The Laboratory Section

Guide to Forensic Services

Baltimore Police Department
Kevin P. Clark
Commissioner
The objective of the Laboratory Section is to provide the Baltimore Police Department with the highest quality, most accurate and efficient forensic scientific support available.

This guide has been prepared by the members of the various units within the Laboratory Section to describe the various services extended to you and to assist you in obtaining forensic analyses, which will aid in your investigation.

Edgar F. Koch, Sr.
Director, Laboratory Section
The Laboratory Section is housed on several floors of the Police Headquarters Building.

10th Floor:
Drug Analysis Unit
Latent Print Unit
Trace Analysis Unit

9th Floor
Director’s Office
Firearms Unit
Mobile Unit
Photography Unit

5th Floor
Administrative Unit
Lab/MIS Unit
Quality Assurance Unit

Garage
Mobile Processing Bay

Basement
Evidence Control Unit
History of the Baltimore Police Department’s Crime Laboratory

In 1948, one small room was allocated for a crime laboratory as a part of the Detective Division, where then Sgt. Anthony F. Nelligan initiated the laundry and dry cleaning marks identification section, which he expanded to include handwriting and documents examination. He was joined by Sgt. Joseph Litz who performed firearms examinations. This one room soon proved too small for the growing crime laboratory and on October 26, 1951 the Crime Laboratory was formally established when Police Commissioner Beverly Ober promoted Lt. Anthony Nelligan, naming him as its head. The north wing of the 4th floor of the old headquarters building at Fallsway and Fayette, formally housing the print shop was set aside for this newly created department. By that time the Crime Laboratory included the specialties of Firearms, Chemical Tests, Laundry Marks, Documents, Photographic, Technical Arts, and Latent Fingerprints.

In 1952 the Gunshop (now called the Armory) was established by Police Commissioner Beverly Ober to provide maintenance and repair of departmental weapons. Personnel included Sgt Arthur W. Plummer and Officer J. W. Freeman. This unit was under the control of the Crime Laboratory, until moved to the Property Division in 1966.

The Mobile Unit was established in May of 1954 with four two-man teams whom for the first time responded to crime scenes and collected evidence including latent fingerprints. In 1955 the eight men of the Mobile Unit responded to 2,372 crimes scenes.

By 1959 the Crime Laboratory, still a part of the Detective Division, had expanded its specialties to include explosives; toolmark identification;
spectroscopic examination; restoration of obliterated identification marks; identification of jeweler’s scratch marks; chemical development of latent prints; and shoe, footprint, and tire casts.

Also in 1959, the Crime Laboratory implemented the use of the Breathalyzer to test persons arrested for driving under the influence. This function was a part of the Chemical Test Unit headed by Lt. Maurice A. Epple. The Breathalyzer was replaced with a computerized version, the Intoximeter in 1993.

The first commanding officer of the Crime Laboratory Lt Anthony Nelligan was promoted to Captain and eventually retired from the department on 11/9/67. Lt. Daniel Kennedy was designated as Officer in Charge of the Crime Laboratory in September 26, 1968.

The appointment of Police Commissioner Donald D. Pomerleau in 1966 brought forth a reorganization of the Police Department that included a reorganization and expansion of the Crime Laboratory. The Crime Laboratory became the Laboratory Division and was moved to the Services Bureau. By this time the Crime Laboratory had expanded its specialties to include Polygraph Examinations and Identikit sketches. Identikit sketches were performed by the Mobile Unit until 1996 when a computerized version E-Fit was adopted by the department and became used by the detectives who were investigating the case. In 1966, the Crime Laboratory also performed some unusual functions such as making call box keys, training riot squad members and loading ammunition.

In March of 1969, the Police Commissioner made a proposal to obtain a grant that would facilitate the construction of a new Crime Laboratory on the 5th floor of the new headquarters building already under construction. This proposal included site preparation, scientific equipment and furniture. This proposal also was the foundation for the Crime Laboratory to perform Controlled Dangerous Substance analyses, which at that time were being done at the U.S. Customs Service Chemical Laboratory. In 1968, the U.S. Customs Service examined 7,000 items for the Baltimore Police
This grant was obtained and work on a new expanded laboratory began. The Crime Laboratory moved into its new quarters in September of 1972. Director Thomas M. Muller was named by Police Commissioner Donald D. Pomerleau in October of 1970. Starting in August of 1970 the department began to civilianize the Crime Laboratory, replacing sworn officers with civilian employees to return officers to the street. Director Thomas Muller retired in 1996 and was replaced by Acting Director Sharon Talmadge until the appointment of Director Edgar F. Koch, Sr. in January of 1997.

Since that time the Crime Laboratory has expanded its services and staff while limited to the 5th floor location it moved into in 1972. The Laboratory Division, now a part of the Criminal Investigation Bureau, moved to new facilities on the 9th and 10th floors of the renovated headquarters building starting in September, 1999. The Mobile Unit moved their vehicle processing operation to the new processing bays in the renovated south drive of the headquarters building. With the reorganization of the department in 2000 the Laboratory became a Section.

