

February 21, 2003

INVESTIGATIONS BUREAU MEMORANDUM NO. 03-2

SUBJECT: Analysis Request Form 96 P.D.

RESCIND: Investigations Bureau Memorandum No. 89-2

I. PURPOSE

The Kansas City Police Crime Laboratory developed the Analysis Request Form to aid the investigator in getting evidence to the correct section of the laboratory for processing. This form allows the investigator the opportunity to provide the necessary information about the investigation so valid tests can be performed by the appropriate examiner.

II. POLICY

- A. Personnel requesting the analysis of evidence by laboratory personnel will complete the Analysis Request Form 96 P.D. and forward to the laboratory.
- * B. Personnel having access to the LABOPS program through the ALERT system can utilize the computer to electronically complete the Analysis Request Form.

III. PROCEDURE

- A. The Analysis Request Form is a vehicle to be used by the Kansas City Police Crime Laboratory to enhance their case management system. The use of this form does not negate the purpose of the Form 236 P.D., Physical Evidence Inventory Report, but provides specific information regarding the analysis of evidence.
- B. The procedures listed below shall be followed when utilizing the Analysis Request Form 96 P.D.:
 - 1. The Analysis Request Form is to be used on evidence examined by the Kansas City Police Crime Laboratory.
 - * 2. The only items automatically forwarded to the Crime Lab without a Form 96 P.D. are narcotics, marijuana weighing 100 grams or more, paraphernalia containing residue, and handguns. All other property will be sent directly to the Property and Evidence Section.

3. The canary copy of the Form 236 P.D. will be mailed to the Kansas City Police Crime Laboratory by the Property and Evidence Section. The element handling the investigative follow-up will receive a copy of the report from the Kansas City Police Crime Laboratory upon completion of the examination.
 4. The Kansas City Police Crime Laboratory will call for evidence consistent with Laboratory case management practices.
 - * 5. When the need arises for an **immediate** examination of evidence, it can be delivered directly to the laboratory by the requestor or representative and work can begin with a subsequent delivery of the Analysis Request Form.
- * C. The procedures listed below shall be followed when completing the Analysis Request Form 96 P.D. electronically:
1. To electronically **fill out** the Analysis Request Form, the following steps should be followed:
 - a. In ALERT type:
for crimelab (enter)
 - b. Choose option *USER ACCESS TO CASE FILES*:
7 (enter)
 - c. Choose option *REVIEW OR ADD ANALYSIS REQUEST*:
3 (enter)
 - d. Choose option *ADD ANALYSIS REQUEST*:
1 and **case report number** (enter)
 - e. Enter your unit, name and priority, along with the crime lab section and a brief summary of offense:
3 letter unit code,
last name, first name.
Priority #1,
X in front of each section effected,
brief summary of offense, with court date (if applicable) (enter)
 - f. Review data and approve. (enter)
 - g. Describe what analysis you want to be completed and electronically send the request:
Type in your request,
X in field behind phrase, "**ANALYSIS REQUEST ENTRY COMPLETE RETURN TO MENU**" (enter)

2. To electronically **view** the Analysis Request, the following steps should be followed:
 - a. In ALERT type:
for crimelab (enter)
 - b. Choose option *USER ACCESS TO CASE FILES*:
7 (enter)
 - c. Choose option *REVIEW OR ADD ANALYSIS REQUEST*:
3 (enter)
 - d. Choose option *REVIEW ANALYSIS REQUEST*:
2 and **case report number** (enter)
 - e. Choose desired request when more than one is given:
Line number of request (enter)
 - f. Use PF7 key to page forward and PF8 key to page backward.

- D. Commanders and Supervisors of the Investigations Bureau will be responsible for ensuring that completion and forwarding of the Analysis Request Form is accomplished according to the policy and procedures defined in this memorandum.

Deputy Chief Rachel Whipple
Commander
Investigations Bureau

DISTRIBUTION: All Department Elements
Post on all bulletin boards for two weeks