



South Carolina Law Enforcement Division

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FORENSIC SERVICES LABORATORY CUSTOMER NOTICE 2020-02 March 19, 2020

EVIDENCE SUBMISSION PROCEDURES COVID-19 CONTINGENCY PLAN

In light of the rapidly-evolving COVID-19 pandemic, the SLED Forensic Services Laboratory will be implementing the following changes to evidence submission procedures to limit potential exposure:

- Evidence submissions will be accepted Monday through Friday between **10:00 AM and 3:00 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.
- All submitters will be directed to the rear entrance of the laboratory for direct submission to the evidence lockers. Please 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 temporarily suspended.
- Submission of Non-violent “touch DNA” property crimes cases is temporarily suspended.
- Latent Prints evidence may be submitted through the Electronic Submission Program. Please contact Lt. Jeff Crooks at 803-896-7294 for further information.

The submission of any Public Safety Priority Case should be approved and coordinated in advance of submission. Please call with any questions or concerns.

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, please contact the SLED Forensic Services Laboratory at 803-896-7300 or Captain Emily B. Reinhart at 803-896-7331, ereinhart@sled.sc.gov



An Accredited Law Enforcement Agency



Customer Notice 2020-02

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.

