



Honolulu Police Department  
Scientific Investigation Section

# Customer Handbook

SIS-CH

Date Published:	09/15/2025	Issuing Authority:	Forensic Laboratory Director
Document Number:	4901	Reviewed by:	Quality Coordinator, Forensic Laboratory Director
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Customer Handbook**

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## Honolulu Police Department- Scientific Investigation Section Customer Handbook

POLICY #: 1  
SUBJECT: INTRODUCTION

- 1 The Honolulu Police Department's Scientific Investigation Section, hereafter referred to as the SIS, is committed to providing expert forensic laboratory services.
- 2 The SIS is accredited by the ANSI National Accreditation Board (ANAB). The SIS's accreditation certificate and scope can be found at: <https://search.anab.org/>
- 3 We continuously strive to exceed our customers' expectations of quality, accuracy, timeliness, professional standards, and customer service. For the purposes of this handbook, "customer" primarily refers to law enforcement agencies (e.g., submitting officer or submitting agency) and secondarily refers to other criminal justice entities (e.g., prosecuting attorneys and courts). The SIS does not accept requests for work from private individuals or organizations.
- 4 Per Hawaii Revised Statutes, §844D-2, the SIS is responsible for the management and administration of the state DNA database and data bank identification program. The SIS serves as liaison with the Federal Bureau of Investigation (FBI) and other relevant agencies regarding the State's participation in a national DNA database such as the FBI's Combined DNA Index System (CODIS). CODIS allows for the storage and exchange of DNA records submitted by state and local forensic DNA laboratories nationwide.
- 5 Contact Information:

Hours of Operation:	Monday-Friday, 0745-1630
Main Office:	(808)723-3005
Main Email:	<a href="mailto:hpdsisgeneral@honolulu.gov">hpdsisgeneral@honolulu.gov</a>
Address:	Honolulu Police Department Scientific Investigation Section 801 South Beretania Street Honolulu, HI 96813

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<b>Drug Analysis</b>	
Beverage Alcohol	Suspected beverages are tested for the presence of ethyl alcohol, a consumable alcohol, at a level greater than ½ of one percent by volume.
Controlled Substances	Controlled substance examination can establish chemical identity and quantity (e.g. weight, volume, count). Over-the-counter and prescription medications can be analyzed to confirm the presence of active ingredient(s).
Methamphetamine Quantitation	Methamphetamine may be “cut” (i.e. mixed) with other chemical substances. The SIS can determine the form of methamphetamine present and the purity of the sample.
<b>Trace Evidence</b>	
Gunshot Residue (GSR)	Gunshot residue can be collected from a person’s hands or an inanimate object (e.g. clothing, interior of vehicles, other samples recovered from surfaces at a scene). The presence of gunshot residue indicates one or more of the following: 1) the person may have discharged a firearm, 2) the person may have been in the vicinity of a firearms when it was discharged, 3) the person may have come into contact with an item with GSR on it.
Fire Debris	Fire debris examinations can determine the presence of ignitable liquids introduced to a fire scene. Examinations of liquid samples and debris recovered from scenes can identify gasoline, fuel oils, and specialty solvents. Examinations generally cannot identify specific brands.
Fireworks	Examination can establish if a suspected firework contains pyrotechnic material (chemical components) and the weight of those components. The SIS is not able to state that the item is a firework (design, construction, performance). A hazard assessment is needed before intact fireworks can be weighed.
Fracture Match	Broken, torn, or cut materials can be matched back together through either physical matching (i.e. puzzle-piecing) or surface features (e.g. scratches, extrusion marks).
<b>Latent Print</b>	
Latent Print Processing	A latent print is an impression of the friction ridge skin of the fingers or palms of the hands that has been transferred to another surface and is not readily visible to the unaided eye. The SIS can perform a variety of physical and chemical examinations to visualize and recover the print.

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Firearms	
Firearms Examination	Firearms can be examined to determine physical characteristics such as caliber, manufacturer, and rifling characteristics. When specifically requested by the customer or when an examiner determines it to be probative, barrel/overall length measurements and magazine capacity counts may be taken. Examination of rusty firearms and black powder firearms can be conducted.
Firearm Operability	Determines if a firearm operates in the manner in which it was designed by the manufacturer or whether any modifications have been made. Additionally, firearms can be test-fired to obtain known specimens for comparison with evidence ammunition such as bullets, cartridge cases, and shot shells.
Other Weapon Operability	This includes, but is not limited to, the examination of electric guns, air guns, and blank-firing/non-firing replica guns.
Ammunition Function	Submitted ammunition can be identified and test fired (if a firearm is available in our firearms reference library) to determine functionality.
Bullets	A fired bullet can be examined to determine physical characteristics including, weight, caliber, bullet design, and general rifling characteristics. The characteristics may be sufficient to generate a list of possible firearms used to fire the bullet. A microscopic examination of the bullet is conducted to determine if any marks of value are present.
Cartridge Cases and Shot Shells (Fired and Unfired)-	Cartridge cases or shot shells can be examined to determine physical characteristics such as caliber types or gauge, manufacturer, presence/type/extent of mechanism marks, and other properties. A microscopic examination of the cartridge case/shot shell is conducted to determine if any marks of value are present.
Comparison to Suspect Firearms	If a suspect firearm is submitted, a direct microscopic examination is done between test-fired bullets/cartridge case/shot shell and the submitted questioned (fired) bullet/cartridge case/shot shell.
Serial Number Restoration	Serial numbers can be restored on metal items such as, but not limited to, firearms, motor vehicles, construction equipment, and jewelry. Restoration can be conducted on the obliterated or suspect areas on an item to visualize the numbers but it is a destructive test (i.e. the test causes a permanent and irreversible change).

