



South Carolina Law Enforcement Division

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FORENSIC SERVICES LABORATORY CUSTOMER NOTICE 2020-04 JUNE 25, 2020

EVIDENCE SUBMISSION PROCEDURES COVID-19 CONTINGENCY PLAN – UPDATE OPERATIONS RESUMED

Effective today, June 25th, the SLED Evidence Control Department will resume acceptance of evidence submissions. The following are the updated evidence submission procedures:

- As described and recommended by the Centers for Disease Control and Prevention (CDC), **all evidence submitters entering the Laboratory must have a face covering over their nose and mouth**, unless they have a health condition that would prohibit them from doing so. Out of respect and concern for the safety of our customers, Laboratory staff members will also be required to wear face coverings when interacting with our customers face-to-face.
- Evidence submissions will be accepted by appointment Monday through Friday between **9:30 AM and 4:00 PM** only.
- All agencies should contact the SLED Evidence Control Department at 803-896-7302 to schedule an appointment for submissions. Evidence for return will be prepared for agencies calling to schedule an appointment. **Agencies must come prepared to receive return evidence.**
- All submitters will be directed to the rear entrance of the laboratory for direct submission to the evidence lockers. See the attached diagram for further instructions.
- Submitters from one agency at a time will be allowed access to the evidence locker submission area to promote social distancing.
- Only properly pre-logged and packaged evidence will be accepted.
- Submission of Controlled Substance cases/BEST Evidence Kits is limited to 25 cases per visit.
- Submission of Non-violent “touch DNA” property crimes cases is temporarily suspended.
- Latent Print evidence will continue to be accepted either through physical submission through the evidence submission lockers or through the Electronic Submission Program.

We appreciate your cooperation as we take steps to continue to provide forensic laboratory services to the South Carolina criminal justice community while protecting the health and safety of our staff and customers to the greatest extent possible. If you have any questions or concerns, contact the SLED Forensic Services Laboratory at 803-896-7300, Captain Emily B. Reinhart at 803-896-7331, ereinhart@sled.sc.gov or Lieutenant Laurie Shacker at 803-896-1415, lshacker@sled.sc.gov



An Accredited Law Enforcement Agency



Customer Notice 2020-04

Modified Evidence Drop Off Procedures:

- Once through the gate, proceed to the parking outside the Receiving Bay labeled RESERVED.
- These reserved spaces will be used for evidence drop-off.
- Call 803-896-7300 to let the receptionist know you have arrived and to provide a contact cell phone number so that we can let you know when the lockers are available. We are going to be limiting access to one agency at a time.
- We will locate several carts in the receiving bay for your convenience.
- When you are ready to enter the building, there is an intercom at this door to request entry.
- Complete all paperwork prior to arrival time in the evidence locker area.