Many major scientific advances have been incorporated into the Crime Laboratory’s services in the last three decades. Hair comparison-by-comparison microscopy began in 1977. The Drug Analysis Unit began using automation to expedite drug analysis on the Gas Chromatographs and Mass Spectrometers in 1980. In 1984, the Latent Print Unit began the use of Printrak, which enabled the department to use computerized fingerprint searches to assist examiners with respondents for potential latent print identifications. This system was replaced in 1991 with Morpho with new and improved capabilities. Fiber analysis and comparison using MICROVIS (visible light microspectrophotometry) and FTIR (Fourier transform infrared spectroscopy) began in 1988. In 1988 the Laboratory Division began the use of Lasers for the detection of latent prints and body fluids at crime scenes and on evidence. In the Firearms Unit, Drugfire was obtained in 1991. This system allows the Firearms Examiner to store thousands of images of fired cartridge cases for comparison at a computer station. Its bullet counterpart, Bulletproof, was obtained in 1997. The
Firearms Unit obtained a NIBIN system, which performs both fired cartridge cases and bullet comparisons as a part of a nationwide network in 2002. Gunshot Residue Analysis (GSR) using Scanning Electron Microscopy began in 1991. The Firearms Unit was the pilot city for ATF’s batch transfer system, allowing electronic transfer of firearms information for tracing. DNA analysis, using outside vendors began in 1987 completely replacing conventional serology in 1996. The Polygraph Unit began using a computerized polygraph instrument for conducting polygraph examinations in 1994. The Mobile Unit began using CAD aided design programs to do computerized crime scene sketches in 1996. In 1999, the Laboratory Division received a grant from the National Institute of Justice (NIJ) for a DNA facility housed in the newly renovated 10th floor of the Headquarters building. The DNA Unit went on line after validation of equipment and inspection of the new facility in 2001. In 2002, the Laboratory installed a Laboratory Information Management System (LIMS) for the Drug Analysis Unit, which creates electronic reports with electronic signatures.

The Baltimore Police Department’s Laboratory Section provides forensic services to many law enforcement agencies within and outside of the City of Baltimore. The Laboratory Section continues to be dedicated to providing the highest quality, most accurate and efficient forensic support available to the Police Department, the criminal justice system and the citizens of Baltimore.