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<b>Firearms (continued)</b>	
Tool Marks	An examination of the questioned item is conducted to determine if toolmarks are present, what types of tool may have caused them, and whether there are toolmarks of value for comparison purposes. If a suspect tool is submitted, a comparison can be made to the tool mark.
<b>Forensic Biology</b>	
DNA	The SIS conducts nuclear DNA testing. It is the most discriminating forensic DNA test and is typically used for the analysis of evidence containing blood, semen, saliva, body tissue, and hairs that have tissue at their root ends. The power of nuclear DNA testing lies in the ability to include and exclude individuals from being the source of the DNA from evidence items.
Touch Evidence	DNA may be transferred to items via skin cells. Touch evidence analysis will be more successful on items that are extensively handled by a person and/or are significantly textured (e.g. steering wheels, firearm grips). In general, the SIS does not analyze items where there has been a minimal amount of contact involved or if numerous people could have come into contact with the item (e.g. door handles, counters, friction ridge impressions, etc.).
Relationship Testing	DNA testing can establish the biological relationship between two individuals (i.e. parent/child). Relationship testing may be performed for cases involving unidentified human remains, criminal paternity, and missing persons. The SIS does not perform parentage testing for civil lawsuits.
Combined DNA Index System (CODIS)	The SIS is a CODIS participating laboratory. CODIS is a national DNA database which fosters the exchange and comparison of forensic DNA evidence from criminal investigations and qualifying offenders. The CODIS database also contains DNA profiles to assist in the identification of missing persons.
Body Fluid Identification	Evidentiary stains can be tested for the presence of blood, semen, and saliva.
<b>Questioned Documents</b>	
Questioned Document Recovery	Evidentiary documents can be processed for indented writing and the detection of alterations using specialized lighting. It is important to recover questioned document evidence prior to

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	latent print processing. The SIS can also assist with the collection of handwriting exemplars from known subjects.
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<b>Non-Accredited Services</b>	
<p>The SIS provides the following non-accredited services. Reports for these services will not bear the ANAB accreditation symbol. Analysts will make it clear during testimony that the work performed for these services are not under the SIS scope of accreditation.</p>	
Crime Scene Response	<p>Responders will go to a crime scene to document the scene and collect evidence. Limited testing may be performed at the scene including latent print processing and/or the identification of body fluids using alternate light and/or chemical processes.</p> <p>The SIS responds to crime scenes within the jurisdiction of the City and County of Honolulu. Requests for services from other Oahu-based law enforcement agencies should be coordinated with the relevant HPD division (e.g. Criminal Investigation Division, Traffic Division).</p>
Latent Print Comparison	<p>Finger, palm, toe, and sole prints of questioned origin (e.g. those recovered from crime scenes) can be compared to the recorded prints of known individuals in order to establish identity or to exclude a person as the source of a print. In cases involving unknown subjects, the latent print(s) can be searched in a computerized database of fingerprint and palm print records (see ABIS).</p>
Latent Print Database (ABIS)	<p>The statewide Hawaii Automated Biometric Identification System (ABIS-Hawaii) houses and processes biometric information including fingerprints, palm prints, latent prints, and mug photos. It enables the comparison of forensic latent print evidence to the fingerprint records of known individuals on file. In addition to searching state records, ABIS-Hawaii also interfaces with the FBI's Next Generation Identification (NGI) system, a national repository containing both criminal and civil fingerprint records.</p>

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<p>Below are frequently requested services that the SIS does not provide but can assist with. In general, the SIS recommends outsourcing to federal law enforcement laboratories because they can provide testing and testimony free of charge. Alternately, the SIS can assist with identifying accredited, vendor laboratories for your consideration. Additional recommendations are provided below.</p>	
<p>Toxicology</p>	<p>Toxicology testing is used to determine the presence of alcohol or controlled substances in biological fluids (blood, urine) or tissues (post-mortem, hair).</p> <p>The SIS is not involved in the collection or testing of samples. For HPD DUI/DRE cases, contact the Traffic Division for current contractor information.</p>
<p>Footwear and Tire Comparisons</p>	<p>The SIS can assist with the recovery of tire/shoe imprints/impressions from crime scenes as well as known exemplars. We recommend comparisons be conducted by an accredited laboratory. Since there are very few laboratories accredited in this area, an alternative would be to utilize a certified examiner.</p> <p>Contact the Latent Print Unit for more information.</p>
<p>Genetic Genealogy</p>	<p>Genetic genealogy utilizes direct-to-consumer genetic databases (Ancestry, GEDMatch, etc.) to find potential matches or familial matches to crime scene DNA profiles.</p> <p>The Forensic Biology Unit can assist with evaluating evidence to determine if it is suitable for genetic genealogy testing.</p>
<p>Hair Comparison (Microscopic)</p>	<p>The purpose of hair testing is to make an association between unknown hair and a known individual. The SIS no longer recommends Trace Evidence examination of hair (i.e. comparison, suitability for DNA) and instead recommends straight-to-DNA testing.</p> <p>Contact the Forensic Biology Unit for more information.</p>
<p>National Integrated Ballistics Information Network (NIBIN)</p>	<p>NIBIN is used to discover potential associations between cases using images of evidentiary or test-fired cartridge/shotshell casings.</p>

