



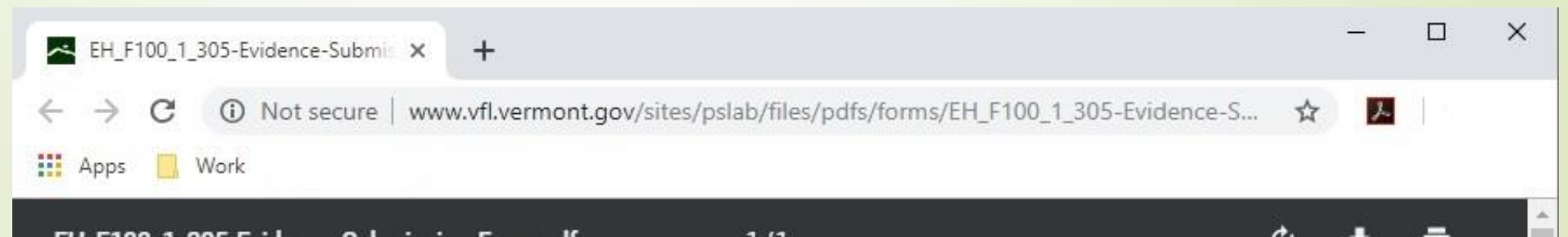
UNDERSTANDING and COMPLETING
305 SUBMISSION FORM

305 Submission Form

- ▶ Designed to input necessary information into the FA LIMS report system used by the VFL with verbiage relevant to the Laboratory's accreditation.
- ▶ Must be completed and accompany every case that is submitted to the Vermont Forensic Laboratory.
- ▶ **The only exception** is evidentiary blood kits when they are mailed or hand delivered to the lab. (If a kit is placed in a temporary evidence locker at the lab, a 305 form needs to be completed and placed in the locker with the kit.)

Where to find the 305 Submission Form

- ▶ The most recent form can be found under **Documents** on the VFL web site, <http://www.vfl.vermont.gov/>
- ▶ There is a template for typing information via computer or a printable blank version.
- ▶ 305 submission forms are available in the evidence intake area at the lab.
- ▶ Outdated 305 forms are still accepted.



VERMONT DEPARTMENT OF PUBLIC SAFETY FORENSIC LABORATORY

REQUEST FOR LABORATORY EXAMINATION

P. O. Box 47, Waterbury, VT 05676-0047

Phone: 802-244-8788

DPS Form 305

(Please Print)

SUB	LAB #	UCR	AGENCY CASE #	
<input type="checkbox"/> Hand Carried			AGENCY	
<input type="checkbox"/> Cert. Mail #			INVESTIGATOR	
<input type="checkbox"/> Other			PHONE NUMBER	
<input type="checkbox"/> Opened to remove submission form only and repackaged			E-MAIL ADDRESS	
Incident Date:				
Incident Description:				
Prosecutor: _____ County: _____ Court Date/Jury Draw: _____				
VICTIM		SUSPECT		
Name	Street Address		City	
State	City		State	
<input type="checkbox"/> Male <input type="checkbox"/> Female	DOB (MM/DD/YYYY)	<input type="checkbox"/> Male <input type="checkbox"/> Female	DOB (MM/DD/YYYY)	
EVIDENCE				
Lab Use Only	Item/Tag #	Evidence Description (ex: quantity, brief description)	Evidence Context (ex: location seized)	Requested Analysis Code (see below)
Requested Analysis Codes:		SR: Serology DNA: DNA TX: Toxicology	FC: Firearms Comparison FM: Fracture Match FT: Function Test	DD: Distance Determination SN: Serial Number Restoration TM: Toolmark Comparison
CHAIN OF CUSTODY				
Items	Received From	Date	Time	Received By

By submission of this form and the evidence listed above, the submitting agency acknowledges that the Vermont Forensic Laboratory retains the right to limit or expand the scope of analysis on all submissions and agrees to the receipt of a simplified report containing the information necessary for interpreting the results. Additional information about test methodologies and sampling plans, and disposition of evidence is maintained in the laboratory case record and available upon request. The Vermont Forensic Laboratory reserves the right to refuse evidence that is improperly packaged, inappropriate for examination and/or may cause an unacceptable hazard to laboratory staff.