Photographs in this section are from the Baltimore Evening Sun, Family Section, Thursday, March 29, 1956 and Friday March 30, 1956 issues.
<table>
<thead>
<tr>
<th>Evidence</th>
<th>Service</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adulterated Food</td>
<td>Examine</td>
<td>See Annex A</td>
</tr>
<tr>
<td>Aerial Photography</td>
<td>Perform</td>
<td>Photography</td>
</tr>
<tr>
<td>Ammunition</td>
<td>Collect</td>
<td>Mobile</td>
</tr>
<tr>
<td></td>
<td>Examine/Compare</td>
<td>Firearms</td>
</tr>
<tr>
<td>Bindings</td>
<td>Collect</td>
<td>Mobile</td>
</tr>
<tr>
<td></td>
<td>Examine/Compare</td>
<td>Trace Analysis</td>
</tr>
<tr>
<td>Blood</td>
<td>Collect/Screen</td>
<td>Mobile</td>
</tr>
<tr>
<td></td>
<td>Identify/Compare</td>
<td>Trace Analysis</td>
</tr>
<tr>
<td>Bullets</td>
<td>Collect</td>
<td>Mobile</td>
</tr>
<tr>
<td></td>
<td>Identify/Compare</td>
<td>Firearms</td>
</tr>
<tr>
<td>Cars</td>
<td>Process</td>
<td>Mobile</td>
</tr>
<tr>
<td>CDS Reports</td>
<td>Stores/Distributes</td>
<td>Administrative</td>
</tr>
<tr>
<td>Cartridges/Cartridge Cases</td>
<td>Collect</td>
<td>Mobile</td>
</tr>
<tr>
<td></td>
<td>Identify/Compare</td>
<td>Firearms</td>
</tr>
<tr>
<td>Communicable Disease Testing</td>
<td>Identify</td>
<td>See Annex A</td>
</tr>
<tr>
<td>Distance Determinations</td>
<td>Identify/Compare</td>
<td>Firearms</td>
</tr>
<tr>
<td>DNA</td>
<td>Collect/Identify/Compare</td>
<td>Trace Analysis</td>
</tr>
<tr>
<td>Drugs</td>
<td>Identify</td>
<td>Drug Analysis</td>
</tr>
<tr>
<td>DWI Testing</td>
<td>Perform</td>
<td>Mobile</td>
</tr>
<tr>
<td>Dye Packs</td>
<td>Collect</td>
<td>Mobile</td>
</tr>
<tr>
<td></td>
<td>Identify/Compare</td>
<td>Trace Analysis</td>
</tr>
<tr>
<td>Explosives</td>
<td>Collect</td>
<td>Mobile</td>
</tr>
<tr>
<td></td>
<td>Identify/Compare</td>
<td>Trace Analysis</td>
</tr>
<tr>
<td>Fabric</td>
<td>Collect</td>
<td>Mobile</td>
</tr>
<tr>
<td></td>
<td>Examine/Identify/Compare</td>
<td>Trace Analysis</td>
</tr>
<tr>
<td>Facial Composite (E-FIT)</td>
<td>Perform</td>
<td>See Annex A</td>
</tr>
<tr>
<td>Evidence</td>
<td>Service</td>
<td>Unit</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>--------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Fibers</td>
<td>Collect</td>
<td>Mobile</td>
</tr>
<tr>
<td></td>
<td>Examine/Identify/Compare</td>
<td>Trace Analysis</td>
</tr>
<tr>
<td>Firearms NCIC Checks</td>
<td>Perform/Store</td>
<td>Lab/MIS</td>
</tr>
<tr>
<td>Firearms Tracing</td>
<td>Perform/Store</td>
<td>Lab/MIS</td>
</tr>
<tr>
<td>Flammable Liquids</td>
<td>Collect</td>
<td>Mobile</td>
</tr>
<tr>
<td></td>
<td>Examine/Identify</td>
<td>Trace Analysis</td>
</tr>
<tr>
<td>Guns</td>
<td>Collect</td>
<td>Mobile</td>
</tr>
<tr>
<td></td>
<td>Examine/Identify/Compare</td>
<td>Firearms</td>
</tr>
<tr>
<td>Gunshot Residue Distance</td>
<td>Examine</td>
<td>Firearms</td>
</tr>
<tr>
<td>Determination (Clothing)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gunshot Residue (Hands)</td>
<td>Collect</td>
<td>Mobile</td>
</tr>
<tr>
<td></td>
<td>Examine/Identify</td>
<td>Trace Analysis</td>
</tr>
<tr>
<td>Hair</td>
<td>Collect from Crime Scene</td>
<td>Mobile</td>
</tr>
<tr>
<td></td>
<td>Collect from People</td>
<td>See Annex A</td>
</tr>
<tr>
<td></td>
<td>Examine/Compare/Identify</td>
<td>Trace Analysis</td>
</tr>
<tr>
<td>Handwriting</td>
<td>Examine/Compare</td>
<td>Trace Analysis</td>
</tr>
<tr>
<td>ID Photographs</td>
<td>Perform</td>
<td>See Annex A</td>
</tr>
<tr>
<td>Inked Prints</td>
<td>Collect</td>
<td>Mobile</td>
</tr>
<tr>
<td>Latent Prints</td>
<td>Collect</td>
<td>Mobile</td>
</tr>
<tr>
<td></td>
<td>Examine/Compare/Identify</td>
<td>Latent Print</td>
</tr>
<tr>
<td>Metals</td>
<td>Collect</td>
<td>Mobile</td>
</tr>
<tr>
<td></td>
<td>Identify/Compare</td>
