



WEST VIRGINIA STATE POLICE  
FORENSIC LABORATORY  
**THE LAB REPORT**  
VOLUME 6 NO. 2 — FALL 2020



**SPECIAL POINTS  
OF INTEREST:**

- Our How to Edition (2 of 2)
- Submission Forms
- Resubmitting DNA Evidence
- Our New Quality Assurance Manager!

**INSIDE:**

How to Fill Out the Case Submission Form	2
Submitting Additional DNA Evidence	5
How to Fill Out the Case Submission Form Supplemental A (DNA)	6
Our New Quality Assurance Manager	10
Laboratory Staff	12

## *A MESSAGE FROM THE ASSISTANT DIRECTOR*

The WVSP Forensic Laboratory has expanded the management team to include Koren Powers as the Quality Manager and me as the Assistant Director. Koren is a 20-year veteran of the WVSPFL (Trace Evidence Section) and provides a wealth of knowledge and enthusiasm to her new role. Welcome Koren Powers!

To maintain a safe working environment during the pandemic, the WVSPFL has employed an alternative in-person schedule with telecommuting as an option ensuring that each section is staffed during normal business hours. Despite the challenges this poses, our laboratory staff has excelled. I continue to be amazed at the professionalism and determination our staff maintains to ensure the mission of the laboratory is delivered.

The Central Evidence Receiving Section is open from 800-1600 by appointment only as a safety courtesy for our staff and customers. Please call 304-746-2173 to schedule an appointment to deliver or pick up evidence. In addition to scheduling an appointment, please wear proper PPE when in-person business is being conducted.

Given the challenges before us, please know that we are constantly working to always provide quality, timely results to aid in your investigations. Please do not hesitate to contact us for any help that you may need.

With Respect,  
Meredith A. Chambers  
Assistant Laboratory Director



## **Links:**

[WEST VIRGINIA STATE POLICE FORENSIC LABORATORY FIELD MANUAL](#)  
[FORENSIC LABORATORY EVIDENCE SUBMISSION FORM](#)  
[CURRENT JOB POSTINGS](#)  
[FEEDBACK SURVEY](#)

## ***HOW TO: PROPERLY FILL OUT THE CASE SUBMISSION FORM***

**Staci Taylor**  
**Central Evidence Receiving Supervisor**

You've just returned to the office after collecting evidence from a possible crime, made every effort to protect yourself and the evidence by wearing proper PPE, have everything packaged up, sealed, and ready to send to the lab, but you still have to fill out the WVSP Form 53 (Case Submission Form). You have a lot of evidence and don't feel up to handwriting everything out, so you go to [https://www.wvsp.gov/about/Documents/CrimeLab/WVSP\\_53.pdf](https://www.wvsp.gov/about/Documents/CrimeLab/WVSP_53.pdf) so you can type and print the form. When the form opens you're overwhelmed by all of the blank spots waiting to be filled with information and wonder which, if any, you can skip. Is all this information really necessary? How detailed does it have to be? Can't you just send a copy of your investigative report with the evidence rather than filling out another form?

The WVSP Form 53 (Case Submission Form) is required for all evidence submissions to the West Virginia State Police Forensic Laboratory. This form serves as a contract between the investigator and the WVSP Forensic Laboratory which allows the Laboratory to utilize methods outlined in its Standard Operating Procedures to complete the testing requested or to outsource the evidence to another competent laboratory, if necessary, to meet the needs of the investigator. The information on the form is used by the La-

boratory to enter the investigator's case information into the Laboratory's Information Management System (LIMS) for case tracking and so that a proper chain-of-custody can be maintained for the evidence and test reports can be generated.

- The "Agency Case No." field is required for all evidence submissions. This is the number assigned by the investigating officer's agency for a specific investigation. This number should be unique for each investigation. Multiple agency case numbers on a single Case Submission Form is permissible.
- The "Sex Crime Kit Tracking No." field is required for all sexual assault evidence collection kits submitted to the Laboratory for testing. This number is a unique identification number assigned by the manufacturer of the kit and should be visible on the outside of the kit, usually in the form of a sticker.
- The "Evidence No. (WVSP Det Use)" field is intended for use by West Virginia State Police officers to record the WVSP Evidence Number assigned to the case. However, this field can be used by other agencies if recording an evidence number on the form is beneficial to that agency.

**ARTICLE CONTINUED ON PAGE 3**

## ***CONT: CASE SUBMISSION FORM***

- The “Submitting Agency” and “Mailing Address” fields are required and should list the primary agency responsible for the submitted evidence and that agency’s current mailing address. This is the agency that will be referenced on the Forensic Laboratory Report and where evidence will be mailed after testing is complete, if applicable.
- The “Investigator” field is required and should list the first and last name of the primary officer responsible for the submitted evidence. This is the officer who will be referenced on the Forensic Laboratory Report and who the report will be mailed to after testing is complete, if applicable.
- The “Criminal Offense” and “Crime Date” fields are required and should list at least the primary offense being charged along with the date the crime occurred. Multiple crimes and crime dates are permissible. The offense(s) and date(s) will be referenced on the Forensic Laboratory Report. The “County of Offense” field is not required but is beneficial to the Laboratory and should reflect the county in which the crime occurred and/or will likely be prosecuted.
- The “Brief Description of Crime” field is not required but should be used to provide a brief synopsis of the crime including any information that would be pertinent to the examination(s) requested of the Laboratory.
- The “List Items Submitted” fields are required fields. Each item being submitted to the Laboratory must be listed and described on the Case Submission Form. Only items that require testing should be submitted. If the number of items is more than can be entered on the Case Submission Form, prepare a blank sheet of paper with the additional items and examination(s) requested.
- The “List Section(s) and Examination(s) Requested” fields are required fields. Each item of evidence listed on the Case Submission Form must also have the Laboratory Section(s) and/or examination(s) to be performed on that item listed next to the item. The one-letter designation for each Laboratory Section may be utilized (see table below).
- The “Victim” fields are required, if applicable. The victim’s full name, race, date of birth, and social security number should be provided. All victims involved should be listed on the Case Submission Form. If the number of victims is more than can be entered on the form, prepare a blank sheet of paper with the additional names and an indication that they are additional victims. The victim name(s) will be referenced on the Forensic Laboratory Report.

**ARTICLE CONTINUED ON PAGE 4**

## ***CONT: CASE SUBMISSION FORM***

- The “Suspect” fields are required, if applicable. The suspect’s full name, date of birth, social security number, SID number (if applicable), FBI number (if applicable), race, and gender should be provided. The suspect’s height and weight are not required. All suspects involved should be listed on the Case Submission Form. If the number of suspects is more than can be entered on the form, prepare a blank sheet of paper with the additional names and an indication that they are additional suspects. The suspect name(s) will be referenced on the Forensic Laboratory Report.

If a Case Submission Form is received by the Laboratory with any of the required fields not entered, a Laboratory employee will attempt to obtain the needed information from the investigating officer by using the contact infor-

mation provided in the “Email” and “Phone” fields on the Case Submission Form. Please ensure a direct email address and phone extension for the investigating officer is provided in these fields. If attempts to obtain the information are unsuccessful, the evidence may be returned to the investigating officer unexamined. Corrections to the Case Submission Form can then be made by the investigating officer and the evidence can again be submitted to the Laboratory for testing.

**The chart below** provides examples of examination types which may be requested for submitted evidence. Please refer to the WVSP Forensic Laboratory Field Manual at [www.WVSP.gov](http://www.WVSP.gov) or contact the Laboratory for additional information regarding packaging requirements, case acceptance policies, and examination requests.

Section Letter Designation and Name	Examination Types Performed by Section
B-Biology/DNA	DNA Analysis; CODIS
F-Firearm/Toolmark	Firearms function check/comparison, Distance determination; Toolmarks, Serial number restoration, Shooting reconstruction, Footwear/Tire Impressions, etc.
D-Seized Drugs	Analysis/identification of controlled substances and clandestine laboratory samples
L-Latent Prints	Latent print processing/comparison; AFIS/IAFIS
S-Biology/Processing	Screening/identification of blood, semen, saliva, hairs, etc.
T-Toxicology	Alcohol content of blood/urine; Drug screen of blood/urine; Liquor
C-Trace Evidence	Gunshot Residue (GSR); Arson/Ignitable Liquids; etc.

## ***HOW TO: RESUBMIT EVIDENCE FOR DNA ANALYSIS***

**Joshua Haynes**

**Biology DNA Section Technical Leader**

As we work to increase our throughput for cases requiring DNA analysis, there may be instances where certain items are not tested or where specific items yielded minimal information. In those scenarios, it may be beneficial to resubmit items to the laboratory for additional testing. In order to avoid delay in the testing of your resubmitted items and delay in testing for additional cases at the laboratory, some things to consider when resubmitting items to the laboratory might include:

- Use the information provided from previous testing to identify which samples may be candidates for additional testing
  - If the results of DNA testing did not answer the question at hand, identify the specific items that may need to be resubmitted and only submit those items
- If resubmitting an item that was previously tested for DNA, it is likely to need a consumption letter from the prosecuting attorney upon resubmission
  - Many times the original DNA testing uses half of the sample to generate the results, and the other half is required to be preserved for independent testing by the defense team, if necessary. The laboratory requires written permission to consume the remaining sample in order to move forward with testing.
- The laboratory may request specific samples, including known reference samples, to be resubmitted
  - There are times when samples do not perform as expected due to inadvertent instrumentation errors
    - ◊ If this is the case, it is imperative that the samples are resubmitted in a timely manner so as not to further delay testing of your case and the additional cases waiting to be tested at the laboratory.
  - Requests may be made for the resubmission of known reference samples due to extraneous DNA being identified in the samples. This prevents the use of this sample as a “known reference sample” and no positive or negative associations may be made with the results from the questioned items. This may be due to:

**ARTICLE CONTINUED ON PAGE 6**

**WEST VIRGINIA STATE POLICE FORENSIC LABORATORY  
THE LAB REPORT—FALL 2020**

## ***CONT: RESUBMIT EVIDENCE FOR DNA ANALYSIS***

- ◊ Known saliva samples including extraneous DNA from acts occurring during sexual assaults or unrelated acts prior to collection
  - ◊ The use of non-sterile practices during known saliva or known blood collections
  - ◊ Inadvertent contamination at any point during the collection/testing process
- In these cases it is necessary for known samples to be recollected/resubmitted to the laboratory in order to generate any reports for positive or negative correlations with the questioned items in the case

We understand that resubmitting evidence can be an inconvenience to the investigation; however, we ask that you consider all aspects of the investigative and laboratory processes when doing so. Failure to provide the specific samples needing to be tested upon resubmission or failure to provide permission to consume the necessary samples only further delays the testing process. Please contact the laboratory if there are any questions or concerns regarding requests for resubmission. We appreciate your cooperation as we continue to improve our efficiency and strive to meet the needs of all submitting agencies in providing the most complete and prompt DNA results.

## ***FILLING OUT THE CASE SUBMISSION FORM SUPPLEMENTAL A***

**David Miller**  
**Biology Processing Section Supervisor**

The Combined DNA Indexing System (CODIS) allows a DNA profile from CODIS eligible crime scene samples to be entered into forensic databases and searched against DNA profiles of convicted offenders and other crime scene profiles.

The purpose of the WVSP Form 53A is for you to provide supporting information and documentation to the WVSP Forensic Lab, regarding the CODIS eligibility of your DNA samples. FBI audit standards require that CODIS eligibility of each item be documented and maintained in our case files, showing that a DNA profile:

- |   |  |
|---|--|
| ○ Is known to be crime related          | ○ Is known to be from the perpetrator of the crime |
| ○ Was not taken directly from a suspect | ○ Did not come from a victim                       |

**ARTICLE CONTINUED ON PAGE 7**

## ***CONT: SUBMISSION FORM SUPPLEMENTAL A***

In addition to the WVSP Form 53A, please note that the DNA Case Acceptance Policy requires that a detailed description of the crime (e.g. Criminal Investigation Report) be included with your submission.

These two documents together will often provide the information needed by the lab to determine if your samples are CODIS eligible, and to satisfy the FBI requirement to document CODIS eligibility.

If your items/samples are determined NOT to be CODIS eligible, they may still be tested at the WVSP Forensic Laboratory. However, known blood or saliva samples will be required from the individuals involved (suspect, victim, home owner, consensual partner, etc.) for comparison purposes and must be submitted with the questioned items.

Using the example WVSP Form 53A located on page 9, the following instructions and information correspond to the red, circled numbers on the form. If you have any questions about DNA evidence submissions, please contact the laboratory at [biology@wvsp.gov](mailto:biology@wvsp.gov) prior to submitting.

1. Please provide a current email address of the investigating officer. In some cases it may be necessary for us to contact you for clarification of your request, or to discuss CODIS eligibility of your items. We will attempt to resolve any questions prior to testing, and will only return evidence untested if you do not respond to requests for information in a reasonable timeframe.
2. This field is intended for questioned items. List your submitted items in order of importance (probative value), with the most important item first. Known specimens are not listed here (See instructions for number 6). EACH item must be listed individually, line by line. Do not list "Bag of clothing" for example, as one line-item.
3. Where was the item found? Be specific. For example, if the shirt was found at the crime scene, enter "4" in this field. If the crime scene is the victim's home, also enter "1".
4. Items which are not directly related to the crime being charged are not CODIS eligible. For each item, enter the number(s) that correspond to the item, explaining how the item is crime related. In the example, the shirt found at the crime scene was left by the perpetrator of the crime.
5. What information can DNA testing provide to you? Your answer to this question will help us determine if we've met your request for analysis with test results from another item. For example, if male DNA is identified in the sex crime kit, do we need to look at the panties for semen? Do not enter "1-5" to "cover your bases".

