

Sample RFLEs 1 and 2

Scenario:

On 7/29/2014, an unknown white male wearing a dark stocking cap robbed the Metro City Bank by passing a threatening note which he left at the scene. Upon being given a large sum of money (no dye pack) he fled on foot.

Recovered from scene:

Note

Dust lift of 2D footwear impression from floor in front of teller window

Knit cap from rear alley

5 latent print lift cards from teller counter

An initial laboratory submission is made with a lab (FS) # of C14 – 12345.

A suspect was later developed and a search warrant was executed at his apartment on 8/21/2014. The suspect's name is Pete L. Smith, W/M, DOB 4/13/1985.

Recovered from the search warrant:

1 pair of boots

Buccal swabs from suspect

Known fingerprints from suspect

Known writing samples from suspect

A follow up laboratory submission is made with this additional evidence.

Virginia Department of Forensic Science Request for Laboratory Examination

Gray Areas are for DFS Use Only

Investigating Officer(s): Detective John C. Smith

Telephone #: (804) 555-1234

Email Address: jcsmith@metrocitypd.gov

Agency and Address: Metro City Police Department
123 E. Main Street
Metro City, Virginia 22222

Agency Case Number: 20140729-XXXX

| | |
|---------------------------|--------|
| FS Lab #: | Sub #: |
| TRAINING FORM ONLY | |

Names of Victims (Last, First, Middle): Metro City Bank

DOB:

Race/Sex:

Names of Suspects (Last, First, Middle): Unknown

DOB:

Race/Sex:

Date/Type of Offense: 7/29/2014 Robbery

Court Date: Pending

District Circuit Juvenile Federal

Brief Statement of Fact (continue on separate page if necessary):

An unknown suspect robbed the bank by passing a threatening note. He was reportedly wearing a dark stocking cap similar to the one found in the alley behind the bank.

Jurisdiction of Offense: Metro City, VA

Specify manner of return of evidence: Mail Personal Pick-up

| Container | Evidence Submitted: Itemize and Describe Evidence and Designate Requested Examinations |
|-----------|---|
| | Item 1. Note: Questioned Documents - Compare to robbery note file. Check for indented writings. Latent Prints - Examine for latent prints. AFIS. |
| | Item 3. Knit Cap: Forensic Biology - Examine for presence of DNA. If found, search in DNA databank. |
| | Item 4. Five (5) latent lift cards labeled A through E: Latents - AFIS. |

This evidence is being submitted in connection with a criminal investigation and has not been examined by another laboratory. Tests performed utilize methods which are available on the Department website.

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|--|--|
| Submitting Officer (print): Officer William E. Property Sign: <i>William E. Property</i> Date: 7/30/2014 | Relinquished by (print): Sign: _____ Date: _____ |
| Received by (print): Sign: _____ Date: _____ | Received by (print): Sign: _____ Date: _____ |

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123 E. Main Street
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Agency Case Number: 20140729-XXXX

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| FS Lab #: | Sub #: |
| TRAINING FORM ONLY | |

Previous Submission? If yes, previous FS Lab #: C14 - 12345

Names of Victims (Last, First, Middle): Metro City Bank

DOB: Race/Sex:

Names of Suspects (Last, First, Middle): Pete L. Smith

DOB: 4/13/1985 Race/Sex: W/M

Date/Type of Offense: 7/29/2014 Robbery

Court Date: Pending
 District Circuit Juvenile Federal

Brief Statement of Fact (continue on separate page if necessary):

An unknown suspect robbed the bank by passing a threatening note. He was reportedly wearing a dark stocking cap similar to the one found in the alley behind the bank.

Jurisdiction of Offense: Metro City, VA

Specify manner of return of evidence: Mail Personal Pick-up

| Container | Evidence Submitted: Itemize and Describe Evidence and Designate Requested Examinations |
|-----------|--|
| | Item 2. Dust lift of footwear impression: Latent Prints - Compare to item 6. |
| | Item 5. CD containing photographic images of footwear impression in .TIFF format: Latent Prints - Compare to item 6. |
| | Item 6. One (1) pair of boots from suspect's apartment: Latent Prints - Use for comparisons. |
| | Item 7. Buccal swabs of suspect: Forensic Biology - Compare to item 3 from previous submission. |
| | Item 8. Known fingerprints of suspect: Latent Prints - Compare to items 1 and 4 from previous submission. |
| | Item 9. Known writings of suspect (dictated): Questioned Documents - compare to item 1 from previous submission. |

This evidence is being submitted in connection with a criminal investigation and has not been examined by another laboratory. Tests performed utilize methods which are available on the Department website.

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|---|--------------------------|
| Submitting Officer (print): Officer William E. Property | Relinquished by (print): |
| Sign: <i>William E. Property</i> Date: 8/30/2014 | Sign: Date: |
| Received by (print): | Received by (print): |
| Sign: Date: | Sign: Date: |