOOLMARK DEPARTMENT EVIDENCE SUBMISSION

- 8.4.1** A completed Forensic Exhibit Submission Form shall accompany all evidence submitted to the laboratory.
- 8.4.2** All packages should be sealed.
- 8.4.3** Only state owned weapons or licensed firearms where no criminal proceedings are pending may be accepted unpackaged.
- 8.4.4** No reused box, envelope or package will be accepted.
- 8.4.5** Exhibit packaging must be pristine (no commercial packaging).
- 8.4.6** All firearms which use a magazine must be submitted with magazine except in the case of a recovered firearm where no magazine was recovered.
- 8.4.7** Firearms must be packaged separately from the cartridges or ammunition related evidence.
- 8.4.8** Projectiles must be submitted dried.
- 8.4.9** Only firearm related evidence will be accepted (e.g. No sheet, towel, socks, or any other parcel/container exhibit in which was found in). However, they may be accepted at the discretion of the Senior Ballistics Expert/Firearm and Toolmark Examiner.
- 8.4.10** Ensure the description for evidence made on the Forensic Exhibit Submission Form corresponds to the description written on the evidence.
- 8.4.11** Large, multi-item evidence submissions shall undergo a pre-submission review by Ballistic Expert/Firearm and Toolmark Examiner prior to receipt.

8.5 FORENSIC PATHOLOGY DEPARTMENT

8.5.1 REQUISITION OF POSTMORTEM EXAMINATIONS

8.5.1.1 Police Officers should make the request for postmortem examination within 48 hours of death and the stamped requisition form (**See Appendix IV**) should be sent via email, fax or hand-delivered.

8.5.1.2 Requests that are hand-delivered should be written up in the Postmortem Examination Request Book by the investigating officers.

8.5.1.3 Independent Observer requests, with the name and contact information of the Medical Doctor are to be sent to the Pathology Department ensuring that the Forensic Pathologist on duty receives the request **no later than 24 hours before the scheduled Postmortem Examination date**. Please note, requests should be sent no later than Fridays for cases scheduled on Mondays. ***Late requests will be denied.*** (**See Appendix VII**)

- There should be no removal of physical evidence from the decedent(s) at the scene. Ideally nothing should be removed from the bodies.
- If an item is needed based on the nature of the case, the Pathology Department should be contacted prior to removal.
- Items removed from the body at the scene by investigators or family members or at the hospital (if possible), should be placed in the body bag and sent to the morgue, e.g., ligatures, clothing.
- FCSIs must ensure that body bags are secured prior to storage and hands are bagged for cases of homicides and suspicious deaths, especially if fingernail clippings are to be taken.

8.5.2 POSTMORTEM EXAMINATION (PME) PROTOCOL

8.5.2.1 The Investigating Police Officer(s) should be at the Government Contracted Funeral Home/morgue by 8:00 a.m. to complete their paperwork which will be submitted to the Forensic Pathologist.

8.5.2.2 All Investigating Officers need to warrant medical records (dockets) for deceased person(s) who died within the hospital or were recently seen and treated by a doctor **within three (3) months prior to death**.

8.5.2.3 Requested photographs of the scene should be made available on the day of the postmortem examination or as soon as possible thereafter.

8.5.2.4 Requested photographs of the postmortem examination should be made available as soon as possible.

8.5.2.5 The Investigating Officer and family member(s) should be ready to visually identify the deceased by 8:30 a.m.

N.B. ONLY THE IFSLM MORGUE TECHNICIANS, PATHOLOGIST ASSISTANTS, INVESTIGATING POLICE OFFICERS, INDECOM PERSONNEL, FORENSIC PATHOLOGISTS and other relevant persons ATTACHED TO THE PARTICULAR CASE SHALL BE ALLOWED ENTRY INTO THE AUTOPSY ROOM DURING THE SPECIFIED POSTMORTEM EXAMINATION.

8.5.2.6 The daily Postmortem Examination Log Book should be completed with preliminary cause of death recorded for each case, along with the Forensic Pathologist's claim sheet.