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	Contact the Firearms Unit for more information.
Tape	<p>The analysis of adhesive tape is complex and involves multiple forensic disciplines. While the SIS is able to perform a portion of the examination (latents, DNA, fracture match), we are not able to determine manufacturer/product line. The order of work performed may adversely affect downstream analyses.</p> <p>Consult with the Latent Processing Unit about examination priorities and considerations for outsourcing.</p>

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POLICY #: 3

SUBJECT: WORK REQUESTS

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### 1 Request Submission

- 1.1 A request completed by the customer serves as a proposed contract for services between the customer and the SIS.
- 1.2 Requests must be submitted in the following manner:
  - 1.2.1 HPD- via the Case Records System (CRS).
  - 1.2.2 Non-HPD with a current Memorandum of Understanding- Submit a completed SIS Outside Agency Request form.
  - 1.2.3 Non-HPD without a current Memorandum of Understanding- Submit a Chief-to-Chief letter, on agency letterhead, along with a completed SIS Outside Agency Request form.
- 1.3 To expedite request processing, the customer shall collect reference or exemplar samples prior to the submission of evidence, when possible. The lack of submitted reference or exemplar samples may limit or delay analysis.
- 1.4 “Rush” Requests- The SIS discourages frequent rush or expedited service requests as they negatively impact the timely completion of requests from other customers. Exceptions are made for the following circumstances:
  - Imminent threats to public safety (e.g. an unidentified serial rapist)
  - Charging deadlines
  - Court deadlines
  - Other high profile cases as determined by the requesting agency
  - 1.4.1 For HPD customers only- The Firearms and Drug Analysis Units are standby on weekends and holidays only. Standby phone numbers can be found on the HPD Intranet.
- 1.5 Reanalysis Requests
  - 1.5.1 The SIS will reanalyze evidence for the following reasons:
    - Administrative or quality assurance purposes
    - The evidence was previously examined/tested but new technologies/procedures are available.

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POLICY #: 3

SUBJECT: WORK REQUESTS

- 1.5.2 The SIS will not reanalyze evidence for the following reasons unless there are exceptional circumstances. These types of requests must be approved by the SIS Forensic Laboratory Director.
- The original forensic scientist is not available for testimony.
  - The same type of testing/examination requested was already conducted by an accredited forensic laboratory.
- 2 Request Triaging- Due to the high volume of requests received, the SIS triages work requests. Priorities are placed on charging/court deadlines, imminent public safety threats, and active violent crime investigations.
- 2.1 To meet customer deadlines and to ensure all customers have access to testing, limits may be placed on the number of items tested. The SIS may ask the customer to prioritize the items needing testing and to wait for the associated forensic report before continuing to the next tier of items.
- 2.2 For detailed triaging information see:
- Appendix I- Drug Requests
  - Appendix II- Sexual Assault Kit (SAK) Requests
  - Appendix III- General DNA Requests
- 3 Review of Requests
- 3.1 Upon receipt of a request, the SIS will review the proposed work and contact the customer for clarification, if necessary.
- 3.2 Due to the large volume of requests received, the SIS cannot guarantee that customer-requested deadlines will be met. Whenever possible, the SIS will notify the customer in advance if the requested deadline cannot be met.
- 3.3 Modifications to the proposed contract will be communicated with customers and retained in SIS communication records.
- 3.4 The customer will be notified in writing if a work request has been rejected in full.

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## Honolulu Police Department- Scientific Investigation Section Customer Handbook

POLICY #: 4

SUBJECT: SIS TERMS OF SERVICE

By submitting work to the SIS, the customer acknowledges they agree to SIS's Terms of Service. If the customer objects to any of the following conditions, they shall specify their objection(s) on the work request. The SIS will accommodate reasonable requests for deviations from the Terms of Service. Each accommodation is a one-time request and will not apply to future requests.

### 1 Examinations and Testing

- 1.1 The SIS utilizes analytical methods generally accepted in the forensic science community. All methods in the SIS have been validated and deemed fit for use by laboratory personnel. The SIS reserves the right to select the most appropriate methods for analysis based on the needs and circumstances of the case. Selected methods will be documented in the case record.
- 1.2 When multiple types of analysis must be conducted on an evidentiary item, the SIS will utilize a testing sequence that will allow for optimal results.
- 1.3 Deviations to policy and procedure may occur on a case-specific basis. Deviations follow a strict review process ensuring appropriate laboratory management is aware of the occurrence. Deviation documentation will be maintained in the case record and supplemental documentation will be made available to the customer upon request.
- 1.4 Analysts may discontinue analysis when the submitted evidence is determined to be of insufficient quantity, insufficient quality, or of limited investigative or probative value.
  - 1.4.1 The customer is informed when a requested service has not been performed, due to the above determinations, via the SIS forensic report or documented communication records.
- 1.5 SIS analysts will consume the least amount of evidence necessary to conduct analysis. Some testing methods may require the full consumption of the evidence. The SIS will seek prior permission from the customer for consumption unless there are exceptional circumstances.

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POLICY #: 4

SUBJECT: SIS TERMS OF SERVICE

- 1.6 A sampling plan may be utilized to analyze a portion of the submitted evidentiary items when a large number of homogenous items are submitted as one exhibit (e.g. pharmaceutical tablets).
  - 1.6.1 A statistically valid method of selection and analysis will be used on the samples if the reported results are intended to be representative of the whole exhibit.
  - 1.6.2 The use of a sampling plan will be disclosed via the SIS forensic report.
- 1.7 Sub-items or samples may be collected from an item in order to properly preserve or analyze the evidence (e.g. cuttings, tape lifts, extractions, segregation of samples, etc.).
  - 1.7.1 The customer will be notified of the disposition of all submitted/created evidence items/sub-items in the SIS forensic report, agency chain of custody, and/or the SIS chain of custody.

