



Evidence Submission

All evidence from outside agencies, to be submitted to the Trace Evidence Department, DNA Department, Audio/Visual Department, Toxicology Department, or the Parentage & Identification Department, should be brought into the Cuyahoga County Coroner's Office via the Receiving Bay during normal business hours.

Evidence Packaging

All evidence items should be properly packaged before submitting it to the Cuyahoga County Coroner's Office. Some of the general evidence packaging guidelines are as follows:

1. All items should be packaged in containers of suitable size.
 2. The containers should be sealed with a tamper evident seal with date of collection and initials of the person collecting and packaging the evidence.
 3. The evidence packaging should be labeled with the case number, item number, brief item description, address and location of collection, date and time of collection and, collector's name and initials.
 4. All wet or damp samples should be air dried before packaging.
 5. Suspected dried body fluid stains should be packaged in paper envelopes. Airtight containers, plastic bag or glass jar should not be used to package the dried body fluid stains.
 6. If a stained item or an item related directly to the injuries of the victim is transportable, it should be to the Lab with the stain attached. No trace samples should be taken from these items at the scene.
 7. Only one item/sample should be packed per envelope or bag. The items should never be combined in a container.
 8. All the knives, handguns and other small weapons should be packaged in separate boxes.
 9. The illicit drugs in plastic bags or pouches should be packed in paper bags to conserve the fingerprints and possible touch DNA evidence.
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