At the Postmortem Examination

- FCSIs, Investigating Officers and INDECOM Forensic Examiners must insist that clothes for forensic submission are **NOT** cut off the decedent(s).
- FCSIs, Investigating Officers and INDECOM Forensic Examiners should bring small igloo containers with freezer packs to keep blood samples and other bodily fluids cool at the morgue and during transportation.

N.B: Containers with histology samples in formalin remain at room temperature. They do not go into the refrigerator.

- Each FCSI, Investigating Officer and INDECOM Forensic Examiner has to ensure that a completed and signed specimen form is attached to each exhibit/specimen prior to signing for them at the morgue.

(See Appendix V)

After the Postmortem Examination

- Specimens should ideally be submitted same day; if unable to, the specimens should be stored appropriately and submitted as soon as possible thereafter.
- The specimen form(s) **(See Appendix V)** completed by the Forensic Pathologist, at the time of the PME must be submitted with the exhibit(s) at all times.
- FCSIs, Investigating Officers and INDECOM Forensic Examiners should be informed before leaving the PME what types of samples they have received, where they should go and the rationale for submission.

- Exhibits are to be submitted to the appropriate department. The onus falls on the initial FCSI to ensure that the specimens reach the relevant departments e.g., *Biology, Chemistry*.
- All pieces of clothing must be dried before submission to the Institute.

9.0 RETURN OF EVIDENCE/REPORTS

- The IFSLM is not a long term storage facility.
- A clear and well documented **chain of custody** is maintained from the time evidence is first received until it is released from the laboratory.
- On completion of analysis on the evidence submitted, a Certificate/Report will be generated with the findings and issued to the collecting officer.
- Evidence being returned are sealed with the IFSLM's seal which is signed by the collecting officer upon receipt.

9.1 CHEMISTRY DEPARTMENT

- 9.1.1** Postmortem evidence (body fluids and tissues) and other perishable evidence will be disposed of by the IFSLM upon completion of casework and generation of certificates/reports.
- Requests for the retention of postmortem evidence for shipment overseas or analysis by local entity must be approved by the Department Head/Executive Director.
- 9.1.2** All drug and trace evidence, excluding explosives will be returned to the collecting officer upon completion of analysis and generation of certificates/reports.
- 9.1.3** **All GSR stubs submitted after December 2019 will be returned to the collecting officer upon completion of analysis and generation of certificates/reports.**
- 9.1.4** The collecting officer will date and sign the following:
- IFSLM seal tape attached to exhibit/sample
 - Original Forensic Exhibit Submission Form
 - Front Desk Book

9.2 BIOLOGY DEPARTMENT

- 9.2.1** Upon completion of the certificate, the exhibit(s) is now ready to be handed over to a collecting officer.
- 9.2.2** Postmortem evidence (body fluids and tissues) and other perishable evidence will be disposed of by the IFSLM upon completion of casework and generation of certificates/reports
- 9.2.3** Each item is checked off with the collecting officer making sure that each item for collection corresponds with that on the certificate.

- 9.2.4** On return of completed cases, the date and time of return is recorded in the designated area on the original Forensic Exhibit Submission Form (which is always attached to the case file).
- 9.2.5** The collecting officer is to sign **name, rank and regulation number** on the designated area on the original Forensic Exhibit Submission Form to maintain ***chain of custody***.
- 9.2.6** Collecting officers are required to sign the Biology Parish Book for returning cases.

9.3 FIREARM AND TOOLMARK DEPARTMENT

- 9.3.1** On return of the completed cases, the exhibits are retrieved along with the original Forensic Exhibit Submission Form and each item checked with the collecting officer to ensure that each item for collection corresponds with that on the certificate.
- 9.3.2** The collecting officer is then issued with the IFSLM seal, which must be dated and signed by the collecting officer, then the exhibits are sealed.
- 9.3.3** The original copy of Forensic Exhibit Submission Form must be signed with the date and time by the collecting officer.
- 9.3.4** The collecting officer must then sign the Certificate and Evidence Collection Register at which point the exhibit is considered to be officially handed over.