Drug Seizure (Drug Monitoring Initiative):	
Suspected Drug Type:	Packaging: <input type="checkbox"/> Glassine/Wax <input type="checkbox"/> Plastic <input type="checkbox"/> Other:
Stamp Logo/Color:	Bag Color:
Address of Seizure:	

Header Section Lab Portion

- ▶ **SUB** Subsequent submission for a case
- ▶ **Lab#** Obtained from FA LIMS report system
- ▶ **Delivery Method** Hand carried, certified mail or other method





Header Section

Agency Portion

- **UCR Code**
- **Agency Case Number**
- **Agency**
- **Investigator**
- **Phone Number:** For Investigator - Can be department or cell phone
- **Email Address:** For Investigator
- **Incident Date:** Original Date incident occurred
- **Incident Description:** Brief narrative of the incident
- **Prosecutor:** Prosecuting attorney/attorney that needs copies of reports
*Note: If the prosecutor is unknown the State Attorney office for the county will be entered. Specifically list the US Attorney handling the case
- **County:** The county the prosecutor is representing
- **Court Date/Jury Draw** – note hearing vs trial

UCR CODES

- ▶ Use the UCR code that most accurately described the case being investigated.
- ▶ If more than one code is applicable, use the code that is the lower number. These codes are assigned by the FBI in order of their severity.
- ▶ The FBI tracks the codes assigned to cases.



UCR CODES



▶ 01	Homicide	15	Weapons Offenses
▶ 02	Rape/Sexual Assault	18	Controlled Substances
▶ 03	Robbery	21	DUI
▶ 04	Assault	22	Liquor Violation
▶ 05	Burglary	26	Other Criminal
▶ 06	Larceny	27	Overdose – Non Fatal
▶ 07	Auto Theft	28	Overdose - Fatal
▶ 09	Arson	DNH	Death non homicide
▶ 10	Forgery/Counterfeiting	GL	Game Laws
▶ 11	Fraud	H&R	Hit and Run (LSA)
▶ 12	Embezzlement	K	Kidnapping
▶ 13	Stolen Property	ONC	Other Non Criminal
▶ 14	Vandalism	OT	Other Traffic

VICTIM SECTION

- ▶ **Provide full name, address, gender, and birthdate.**
 - ▶ If you are unable to provide above information, provide whatever available information you have.
 - ▶ Do not need to list society, unknown, or business names.



SUSPECT SECTION

- ▶ **Provide any available information.**
 - ▶ A suspect's street name, or alias, can be listed in the last name field if that is the only known name.



EVIDENCE SECTION

► Item/Tag

- List the Evidence number or tag number that is on the packaging.
- Do not put “1” for the first item listed, i.e. if the tag number is “15” fill in “15”
 - These numbers are given a container number in FA LIMS
 - The evidence number is used as a quality control check by the analyst to verify the evidence corresponds to the laboratory container number.



EVIDENCE DESCRIPTION

- ▶ Provide description of evidence to include quantity, weight, etc.
 - ▶ Plastic bag containing 4.5 g of suspected heroin
 - ▶ (estimates of weight or number of bags is acceptable)
 - ▶ S&W .357 Model 586 S/N:1234SDM
 - ▶ Sexual Assault Evidence Collection **Kit#** should be listed before clothing and/or bedding in the list of items.



EVIDENCE CONTEXT

- ▶ **Evidence location or circumstances of the seizure of the evidence.**
 - ▶ Search incident to arrest
 - ▶ Search warrant
 - ▶ Suspect pants pocket
 - ▶ Victim's bedroom waste basket
 - ▶ Mark containers collected from location as suspect or victim residence, vehicle, etc.