## 2 State and National Databases

- 2.1 Eligible DNA profiles are automatically uploaded to the CODIS database, where they remain indefinitely and are continuously searched. Customers are notified of uploaded profiles and potential matches through an SIS forensic report.
- 2.2 All suitable (value for identification), unidentified latent prints are automatically searched in ABIS-Hawaii and/or the FBI NGI. Customers are notified of the latent prints that were uploaded through an SIS forensic report.
  - 2.2.1 If a hit is obtained, the match will be documented in a forensic report and the latent print is discarded from the database.
  - 2.2.2 If no hit is obtained, the latent print is automatically registered in the Unsolved Latent File (ULF) for continuous search against newly incoming records. If a ULF hit is obtained, a forensic report will be issued to the customer.

## 3 Reports

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3.1 Simplified Reports- In the interest of providing scientifically accurate reports that are clear and readable, the SIS retains the right to limit information in the report deemed unnecessary to understand the results, conclusions, or opinions. The following information may not be included in all forensic reports. These details, if relevant, are included in the case record provided with the report.

- The location of performance of the laboratory activities, including when performed at a customer facility or at sites away from the laboratory's permanent facilities, or in associated temporary or mobile facilities;
- Identification of the method used;
- The date of receipt of the test item(s) and the date of sampling;
- The date(s) of performance of the laboratory activity;
- Reference to the sampling plan and sampling method used by the laboratory or other bodies;
- Test results;
- Additions to, deviations, or exclusions from the method;
- Information on specific test or sampling conditions (e.g. environmental conditions);
- Measurement uncertainty unless results approach charging thresholds; and
- Sampling dates, locations, plans, and methods.

3.2 Reports shall not be reproduced by the customer except in full. If excerpts are needed for trial presentation, contact the testing analyst for assistance.

## 4 Supporting Documentation

4.1 The entire case record (e.g., forensic report, technical notes, digital images, instrumental data, etc.) will be provided to the customer upon completion of a request. HPD case records will be uploaded to CRS. After delivery, document retention is the customer's sole responsibility. The SIS assumes no further responsibility for the storage, maintenance, or reissuance of such records.

4.2 Quality assurance records will be retained for a period of time defined in SIS policy. The SIS does not have an obligation to notify the requesting agency when records are destroyed. For document retention timelines, please contact the SIS.

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POLICY #: 4

SUBJECT: SIS TERMS OF SERVICE

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4.3 The SIS may distribute case records via governmental email (e.g. .gov, .mil, etc.), mail, fax, or in person. Records shall not be sent to private email addresses, residential addresses, or personal fax numbers.

### 5 Costs

5.1 All forensic testing services are provided free of charge unless otherwise agreed upon in writing.

5.2 The requesting agency is responsible for shipping charges to and from the SIS. The SIS will use the requesting agency's Federal Express customer billing number for return shipments unless otherwise instructed.

5.3 For testimony outside the island of Oahu, the requesting agency is responsible for witness travel costs. Costs include airfare, meals, hotel (if necessary), ground transportation, parking, and overtime if the testimony goes beyond the analyst's normal business hours. Reimbursement rates will be in compliance with the City and County of Honolulu's travel and overtime policies.

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## Honolulu Police Department- Scientific Investigation Section Customer Handbook

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POLICY #: 5

SUBJECT: CONFIDENTIALITY EXCEPTIONS

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Case information is kept secure and confidential, with the following exceptions. Unless otherwise specified, the customer will not be notified in advance of the release. By submitting work to the SIS, the customer acknowledges they agree to SIS's Confidentiality Exceptions. If the customer objects to any of the following conditions, they shall specify their objection(s) on the work request. The SIS will accommodate reasonable requests for deviations from the Confidentiality Exceptions. Each accommodation is a one-time request and will not apply to future requests.

- 1 Sharing with Investigative Parties- Case information will be shared with the investigating law enforcement agency and the prosecuting attorney's office handling the case. Both parties may be considered "the customer".
- 2 Database Associations- When case-to-case associations are obtained (e.g., cases linked via CODIS or ABIS), relevant case information will be shared with all investigating agencies.
  - 2.1 The SIS does not routinely release offender database information outside of the case(s)-at-hand. The CODIS State Administrator shall review all such requests and authorize the release of information, if necessary.
- 3 Legal Compliance- The SIS comply with court orders, discovery requests, and subpoenas related to the release of records.
  - 3.1 Requests for case records from defendants or defense counsel will be coordinated through the assigned prosecutor. Requests may be routed to the HPD Professional Standards Office and/or Corporation Counsel for advisement.
- 4 Public Record Requests- All public requests for records and reports held by the SIS shall be subject to disclosure in accordance with Chapter 92F of the Hawaii Revised Statutes.
- 5 Conducting Necessary Business- Findings or case records may be released to conduct necessary business. Examples include, but are not limited to:
  - Law enforcement agencies investigating complaints;
  - Organizations that monitor criminal activity trends (e.g., National Forensic Laboratory Information System);

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- State and/or Federal programs (e.g., grant performance metrics, criminal databases, HRS §844D-82); and
  - Vendors held to strict confidentiality requirements (e.g., accrediting bodies, cloud-based SaaS providers, document imaging providers).
- 6 External Presentations and Training- Case information may be shared during external presentations or training given by the SIS. If there is a reasonable possibility that specific incidents or individuals could be identified, the customer will be contacted to obtain prior permission.
- 7 Public Release of Aggregate Data- The SIS may release aggregate data, identifiable to an agency, into the public domain for statistical reporting (e.g. agency name, number of requests submitted, types of analysis performed, offense types, evidence types, etc.).
- 8 External Consultation- Anonymized information may be released to outside forensic professionals for verification, technical reviews, consultation, and/or research. If there is a reasonable possibility that specific incidents or individuals could be identified, the customer will be contacted to obtain prior permission.