9.4 FORENSIC PATHOLOGY DEPARTMENT

Insurance and Cremation Forms (Form E)

- Relatives of the decedents or their representatives should submit insurance/cremation forms (**See Appendix VI**) along with the original burial order (**no copies will be accepted**) to the Forensic Pathology Department for the Forensic Pathologist to complete.

N.B. A Police issued “No-objection letter” is required for all cremation requests signed by a Senior Police Officer in charge of the division/station.

Collection of Postmortem Examination Reports

9.4.1 Upon completion of a postmortem examination, a report is generated. The report is then collected by the officer, however, the collecting officer must provide the following:

- ✓ Name of Decedent
- ✓ Date of Postmortem Examination
- ✓ Name of the Pathologist that performed the Postmortem Examination
- ✓ The Place of Postmortem Examination
- Collection list for Postmortem Examination Reports with more than five (5) reports, should be submitted to the Forensic Pathology Department via Email to: jfpu.ifslm@gmail.com or hand delivered at least three (3) business days before expected date of collection.
- The list should include the same information indicated in bullet **9.4.1**.

Please note the following-

1. The original postmortem examination reports can only be collected by the police, INDECOM, Embassy personnel and JDF members.
 2. Other agents and insurance companies will be issued a postmortem examination report upon a written request
 3. Request for copies of misplaced postmortem examination reports must be done in writing.
 4. Officers (*members of the JCF, the JDF and INDECOM*) collecting postmortem examination reports must sign their names, rank and regulation number (if applicable) in the Records Book. These reports will have the Department of Pathology stamp and date of collection.
- **Postmortem Examination Reports can only be collected by Police Officers of the respective parishes (e.g. Portland cases can only be collected Portland Police Officers).**
 - **The cases on the list that are **URGENT** for court should be highlighted along with the scheduled court date. The Forensic Pathology Department requires at least 2 weeks' notice for cases with known scheduled court dates.**

10.0 REISSUING OF AND AMENDMENTS TO FORENSIC CERTIFICATES AND POSTMORTEM REPORTS ALREADY COLLECTED

- Request for copies of certificates already collected must be made in writing and should include the details of how the certificate was lost or misplaced.
- Copies of certificates to be issued will be photocopies of the original that have been certified as true copies of the original.
- Amendments to certificates issued to rectify an incorrect name or other salient fact will only be done after: -
 - 1) A written request is received and,
 - 2) Proof of name, date of birth, nationality or any other fact to be changed is received. All other requests will be denied.
- If there is an amendment to be made by the IFSLM, the previously issued certificate will be recalled and the corrected certificate, then issued. However if the recalled certificate is not produced, IFSLM will issue the corrected version of the Forensic Certificate which will bear the word “Amended”.
- Request for copies of original Postmortem Examination Reports must be made in writing and should be addressed to, the Forensic Pathology Department. They can be hand delivered or emailed to jfpu.ifslm@gmail.com. The letter must include the following information:
 - ✓ Name of Decedent
 - ✓ Date AND place of Postmortem Examination
 - ✓ Name of Forensic Pathologist
 - ✓ Reason for copy, including an explanation of what happened to the original report that was issued
- The request will only be facilitated **ONCE**.

N.B. Requests of autopsy reports before 2010, may incur a longer processing period.

