

**Who makes the forensics testing request for all below listed items?  
Bodily fluids ( toxicology) / swabs / items of clothing and mobile phone**

It is the officer in the case (OIC) that makes the request and Forensics (who manage the budget) grant or decline authority for submission. The Forensic Scene Investigators (FSI) will authorise their own submissions for swabs they recover that are DNA rich (blood, chewing gum, cigarette ends, saliva).

**How are all listed items handled, stored, recorded and transferred to station/ forensics lab and by who**

Items are recovered and packaged by officers or Forensic Scene Investigators (FSI), or anyone with the necessary legal powers to do so. Each item is exhibited, individually packaged (the packaging medium being dependant on the nature of the item or the subsequent examination) and a Criminal Justice (exhibit) label attached. Items are then booked into detained property, or major incident stores and then submitted (when authorised) as necessary to the WMP Forensics department for in-house examination or onward transmission to a Forensic Service Provider (FSP) as necessary. If recovered by the Forensic Department staff they are booked onto SOCRATES (our case management system) at the point of recovery, if not, they are recorded on SOCRATES when they land in the department – and all activity and movements are recorded here. Detained property also has its own audit trail. Internal movements between stations are primarily completed by dedicated WMP despatch drivers, but some are delivered directly by OICs. FSPs collect and return items via their own private driver services as per contracted arrangements. Returned items end up back at source in detained property or major incident stores.

**Is a DNA sample required from both victim and suspect required to conduct both Biology and Biological forensics in relation of Rasso cases, where suspect is identified?**

Yes, to finalise the case and look to prove or negate the suspect's involvement. However, in cases where we don't have a suspect, samples from the scene and victim are submitted for DNA recovery and subsequent loading to the National DNA database in an attempt to identify a potential suspect.

**How is victim formally informed of test results of all above.**

By the OIC as they feel necessary as part of the investigation.

**Can a victim request a copy of all forensics testing reports directly from forensics testing lab by submitting a subject to access request to**

Please note that The Freedom of Information Act applies to recorded information and therefore we are unable to supply opinions or to comment on events unless those opinions or comments are already recorded. However, our Data Protection team deal with Subject Access requests and will be able to advise further. They can be contacted using the following email address: [B\\_DATAPROTECTION@westmidlands.police.uk](mailto:B_DATAPROTECTION@westmidlands.police.uk)