<td>Trace Analysis</td>
</tr>
<tr>
<td>Mugshots</td>
<td>Print</td>
<td>See Annex A</td>
</tr>
<tr>
<td>Paint</td>
<td>Collect</td>
<td>Mobile</td>
</tr>
<tr>
<td></td>
<td>Identify/Compare</td>
<td>Trace Analysis</td>
</tr>
<tr>
<td>Evidence</td>
<td>Service</td>
<td>Unit</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>--------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Paper</td>
<td>Collect</td>
<td>Mobile</td>
</tr>
<tr>
<td></td>
<td>Identify/Compare</td>
<td>Trace Analysis</td>
</tr>
<tr>
<td></td>
<td>Process for Latents</td>
<td>Latent Print</td>
</tr>
<tr>
<td>Photographs</td>
<td>Photograph Crime Scenes</td>
<td>Mobile</td>
</tr>
<tr>
<td></td>
<td>Process/Print</td>
<td>Photography</td>
</tr>
<tr>
<td></td>
<td>Stores/Distributes</td>
<td>Administrative</td>
</tr>
<tr>
<td>Physical Matches</td>
<td>Examine/Identify</td>
<td>Trace Analysis</td>
</tr>
<tr>
<td>Polygraph Test</td>
<td>Perform</td>
<td>See Annex A</td>
</tr>
<tr>
<td>Questioned Documents</td>
<td>Examine/Compare</td>
<td>Trace Analysis</td>
</tr>
<tr>
<td>Reports (Non-CDS)</td>
<td>Stores/Distributes</td>
<td>Central Records</td>
</tr>
<tr>
<td>Rope</td>
<td>Collect</td>
<td>Mobile</td>
</tr>
<tr>
<td></td>
<td>Identify/Compare</td>
<td>Trace Analysis</td>
</tr>
<tr>
<td>Safe Insulation</td>
<td>Collect</td>
<td>Mobile</td>
</tr>
<tr>
<td></td>
<td>Identify/Compare</td>
<td>Trace Analysis</td>
</tr>
<tr>
<td>Saliva</td>
<td>Examine</td>
<td>Trace Analysis</td>
</tr>
<tr>
<td>SCAN</td>
<td>Perform</td>
<td>See Annex A</td>
</tr>
<tr>
<td>Semen</td>
<td>Collect from Crime Scenes</td>
<td>Mobile</td>
</tr>
<tr>
<td></td>
<td>Collect from Victims</td>
<td>See Annex A</td>
</tr>
<tr>
<td></td>
<td>Examine/Identify</td>
<td>Trace Analysis</td>
</tr>
<tr>
<td>Serial Number</td>
<td>Restore</td>
<td>Firearms</td>
</tr>
<tr>
<td>Shoeprints</td>
<td>Collect</td>
<td>Mobile</td>
</tr>
<tr>
<td></td>
<td>Examine/Compare</td>
<td>Trace Analysis</td>
</tr>
<tr>
<td>Sketches (Crime Scenes)</td>
<td>Create</td>
<td>Mobile</td>
</tr>
<tr>
<td>Slides</td>
<td>Process</td>
<td>Photography</td>
</tr>
<tr>
<td>Soil</td>
<td>Collect</td>
<td>Mobile</td>
</tr>
<tr>
<td></td>
<td>Examine/Compare</td>
<td>Trace Analysis</td>
</tr>
<tr>
<td>Stomach/Gastric Contents</td>
<td>Examine</td>
<td>See Annex A</td>
</tr>
<tr>
<td>Evidence</td>
<td>Service</td>
<td>Unit</td>
</tr>
<tr>
<td>----------------------</td>
<td>--------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>Syringes</td>
<td>Examine</td>
<td>See Annex A</td>
</tr>
<tr>
<td>Tape</td>
<td>Collect</td>
<td>Mobile</td>
</tr>
<tr>
<td></td>
<td>Examine/Compare</td>
<td>Trace Analysis</td>
</tr>
<tr>
<td>Tire Impressions</td>
<td>Collect</td>
<td>Mobile</td>
</tr>
<tr>
<td></td>
<td>Compare</td>
<td>Trace Analysis</td>
</tr>
<tr>
<td>Toolmarks</td>
<td>Collect</td>
<td>Mobile</td>
</tr>
<tr>
<td></td>
<td>Examine/Compare</td>
<td>Firearms</td>
</tr>
<tr>
<td>Typewriters/Printers</td>
<td>Examine</td>
<td>Trace Analysis</td>
</tr>
<tr>
<td>Urinalysis</td>
<td>Examine/Compare</td>
<td>See Annex A</td>
</tr>
<tr>
<td>Vegetation</td>
<td>Collect</td>
<td>Mobile</td>
</tr>
<tr>
<td></td>
<td>Identify/Compare</td>
<td>Trace Analysis</td>
</tr>
<tr>
<td>Videotaping of Major Crime Scenes</td>
<td>Perform</td>
<td>Mobile</td>
</tr>
<tr>
<td>Video (Image Capture)</td>
<td>Perform</td>
<td>Photography</td>
</tr>
<tr>
<td>Voice Stress Analysis</td>
<td>Perform</td>
<td>See Annex A</td>
</tr>
<tr>
<td>Visible Prints</td>
<td>Collect</td>
<td>Mobile</td>
</tr>
<tr>
<td></td>
<td>Examine/Compare/Identify</td>
<td>Latent Print</td>
</tr>
<tr>
<td>Wood</td>
<td>Collect</td>
<td>Mobile</td>
</tr>
<tr>
<td></td>
<td>Process</td>
<td>Latent Print</td>
</tr>
<tr>
<td></td>
<td>Examine/Compare</td>
<td>Trace Analysis</td>
</tr>
</tbody>
</table>