APPENDIX II

Forensic Case/Exhibit Rejection Form

CASE / EXHIBIT REJECTION FORM

DIVISION: _____ DATE: _____
STATION: _____
CASE RECEIVAL / FORENSIC OFFICER: _____
ESCORT'S NAME: _____ ESCORT'S REG. NO: _____
CONTACT No. (INVESTIGATING OFFICER): _____
CASE TITLE (if applicable): _____
REFERENCE NUMBER (if applicable): IFSLM _____
CASE REJECTION No. _____

INDICATE REASON(S) FOR REJECTION BY PLACING A TICK IN BOX(ES) WHERE APPLICABLE

GENERAL CONSIDERATIONS

- EXHIBITS / SAMPLES SUBMITTED BY COURIERS OR CIVILIAN ESCORTS
- EXHIBITS OF NO PROBATIVE OR EVIDENTIAL VALUE
- EXHIBITS WITH MORE THAN ONE NAMES OR WRONG NAME ON A BIOLOGICAL SAMPLE
- FORMS NOT PROPERLY COPIED OR FROM WHICH PORTIONS OF THE ORIGINAL ARE MISSING
- ITEMS SUBMITTED ARE NOT RELATED TO THE FUNCTIONS PERFORMED BY THE INSTITUTE
- MISSING SUMMARY OF FACTS FOR SUBMITTED CASE
- ITEMS PRESENTED AFTER THE SPECIFIED COLLECTION TIME
- EXCESSIVE NUMBER OF ITEMS PRESENTED AT OR NEAR THE DAILY DEADLINE FOR COLLECTION OF EXHIBITS
- ABSENCE OF FORENSIC FORMS FOR EXHIBITS OF THE SAME CASE, PREVIOUSLY SUBMITTED

GENERAL STATE / CONDITION OF PACKAGING

- WET, BLOODY, MILDEWED OR DAMAGED
- UNSEALED
- EXHIBIT IN PACKAGING NOT CORRESPONDING TO DESCRIPTION ON PACKAGING
- CORRECTION FLUID ON PACKAGING OR EXHIBIT FORM

STATE / CONDITION OF EXHIBIT

- INSUFFICIENT INFORMATION ON PACKAGING AND/OR EXHIBITS
- WET, MILDEWED, MAGGOT OR INSECT-INFESTED EXHIBITS
- EXHIBITS COVERED WITH FAECES
- BIOLOGICAL SAMPLES NOT LABELLED
- SWABS FROM SCENES OF CRIME NOT LABELLED

Page 1 of 2

BIOLOGY DEPARTMENT

- GLASS OR FRAGILE ITEM FROM WHICH A SWAB CAN BE OBTAINED BY SCENE OF CRIME PERSONNEL
- EXTRA LARGE OR BULKY EXHIBITS e.g. Car seats etc.
- TAPELIFTS NOT PROPERLY LABELLED
- CLOTHING ITEMS FROM ACCUSED IF NO OTHER EXHIBITS FROM THE CASE HAS BEEN SUBMITTED
- MAKESHIFT SAFE KITS (BAGS, ENVELOPES OR CARTONS WITH BIOLOGICAL SAMPLES NOT LABELLED)
- OVERSAMPLING FROM SCENES OF CRIME AND OR SUSPECTS
- FOOD ITEMS FOR DNA ANALYSIS
- DNA REFERENCE WITH PACKAGING TAMPERED WITH, DAMAGED OR MISSING LABELS OR UNLABELLED

FIREARMS AND TOOL MARKS DEPARTMENT

- GUNS SUBMITTED WITHOUT ANY INFORMATION
- EXHIBIT NOT IN APPROPRIATE PACKAGING OR NO PACKAGING
- EXHIBIT COVERED IN BLOOD OR TISSUE

CHEMISTRY DEPARTMENT

- SWABS FOR GSR
- UNLABELLED STUBS FOR GSR
- DUPLICATE SAMPLING OF EXHIBITS
- STUBS/CLOTHING FOR GSR FROM ACCIDENTAL DISCHARGE OF FIREARM (eg. while cleaning firearm)
- STUBS/CLOTHING FOR GSR IN POSSESSION OF FIREARM AND/OR AMMUNITION CASES
- STUBS/CLOTHING FOR GSR FROM POLICE/MILITARY/LICENCE FIREARM HOLDER
- STUBS/CLOTHING FOR GSR FROM INCIDENTS INVOLVING ANIMALS BEING SHOT
- MISSING SPECIMEN LABELS FOR TOXICOLOGY SAMPLES
- MULTIPLE LABELS ON SAMPLES FOR TOXICOLOGY e.g. with different names
- SAMPLES FROM POSTMORTEMS PERFORMED BY PATHOLOGISTS OTHER THAN GOVERNMENT (FORENSIC) PATHOLOGISTS - EXCEPTIONS: APPROVED AFFILIATES
- SAMPLES FROM POSTMORTEMS THAT ARE NOT CORONER'S CASES
- CASES WITH MORE THAN ONE GSR STUB FROM EACH HAND AND WHICH HAVE NO CONTROL STUB