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POLICY #: 6

SUBJECT: EVIDENCE SUBMISSION

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### 1 Evidence Submission

1.1 HPD Evidence- SIS staff will retrieve evidence from the HPD evidence room or via inter-SIS transfers. Do not submit evidence in-person or via inter-office mail services.

#### 1.2 Non-HPD Evidence

##### 1.2.1 In-Person Transport

- Evidence may be submitted in-person at the SIS Customer Counter. The counter is open from Monday to Friday, 0745-1630. Notify the analyst in advance of your planned arrival.
- The packaging and chain-of-custody requirements below apply to walk-in evidence.

##### 1.2.2 Mailing to the SIS

1.2.2.1 Please ship evidence between Monday and Wednesday. The SIS does not accept weekend deliveries.

1.2.2.2 The SIS does not accept evidence submitted via the U.S. Post Office because they will not deliver the package directly to the SIS. Please use commercial couriers such as FedEx or UPS. All shipments must comply with the couriers' rules regarding the shipment of hazardous and/or dangerous goods.

1.2.2.3 Do not ship multiple cases in the same shipping package unless instructed to do so by the SIS.

1.2.2.4 Do not ship evidence for different disciplines (e.g. Firearms and Trace Evidence) in the same shipping package unless instructed to do so by the SIS.

1.2.2.5 Be sure to include "Scientific Investigation Section" on shipping labels or the package may be misrouted upon arrival at the HPD. Also include your agency's report number on the shipping label or package.

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SUBJECT: EVIDENCE SUBMISSION

- 1.2.2.6 The contents of shipping boxes are not verified upon receipt. Contents are verified immediately prior to analysis. There may be lag time between the two events.

## 2 Chain-of-Custody

2.1 All evidence transfers shall be documented with a chain-of-custody.

2.2 If the submitting agency does not have a chain-of-custody form, the SIS Chain-of-Custody (SIS-10) form will be used.

## 3 Packaging- All items must be packaged in an appropriate manner which limits deterioration, loss, contamination, or damage.

3.1 Ensure all evidence is properly inventoried, labeled, packaged, and sealed before submitting to the SIS. Discrepancies may delay testing of the evidence.

3.2 Ensure evidence is packaged in a safe manner. Protective packaging must be utilized for glass, sharp, and/or fragile items. Firearms shall be verified to be unloaded.

3.3 Hazardous materials (e.g. biohazards, suspected fentanyl) should be clearly marked as such on the outermost package.

3.4 Packaging evidence in multiple layers which do not serve to protect the integrity of the evidence or the safety of evidence handlers may result in longer request processing times. Evidence which has been significantly over-packaged is subject to return without analysis.

## 4 Evidence Return

4.1 Outer shipping packaging and/or packaging material may be discarded by SIS without prior customer notification.

4.2 All evidence, sub-items, and work product (e.g. DNA extracts) will be returned to the requesting agency.

4.2.1 DNA batch controls are laboratory-generated, known DNA samples (positive controls) and samples composed of testing reagents only

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POLICY #: 6

SUBJECT: EVIDENCE SUBMISSION

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(negative controls) used for quality control purposes. Since batch controls are associated to more than one case, they will be retained by the HPD.

### 4.3 Return Mailing

- 4.3.1 The SIS will return evidence via FedEx using the customer's account number.
- 4.3.2 Evidence will be returned to the sender unless otherwise instructed in writing.
- 4.3.3 The SIS will return evidence in the proximal, submitted container. If impracticable, additional layers of packaging may not be re-used and will be discarded.

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POLICY #: 7

SUBJECT: EXPERT WITNESS TESTIMONY

- 1 The expert plays a significant role in the judicial system and often there is a need to present results and interpretations in court. The SIS makes every effort to accommodate the requests received.
  - 1.1 It is disruptive to laboratory workflow when last minute testimony requests are received. Laboratory analyses can be very involved, requiring coordination and precise timing for sample preparation, use of equipment, instrumental analysis, and review. Unscheduled court appearances can create significant delays in casework due to the inability to appropriately schedule laboratory time.
  - 1.2 Due to other court obligations or scheduled time off, personnel may not be able to accommodate requests received with short notice.
- 2 Subpoenas
  - 2.1 If an analyst is needed for court as a witness, a subpoena should be issued in order to ensure proper notification and scheduling. Subpoenas allow staff to update their calendars and immediately notify the issuer of the subpoena of any scheduling conflicts.
  - 2.2 Subpoena dates tend to be broad and rescheduling often occurs. Since subpoenas are not typically reflective of when a witness actually needs to testify, please make contact with the witness at least 48-hours in advance.
  - 2.3 If an analyst receives multiple requests for testimony on the same date, the prosecutors for the respective cases will be notified to resolve the scheduling conflict.
  - 2.4 Testimony requiring travel- SIS personnel need departmental permission to travel. These authorizations can take up to two weeks. If a subpoena cannot be issued in advance, please send the analyst an email with the expected trial dates so that travel requests can be initiated.
  - 2.5 The SIS does not forward subpoenas to former personnel.
    - 2.5.1 If the former employee is known to work for a law enforcement agency, the name of the agency will be given to the issuer of the subpoena.

