

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 6

February 5, 2026

**SUBJECT: REQUEST FOR SEROLOGY/DNA ANALYSIS, FORM 12.56.00
--REVISED AND CONSENTING PARTNER WAIVER,
FORM 12.56.01 --REVISED**

PURPOSE: The purpose of this Order is to revise the Request for Serology/DNA Analysis, Form 12.56.00 and the Consenting Partner Waiver, Form 12.56.01. Revisions to this form have been made to improve functionality and

efficiency. **PROCEDURE:**

- I. **REQUEST FOR SEROLOGY/DNA ANALYSIS, FORM 12.56.00 --REVISED.** Request for Serology/DNA Analysis, Form 12.56.00, has been revised and is attached for reference with revisions in italics.
- II. **CONSENTING PARTNER WAIVER, FORM 12.56.01 --REVISED.** Consenting Partner Waiver, Form 12.56.01, has been revised and is attached for reference with revisions in italics.

Forensic Science Division (FSD) has made multiple revisions to bring these forms in alignment with the Records Management System and current procedures within FSD.

FORM AVAILABILITY: The Request for Serology/DNA Analysis, Form 12.56.00 and the Consenting Partner Waiver, Form 12.56.01 are attached for immediate use. They are also available in E-Forms on the Department's Local Area Network (LAN). The use, completion, and distribution of these forms remains unchanged. All other versions of these forms are now obsolete and shall be disposed of in the Area/divisional recycling bin.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this Directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



JIM McDONNELL
Chief of Police

Attachment

DISTRIBUTION "D"

LIMS Case # (FSD USE ONLY):

Update

Los Angeles Police Department

RHD Category: Case No.:

Request for Serology/DNA Analysis

Date of Request: Type of Investigation: Date of Occurrence: Date of Report: Investigative Division:

Evidence Booked To: Arrestee Victim Other Incident No.:

Officer Requesting: Serial No.: Division: Phone No.:

ANALYSIS REQUESTED (USE NARRATIVE FOR ADDITIONAL ITEMS):

Evidence

Item #: Description: Item #: Description:

Item #: Description: Item #: Description:

Do we have permission to consume the above samples, if necessary? No Yes

Will you be requesting prints on any of the above items? No Yes, Item #:

REFERENCE SAMPLES OBTAINED:

Reference

Victim Item #: Name: Medical Examiner #:

Elimination Item #: Name:

Suspect Item #: Name: CODIS Hit Confirmation?

Number of Suspects: In Custody: No Yes Name: CII #:

Suspect Identified: No Yes Suspect Relationship:

NARRATIVE: SUMMARIZE THE CASE CIRCUMSTANCES & EXPLAIN HOW THE ITEMS ARE RELATED TO THE CRIME.

Case Narrative

SEXUAL ASSAULT (IF CHECKED, ANSWER QUESTIONS BELOW):

Kit Tracking No.:

Sexual Assault

Victim SAEK Item #: Sex: F M Age: Exam Date: Received Date:

Suspect SAEK Item #: Sex: F M Age: Exam Date: Received Date:

Consensual sexual activity by victim in last 5 days? No Yes

If yes, consensual partner reference available? No (Submit Form 12.56.01) Yes, Item #:

Consensual partner = suspect? No Yes (Form 12.56.01 Not Required)

Note: Victim SAEK will be prioritized for testing. You will be contacted to confirm if analysis of additional sexual assault evidence is needed once the SAEK has been completed.

PROPERTY & INVESTIGATIVE REPORT(S) ATTACHED (REQUIRED)

03.14.00 ATTACHED FOR EXPEDITED ANALYSIS

NOTE: YOUR EVIDENCE MAY BE SUBMITTED TO AN ACCREDITED SUBCONTRACTOR FOR DNA ANALYSIS.

RHD USE ONLY

Reviewed By (Date, Name, Serial No.):

Date Sent to FSD:

FSD USE ONLY

Request Entered (Date, Initials, Serial No.):

Analyst Assigned:

Due Date:

Supervisor Approving:

Los Angeles Police Department
Request for Serology/DNA Analysis

CONTINUED CASE NARRATIVE:

Case No.:

