



Crime Laboratory Menu of Services



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Section 1 | Overview

This document is provided by the New Orleans Police Department Crime Laboratory (NOPDCL). The information is presented as general information about the laboratory's examination and testing services.

The NOPDCL consists of Crime Scene, Drug Chemistry, Firearms, Forensic Biology, and Friction Ridge units.

The Crime Laboratory contracts with the Louisiana State Police for DNA analysis.

This document is subject to change with emerging technology or changing capabilities at NOPDCL.

NOPDCL reserves the right to refuse any evidence that does not meet the standards set forth in this document.



Section 2 | NOPDCL Administrative Unit

The Administrative Unit of the NOPD Crime Laboratory is responsible for the distribution of all forensic reports. All calls for crime scene services and lab analyses result in the generation of a case report. The case file is forwarded to the NOPD Record Division for archiving and release; and a copy is maintained at the Crime Laboratory.

NOPD Crime Scene Reports

Reports are generally written within three business days after receiving a call for service. Homicide reports as well as other complex reports may take longer to produce. Each report, along with any photographs taken, is technically reviewed by the platoon supervisor or unit manager prior to release.

Information needed by the Crime Scene Investigator (CSI) from the Investigating Officer:

- Correct Item Number
- Primary Investigator's Name, Badge, Unit and Assignment
- Address of scene processed

Changes to item numbers and signals do not routinely get communicated to the CSIs. If an investigator changes the item number or decides to use an old item (10-18), it is the investigator's responsibility to inform the Crime Laboratory administration and the CSI of the changes as soon as possible.

NOPD Crime Lab Reports: Latent Print, Drug Chemistry, and Firearms

Reports are written when analyses are completed. All reports are technically reviewed prior to release.

Copies of the lab reports are available to the officer listed on the evidence label or lab request.

LSP Crime Laboratory and other External Agency Crime Lab Reports:

Reports for DNA analysis and GSR confirmation tests are distributed by the testing laboratory. Please contact the NOPD DNA Liaison for more information about DNA analysis or a Crime Scene staff member for information pertaining to GSR testing.

Crime Scene Photograph Requests

- NOPDCL crime scene photographs are uploaded to Evidence.com. Any officer/detective requesting access to photographs in Evidence.com should obtain written permission from their immediate supervisor prior to requesting access by the NOPDCL Captain.
- Requests for photographs taken prior to December 2019, shall be sent via email to the



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NOPDCL Director and/or Deputy Director. These photographs include those that were uploaded to the FORAY photograph system, and those captured with a 35MM camera and film. These requests typically take a minimum of 7 business days to fulfill.

- The following information is required in a photograph request:
 - Item number
 - Signal
 - Location and District of occurrence
 - Date of Occurrence
 - CSI's name
- If you have any questions, please contact the Crime Laboratory.



New Orleans Police Department Crime Laboratory Contact Information

New Orleans Police Department Crime Laboratory

2761 Gravier Street New Orleans, La 70119

Main: 504-658-5770

Fax: 504-658-5098

Crime Laboratory Director: Dr. Shamika Kelley
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Deputy Crime Laboratory Director: Mark Hiatt
Email: Mark.hiatt@nola.gov

Crime Laboratory Liaison: Lt. Sabrina Richardson
Email: srichardson@nola.gov

Crime Scene Unit

Crime Scene Unit Manager: Andre LeBlanc, Jr.
Email: aleblanc@nola.gov

1st Platoon: Crime Scene Supervisor Aven Cooper
Email: Acooper@nola.gov

2nd Platoon: Sgt. Tanisha Sykes-Smith (also NOPDCL DSA)
Email: tmsykes@nola.gov

3rd Platoon: Crime Scene Supervisor Tarez Smith-Carson
Email: Tacook@nola.gov

Drug Chemistry Unit

Drug Chemistry Supervisor: John Hoang
Email: Jthoang@nola.gov

Firearms Unit

Firearms Supervisor: Sean McElrath
Email: Smcelrath@nola.gov

Forensic Biology Unit

Forensic Biology Unit Supervisor: Robyn Lubecki
Email: Robyn.lubecki@nla.gov

Latent Print Unit

Latent Print Supervisor: Kortnie Layrisson
Email: Kortnie.Layrisson@nola.gov



Section 5 | Crime Scene Unit

Introduction

The Crime Scene Unit consists of three platoons that operate 365 days a year 24 hours a day. The Crime Scene Investigators (CSIs) are responsible for providing crime scene processing and documentation, evidence collection, and vehicle processing. They also provide forensic consultations to detectives and field officers.

Services Provided

- Crime Scene assessment and documentation
- Evidence collection and preservation
- Photography
- Crime scene sketching
- Basic fingerprint/palm print development and collection, including impressions in blood and oils
- Collection of elimination latent prints
- DNA collection by the swab and cutting methods for DNA analysis
- Reference Buccal Cell Collection
- Collection of GSR evidence for SEM/EDS Confirmatory Analysis
- Presumptive GSR testing
- Tool Mark impression collection
- Forensic Consultation
- Crime Scene Reports
- Court Testimony

Special Instructions

- The Investigator may instruct the CSI what to process, however, it is the CSI's responsibility to determine the correct way to process, collect, and package evidence.
- CSIs are NOT available to inventory or transport PROPERTY.
- CSIs do not collect non-forensic items.
- Lab requests for additional processing services are the responsibility of the Investigator. However, CSIs can assist the investigator with the lab request forms.
- Unreasonable requests or disputes regarding the methods or capabilities of the CSIs should be referred to a Crime Scene Supervisor or Unit Manager via the Investigating Officer's Supervisor.



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Request for Services

- Crime Scene Field service requests are dispatched by the Orleans Parish Communication District
- Case information that is sensitive in nature can be relayed via telephone to a CSI Supervisor or Unit Manager.
- Appointments for vehicle processing services are obtained by emailing a completed NOPD Crime Laboratory Processing form (NOPD Form 211), and a copy of the signed warrant to the 1st and 2nd Platoon Crime Scene Supervisors and the Crime Manager
- If you have any questions, please contact the Crime Scene Unit Manager.



Section 4 | Drug Chemistry Unit

Introduction

The Drug Chemistry Unit is responsible for the analysis of suspected controlled dangerous substances seized by law enforcement agencies. The unit analyzes powders, liquids, pharmaceuticals, illicit tablets and capsules, vegetative material, crystalline and rock-like substances for the presence or absence of controlled dangerous substances listed as schedules I-V on the Louisiana Revised Statutes 40:964.

Services Provided

- Analysis of Controlled Dangerous Substances
- Forensic Consultation
- Scientific Analysis Report
- Court Testimony

Special Instructions

- Do not submit field test kits, empty plastic bags, bottles and containers, luggage, factory rolled cigarettes and cigars, or coins and currency to the lab for analysis.
- Paraphernalia or syringes (with or without) needles should not be submitted to the laboratory unless this is the only evidence.
- Glass paraphernalia, knives, razor blades, and syringes (with or without) needles must be packaged in appropriate sharps containers.
- The laboratory only accepts liquids that are suspected samples of codeine cough syrup (with Rx label only), GHB, PCP, or steroids.
- Do not submit marijuana cases with less than 14 grams unless a sale or distribution is charged or requested by the District Attorney's Office.
- Do not submit plant material with roots intact. The plant material should be air-dried, if possible, and stored in paper bags prior to the submission.
- Mushrooms should be air-dried, if possible, and stored in paper bags prior to the submission.
- The laboratory does not accept plant material with mold or mildew sealed in plastic bags for analysis.
- The only evidence accepted from a clandestine laboratory is the final product. The crime laboratory is not equipped to process precursors and/or intermediate products from a



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clandestine laboratory.

- The Drug Chemistry Unit is not equipped to test unknown chemicals including flammables or chemical agents.

Request for Services

- The Drug Chemistry Unit analyzes cases requested by the Orleans Parish District Attorney's Office for adjudication.
- A Laboratory Request may be completed by using the electronic portal system.



Section 5 | Firearms Unit

Introduction

The Firearms Unit (FAU) examines all firearms and ballistic evidence to determine whether firearms evidence found at crime scenes were possibly used to commit a crime.

Services Provided

- **Ballistic Evidence and Firearms Identification** - The identification of fired bullets, cartridge cases, or other ammunition components as having been fired from a specific firearm, including general class and individual characteristics. This service may include National Integrated Ballistic Information Network (NIBIN) entry and verification of NIBIN hits.
- **Functionality Testing** - The testing of firearms to determine if they are functioning properly.
- **Serial Number Restoration** - Utilizing chemical and physical techniques to restore obliterated serial numbers.

Special Instructions

- Every effort must be made to unload all firearms. If the firearm cannot be unloaded, notify Central Evidence and Property (CE&P). If the firearm cannot be unloaded, CE&P must label the box NOT SAFE, LOADED in red ink large enough for it to be seen.
- Firearms from other crime scenes and certain found property will be processed for DNA and fingerprint evidence per request by the investigator, unless otherwise directed.
- If a firearm, other than one involved in a homicide, aggravated battery by shooting, or police involved incident, is brought to Central Evidence and Property (CE&P) without the assistance of a Crime Scene Investigator and the Investigating Officer wants DNA evidence and/or fingerprint enhancement, request that CE&P LABEL THE BOX accordingly.
- Otherwise, the firearm will be immediately test fired and DNA/fingerprint evidence will be destroyed by the test fire process.
- The Investigating Officer must complete a [Confiscated Firearms Report \(Form 43\)](#) for all firearms this examination and submit it at the same time as the evidence to CE&P.
- All casings and test fires (excluding those from revolvers) will be uploaded to NIBIN following completion of analysis.