CAN THE EXHIBIT(S) BE RETURNED TO THE LAB YES NO

IF YES, Conditions: _____

IF NO, Comments: _____

APPENDIX III

DNA Evidence Act Form 1

Informed Consent Form required for the taking of Non-Intimate and Intimate DNA samples pursuant to Part III of the DNA Evidence Act (Under Section 14)

PART A. DETAIL OF PERSON FROM WHOM DNA SAMPLE IS TO BE TAKEN			
NAME	Surname:	Forename (s):	Alias(es):
ADDRESS			Date of Birth (dd/mm/yyyy):
<i>Tick one or more as is appropriate:</i>			
<input type="checkbox"/> Adult <input type="checkbox"/> Former offender <input type="checkbox"/> Child <input type="checkbox"/> Volunteer <input type="checkbox"/> Protected Person <input type="checkbox"/> Convicted person/offender <input type="checkbox"/> Young inmate <input type="checkbox"/> Suspected person			
PART B. INFORMED CONSENT			
Person giving consent:	Category of Persons		Consent Received <i>(Tick one or more as is appropriate):</i>
	<input type="checkbox"/> Adult who is not a protected person		<input type="checkbox"/> Consent of adult
	<input type="checkbox"/> Protected person		<input type="checkbox"/> Consent of parent, guardian or adult relative of protected person <input type="checkbox"/> Order of Court
	<input type="checkbox"/> Child under 16 years (other than protected person)		<input type="checkbox"/> Consent parent, guardian or adult relative of child <input type="checkbox"/> Order of Court
	<input type="checkbox"/> Child 16 years and over (other than protected person)		<input type="checkbox"/> Consent of child <input type="checkbox"/> Order of Court
NAME OF PARENT, GUARDIAN OR ADULT RELATIVE GIVING CONSENT:			
1. NAME	Surname:	Forename (s):	Alias(es):
ADDRESS:			
2. NAME	Surname:	Forename (s):	Alias(es):
ADDRESS:			
If Court order received:			
Type of Court & Parish (Select & Indicate)		Case Reference #	Name of Judge
<input type="checkbox"/>	Parish Court <small>(Include Location)</small>	Plaint. #	
<input type="checkbox"/>	Supreme Court	Suit #	
<input type="checkbox"/>	Summary of Order:		
PART C. PARTICULARS OF SAMPLE <i>(Tick as is appropriate):</i>			
BODILY SAMPLE		INTIMATE SAMPLES	NON-INTIMATE SAMPLES
<input type="checkbox"/> Saliva	<input type="checkbox"/> Pleural fluid	<input type="checkbox"/> Blood	<input type="checkbox"/> Saliva
<input type="checkbox"/> Blood	<input type="checkbox"/> Cerebrospinal fluid	<input type="checkbox"/> Urine	<input type="checkbox"/> Hair, other than pubic hair
<input type="checkbox"/> Mucus	<input type="checkbox"/> Peritoneal fluid	<input type="checkbox"/> Semen	<input type="checkbox"/> A nail
<input type="checkbox"/> Urine	<input type="checkbox"/> Amniotic fluid	<input type="checkbox"/> Pubic hair	(Any material found under a nail)
<input type="checkbox"/> Semen	<input type="checkbox"/> Any other biological material or naturally occurring bodily fluid or secretion	<input type="checkbox"/> Tissue fluid obtained by breaking of the skin	<input type="checkbox"/> Buccal swab
<input type="checkbox"/> Synovial fluid		<input type="checkbox"/> Swab	<input type="checkbox"/> Skin impression
<input type="checkbox"/> Spinal fluid		<input type="checkbox"/> Wash or	<input type="checkbox"/> Swab, washing or sample taken from any part of a person's body other than a part from which a swab.
<input type="checkbox"/> Faecal matter		<input type="checkbox"/> Sample taken from any part of the genitals or bodily orifice other than the mouth	
<input type="checkbox"/> Digestive Fluids		<input type="checkbox"/> Dental material	
<input type="checkbox"/> Vaginal Secretions		<input type="checkbox"/> Foetus or products of conception	
PART D. PLACE SAMPLE TAKEN <i>(Tick as is appropriate):</i>			
<input type="checkbox"/> Forensic Institute	<input type="checkbox"/> Adult Correctional Centre	<input type="checkbox"/> Police Station/lock-up (Location) _____	
<input type="checkbox"/> Juvenile Correctional Centre	<input type="checkbox"/> Crime Scene ¹	<input type="checkbox"/> Place of Detention (Location) _____	
		<input type="checkbox"/> Other (Specify) _____	
PART E. PURPOSE FOR TAKING SAMPLE <i>(Tick as is appropriate):</i>			
<input type="checkbox"/> Forensic investigation <input type="checkbox"/> Human identification, including – <input type="checkbox"/> the finding or identification of missing persons <input type="checkbox"/> the identification of seriously ill, or severely injured, persons who are unable by reason of the illness or injury to indicate their identity or <input type="checkbox"/> the identification of the bodies of unknown deceased persons		<input type="checkbox"/> Administration of Justice <input type="checkbox"/> Facilitation of a review of an alleged miscarriage of justice <input type="checkbox"/> Compilation of statistics <input type="checkbox"/> Facilitation of Custodian <input type="checkbox"/> Any other purpose specified by the Minister	