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SUBJECT: EXPERT WITNESS TESTIMONY

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- 2.5.2 If the former employee gave permission to the SIS to release current contact information, that information will be provided to the issuer of the subpoena.
  - 2.5.3 If the SIS does not have any contact information that can be shared, the issuer of the subpoena may contact the HPD Human Resources Division at (808)723-3557 for further assistance.
- 3 Communication and Pre-Trial Conferences
- 3.1 Analysts will accommodate pre-trial requests with both prosecutors and defense attorneys. Analysts will not accommodate pre-trial requests with defendants unless their assigned attorney is present.
    - 3.1.1 If a request for a pre-trial conference is received from the defense, the prosecutor associated with the case will be notified. This notification should not be construed as requesting permission to speak with defense.
  - 3.2 Staff is generally accessible via email and phone during SIS business hours. After hours, analysts will have limited or no access to work phones and emails. Communications with analysts after hours are subject to overtime and require prior permission from laboratory management.
- 4 Transporting Evidence to Court
- 4.1 If evidence is needed in court, the Customer must provide a subpoena requesting transport of the evidence at the earliest available opportunity.
  - 4.2 SIS personnel are not sworn officers. For the safety of our staff, please refrain from asking SIS personnel to transport significant quantities of drugs, hazardous materials, and/or weapons to court.
- 5 Requests for Observation- The SIS will not grant requests for prosecutors, defense attorneys, private investigators, and/or external forensic experts to observe testing conducted by section personnel. In lieu of observation, the section recommends subcontracting the work to an accredited laboratory.

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SUBJECT: EXPERT WITNESS TESTIMONY

- 5.1 Observation by non-section personnel is a non-effective means of assessing the quality of the laboratory's work. An external observer is unfamiliar with section policies, analytical procedures, safety rules, and security policies.
  - 5.2 The laboratory facility is not designed to accommodate the viewing of casework analyses while simultaneously ensuring the security and integrity of other cases in progress. The presence of non-departmental personnel in the laboratory causes a dramatic disruption in the laboratory operations and hinders the ability to operate efficiently. In order to prevent an external observer from having access to confidential criminal justice information relating to other active investigations, all casework in a particular unit would have to be halted until completion of the work being observed. Such a circumstance would increase analysis time and could jeopardize deadlines and court dates for those cases already in progress.
  - 5.3 Due to the limited size of some items of evidence, an external observer would pose a significant risk to established protocols used to ensure sample integrity and minimize loss, contamination, or deleterious change.
- 6 Requests for Facilities/Equipment Use- External experts will not be allowed into the laboratory to perform any testing. Qualified forensic experts retained by attorneys should have access to their own equipment and facilities.
- 6.1 The SIS has stringent maintenance and operating criteria for critical equipment therefore non-authorized users would have to be supervised at all times. Many instruments use computers to collect data. These computers contain confidential information from other cases processed on the instrument. The only way to ensure the equipment's integrity and computer data security is maintained is through constant supervision. This removes an analyst from their work and creates delays for scheduled examinations and analyses.

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POLICY #: 8  
SUBJECT: OUTSOURCING

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- 1 Testing- The SIS does not routinely outsource testing work. Should the SIS choose to do so, the customer will be contacted and written permissions will be obtained prior to outsourcing.
  - 1.1 The customer may choose to outsource testing work. This may happen when the SIS does not provide a particular testing service (e.g. Y-STR testing), when the SIS cannot meet customer deadlines, or when legal counsel prefers the use of an alternate laboratory. The SIS is available for consultation when selecting a forensic testing laboratory. In general, the SIS recommends the following:
    - The use of an ANAB or A2LA accredited laboratory;
    - Accreditation to the ISO/IEC 17025:2017 standards and any appropriate forensic standards (e.g. FBI-QAS, ANAB AR 3125, etc.); and
    - The scope of accreditation should be reviewed to ensure the laboratory is accredited in the area of testing requested.
  - 1.2 If nuclear DNA work will be outsourced, please contact the SIS prior to entering into contract or sending evidence to the outsourcing laboratory. DNA profiles will not be eligible for CODIS without prior, documented authorization from the SIS.
  - 1.3 The SIS can assist with the packaging and mailing of evidence in HPD custody. The SIS does not provide such service for non-HPD evidence.
- 2 Technical Consultation- The SIS may need to share case information with other forensic professionals for the purposes of technical review and/or consultation. The release of case information may include, but is not limited to the following: reports, technical records, copies of evidentiary photographs, images of evidentiary items, investigative reports (as relevant to SIS testing), evidence reports, work requests, and documentation of substantive communications between the Customer and SIS personnel.
  - 2.1 The SIS will only select technical consultants who:
    - Are performing the work as an employee of an ANAB or A2LA accredited forensic laboratory; or
    - Were qualified in the field of testing that will be reviewed.

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POLICY #: 8

SUBJECT: OUTSOURCING

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2.2 The SIS will notify the customer of the laboratory's intent to outsource the case for technical consultation.