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Request for Services

- A Laboratory Request may be completed by using the electronic portal system.
- The Firearms Unit processes all UCR (Uniform Crime Report) Person Crimes once a portal request has been generated.
- If the customer is requesting a comparison of two or more item numbers then a portal request must be completed.
- For additional information, please contact the FAU Supervisor



Section 6 | Latent Prints Unit

Introduction

The **Latent Prints Unit (LPU)** is comprised of two sections: **Latent Prints-Processing (LPU-P)** and **Latent Prints-Examination (LPU-E)**. The **LPU-P** section is formerly known as the Advanced Crime Scene Unit. The **LPU-P** section performs advanced latent print techniques and DNA Collection. The **LPU-E** section performs latent print **examinations**.

Services Provided

- **Latent print** impression (fingerprint/palm print) development/enhancement and collection on surfaces which present specific problems for field processing including but not limited to tape, paper, textured surfaces, impressions in blood and oils
- DNA collection by the swabbing method on surfaces that lend themselves to DNA collection with a sterile cotton swab which cannot be processed on scene
- Specialized DNA collection from evidence that requires both DNA collection and fingerprint/palm print processing
- Analysis, comparison, evaluation, and verification (ACE-V) of **latent print** impressions
- Forensic Consultation
- Forensic Examination Reports
- Court Testimony

Special Instructions

- The **LPU** reserves the right to redirect the Investigating Officer to the Louisiana State Police Crime Laboratory (LSPCL) for DNA Collection. The Investigating Officer is responsible for completing the proper paperwork for LSPCL and coordinating with the NOPD DNA Liaison.

Request for Services

- A **Laboratory Request** may be completed by using the electronic portal system.
- To request direct comparisons, authorized parties should **complete portal request by selecting “Direct Comparison Request” as the service and attaching the Latent Print comparison request form (NOPD form 335)**.
- For additional information, please contact the **LPU Supervisor**.



Section 7 | Forensic Biology Unit

Introduction

The New Orleans Police Department provides Forensic Biology services which include serological testing and collection of possible DNA

Services Provided

- Examination and testing of evidence to determine if there are stains of possible biological origin
- Documentation and preservation of possible Trace Evidence
- Forensic Biology Reports
- Court Testimony

Special Instructions

- Improper documentation, collection and/or preservation of evidence may make a sample ineligible for serological analysis.
- Inclusion of the case synopsis or other paperwork is strongly encouraged
- Thoroughly dry wet evidence prior to packaging
- Whenever possible use paper or cardboard to package evidence

Request for Services

- A Laboratory Request may be completed by using the electronic portal system
- For additional information please contact the FBU Supervisor



Section 8 | DNA Analysis by LSPCL

Introduction

The New Orleans Police Department provides Forensic Biology services through the Louisiana State Police Crime Laboratory (LSPCL).

Services Provided by NOPD Crime Laboratory

- DNA collection from evidence
- Reference Buccal Cell sample collection

Services Provided by LSP Crime Laboratory

- Forensic Biology
- DNA collection
- DNA analysis
- Forensic Consultation
- Scientific Analysis Report
- Court Testimony

Special Instructions

- Reference DNA samples such as buccal swabs may need to be collected from individuals involved in a crime and/or third parties connected to a crime to eliminate possible donor(s) of the DNA collected from crime scenes.
- The lack of reference DNA samples may result in a delay in testing or no testing at all. All districts and specialized investigative units are equipped with personnel and crime laboratory issued supplies to collect reference buccal cell samples.
- Case selection for DNA analysis is at the discretion of the NOPD DNA Liaison and/or the LSP Crime Laboratory.
- Improper documentation, collection and/or preservation of evidence may make a sample ineligible for DNA analysis.
- DNA Analysis reports are generated by the LSP Crime Laboratory. Investigating Officers must contact the NOPD DNA Liaison or the LSP Crime Laboratory for DNA analysis reports.
- The website for LSP's Justice Trax/Portal System is <https://lspcl.limsplus.us/Portal>.

Request for Services

- LSPCL Lab Request forms must be completed by the Investigating Officer. LSP Crime



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Laboratory forms are for specific DNA collection processing and/or DNA analysis.

- The Investigating Officer must submit a completed LSPCL Lab Request form and a copy of the incident report or MORF to the NOPD DNA Liaison to request specific DNA collection and/or DNA analysis by the LSP Crime Laboratory.
- For more information, please contact the NOPD Crime Laboratory, Forensic Biology Unit or the NOPD DNA Liaison, at email NOPDDNA@nola.gov.