PART F. QUALIFIED PERSON TAKING SAMPLE <i>(Tick as is appropriate):</i>			
INTIMATE SAMPLE		NON-INTIMATE SAMPLE	
<input type="checkbox"/> where an intimate sample is being taken or is to be taken – <ul style="list-style-type: none"> <input type="checkbox"/> a phlebotomist or Medical Laboratory Technologist registered under the Professions Supplementary to Medicine Act <input type="checkbox"/> a registered nurse or nurse practitioner registered under the Nurses and Midwives Act acting under the supervision of a registered medical practitioner <input type="checkbox"/> a registered medical practitioner <input type="checkbox"/> any other person who, in the opinion of the Chief Medical Officer, is qualified to take DNA material for forensic science analyses 		<input type="checkbox"/> where a non-intimate sample is being taken, or is to be taken, a detention officer	
Qualified Officer	(Name):	(Title/Rank & No.)	
	(Organisation):		
PART G. DETAILS OF DETENTION <i>(Tick as is appropriate):</i>			
<input type="checkbox"/> Date Committed <i>(dd/mm/yyyy)</i> : <input type="checkbox"/> Date Convicted (where applicable) <i>(dd/mm/yyyy)</i> :		Place Committed:	
Detention Officer:	(Name):	(Title/rank & No.)	
	(Organisation):		
<i>Tick appropriate box:</i> <ul style="list-style-type: none"> <input type="checkbox"/> Member of the Force <input type="checkbox"/> Member (of whatever rank) of the Jamaica Defence Force when acting in support of the Force <input type="checkbox"/> Member of the Rural Police who is authorized by an officer of the Force <input type="checkbox"/> Forensic analyst 	<ul style="list-style-type: none"> <input type="checkbox"/> Correctional officer <input type="checkbox"/> Person appointed as an investigator under the Independent Commission of Investigations Act <input type="checkbox"/> Person with responsibility for the operation of a place of detention 	Name of Investigator: Rank: No: Stationed:	
PART H. SIGNATURE			
Signature /Mark of Person:		Date <i>(dd/mm/yyyy)</i> :	
Name of Witness:		Role: <input type="checkbox"/> Justice of the Peace <input type="checkbox"/> Person's Attorney-at-Law <i>(If Applicable)</i>	
PART I. FOR USE BY INSTITUTE OF FORENSIC SCIENCE & LEGAL MEDICINE			
Laboratory Data:	Date Received <i>(dd/mm/yyyy)</i> :	Lab. Ref. # or Bar Code:	Name of Person Escorting Sample to Lab:
			Signature of Escort:
PART J. FOR COMPLETION BY THE DETENTION OFFICER			
I _____ detention officer declare that _____ refused to sign or make his mark to indicate his/her consent/refusal to give a DNA sample.			
			_____ Detention Officer's Signature)
Category person falls in: <ul style="list-style-type: none"> <input type="checkbox"/> Volunteer <input type="checkbox"/> Suspected Person <input type="checkbox"/> Offender <input type="checkbox"/> Former Offender <input type="checkbox"/> Reference Sample <input type="checkbox"/> Elimination Purposes <input type="checkbox"/> Unknown Person <input type="checkbox"/> Adult Relative of Missing Person 			