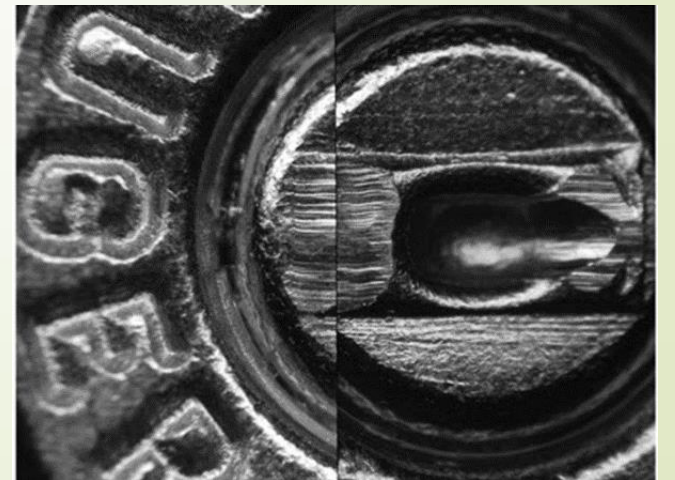


REQUESTED ANALYSIS CODE

- ▶ **AFIS** If you want latent submitted to AFIS for comparison.
- ▶ **LP** If you want the evidence processed or examined for latent prints
- ▶ **DA** If you want the evidence analyzed for the presence of regulated or controlled substances
- ▶ **SR** Serology examination of bodily fluids sexual assaults, blood
- ▶ **DNA** DNA analysis
- ▶ **TX** Toxicology testing for chemicals within body fluids such as alcohol or controlled or regulated drugs in blood.
- ▶ **FC** Firearm Comparison comparing a firearm to a casing, bullet
- ▶ **FM** Fracture match
- ▶ **FT** Function Test verifying the functionality of a firearm
- ▶ **DD** Distance Determination
- ▶ **SN** Serial Number Restoration
- ▶ **TM** Toolmark comparison


REQUESTED ANALYSIS

- ▶ **Multiple exams can be performed on one piece of evidence.**
 - ▶ Firearm could be analyzed for LP, DNA, and FT
 - ▶ Drugs for DA, LP, and DNA






CHAIN CUSTODY

- Add any known information about chain of custody prior to bringing evidence to the laboratory.
 - Complete an entry upon arrival to the Forensic Lab.
 - Leave the time column blank as the time will be documented by the Lab Evidence Technician at the completion of the submission.
- 




DMI DRUG MONITORING INITIATIVE

- ▶ Complete this information on the bottom of the form for any drug case.
- ▶ The form should be scanned and emailed to the Vermont Intelligence Center at DPS.VICDrugs@Vermont.gov
- ▶ The VFL Evidence Technician will also scan and email the form to VIC



305 A

SUPPLEMENTAL SUBMISSION FORM

- ▶ The 305 form has ten (10) spaces to list evidence.
 - ▶ If you are submitting more than **10 (TEN)** items of evidence, use the **305A Supplemental** form.
 - ▶ 305A Supplemental form can be found under **Documents** on the VFL web site, <http://www.vfl.vermont.gov/>
 - ▶ Analysis codes can also be found on the bottom of this form.
- 



Questions and Contact information:

- ▶ Amanda Bolduc
▶ amanda.bolduc@vermont.gov
Toxicology Supervisor
(802) 244-8788
- ▶ Denise Gregory
▶ denise.gregory@vermont.gov
Drugs Supervisor
(802) 244-8788
- ▶ Harry Jeppe
▶ harry.jeppe@vermont.gov
PCU/Firearms Supervisor
(802) 244-8788
- ▶ Joy Mapp
▶ joy.mapp@vermont.gov
Biology Supervisor
(802) 244-8788
- ▶ Scott McGivern
▶ scott.mcgivern@vermont.gov
Evidence Technician
(802) 244-8788



CONTACT INFORMATION



- Director
- Dr. Trisha Conti
- trisha.conti@vermont.gov
- (802) 244-8788
- Fax (802) 241-5557