Section 9 | GSR by an Outside Testing Laboratory

Introduction

Gunshot residue (GSR) results from the discharge of a firearm. The residue escapes through openings in the weapon and the end of a barrel and is deposited on nearby surfaces. The actual amount of residue detected varies with the type of weapon, ammunition, conditions of discharge, and post-shooting activity. Typically, the identification and analysis of GSR may be determined by scanning electron microscopy/energy-dispersive X-ray spectrometry (SEM/EDS); however, vendors may vary in their methodology. GSR analysis does not determine whether an individual has discharged a firearm.

GSR analysis is a test of inclusion not a test of exclusion; therefore, a lack of GSR residue does not exclude an individual from having fired or handled a firearm. The following lists indicate reasons why an individual or object may or may not possess GSR.

GSR may be detected for the following reasons:

- The subject may have discharged a firearm.
- The subject/item may have been in close proximity to the discharge of a firearm.
- The subject may have handled a firearm, ammunition, or ammunition components.
- The subject/item may have been in contact with a surface bearing gunshot residue.

GSR may not be detected for the following reasons:

- The subject/item was not exposed to GSR.
- The subject/item was exposed to GSR, but no GSR particles were deposited on the sampled area.
- The subject/item was exposed to GSR, but there was a removal of particles through wiping, washing, or other activity before the samples were collected.
- The item or surface is less suitable for the deposition and retention of GSR.
- The sample collected is below the detection limit of the chosen method.

Services Provided by NOPD Crime Laboratory

- GSR collection
- GSR presumptive testing
- Forensic Consultation
- Crime Scene report with presumptive test result

Services Provided by an Outside Testing Laboratory

- GSR confirmation test by SEM/EDS
- Forensic Consultation



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- Scientific Analysis Report
- Court Testimony

Special Instructions

- Sampling for GSR should only be carried out when the examination provides the most probative information. Oversampling or sampling from contaminated or altered sources may lead to misleading results. For this reason, the following guidelines apply:
 - Do not sample if the subject is found in the possession of or is known to have handled a firearm. This analysis cannot distinguish between having fired a weapon or simply handling a firearm.
 - Do not sample if the subject has washed his/her hands or bathed since the shooting incident. Washing the hands is likely to remove all GSR.
 - Do not routinely sample victims of gunshot wounds. A shooting victim clearly has been associated with a firearm discharge, and the results of a GSR test usually cannot offer any more information than what is already known.
 - Do not sample victims of known suicides. GSR analysis cannot determine whether the victim's death was the result of a homicide or a suicide.
 - Do not sample if the time interval between shooting and sampling exceeds 6 hours.
- GSR is readily shed from the hands during even minor physical activity.
 - To minimize the loss, evidence or risk of contamination samples should be collected as soon as possible.
- GSR collection can be performed on all surfaces, including fabric and other areas of the human body, such as faces and arms.
- If the subject is suspected of washing or wiping their hands, their clothing should be considered for GSR Collection
- Other surfaces include but are not limited to, steering wheels, gear shifts, door handles, etc.

Request for Services

- For GSR collection and presumptive testing, contact the NOPDCL Crime Scene Unit via the Communication Division.
- St. Tammany Parish Sheriff Office Crime Laboratory is an option for GSR confirmatory testing. The investigating officer is also open to find other laboratory of choice. He/She must arrange all activities, including evidence transport and payment with the testing laboratory. The NOPD Crime Laboratory does not make these arrangements.
- GSR confirmation test reports are generated by the testing laboratory **not** the NOPD Crime Laboratory. Investigating Officers must contact the testing laboratory for these reports.



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- Information for St. Tammany Parish Sheriff's Office Crime Laboratory can be found at [Crime Lab | Investigations and Professional Standards | St. Tammany Parish Sheriff's Office \(stpso.com\)](#) or by emailing crimelab@stpso.com.



Section 10 | Externally Provided Forensic Services

Due to customer needs or unforeseen circumstances, the laboratory may subcontract all or a portion of a specific service request. The submitting officer agrees to this arrangement through evidence submission. Likewise, the laboratory may enter a subcontract agreement with a competent subcontractor (another laboratory) through evidence submission.

Analysis of DNA is forwarded to the Louisiana State Police Crime Laboratory through arrangements made between the Investigating Officer and the NOPD DNA Liaison.

If an officer/detective wishes to have any service performed that is not offered by the NOPDCL, they are responsible for arranging the transport, analysis/examination, and payment with the chosen laboratory. The NOPDCL does not make the arrangements.

This document is reviewed annually and updated as needed. If the laboratory needs to subcontract any service not described in this Menu of Services, our customers will be notified by documented forms of communication.