APPENDIX IV

Post Mortem Examination Requisition Form

FORENSIC INSTITUTE – AUTOPSY REQUISITION FORM

Tel: 876 977.0229-33 Fax: 876 977.0234 Email: autopsydrcrp@gmail.com

Name (Last, First): UNIDENTIFIED Requisition Date (year/ month/ day):

Male/Female/Unknown Crime Reference Number:
(If applicable)

Age: Investigating officer(s):
(including rank, regulation number, contact number)

Date of Death (Year/Month/Day):

Deceased address: Contact information:

Location where body was found:
(If different from above) Police Area/Station:

Morgue/Funeral Home:

CIRCUMSTANCES SURROUNDING DEATH

(Include known recent relevant activities or events of the deceased at or around time of death)

LEVEL OF POLICE INVESTIGATION	
<input type="checkbox"/> NON-CRIMINAL	
<input type="checkbox"/> CRIMINALLY SUSPICIOUS	
<input type="checkbox"/> CRIMINAL (HOMICIDE INVOLVED)	
<input type="checkbox"/> UNKNOWN	
LAST SEEN ALIVE	UNKNOWN
/	
MONTH DAY	TIME(HH:MM)
DISCOVERED BY	

DESCRIPTION OF THE SCENE

(Include positioning and appearance of the body; surroundings; objects of evidence; alcohol, drugs, medications, etc, at the scene)

SCENE INVESTIGATION
<input type="checkbox"/> PHOTOS NOT TAKEN
<input type="checkbox"/> PHOTOS TAKEN
<input type="checkbox"/> PHOTOS AVAILABLE AT POSTMORTEM

SOCIAL HISTORY

(Include pertinent details of living situation, house hold residents and ages, drug/alcohol history; nature of past police history (e.g theft, sex offender, violence, drugs)

KNOWN TO POLICE
<input type="checkbox"/> YES <input type="checkbox"/> NO

MEDICAL HISTORY (Including hospitalization)

DOCKET PROVIDED/ACCOMPANIED
<input type="checkbox"/> YES

(Must be provided when deceased died in hospital)

INFECTIOUS DISEASE STATUS <input type="checkbox"/> KNOWN HIV POSITIVE <input type="checkbox"/> KNOWN HEPATITIS C POSITIVE <input type="checkbox"/> OTHERS	FORM COMPLETED BY: SIGNATURE AND STAMP:
--	---

Note: Autopsy order means for complete postmortem examination, besides retention, removal and examination of organs and for disposition of such as the pathologist determine

APPENDIX V

Postmortem Examination Evidence Submission Form

POSTMORTEM EVIDENCE SUBMISSION AND ANALYSIS REQUEST FORM

FORENSIC INSTITUTE & LEGAL MEDICINE
2 1/2 HOPE BOULEVARD,
KINGSTON 6
 CHEMISTRY DEPT.
 BIOLOGY DEPT.
 FIREARM & TOOLMARKS DEPT.