Cover sketch of Sherlock Holmes
By
Robert L. Hurley

Administrative Unit

Vernell N. Swinson, Unit Supervisor
Vernell.Swinson@baltimorepolice.org
410.396.2556

Inquiries: 410.396.2383
            410.396.2337

Fax: 410.396.2320

Hours: 0730 hrs. to 1630 hrs.
       Monday thru Friday

       Closed all holidays

Emergency Referrals--
Contact Mobile Unit
410.396.2280

Major Services Provided:

- The Administrative Unit houses all reports generated within the Laboratory Section.
- The Administrative Unit distributes photographs and maintains negatives.

How To Get A Report / Photograph:

- Copies of Reports (Non-CDS/Non-DNA) should be obtained from Central Records.
- CDS Analysis Reports submitted on the LIMS are available on Lotus Notes.
- All requests for Mobile Unit Sketches, Crime Scene/ECU Photographs or DNA reports must be obtained from the Administrative Unit and require the Central Complaint Number and/or ACE Property Number.
Director’s Office

Director
Edgar F. Koch, Sr.
Edgar.Koch@Baltimorepolice.org
410.396.2291

Secretary
Karen Gregg
Karen.Gregg@Baltimorepolice.org
410.396.2230

Fax: 410.396.2320
Drug Analysis Unit

Dr. Shiv K. Soni, Unit Supervisor
Shiv.Soni@baltimorepolice.org
410.396.2384

Inquiries: 410.396.2295
Fax: 410.659.1602

Hours: 0600 hrs. to 1700 hrs.
Monday thru Friday
Closed all holidays

Emergency Referrals--
Contact Mobile Unit
410.396.2280

Major Services Provided:

• Analyze and identify Controlled Dangerous Substances submitted as evidence to the Evidence Control Section.

• Statistical intelligence of information to the Police Department as well as other state and federal agencies.

• Court testimony as to results of examinations performed.

How To Request Services:

• Enter Request for Examination for the CDS submission in to the Laboratory Information Management System (LIMS) after submitting the sealed CDS evidence.

• If the LIMS is down complete the "Chain of Evidence Custody /Laboratory Report" - Form 442 and attach completed form to the sealed CDS evidence.

• Evidence is analyzed when properly submitted. Evidence must be properly itemized. See “BPD Officer’s LIMS Handbook”
Evidence That Is **Not Analyzed:**

- Evidence submitted without suspect. (If no suspect, then the case must be listed as "pending" in order for analysis to be done.)
- Found or Recovered evidence.
- Syringes.
- Drugs prescribed to the defendant.
- Cases declined by the SAO.

**How to Get a Report:**

- Laboratory Section/Drug Analysis Report LIMS 01/442 and the Chain of Evidence Custody Report 01/010 are available on Lotus Notes for all cases submitted on the LIMS.
- Earlier CDS submissions or submissions made on the paper Chain of Evidence Custody / Laboratory Report - Form 01/442 are sent to the submitting officer with results of the analysis listed in the **Laboratory Report Section** of the form.
- Contact the Administrative Unit at 410.396.2383 for additional assistance. Please have ACE#/Property Number or CC# available to expedite services.
Evidence Control Unit

Lt. Steven Cothern, Unit Supervisor:
Steven.Cothern@baltimorepolice.org
410.396.2047

Inquiries: 410.396.2048
Fax: 410.539.3774

Hours: Open 24 hours
Sunday thru Saturday
Open all holidays

Major Services Provided:

- Short-term storage of evidence destined for forensic examination.
- Long-term storage of evidence awaiting trial.
- Processing of stolen property for return to owner.
- Destruction of CDS and Firearms evidence.
- Chain of Custodies of submitted evidence.

Special Consideration During Evidence Submissions:

- Cell phones, pagers, guns, money must be submitted separately.
- CDS must be submitted separately for each individual defendant, except where there is constructive possession.
- Evidence contaminated with Blood or Body Fluids should be dried before submission. Such evidence must have biohazard tape or stickers applied to the outermost packaging.
- Evidence contaminated with wet Blood or Body Fluids must be packaged in red plastic bags.
- All Firearms must be unloaded.
Firearms Examination Unit

William Withers, Unit Supervisor:
William.WITHERS@BaltimorePolice.org
410.396.2292

Inquiries: 410.396.2666
410.396.2667

Fax: 410.637.8608

Hours: 0830 hours to 1630 hours
Monday thru Friday
Closed all holidays

Emergency Referrals--
Contact Mobile Unit
410.396.2280

How To Request Services:

- Complete a Laboratory Section Request for Examination
  - Form 01/003 for evidence submissions
    - Attach to evidence at time of submission at ECU
  - Form 236 for case to case comparisons
    - Deliver to Firearms Examination Unit in person or by departmental mail.

Major Services Provided:
- Comparison of ammunition components and test fires from firearm to each other.
- Test fire firearms for operability.
- Search open case file (i.e. NIBIN).
- Serial number restoration.
- Gunshot Residue for Distance Determination analysis on clothing and on objects.
  Suspect firearms and ammunition must be submitted.
- Toolmark examination and comparison.
- Court testimony.

Evidence That Is Not Analyzed:

- Recovered firearms in which there is not a defendant or crime committed will not be Test Fired for Operability.
• Long Guns (rifles, shotguns) recovered in CDS search & seizures will not be Test Fired for Operability.

• Suicide Cases ruled as such by the Office of the Chief Medical Examiner will not be examined.

• BB Guns or Air Rifles **should not** be submitted to the Firearms Unit for examination. Examination is conducted **only** on written request from the State’s Attorney Office.

