

ILLINOIS STATE POLICE DIRECTIVE SRV-005, FORENSIC SCIENCE SERVICES

RESCINDS: SRV-005, 2025-005, revised 01-27-2025	REVISED: 01-02-2026 2026-003
RELATED DOCUMENTS: OPS-101, SRV-003	RELATED CALEA STANDARDS (6th Edition): 83.2.1, 83.2.3, 83.2.4, 83.3.1, 83.3.2

I. POLICY

The Illinois State Police (ISP) will provide professional forensic science services to all criminal justice agencies served.

II. PROCEDURES

II.A. Requests for examination(s) must occur in an electronic submission method established by the Division of Forensic Services (DFS).

II.A.1. The DFS will maintain secure websites to receive requests for analysis, track evidence and case flow, and communicate results to agencies requesting forensic science services. These websites and their interfaces will serve as the sole method to submit service requests for evidence sent to a DFS forensic laboratory.

II.A.2. The DFS will ensure all criminal justice agencies complete the Forensic Services Agreement, ISP 6-157, prior to being provided access to the secure websites maintained by the DFS.

II.A.3. The DFS Forensic Science Command (FSC) will comply with the guidelines set forth in the current accrediting body and the International Organization for Standardization (ISO) 17025 accreditation guidelines. Policies that reflect ISO 17025 requirements for the scope of testing being conducted will be maintained in the FSC Directives Manual. The DFS Crime Scene Services (CSS) will comply with policies contained within the Scene and Evidence Services Directives Manual.

II.A.4. For cases designated as rush requests for forensic laboratory analysis, procedures outlined in the FSC Directives Manual, Evidence Submission Handling (ESH) Appendix 30 - Guidelines For Rush And Priority Case Requests, shall be followed. (See Addendum 2 of this directive for definitions and guidelines.)

II.B. The following is a list of services offered through the ISP laboratory system.

II.B.1. Adhesive tape analysis

II.B.2. Alcohol analysis (open liquor bottle)

II.B.3. Arson residue analysis

II.B.4. Blood

II.B.4.a. Indication of blood

II.B.4.b. Determination of species

II.B.4.c. Deoxyribonucleic acid (DNA)

II.B.5. Biological material (hair, bone, tissue), DNA

II.B.6. DNA searches of the Combined DNA Index System (CODIS) which include the local, state, and national index systems

II.B.7. Familial DNA searching of the State DNA Index Systems (SDIS)

II.B.8. Chemical analysis

II.B.9. Drug identification (dangerous drugs and steroids)

II.B.10. Driving Under the Influence (DUI) testing

II.B.11. Fabric impression comparison

II.B.12. Fibers identification and comparison

II.B.13. Fingerprint analysis

II.B.13.a. Processing, Evaluation, Comparison and Identification

II.B.13.b. Automated Biometric Identification System (ABIS)

- II.B.13.c. Federal Bureau of Investigation (FBI), Next Generation Identification (NGI)
 - II.B.14. Firearms
 - II.B.14.a. Bullet and cartridge comparison
 - II.B.14.b. Firearms examination
 - II.B.14.c. National Integrated Ballistics Information Network (NIBIN)
 - II.B.14.d. Malfunction/operating condition
 - II.B.14.e. Muzzle to clothing contact
 - II.B.15. Footwear comparison
 - II.B.16. Gunshot residue analysis by Scanning Electron Microscope/Energy-Dispersive Spectroscopy (SEM/EDX)
 - II.B.17. Hair identification
 - II.B.18. Identification of the dead through fingerprints
 - II.B.19. Intoxicating compounds identification
 - II.B.20. Latent fingerprint and palm prints
 - II.B.20.a. Processing, Evaluation and Comparison
 - II.B.20.b. Automated Biometric Identification System (ABIS)
 - II.B.20.c. Federal Bureau of Investigation (FBI), Next Generation Identification (NGI)
 - II.B.21. Marijuana identification
 - II.B.22. Paint Data Query (PDQ)
 - II.B.23. Paternity testing – criminal cases only
 - II.B.24. Physical matches
 - II.B.25. Plastic comparisons
 - II.B.26. Saliva indication, DNA
 - II.B.27. Seminal stains identification, DNA
 - II.B.28. Serial number restoration
 - II.B.29. Tear gas
 - II.B.30. Tire track comparison
 - II.B.31. Toolmark comparison
 - II.B.32. Toxicological analysis
 - II.B.33. Training session in crime scene processing and fingerprints
 - II.B.34. Training session in evidence packaging and handling
 - II.B.35. Unknown particle identification
 - II.B.36. Training in Marijuana Leaf Identification
- II.C. Not all laboratories provide services as listed in paragraph II.B. of this directive. The officer should contact the nearest laboratory for instruction prior to submitting evidence for analysis (see Addendum 1 of this directive for forensic science contact information).
- II.D. Digital evidence forensic analyses services are also offered through the FSC Digital Crimes Unit (DCU). If necessary, the officer should contact the DCU for instructions prior to submitting evidence.
- II.E. ISP laboratories do not perform the following examinations; however, the laboratories can provide direction to agencies that can offer the services:
- II.E.1. Air bag analysis
 - II.E.2. Animal poisoning examination
 - II.E.3. Bomb disposal (See ISP Directive OPS-101, "All-Hazards Operations")
 - II.E.4. Building material analysis
 - II.E.5. Cosmetic comparison
 - II.E.6. Document examination
 - II.E.7. Explosives analysis
 - II.E.8. Forensic dentistry
 - II.E.9. Glass comparison
 - II.E.10. Hair comparison
 - II.E.11. Headlamp filament analysis

