



Information for Submitting Agencies



- The Forensic Laboratories will accept evidence associated with criminal investigations/prosecutions submitted by prosecutors, law enforcement agencies or the Medical Examiner's Office. Analysis requests relating to criminal investigations/prosecutions from other entities should be directed to the Director of Laboratories for consideration.
- The laboratory does not provide analysis for private citizens or for civil litigations.
- Evidence can be submitted at the CFS Evidence Intake window between the hours of 7:15AM and 3:45 PM.
- Examinations may be requested through the BEAST Property System. Customers outside of Onondaga County or not part of the Onondaga County BEAST Property System may pre-log evidence for submission along with the types of examination requested through a secure website or through use of a signed Evidence Submission Form (ESF). Contact the Director of Laboratories at (315) 435-3800 for information on the use of the laboratories' BEAST web pre-log system.
- Case material/Discovery requests should be directed to the laboratory's Discovery team at labdiscovery@ongov.net. The laboratory may provide copies of case materials to satisfy Discovery obligations, judicial subpoenas, or lawful requests under the Freedom of Information Law (FOIL) without notification to the customer.
- By submitting evidence to the Forensic Laboratories, the customer agrees to the following policies:
 - The customer agrees to allow the Forensic Laboratories to determine the appropriate test methods utilized for analysis.
 - The customer agrees to allow the Forensic Laboratories to determine, based upon existing policies, when submitted items will not be examined as requested.
 - The customer agrees to allow the Forensic Laboratories to approve deviations regarding the test methods utilized when appropriate.





Information for Submitting Agencies



- The customer agrees to allow the Forensic Laboratories to subcontract for analysis when deemed necessary by the Forensic Laboratories. When work is subcontracted, the customer will minimally be notified through the laboratory report of analysis.
- The customer agrees to the Forensic Laboratories limiting inclusion of information on the laboratory report when the laboratory deems the information unnecessary for an appropriate and objective understanding of the opinions, conclusions, and interpretations in the report. In particular, the dates when the actual testing and/or sampling took place and any deviations made to the test method will not be included on the laboratory report. This information will be retained in the case record and is available to the customer upon request.
- In general, unless otherwise indicated on the laboratory report of analysis, evidence will be returned to the submitting agency or their designee. Test fires generated with laboratory ammunition will be retained in the laboratory for a minimum of 5 years at which time test fires from homicide cases will be returned to the submitting agency. Submitted fired ammunition components that may undergo future comparisons will be retained at the laboratory for approximately 5 years at which time submitted fired ammunition components will be returned to the submitting agency.
- The Forensic Laboratories strive to provide the highest quality forensic testing to our customers in a timely and objective manner. The Forensic Laboratories' management welcomes positive feedback as well as suggestions for improvement regarding laboratory services. Please provide feedback using the following link: <http://forms.office.com/g/Y1aNDE0evd>, which is also available on the Laboratories' website, or contact the Director of Laboratories at (315) 435-3800 to provide feedback to the laboratory.





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Methods Used for Examination

The Forensic Laboratories maintain information on-site regarding the exact test methods used in examination. Below is a list of general methodology utilized during examination and information pertaining to the use of certain databases.

