



Punjab Forensic Science Agency (PFSA)

PFSA/PO/L1/002	Evidenc Submission / Collection, Return & Disposal Policy	Issue on	04-07-2018	Revision	1.2
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PUNJAB FORENSIC SCIENCE AGENCY

Evidence Submission / Collection, Return & Disposal Policy

(Based on ISO 17025:2005 – Clause 5.7)

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Document Revision Status

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Document Revision Status

DOCUMENT CONTROL BLOCK (REVIEW / REVISION HISTORY)

Review No.	Revision No.	Date	DCR NO	Page No./ Line No.	Amendment Detail
	1.1	27-09-2017	082	Header	"Issued on" and "Revision" added.
	1.2	02-07-2018	096	4	Point 3 and 10 have been amended and changes made can be tracked

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PREFACE

The Punjab Forensic Science Agency (PFSA) provides crime laboratory services in Firearms & Toolmarks Examination, Crime Scene Investigation, Polygraph Reading, Latent Fingerprint Examination, Death Scene Investigation, Questioned Documents, Trace Chemistry, DNA & Serology, Narcotics, Audio Visual Analysis, Computer Forensics, Forensic Photography, Toxicology & Pathology.

Meaningful laboratory results require careful attention to the evidence source, the method of collection, and the timing, storage, transport, handling of the collected evidence, testing of samples and report generation. The lab is following guidelines of international standard ISO 17025:2005 for its testing activities. This manual is designed in compliance with this international standard.

Our goal is to provide accurate, precise and timely results to support nation for better society and to help reduce crimes.

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POLICY REGARDING EVIDENCE SUBMISSION / COLLECTION, RETURN AND DISPOSAL

- Sexual assault cases will be received provided one set of total 3 vaginal / cervical swabs are collected up till 5-7 days post sexual assault incident. Vaginal /Cervical swabs collected more than 5-7 post sexual assault incident days will only be accepted if Regional Police Officer (RPO) provides a reason in writing.
- For Sodomy cases one set of total 3 anal swabs shall be collected. Clothes worn by the victim at the time of assault and / or after the assault will only be received if they are not washed.
- Evidences / items which are not packaged and sealed and /or the packaging is damaged shall not be received at Punjab Forensic Science Agency. Evidences for DNA and Serology tests shall never be packaged in glass or plastic bottles/jars or plastic bags. Evidence shall not be in moist or wet condition. Wet pieces of evidence must be air dried at room temperature and packaged in paper bags. All items in the case shall be labeled clearly about the name of the victim, PMR/MLC # , FIR #, type and nature of item and item number. Instead of using the conventional seal (Laak), all items in a case shall be sealed with temper proof evidence tape duly signed and dated by the doctor/ evidence collector in a way that half of signatures will be on the tape and half will be on evidence item package.
- Specimens / Evidences shall be submitted as per guidelines for specimens required, quantity required, preservation, packaging and transportation of evidences mentioned in "Punjab Forensic Science Agency Handbook". These handbooks have already been provided to all DPOs. Such information is also available on Punjab Forensic Science Agency website (www.pfsa.gov.pk)
- Following documents must be submitted along with the samples / evidences:

Deleted: EVIDENCE SUBMISSION / COLLECTION, RETURN & DISPOSAL POLICY¶

Deleted: If the evidence samples are not with the request letter/docket or without the reference samples or not in proper packing/environmental conditions, concerned section will mark the missing information or documents and/or sample(s) and the evidence samples will be sent back to the submitter. As an alternative the submitter may be contacted by telephone or email or in writing on paper. Once the submitter completes the requirements, they should submit it to the Laboratory in Evidence Receiving Unit. Following instructions must be observed while rejection, submission, return and disposal of the evidence.¶

<#>No rape cases will be received if the medical examination of a victim is conducted after three days from the date of incident. In this case, clothes worn by the victim at the time of assault and / or after the assault will only be received if they are not washed.¶

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Deleted: Biological evidence samples that are not packaged properly or not in proper tubes/kits or not in proper required manner will be rejected.

Deleted: <#>Evidence Samples lacking proper identification or not labelled will not be acceptable.¶

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- a. Completely filled and signed evidence submission form. It must be filled in capital letters in legible handwriting.
 - b. Request letter / Test or Examination request
 - c. Copy of FIR
 - d. Copy of Post-mortem Report or Medico-legal certificate
 - e. Report-e-Marg for Pathology cases, except exhumation cases
 - f. Road certificate
 - g. Any other case related document
 - h. All documents related to one case shall have same FIR number
6. The Evidence Submission Forms (Annex. I) [is available for download on Punjab Forensic Science Agency website for use of law enforcement agencies. Appropriately filled form shall be presented to evidence receiving unit upon evidence submission.](#)
7. A letter will be addressed to District Police Officer of respective district (C.C. to Inspector General) regarding late submission of case by the In-Charge Evidence receiving Unit, if evidence is submitted after more than three days w.e.f. date of recovery of the said case property / evidence.
8. In rape cases, questionnaire to the female victim along with specimens shall be submitted to the Punjab Forensic Science Agency. A [proforma](#) to be filled and accompanied by the case evidence will be provided by the Punjab Forensic Science Agency to all stakeholders.
9. Fee assessment of cases will be done by the In-Charge Evidence Receiving Unit. He will consult section supervisors of [concerned departments such as](#) Latent Fingerprints and Questioned Documents [also](#) if the request letter is sealed or request is illegible.
10. Evidence Receiving [Unit will forward all requests for evidence return to concerned section and the concerned section will be](#) responsible to return the case properties to submitting agency and [maintain the record of returning of case evidence also.](#)

Deleted: will be provided to the District Police Officers of all districts. The DPOs will transmit it further to all police stations in their respective districts.

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Deleted: No scientific staff will return the case property directly to the submitting agency.

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Deleted: In-Charge Evidence Receiving Unit will report to the Competent Authority regarding the returned evidence materials on regular basis.

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11. Cut fingers of deceased submitted to Latent Fingerprints Department for taking finger prints must be returned to submitting office, after processing on the same day of submission.

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12. No case report will be issued without payment of fee in cases where fee is applicable. Punjab Forensic Science Agency will not be responsible for the delay in reporting the case in such situation.

13. For Latent Fingerprints and Questioned Documents cases submitted via post with incomplete evidence item(s) or not accompanying required case analysis fee, the report of incomplete evidence or case communication must be issued after having customer informed by sending three letters written with interval of seven working days between letters.

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14. No status query by the police department will be entertained two months post submission of case. If submitting authority wish to inquire the status of a case prior to two months, provision of court order is mandatory.

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15. Case property must be collected by the submitting agency within time duration after receipt of case report, as mentioned in the Disposition of Evidence Section of PFSA case report. In case of delay, Punjab Forensic Science Agency will not be responsible for providing the evidence material to the submitting agency. Where applicable, case property will be disposed off after time period as mentioned on the report, after the issuance of the report, if not collected by the submitting agency. Portions of the pertinent evidence item(s), if available, will be stored at the appropriate temperature in the laboratory.

Deleted: Evidence may also be rejected due to any of the following reasons: ¶
 <#>The evidence sample is collected in the incorrect manner (i.e. incorrect collection tube or incorrect collection kit)¶
 <#>Evidence sample is not with the request letter/docket.¶
 <#>The evidence samples labelled with information that does not match information on the request form¶
 <#>Evidence samples containers that are broken, leaking, or have evidence of contamination of outer surfaces or of the request letter/docket¶
 <#>Evidence samples delayed in transit making results invalid¶

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Director General
Punjab Forensic Science Agency

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