**ARTICLE CONTINUED ON PAGE 8**

## ***CONT: SUBMISSION FORM SUPPLEMENTAL A***

6. Known specimens do not count against the limit of items that may initially be submitted. List your submitted known specimens here.

7. It is not uncommon for DNA to be present at crime scenes that did not come from the perpetrator of the crime. For example, if a soda can is found inside of a stolen vehicle, did the vehicle owner leave it there, or did the perpetrator of the crime leave it there? If you cannot support that it came from the perpetrator only, we must eliminate the vehicle owner before the DNA profile from the can is entered into CODIS. This is true for cigarette filters, blood, clothing, etc.

8. Based on your answers to these questions, we may determine that fewer samples will be tested, additional samples will be tested, or that no testing can take place without known specimens from involved individuals.

9. Case specific scenarios, special requests, or explanations to "Other" answers should be entered here.

10. Suppose that one foreign male DNA profile is identified in the vaginal swab of a sexual assault victim. She did have consensual intercourse prior to the assault. Is the DNA profile from the consensual partner, or from the assailant? To enter the foreign DNA into CODIS requires that we eliminate the consensual partner as the source of the DNA.

In sexual assault cases, it is necessary to know if consensual intercourse took place prior to or after the assault. This information should be documented in the Sexual Assault Evidence Collection Kit paperwork. Please read that document; your answers here should not conflict with the victim's statements. If consensual intercourse took place within 96 hours of the assault, you need to obtain known blood or saliva samples from the consensual partner. If you are not able to do so, you must document the attempt and provide that documentation to the laboratory.



WVSP Form 33A  
08/2017FORENSIC LABORATORY  
DNA CASE SUPPLEMENTAL FORMRequest Number: \_\_\_\_\_  
Lab Case Number: \_\_\_\_\_  
(Lab Use Only)

THE FOLLOWING ARE GUIDELINES FOR ITEM LIMIT PER TYPE OF CASE			Date: 2/10/2020
<b>Sexual Assault</b> Kit-Plus 1 condom, 1 pair underwear No kit-5 items	<b>Homicide</b> 1 victim and 1 Suspect-5 items More than 1 victim or suspect- 8 items	<b>Burglary/Property Crime</b> 2 items	<b>Assault/ Robbery / Felon in Possession/Crimes against Persons</b> 3 items
Investigating Agency: Your Agency Here		Investigator: Your Name Here	
Agency Case #: 2020-1234		Email: your.work.emailaddresshere.gov	
List submitted item number from WVSP Form 53. Answer the questions in regards to each item submitted.	Where was item found? Can use more than one. 1. Victim Home 2. Victim Clothing 3. On Victim 4. Crime Scene 5. Escape Route 6. Point of Entry 7. Suspect Home 8. On Suspect 9. Suspect Clothing 10. Other (explain)	How is this item directly related to the crime being charged? Can use more than one. 1. Weapon Used 2. Clothing worn by suspect 3. Clothing worn by victim 4. Item left behind by perpetrator during commission of crime 5. Biological fluid left by perpetrator during commission of crime 6. Item known to be handled by suspect 7. Biological fluid possibly from victim 8. Other (explain)	What question are you trying to answer with DNA? 1. Whose blood is on the item? 2. Whose semen is on item? 3. Whose saliva is on item? 4. Who handled the item? 5. Who was wearing the item? 6. Other (explain)
1: Sex Crime Kit	3	5	2
2: Panties	7, 10	5, 7	2, 5
3: Knife	7	1, 7	1
4: Shirt	1, 4	4	5
5:			
6:			
7:			
8:			
<b>Known #1:</b> Known Saliva from Jane Doe <input checked="" type="checkbox"/> Victim <input type="checkbox"/> Suspect <input type="checkbox"/> Elimination <input type="checkbox"/> Consensual Partner			
<b>Known #2:</b> Known Saliva from John Q. Public <input type="checkbox"/> Victim <input type="checkbox"/> Suspect <input type="checkbox"/> Elimination <input checked="" type="checkbox"/> Consensual Partner			
<b>Known #3:</b> Known Saliva from John Doe <input type="checkbox"/> Victim <input checked="" type="checkbox"/> Suspect <input type="checkbox"/> Elimination <input type="checkbox"/> Consensual Partner			
<b>Additional Questions for Property Crimes</b> 1. If cigarette submitted: Does victim smoke? <input type="checkbox"/> Yes Brand Smoked: _____ Brand Submitted: _____ <input type="checkbox"/> No <input type="checkbox"/> N/A 2. If suspected biological fluid: Could biological fluid be from homeowner, owner of vehicle or someone other than the perpetrator? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain Below		<b>Additional Questions for Homicide/Crimes Against Persons:</b> 1. Who was believed to be bleeding? Victim 2. What weapon was believed to be used? Knife 3. Has the victim known been submitted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If deceased, please obtain from the medical examiner's office. 4. Has suspect known been submitted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (known is still required for comparison even if suspect is in the CODIS database.) 5. Did perpetrator have prior access to the crime scene? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unsure 6. Did victim and perpetrator have contact prior to the crime? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unsure	
<b>Use for any additional explanations</b> Perpetrator broke into victim's home and sexually assaulted her at knife point. She was cut during the incident. The perpetrator took the victim's panties with him after the assault. A backpack was found in the accused's house, containing the submitted panties.		<b>Additional Questions for Sexual Assault</b> 1. Did ejaculation occur? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure If yes, where? Vaginal, Sheets 2. Was a condom used? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unsure 3. What body cavities were penetrated? <input checked="" type="checkbox"/> Vaginal <input type="checkbox"/> Anal <input checked="" type="checkbox"/> Oral <input type="checkbox"/> Unsure 4. Is there a consensual partner? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, is the known submitted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unable to obtain (Please explain) 5. Number of Assaultants? 1 6. Loss of consciousness? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	