**How To Get A Report:**

• Firearm Unit reports are forwarded to the requesting officer.

• Copies of reports should be obtained from Central Records.

• Results of the Examination are available on Lotus Notes.
LAB/MIS Unit

Pamela K. Shaw
Pamela.Shaw@Baltimorepolice.org

Inquiries: 410.396.2668
Fax: 410.783.5194

Hours: 0900 - 1700 hrs.
Monday through Friday

*Emergency Referrals--*
Contact Mobile Unit
410.396.2280

Major Services:

- Laboratory Information Management System (LIMS).
- NCIC Checks on Firearms – Performed automatically in conjunction with Central Records on all Firearms submitted to the Firearms Unit.
- ATF Traces– Performed automatically on all Firearms submitted to the Firearms Unit.
- Development and management of Laboratory Section databases and applications.
- Special database searches or statistical information upon request.
- Provides training on computer applications.
- Creates presentation materials for training, and meetings.
- Coordinates Grant applications for the Laboratory Section.

How To Get A Report:

- Information on NCIC checks can be obtained from Lotus Notes Guntracking.
- Requests for copies of ATF traces can be made by e-mail.
Latent Print Unit

Sharon Talmadge, Unit Supervisor:
Sharon.Talmadge@Baltimorepolice.org
410.396.2555

Inquiries: 410.396.2290
Fax: 410.396.2320

Hours: 0700 hrs. to 1630 hrs.
Monday thru Friday
Closed all holidays

Emergency Referrals--
Contact Mobile Unit
410.396.2280

Major Services Provided:

- Physical Evidence such as
  - Paper
  - Cardboard
  - Unfinished wood is processed for the presence of partial latent prints.

- Partial latent prints are:
  - Evaluated
  - Compared
  - Identified

- **All computer suitable partial prints** are automatically entered into the computer. *No request is needed*

- Court testimony provided as to results of examination performed.

How To Request Services:

- Latent Print Unit Request / Report- Form 00/75
  - *All requests for comparison and analysis of physical evidence must be initiated by the submitting officer.*
  - Complete all requested information
  - Place into departmental envelope, mail to Latent Print Unit
Processing of Physical Evidence:

- The methods of processing evidence will be determined on an individual case basis and will be determined by the examiner.

Need for Standards and Additional Information:

- Baltimore Police Identification Number (BPI) and / or
- State Identification Number (SID)
- Complaint number (s) to be compared
- Property number (s) / ACE number (s)
- Description of articles to be processed
- Requesting Officer’s Name, Sequence Number and District

How To Get A Report:

- A Latent Print Unit Request / Report - Form 00/75 and a Laboratory Section Request for Examination - Form 89/236 are returned to the submitting officer with the results of the examination.

- Mobile Unit and Fingerprint Report -Form 85/122 are returned to the district officer assigned, except
  - All Bank Robbery cases are sent to the FBI Bank Robbery detail in the Chief of Detective’s Office
  - All Homicide cases are sent to Homicide.
  - All computer-generated identifications are sent to the DIS Unit of the appropriate district.

- Copies of reports can be obtained from Central Records.
Mobile Unit

Shift Supervisors:
Patrick Fernandez  Patrick.Fernandez@Baltimorepolice.org
John L. French  John.French@Baltimorepolice.org
Michael L. Bailey  Michael.Bailey@Baltimorepolice.org

Inquiries:  410.396.2280
Fax:  410.396.2320

Hours:  Open 24 hours
        Sunday thru Saturday
        Open all holidays

Major Services Provided:

The Mobile Unit responds to crime scenes to assist investigative officers:

- Document Crime Scene
  - Photography
  - Crime Scene Sketch
  - Detailed Written Report

- Recover Latent Prints from Crime Scenes and Vehicles

- Administer DUI breath testing

- GSR dabbing collection.

- Recover other Physical Evidence
How To Request Services:

- Contact District Dispatcher.
- For Special Requests, contact the Citywide Dispatcher.
- For DUI testing, call Mobile Unit office at 410.396.2280 or 2281.

Special Considerations for GSR Collection:

- Suspect’s hands must be bagged prior to any transportation.
- GSR dabbings must be done on the suspect’s hands within three (3) hours of the shooting.
- GSR Collection is only done in the Mobile Unit GSR Collection Room in the Processing Bays of the Headquarters Building, unless the suspect is hospitalized.

Services Not Provided:

- Will Not photograph burglaries or scenes of similar property crimes.
- Will Not recover evidence already in the possession or chain of custody of a member of Baltimore Police Department.
- Will Not recover samples from suspects or defendants including pull hair, cut hair, fingernail scrapings and/or fingernail clippings.
- Will not recover CDS, Money, or other valuables
• Generally, will not respond to the following crime scenes:
  o Attempt Burglaries
  o Larceny
  o Destruction of Property
  o Traffic Accidents

  *Note: If there are special circumstances contact the Mobile Unit Supervisor at x2280*

**How To Get A Report:**

• Results from DWI testing are distributed to the officer and to the suspect **immediately** upon completion of the test.