NATIONAL PUBLIC HEALTH LABORATORY
21 SLUPE PEN ROAD,
KINGSTON 5
 HISTOLOGY
 MICROBIOLOGY
 CHEMISTRY

NAME OF DECEASED:.....
FIRST MIDDLE LAST

AGE:..... SEX :.....

NATURE OF SPECIMEN: 1)..... 6).....
2)..... 7).....
3)..... 8).....
4)..... 9).....
5)..... 10).....

POSTMORTEM DATE:.....

TESTS REQUIRED:

<input type="checkbox"/> ROUTINE TOXICOLOGY SCREEN <ul style="list-style-type: none">• Blood Alcohol• Pharmaceuticals• Illicit drugs• Pesticides and/or other poisons <input type="checkbox"/> PARAQUAT (eg. Gramoxone) <input type="checkbox"/> OTHER	<input type="checkbox"/> DNA	<input type="checkbox"/> BALLISTICS <input type="checkbox"/> TOOLMARK ANALYSIS
---	-------------------------------------	---

ESSENTIAL FACTS OF CASE (HISTORY AND OBSERVATIONS):

.....
.....
.....

PATHOLOGIST'S NAME:

PATHOLOGIST'S SIGNATURE:

.....

.....

APPENDIX VI

Form E

FORM E
CERTIFICATE AFTER POST-MORTEM EXAMINATION

(To be given by a Government Medical Officer, designated by an Authorized Officer)

I hereby certify that, acting on the instructions of an authorized Officer of the division, I make a Post Mortem Examination of the remains of:

Name.....

Address.....

Occupation.....

The result of the examination is as follows:

I am satisfied that the cause of death was
..... and that there is no reason for making any
toxicological analysis* or for holding an inquest.

Signature.....

Address.....

Medical Officer for the Medical District

Registered Qualifications.....

Date.....

*** The words underlined should be omitted where a toxicological analysis had been made and its result is stated in this Certificate attached to it.**

APPENDIX VII**Independent Observer's Document****ADMINISTRATIVE POLICY
RE ATTENDANCE
AT POST MORTEM EXAMINATIONS**

It is the Government's intention to enact legislation to permit the presence of an independent medical practitioner as an observer at post mortem examinations conducted by a forensic Pathologist or other medical practitioner employed by the government. Discussions are being held with a view to having the widest practicable input in the development of the legislation. In the interim the following administrative rules will apply.

- A The relatives of a deceased person may be represented at a post mortem examination by a qualified medical practitioner, that is, a person qualified and registered to practise medicine in accordance with the Laws of Jamaica.
- In this context relatives mean spouse, child, step-child, step-parent, parent or guardian, or sibling, or in the absence of any of these relatives the next-of-kin.
- B A relative of the deceased who is a qualified medical practitioner may attend in person.
- C Where a relative desires to be represented at a post mortem examination notification in writing must be given to the Pathologist or other medical practitioner at least twenty four hours before the commencement of the examination.
- D The notification should state the applicant's relationship to the deceased and the name of the medical practitioner who will represent him/her at the post mortem examination.
- E Notification is to be sent to:
- Dr. Royston Clifford
Chief Forensic Pathologist
12 Ocean Boulevard
4th Floor
Kingston Mall
Kingston.
- F Where notification has been received the applicant will be informed of the date, time and place of the post mortem examination.

G The observer attending the post mortem examination shall not in any way participate in or interfere with the performance of the examination.

N. B There are circumstances where delay may either reduce the value of the examination or render it useless. Whilst every effort will be made to accommodate the presence of the observer where the above circumstances are applicable, the observer is required to fit within the schedule of the examination.

K. D. Knight
Minister
13th October, 1999