## ***WELCOME OUR NEW QUALITY ASSURANCE MANAGER***

**Koren (Korri) Powers**

**Laboratory Quality Assurance Manager**

Korri began her career with the Forensic Laboratory in 2000 as an intern in the Trace Evidence Section and became a full-time scientist in the section in 2001. She was selected as the Quality Assurance Manager of the laboratory in September of 2020. She is currently serving as the Section Supervisor of Trace Evidence and has served as the Training Officer in the section. Korri actively performs analysis in the areas of primer gunshot residue and ignitable liquids/fire debris and is certified by the American Board of Criminalistics (ABC) in Fire Debris Analysis.

She is a member of numerous forensic related organizations including the Southern Association of Forensic Scientists (SAFS) and the American Society of Trace Evidence Examiners (ASTEE). She is actively serving as a member of the Chemistry/Instrumental Analysis Scientific Area Committee's Gunshot Residue Subcommittee within the OSAC under NIST. She is a member of both the International Association of Arson Investigators and the West Virginia Chapter of the International Association of Arson Investigators, where she serves on the Board of Directors and has served as both President and Executive Secretary. Korri is a Technical Assessor for ANAB - ASCLD/LAB-International and serves on our laboratory's Quality Assurance Board.

Korri has served as adjunct faculty for both Marshall University and West Virginia State University instructing courses in Forensic Science and Biology. She regularly instructs courses related to fire investigation and evidence collection at the WV State Police Academy, the Professional Development Center, and at training seminars for law enforcement and fire departments throughout the state.

She is excited for her new role as Quality Assurance Manager, where she will be responsible for quality processes in the laboratory including proficiency testing, discoveries, validations, and accreditation.



## LABORATORY INFO:

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Forensic Laboratory  
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### Section Contacts:

**Biology DNA / Databasing:** [biology@wvsp.gov](mailto:biology@wvsp.gov)

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**Latent Prints:** [latent.prints@wvsp.gov](mailto:latent.prints@wvsp.gov)

**Toxicology:** [toxicology@wvsp.gov](mailto:toxicology@wvsp.gov)

**Trace Evidence:** [trace@wvsp.gov](mailto:trace@wvsp.gov)

**Request for sex crime kits and CODIS kits: (below)**

[laboratory.kits@wvsp.gov](mailto:laboratory.kits@wvsp.gov)

## FEEDBACK

We always welcome feedback for the upcoming newsletter!

Have comments or suggestion?

Want to know how we do something?

Need to know how we recommend to collect a specific type of evidence?

Feel free to contact the editors and suggest topics and provide us with any comments or feedback.

Your Editors,

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## Laboratory Mission and Goal

### Mission:

It is the mission of the West Virginia State Police Forensic Laboratory to provide accurate and impartial scientific support services to all criminal justice agencies operating in the State of West Virginia.

### Goal:

The goal of the West Virginia State Police Forensic Laboratory is to generate accurate, impartial, and timely scientific examinations and opinions for the criminal justice system of the State in the interest of public safety. Establish and maintain a database of convicted felons, sex offenders, case work profiles, and missing persons.

## LABORATORY STAFF:

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