• Mobile Unit and Fingerprint Report - Form 85/122 can be obtained from Central Records.

• Photographs are available from the Administrative Unit.
Photography Unit

Bob (Granville) Smith, Unit Supervisor:

Granville.Smith@baltimorepolice.org
410.396.2296

Inquiries: 410.396.2662
Fax: 410.837.0945

Hours: 0800 hrs. to 1600 hrs.
    Monday thru Friday
    Closed holidays
Contact Mobile Unit
410.396.2280

Major Services Provided:

A Request for Photographic Services - Form 184 required for the following:

- Film Processing
  - Black & White (You are encouraged to use Color)
  - Color Negative (C-41)
- Photographic Printing
  - Black & White
  - Color
  - Digital Media
  - 5"x7" CDS/ECU negatives.
  - 12 x 18 Color (aerials)
- Photographic Copying
  - Black & White
  - Color Prints
  - Color Slides (Slide processing must be done by an outside firm, you must contact Fiscal to obtain authorization and a hand order for payment to the outside firm.)
  - Polaroid Instant photos
- Photographs
  - Command Staff Portraits
  - Evidence
  - Aerial
  - Retirement and Ceremonial
- Videos - (Still photographs made from)
  - VHS
  - Beta
  - 8mm (analog and digital)
  - For copies please bring your own blank videotapes.
Photographic Supplies *(Requisition Form 128 required for all requests.)*
- Film
- Batteries
- Polaroid Film

**Things you must do:**
- Submit all *confiscated/seized* film to Evidence Control before submitting a request to the Photography Unit. This does not apply to film/photos you or others officers have personally produced.
- **Personally** advise Photographic personnel when you are submitting to Photography any evidence contaminated with Blood/Body Fluids, or any other Hazardous substance.
- **Personally** accompany any videotape you are submitting to photography for prints or copying.

**Things Not to Do:**
- Wait until the day of court to request photographs.
- Mix Color film with Black & White film. *(We encourage you to only use color film)*
- Submit film without a completed Request for Photographic Services - Form 184.
- Submit Aerial Photographic request without a map and personally talking with a member of the unit detailing your specific needs.
- Request upon processing that photographs be mailed out to your office. All photos must be picked up in person.
- Request film or batteries without checking what type is needed. If you don’t know bring your old ones or the actual item with you.
- Waste Film!
Quality Assurance and Occupational Safety Unit

Robert J. Hurley, Crime Laboratory Quality Officer
Robert.Hurley@Baltimorepolice.org

Inquiries: 410.396.2294

Fax: 410.396.2320

Hours: 0730 - 1530 hrs.
Monday through Friday

Emergency Referrals--
Contact Mobile Unit
410-396-2280

Major Duties:

- Plans, develops and implements quality assurance and occupational safety programs for the Laboratory Section.

- Creates laboratory-specific policies, protocols and manuals related to quality assurance and occupational safety issues.

- Monitors laboratory practices and conducts audits to ensure compliance with policies, procedures and requirements of accrediting body.

- Ensures compliance with applicable OSHA and EPA regulations.

- Administers Laboratory Section proficiency testing program.

- Coordinates medical surveillance under certain OSHA regulations.

- Coordinates command discipline.

- Coordinates college internship program for the Laboratory Section.
Trace Analysis/Biology Unit

Mark Profili, Unit Supervisor
Mark.Profili@Baltimorepolice.org

Inquiries: 410.396.2295
Fax: 410.659.1602

Hours: 0800 hrs. to 1630 hrs.
Monday thru Friday

Closed all holidays

Emergency Referrals--
Contact Mobile Unit
410.396.2280

How To Request Services:

- A Laboratory Section Request for Examination - Form 89/236
- Complete all requested information
- Write the type of analysis that is requested
- Hand deliver or place into departmental envelope and mail to: Trace Analysis Unit

Major Services Provided:

- **Biology**
  - Blood
  - Semen
  - DNA
  - Hairs
  - Saliva

- **Questioned Documents**
  - Alterations
  - Obliterations
  - Erasures
  - Shoeprints
  - Tire Tracks
  - Handwriting and Handprinting Comparisons
  - Typewriter and Printer Comparisons

- **Trace**
  - Fibers
  - Fabric
• Paint
• Glass
• Metal
• Bank Dyes

• Tape
• Bindings
• Soil
• Wood
• Explosives
• Flammable Residues
• Gunshot Primer Residue (GSR)

Gunshot Primer Residue (GSR) Requirements:

- Suspect’s hands must be bagged prior to any transportation.

- GSR dabbings must be done on the suspect’s hands within three (3) hours of the shooting.