2.2.1 When possible, the SIS will notify the customer prior to the analysis of the case. There may be times when the SIS does not know outside consultation is needed until analysis is complete. When that occurs, the customer will be notified prior to sending out case information to the technical consultant

2.2.2 The SIS will notify the customer via email. If permission is granted or if no response is received within seven calendar days after the notification is emailed, the SIS will proceed with outsourcing.

2.2.3 If the customer objects within the seven calendar days after the notification, the SIS will not send case information to the outside technical consultant. This may result in cancellation of the testing request or a report being issued as a non-accredited service.

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POLICY #: 9

SUBJECT: CUSTOMER FEEDBACK

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- 1 Complaints, concerns, and comments may be communicated through the following means. For effective resolution, complaints should be of a specific nature. Please provide relevant case numbers, names of SIS staff members, dates, customer contact information, etc.

Email:	<a href="mailto:hpdisgeneral@honolulu.gov">hpdisgeneral@honolulu.gov</a>
Address:	Honolulu Police Department Scientific Investigation Section 801 South Beretania Street Honolulu, HI 96813 Attn: Forensic Laboratory Director

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POLICY #: APP-I

SUBJECT: APPENDIX I- DRUG ANALYSIS REQUESTS

**I. PRIORITIZATION:**

A. Testing will be conducted in the following order, starting with Category 1. If the analyst cannot meet the lock-up deadline, the investigator will be notified.

Category	Types of Requests	SIS Target Turnaround Time
1	Controlled deliveries	Less than 24 hours
2	Covert operations	Less than 24 hours
3	Charge cases or Search Warrant- final buy	Less than 48 hours
4	Search Warrant- initial buy(s)	Less than 1 week
5	Federal cases	As time permits
6	Suspect released pending investigation or CID bin cases	As time permits
No category indicated	Request does not fit into any of the above categories or the requestor forgot to include a category number	Will not be analyzed.

B. Requests without a category number will not be analyzed and no cancellation notification will be provided. If your request does not fall into any category but you still require testing, contact the SIS and ask for the Drug Analysis Unit.

C. Requests within each category will be handled in the order (date/time) they are received by the SIS.

D. The requesting element's authorizing agent must approve requests for scheduling overrides or testing exemptions. Authorizing agents:

- Narcotics/Vice Division: on-call Lieutenant, Captain, or Major
- Criminal Investigation Division: on-duty Lieutenant, Captain, or Major
- All Other Elements: Captain or Major

**II. REQUESTED INFORMATION:**

Each request should have the following information printed clearly in the comments section of the request:

A. The investigator's name and phone number (the request will be removed from the queue if the investigator cannot be contacted).

B. The assigned category number for the request (mandatory field).

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POLICY #: APP-I

SUBJECT: APPENDIX I- DRUG ANALYSIS REQUESTS

- C. For Category 1 and Category 2 cases, the date/time the analysis results are needed.
- D. For Category 3 (charge cases), the lock-up release date/time. The laboratory will not use conferral times for the purposes of scheduling.
- E. To expedite processing, separate the pertinent items (e.g. those that meet the threshold weight or those that have investigative importance) from the other drug items.

### III. ANALYZE TO CHARGE:

- A. The analyst will only analyze those items needed to meet the highest charge (typically the item with the greatest weight).
- B. If another item has more investigative significance, please note that item in the analysis request to ensure the proper item is analyzed.
- C. Any remaining evidence will not be analyzed and the request will be closed.
- D. If the investigator requires additional items to be analyzed, those items shall be listed on the work request with a justification for the additional analysis.

### IV. DRUG ANALYSIS QUEUE:

- A. The Drug Unit's busiest days are Thursdays and Fridays; please expect extended wait times on those days.
- B. HPD customers may check on case status on the HPD Intranet.

### V. STANDBY (HPD Customers Only):

- A. Analysts are on standby during weekends and holidays only. Category 1 and 2 cases will be processed during these standby periods. Category 3 cases will only be processed during standby periods with the approval of the element's authorized agent.
- B. Unit phone numbers can be found on the HPD Intranet.

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POLICY #: APP-II

SUBJECT: APPENDIX II- SEXUAL ASSAULT KIT REQUESTS

### I. SUBMISSION OF SAK WORK REQUESTS

- A. HPD Submissions- The SIS directly receives sexual assault kits (SAKs) from the Sexual Abuse Treatment Center (SATC). Upon SIS receipt, the SAK is automatically placed in the testing queue; investigators do not need to submit a work request.
- B. Tripler Hospital Submissions- HPD investigators must initiate the request to pick up SAKs from Tripler Hospital. Upon SIS receipt, the SAK is automatically placed in the testing queue. The investigator must notify the SIS if the SAK is intended for transfer to an outside agency, otherwise the SAK will be tested as scheduled.
- C. Outside Agency Submissions- Follow the normal work request submission procedure. To expedite the processing of a SAK you may submit an informal request to [hpdsisgeneral@honolulu.gov](mailto:hpdsisgeneral@honolulu.gov). An email does not negate the need for an Outside Agency Work Request.

### II. SCHEDULING:

- A. SAKs are processed on a first-in, first-out basis regardless of whether the SAK originated with the HPD or with an outside agency. The SIS may consider requests for expedited testing based on the extenuating circumstances. The HPD strives to achieve a 90-day turnaround time or less for all SAK requests.

### III. TESTING:

- A. To ensure SAKs are processed in a timely manner, the SIS limits the number of items initially tested. Up to four Tier 1 items and all known reference samples (submitted by the time of SAK testing) will be tested. Tested items may vary because not all SAK items are routinely collected.