**ILLINOIS STATE POLICE DIRECTIVE
SRV-005, FORENSIC SCIENCE SERVICES
ADDENDUM 1, LOCATION OF FACILITIES**

RESCINDS: SRV-005, Addendum 1, 2025-005, revised 01-27-2025	REVISED: 01-02-2026 2026-003
RELATED DOCUMENTS: OPS-101, SRV-003	RELATED CALEA STANDARDS (6th Edition): 83.2.1, 83.2.3, 83.2.4, 83.3.1, 83.3.2

If there is no answer at the facility called, contact the Communications Command Center at 217/786-6677, and they will contact the appropriate personnel.

1. Metro-East Forensic Science Laboratory
2220 West Main Street
Belleville, Illinois 62226-6667
618/222-8400
2. Metro-East Forensic Science Laboratory Du Quoin Evidence Receiving Station
1391 Washington Street
Du Quoin, Illinois 62832
618/542-1183
3. Digital Crimes Unit
801 South Seventh Street
Springfield, Illinois 62703-2487
815/419-7470
4. Forensic Science Center at Chicago
1941 West Roosevelt Road
Chicago, Illinois 60608-1229
312/433-8000
5. Training & Applications Laboratory
2060 Hill Meadows Drive
Springfield, Illinois 62702-4670
217/557-2399
6. Joliet Forensic Science Laboratory
515 East Woodruff Road
Joliet, Illinois 60432-1260
815/740-3543
7. Morton Forensic Science Laboratory
1810 South Main Street
Morton, Illinois 61550-2983
309/284-6500
8. Rockford Forensic Science Laboratory
State Office Building
200 South Wyman Street, Suite 400
Rockford, Illinois 61101-1230
815/987-7419
9. Springfield Forensic Science Laboratory Main
825 North Rutledge Street, SCLF 4th Floor
Springfield, Illinois 62702-9611
217/782-4975

10. Springfield Forensic Science Laboratory Toxicology
2060 Hill Meadows Drive, Suite 2
Springfield, Illinois 62702-4670
217/782-4975

11. Springfield Forensic Science Laboratory DNA Indexing
3710 East Lake Shore Drive
Springfield, Illinois 62712-8609
| 217/786-6160

| Indicates new or revised items.

-End of Addendum-

**ILLINOIS STATE POLICE DIRECTIVE
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ADDENDUM 2, GUIDELINES FOR RUSH AND PRIORITY CASE REQUESTS**

RESCINDS: New Addendum	REVISED: 01-02-2026 2026-003
RELATED DOCUMENTS: OPS-101, SRV-003	RELATED CALEA STANDARDS (6th Edition): 83.2.1, 83.2.3, 83.2.4, 83.3.1, 83.3.2

Evidence Submission Handling (ESH) Appendix 30

GUIDELINES FOR RUSH AND PRIORITY CASE REQUESTS

- I. "RUSH" Request – A request for laboratory analysis resulting in same day/immediate laboratory analysis and expedited results. Rush requests made during business hours typically require the analyst to work outside of their normal shift to complete the analysis and/or answer pertinent questions. A rush request made outside of normal business hours requires an analyst to be called into work to complete the analysis. Rush requests must meet all of the following criteria outlined below.
 - a. Criteria
 - i. Law Enforcement Agency (LEA) has a suspect in custody (time component of 48 hours or 24-hour hold for juvenile) who will be let go without forensic results or evidence has the potential to identify an unknown suspect who is an immediate and serious threat to public safety (e.g., DNA, fingerprints).
 - ii. The case is a violent crime involving death, serious injury, or the immediate threat of death/serious injury.
 - iii. Expedited forensic results are required by the State's Attorney in determining probable cause to charge.
 - iv. Results are required within 24-48 hours (These requests may require calling someone in on weekends, nights, or asking someone to stay past their normal schedule) in the interest of public safety.
 - b. Procedure
 - i. Before contacting the laboratory:
 1. The LEA will determine, in conjunction with the State's Attorney Office (SAO), only the most probative pieces of evidence that will be analyzed to sustain possible charges.
 2. For DNA requests, the LEA will complete the following:
 - a. Permission to consume will be obtained in Laboratory Information Management System (LIMS) Prelog from the LEA or SAO prior to evidence submission when the amount of evidence sample required to obtain a useable result may leave an insufficient amount of the evidence for any subsequent analysis.
 - b. If the rush request pertains to a suspect who is detained and the request is for DNA analysis, the LEA must obtain the suspect standard for submission as part of the rush request.
 - ii. The LEA will contact the local ISP laboratory utilizing the contact information listed in section III.
 1. Be prepared to describe the case scenario, analysis requested, reason for the rush request, and ASA information.