- GSR Collection is only done in the Mobile Unit GSR Collection Room in the Processing Bays of the Headquarters Building, unless the suspect is hospitalized.

- Cases involving .22 Caliber Rimfire Ammunition will be analyzed on a cases by case basis.

- Clothing will not be analyzed for primer residue.
Requirement For Standards and Additional Information:

- Samples for comparison and / or elimination purposes are required upon request.
- All blood samples for DNA analysis are to be collected in PURPLE TOP (EDTA-treated) test tubes.
- A completed Laboratory Section Request for Examination - Form 89/236 must be submitted with all blood samples. List court date.
- Handwriting and Handprinting samples (exemplars) are necessary for comparison with the questioned material.
- Exemplars are taken by the investigating officer. Call the Trace Analysis Unit prior to taking the exemplars.
- Exemplars must be submitted to ECU as they are evidence.

DNA Special Information and Requirements:

- DNA testing is done within the Crime Laboratory's Trace Analysis/biology Unit. This testing which gives the highest degree of certainty to the depositor of biological evidence is performed "In-house" on evidence in cases with suspects and victims, and "Outsourced" to private laboratories on non-suspect case evidence. A laboratory request for analysis (Form 89/236) must be sent to the Trace Analysis/Biology Unit listing all pertinent information in order to start the DNA testing process.
• **In-house DNA testing:**
  o Samples of victim’s and suspect’s blood standards must be submitted at the time of analysis
  
o Evidence samples to be tested initially to the five most probative samples.
  
o DNA PCR-STR analysis will be performed on the above listed items in a prioritized system based on trial date, type of crime, date of incident, etc.
  
o DNA profiles developed on the above items will be compared to determine possible evidence links and/or donor identification
  
o The DNA profiles will also be entered into the DNA database to search for other possible links and/or identifications

• **Outsource DNA testing:**
  
o Evidence associated with non-suspect cases will undergo DNA testing after testing for sufficient biological evidence and victim’s standard
  
o DNA testing will be done on only the most probative evidence sample(s) as determined by the investigator or laboratory analyst
  
o DNA profiles developed on non-suspect evidence will be entered into the DNA database to search for case-to-case links and/or suspect identification.
  
o If a suspect identification is made the DNA Hit Report will be forwarded to the investigator who will obtain a warrant for the suspect’s blood or saliva for testing to confirm the hit in the Baltimore Police Crime Laboratory.
  
o Confirmation results will be forwarded to the investigator, allowing placement of charges if deemed appropriate.

**How To Get A Report:**

• Written reports are mailed in departmental envelopes to the officer listed on the Laboratory Section Request for Examination - Form 89/236.

• Copies of all non-DNA reports can be obtained from Central Records.

• Copies of DNA reports can be requested from the Administrative Unit.
Annex A -
Services Not Provided By the Laboratory Section

- **Adulterated Food**
  Contact the Food And Drug Administration 410.962.3591

- **Communicable Disease / Needles Testing**
  Transport the evidence to Laboratory Corporation of America, 1500 Caton Center Drive, Baltimore Maryland, 410-204-7400, Between 8:00 a.m. and 8:00 p.m.

- **Facial Composites (E-FIT)**
  Contact Sex Offense Unit 410.396.2076, Child Abuse Unit 410.396.2042 or Homicide 410.396.2100

- **Hair Collection**
  - **Victims of Sexual Assault**
    Contact S.A.F.E. Coordinator at the Mercy Hospital Emergency Room 410.332.9499
  - **Suspects of Sexual Assault**
    Contact as above. **Must Call In Advance.**
  - **Other Offenses**
    Contact Police Medical Section 410.396.2260

- **Identification Cards**
  Contact the Personnel Section 410.396.2353

- **Mugshots**
  Contact Central Records Section 410.396.2277 or 410.396.2351.

- **Polygraphs**
  Contact Homicide Unit 410.396.2293

- **SCAN (Statement Content Analysis)**
  Contact SE/DIS 410.396.2429 or CD/DIS 410.396.2240
• Semen
  
  o **Victims of Sexual Assault**
    Contact Nurse S.A.F.E. Coordinator at the Mercy Hospital Emergency Room
    410.332.9499
  
  o **Suspects of Sexual Assault**
    Contact as above. **Must Call In Advance.**

• **Stomach/Gastric Contents and Syringes**
  Transport the evidence to Laboratory Corporation of America, 1500 Caton Center Drive, Baltimore Maryland, 410-204-7400, Between 8:00 a.m. and 8:00 p.m.

• **Urinalysis**
  
  o **Employees**
    Contact Mercy Hospital PSI 410.332.7990
  
  o **Suspects**
    Transport the suspect to Laboratory Corporation of America, 1500 Caton Center Drive, Baltimore Maryland, 410-204-7400.

• **Voice Stress Analysis**
  Contact Child Abuse Unit 410.396.2042 or Homicide Unit 410.396.2100