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SUBJECT: APPENDIX II- SEXUAL ASSAULT KIT REQUESTS

**B. Prioritization of SAK Items:**

Tier 1	<ol style="list-style-type: none"> <li>1. Condom</li> <li>2. Vaginal swabs or Penile swabs</li> <li>3. Rectal swabs</li> <li>4. Feminine hygiene items (tampon, sanitary napkin)</li> <li>5. Underwear/Diaper</li> <li>6. Breast swabs</li> <li>7. Neck swabs</li> <li>8. Face/Mouth swabs</li> <li>9. External genitalia/Vaginal area swabs</li> <li>10. Alternate site swabs (thigh, stomach, etc.)</li> <li>11. Oral Swabs</li> </ol>	Up to four collected items will be tested prioritized from top down.
Tier 2	<ol style="list-style-type: none"> <li>12. Bra</li> <li>13. Outer clothing- Underwear contained within this package does not qualify for Tier 1 testing.</li> <li>14. Fingernail clippings/scrapings</li> <li>15. Hair combings</li> </ol>	These items will only be tested upon customer request.

**IV. ADDITIONAL TESTING:**

A. If additional items need to be tested, the customer may submit a request after receiving the forensic report for the initial SAK testing.

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SUBJECT: APPENDIX II- SEXUAL ASSAULT KIT REQUESTS

V. EXAMPLES:

A. Example 1- A SAK contains the following collected items:

- Rectal swab
- Penile swab
- Outer clothing
- Victim reference sample

A reference sample from a consenting partner was submitted after SAK testing was completed.

Which items will be tested?

Collected Item	Tier	Rank	Testing Status
Penile swabs	1	2	Automatically tested
Rectal swabs	1	3	Automatically tested
Outer Clothing	2	13	Not tested- Tier 2 items will only be tested upon customer request.
Victim reference sample	N/A	N/A	Automatically tested
Consenting partner reference sample	N/A	N/A	Not tested- The sample was submitted after testing started. This item will only be tested upon customer request.

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SUBJECT: APPENDIX II- SEXUAL ASSAULT KIT REQUESTS

### B. Example 2- A SAK contains the following collected items:

- Vaginal swabs
- Oral swabs
- Underwear
- Breast swabs
- External genitalia swabs
- Fingernail clippings/scrapings
- Victim reference sample

A suspect reference sample is also available at the time of SAK testing

Which items will be tested?

Collected Item	Tier	Rank	Testing Status
Vaginal swabs	1	2	Automatically tested
Underwear	1	5	Automatically tested
Breast swabs	1	6	Automatically tested
External genitalia swabs	1	10	Automatically tested
Oral swabs	1	11	Not tested- While this item is a Tier 1 item, it is not ranked in the top 4 items collected. This item will only be tested upon customer request.
Fingernail clippings/scrapings	2	14	Not tested- Tier 2 items will only be tested upon customer request.
Victim reference sample	N/A	N/A	Automatically tested
Suspect reference sample	N/A	N/A	Automatically tested

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POLICY #: APP-III

SUBJECT: APPENDIX III- GENERAL DNA REQUESTS

### 1 General DNA Requests

- 1.1 The SIS maintains three DNA work groups: Violent Crime, Property Crime, and Sexual Assault Kits (SAK). The groups were created to ensure that the competing needs within law enforcement could be accommodated in a reasonably balanced way. Group staffing levels can be temporarily adjusted to address urgent public safety concerns
- 1.2 CODIS Eligibility- Eligible DNA profiles generated by the SIS are automatically uploaded to CODIS. Customers are notified via SIS forensic report if DNA profiles were uploaded. Once uploaded, profiles are continuously searched in CODIS. If a hit is obtained, an SIS forensic report will be issued to the customer/customer's agency.
- 1.3 Drug-Related Evidence (e.g. bags, pipes, syringes, etc.)
  - 1.3.1 The SIS does not conduct DNA testing for drug possession cases. Exceptions may be granted if there is a direct nexus to a violent crime.
  - 1.3.2 For non-possession cases, drug-related evidence may be tested if the resultant DNA profile would be eligible for CODIS upload.

### 2 Violent Crime

- 2.1 The Violent Crime group processes requests involving harm to others. The group's caseload typically includes homicides, sexual assault (non-SAK) evidence, robbery, assault, kidnapping, and vehicular homicide.
- 2.2 Within the Violent Crime group, requests that warrant immediate attention include:
  - Suspected series
  - No suspect cases
- 2.3 Requests that warrant expedited, but not necessarily immediate, analysis include:
  - Cases with court deadlines
- 2.4 Additional considerations may include:

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POLICY #: APP-III

SUBJECT: APPENDIX III- GENERAL DNA REQUESTS

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- Potential probative value of evidence testing
- The number of items requested for testing
- The number of requests submitted and/or completed for the case

### 3 Property Crime

3.1 The Property Crime group processes requests that do not involve harm to others. The group's caseload typically includes burglary, unauthorized entry into motor vehicle (UEMV), unauthorized control of a propelled vehicle (UCPV), and theft.

3.2 Within the Property Crime group, requests that warrant expedited, but not necessarily immediate, analysis include:

- Suspected series
- Cases with court deadlines.

3.3 No-suspect property crime requests will be rejected if the resultant DNA profile will not be eligible for CODIS.

### 4 SAK- For information regarding SAK requests, see Appendix II.

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