Discipline	Examination Methods
Chemistry – Controlled Substances	Preliminary screenings include color tests, microscopic identification, macroscopic identification, and Raman spectroscopy utilizing TruNarc. Confirmatory tests include Fourier transform infrared spectroscopy (FT-IR) and gas chromatography-mass spectrometry (GC/MS). Quantitative analysis is performed utilizing gas chromatography with flame ionization detector (GC-FID).
Chemistry – Fire Debris	Ignitable liquid residues are separated from fire debris using the extraction method, passive headspace concentration with charcoal strips. Gas chromatography-mass spectrometry (GC/MS) is used for the detection of ignitable liquids and ignitable liquid residues.
Digital Evidence	Digital analysis of computer and mobile devices for the presence or absence of probative evidence using industry standard hardware and software forensic tools.
Firearms	<p>Operability testing on firearms and ammunition. Serial number restoration using chemical, magnetic, and physical methods. Microscopic comparison of evidence (submitted) ammunition components and test-fired ammunition. Gunshot residue muzzle to target distance determination using chemical and microscopic methods. NIBIN (National Integrated Ballistic Information Network) entry/search information: Images of fired cartridge cases collected from crime scenes and from test-fired weapons are entered into NIBIN and correlated against existing database entries. The default search region includes entries from the Onondaga County Center for Forensic Sciences, Monroe County Crime Laboratory, Erie County Central Police Services Crime Laboratory, New York State Police Forensic Investigation Center, and other sites and/or regions as determined by the Bureau of Alcohol, Tobacco, and Firearms. Special requests to search against other specific areas of the United States or Canada may be directed to the Firearms Section supervisor. Correlation results may be provided upon request. Agencies are notified of Potential Candidates for Comparison or associations made through microscopic comparisons through a Report of Laboratory Analysis. When applicable, Firearms Section Case Association notifications are also sent to specific law enforcement and/or prosecuting agencies.</p> <p>Images are retained in the database indefinitely and searched regularly according to automatic NIBIN correlation parameters.</p>





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<p>Forensic Biology/ DNA</p>	<p>Chemical and microscopic analysis for body fluids including blood, semen, and saliva. Nuclear DNA testing using Short Tandem Repeat analysis using the Qiagen® Investigator 24plex QS kit or the Applied Biosystems AmpFLSTR Yfiler® kit, capillary electrophoresis, and STRmix™ probabilistic genotyping software. Entry and search into CODIS (Combined DNA Index System). CODIS entry/search information: DNA profiles are entered into the local, state, and/or national CODIS databases depending on their eligibility, complexity, and completeness. DNA profiles from forensic casework samples are uploaded and continuously searched against other casework profiles and convicted offender profiles within Onondaga County, New York State, and the entire United States. Agencies are notified of DNA associations resulting from searches of the CODIS database through CODIS hit letters. Profiles are retained in CODIS indefinitely unless it is determined they no longer meet eligibility requirements.</p> <p>Submitting agencies are notified if profiles are removed from CODIS.</p>
<p>Latent Prints</p>	<p>Chemical, physical and visual processing techniques (utilizing various light sources) for the detection of friction ridge (i.e. latent prints) impressions. Comparison of friction ridge impressions to known friction ridge recordings using the ACE-V (Analysis, Comparison, Evaluation and Verification) method for the purpose of identification and exclusion. Entry and search of fingerprints and palmprints in the New York State Division of Criminal Justice Services Statewide Automated Biometric Identification System (SABIS) and the Federal Bureau of Investigation Next Generation Identification System (NGI) (on select cases).</p> <p>If the Latent Print Section Report of Laboratory Analysis indicates a SABIS search or NGI search did not produce any candidates for further comparison, and that latent print isn't indicated in the report as being identified, the latent print will typically be registered in the SABIS and NGI (if searched) Unsolved Latent Files (ULF) unless indicated otherwise on the report (e.g. due to a request for elimination prints). Registration of the latent print in the ULF allows future known prints (e.g., from arrested individuals, applicants, etc.) coming into SABIS and NGI to be searched against the unidentified latent print for possible future identification. Latent prints registered to the SABIS ULF and NGI ULF (if searched) from homicide and sexual assault cases will typically be retained in the SABIS and NGI ULF (if searched) for 100 years from the date of crime and for all other crime types will be retained in the SABIS and NGI ULF (if searched) for 5 years from the date of crime. Latent prints that are subsequently identified as a result of a SABIS or NGI search are reported to the agency via a Report of Laboratory Analysis and are removed from the ULF. Latent prints whose ULF registration retention has been reached are removed from the ULF without further notification to the requesting agencies.</p>