2. If the rush is approved, arrangements will be made for submission to the respective laboratory
 - iii. Laboratory submission
 1. All rush evidence must still be submitted via normal submission processes (e.g., LIMS, Prelog, CrimePad).
 2. The laboratory's point of contact will make the necessary arrangements for submission of evidence to the laboratory to ensure timely analysis.
 3. The ISP Laboratory Director or supervisory designee approving the rush request will document the approval as a case event in LIMS. Documentation will include the agreed upon timeline for results and any contact information necessary for follow up (i.e., appropriate verbal results).
 4. Upon submission, the assignment will be given a Turnaround Time (TAT) Expectation designation of "RUSH" in LIMS.
 - iv. Results notification
 1. The laboratory will make every effort to meet the respective timeline agreed upon.
 2. If the case involves a suspect in custody and the suspect is released or charged during the hold period, the LEA will *immediately* notify the laboratory that the rush analysis is no longer necessary. The case will then be processed through the normal course of business.
 3. The results will be communicated to the points of contact that were provided to the laboratory by phone or email.
- II. "PRIORITY" Request – A request for laboratory analysis resulting in expedited analysis and results. Priority requests for analysis are completed during normal business hours. After-hours work (overtime) may also be utilized; however, there is not an expectation of the analyst working outside of normal business hours.
- a. Criteria – at least one of the following criteria must be met to be considered a Priority Request.
 - i. Established court hearing with a relatively short timeframe. For example, depending on the type of analysis requested, a court date within one month would require expedited analysis.
 - ii. Court order for specified analysis within a specific time frame.
 - iii. Lead on suspect/investigative information needed as soon as possible but where the request does not qualify for a "RUSH" request as listed above.
 - iv. Special initiatives authorized by DFS command.
 - v. Other requests approved by laboratory management.
 - b. Procedure – Priority request procedures vary dependent upon the type of analysis requested and the timeframe in which services are needed. For priority requests, the LEA should contact their respective laboratory during normal business hours. Laboratory personnel will discuss the request with the LEA and provide specific procedures.
 - c. Upon approval, the appropriate Turnaround Time (TAT) Expectation of "PRIORITY" will be designated in LIMS for these requests.

III. Laboratory Contact Information

- a. Forensic Science Center at Chicago – During normal business hours (8:30am to 5:00pm, Monday-Friday) the LEA will contact the laboratory by calling the main number (312) 433-8000 and speaking with the Laboratory Director or a Deputy Laboratory Director. Outside of normal business hours (nights, weekends, and holidays) the LEA will contact the laboratory by calling the main number or (773) 720-9463 to speak with the Security Officer. The Security Officer will then facilitate putting the LEA in contact with the on-call laboratory manager to discuss the rush request.
- b. Joliet Forensic Science Laboratory – During normal business hours (8:30am to 5:00pm, Monday-Friday) the LEA will contact the laboratory by calling the main number (815)740-3543 and speaking with the Laboratory Director or an Assistant Laboratory Director. Outside of normal business hours (nights, weekends, and holidays) the LEA will contact the laboratory by calling (815) 207-0109. This is a cellular phone assigned to an on-call laboratory manager.
- c. Rockford Forensic Science Laboratory – During normal business hours (8:30am to 5:00pm, Monday-Friday) the LEA will contact the laboratory by calling the main number (815) 987-7419 and speaking with the Laboratory Director or Assistant Laboratory Director. Outside of normal business hours (nights, weekends, and holidays) the LEA will contact the laboratory by calling (815) 298-7192. This is a cellular phone assigned to an on-call laboratory manager.
- d. Morton Forensic Science Laboratory – During normal business hours (8:30am to 5:00pm, Monday-Friday) the LEA will contact the laboratory by calling the main number (309)284-6500 and speaking with the Laboratory Director or an Assistant Laboratory Director. Outside of normal business hours (nights, weekends, and holidays) the LEA will contact the laboratory by calling (217) 720-1481. This is a cellular phone assigned to an on-call laboratory manager.
- e. Springfield Forensic Science Laboratory – During normal business hours (8:30am to 5:00pm, Monday-Friday) the LEA will contact the laboratory by calling the main number (217)782-4975 and speaking with the Laboratory Director or an Assistant Laboratory Director. Outside of normal business hours (nights, weekends, and holidays) the LEA will contact the laboratory by calling (217) 836-5411. This is a cellular phone assigned to an on-call laboratory manager.
- f. Metro-East Forensic Science Laboratory – During normal business hours (8:30am to 5:00pm, Monday-Friday) the LEA will contact the laboratory by calling the main number (618) 222-8400 and speaking with the Laboratory Director or Assistant Laboratory Director. Outside of normal business hours (nights, weekends, and holidays) the LEA will contact the laboratory by calling (618) 971-3285. This is a cellular phone assigned to an on-call laboratory manager.

-End of Addendum-