

1 **Property & Evidence101**

2 **Bags & Envelopes**

- ⊙ Please include:
 - > Barcode
 - > Date
 - > Initials on seal
- ⊙ Optional
 - > Case #& Item #
 - > Suspects Name
 - > Victims Name
 - > Charge
 - > Additional Information

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4 **DOJ Envelopes and Paperwork**

5 **Criteria for DNA testing**

- 1 ⊙ The DOJ lab requires a suspect standard to compare DNA to. They will not accept any DNA submissions without it.
 - ⊙ The report is required prior to the DNA being submitted, so reports need to be approved prior to submitting DNA.
 - ⊙ DO NOT use the BFS #2 envelope for Swabs, per the lab. Please submit swabs in a standard evidence bag or envelope. The BFS #2 envelopes are for drug submissions only.
- 2 ⊙ The Blue Physical Evidence Submission form is required for submitting DNA to the DOJ lab. Please fill out completely.*
 - > *Never use white-out or black out over something you have written incorrectly. Simple put one line through the incorrect word or start a new form, it is a legal form and therefore cannot have any "erases" on it.

6 **Latent Prints to MCSO**

- ⊙ The MCSO form is provided in the booking area.
- ⊙ Please fill out completely .
- ⊙ If you have questions, contact the property technician.

7 **Latent Print Requests and Physical Submission Forms**

- 1 ⊙ Please fill out form completely.
 - ⊙ If you make an error, complete a new form or simply draw one line through your mistake and initial next to it. Do not use white out or scribble over it with a felt pen.
- 2 ⊙ Once the form is received, the property tech will make the best effort to get the evidence out within a couple of days from submission. MCSO and DOJ labs are only open to accept evidence Mon-Fri.

8 **Syringes**

- 1 ⊙ Photograph the syringe with the contents still inside
 - ⊙ Empty the contents into the DOJ lab approved tubes.
 - ⊙ Do not package a loaded syringe.
 - ⊙ Dispose of empty syringes in biohazard container (provided in packaging area).
 - ⊙ *DOJ will not accept syringes
 - ⊙ *Special Circumstance* Syringes may be booked into evidence if they were used in a

crime like: 187, 261, or 242.

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9 **Drugs**

1 Do:

- > Drug Charges
 - Presumptive Test
 - Weigh
 - Photograph
 - Package in BFS #2 Envelope (lrg manilla)
 - Marijuana and Shrooms (plant matter) should be packaged in paper, all other drugs in heat sealed plastic.
- > For Destruction/Found
 - Weigh
 - Package in kraft bag or clear bag depending on type.

2 Don't:

- > Do not package drugs with any other items (i.e. lighters, paraphernalia, syringes)
- > Do not weigh drugs in original packaging.
- > Do not book live plants until they have been dried. In cases where several plants have been seized, discuss storage options with Property Tech.
- > Do not package syringes with drugs still in them.
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10 **More Drugs...**

- 1  If being booked for evidentiary purposes, and will need to be submitted to the DOJ lab, drugs MUST be properly packaged in a Light colored large DOJ BFS Envelope. (provided in booking area)
 - If drugs are being booked for destruction purposes only, it should be booked in a basic evidence envelope or bag and marked for destruction only. *Not in a BFS envelope.
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- 2  Make sure there is another Officer for weight verification purposes. 2 person rule
 - Place the controlled substance in an appropriate size plastic (poly) bag and heat seal. ***Exception: never package marijuana or psilocybin's in plastic; they should be packaged in paper at all times.***
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11 **Drugs to the lab...**

- 1  Samples from larger quantities need to be added as a property item in the case. This is so that I can use Tracnet for the chain of custody. If the samples are not an item #, I can't track them in my system.
- 2  Example:
 - > Item #1
 - 25 grams of suspected Meth.

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- > Item #2
 - Sample of suspected meth. Misc: for testing.
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⊙ Exception: If it is a small qty and all of the suspected drug is being sent to the lab.

12  **Alcohol**

- 1 ⊙ For infractions, it is acceptable to photograph the suspect with the container of alcohol. The photograph should then be attached to the case. The Officer should include their findings in their report (ie. smell, color, and a description of the property). The alcohol can be poured out and the container disposed of.
 - ⊙ Alcohol should not be accepted as "Found Property", it is considered perishable and will not be accepted.
- 2 ⊙ If the offense is a misdemeanor or felony, you should photograph the container with the fluid, document your findings in your report and maintain the *emptied* container in evidence.
 - ⊙ The container should be emptied prior to booking,

13  **Blood (vials)**

- 1 ⊙ If the sample is being booked for testing for anything other than a DUI, the Booking Officer must complete the blue DOJ Evidence Submission form.
 - ⊙ The phlebotomist shall sign the seal once the vial of blood has been deposited into the envelope.
- 2 ⊙ Blood will ALWAYS be placed in to a refrigerated locker.
 - ⊙ Never deposit blood in to the drop box or a dry temporary holding locker
 - ⊙ Please ensure that the vial is all the way at the bottom of the envelope and that the vial is horizontal. The lab gets upset if the vials are vertical.

14  **Firearms: RENDERED SAFE**

- 1 ⊙ Long Guns
 - > Cleared and rendered safe. Use a zip tie to ensure the firearm is cleared and non-operable. If used in a crime, long guns shall be packaged in a box to prevent cross contamination.
 - > If surrendered from a 5150 or turned in to Records for destruction may be booked with only a tag
- 2 ⊙ Pistols
 - > Cleared and Rendered safe. Use a zip tie to ensure that the firearm is cleared and non-operable.
 - > Pistols should be packaged and secured into a handgun box.

15  **Firearms Continued...**

- ⊙ Photograph the firearm. Be sure to photograph the serial # and the model so that Records can verify when entering into AFS.
- ⊙ If the firearm has blood or other biological matter, put in blood drying cabinet until it is completely dry. DO NOT PUT IN PLASTIC BAG.
- ⊙ Make sure information is forwarded to Records so that they can get it entered ASAP.
 - ***For ALL firearms (Found, Safekeeping and Evidence)

16  **Ammunition**

- 1 Shall be packaged separately from any firearm.
- If a magazine is loaded, it should remain loaded and be packaged by itself.
- If there are loose rounds, they should be packaged securely so that they don't roll around.
- 2 Ammo turned in for destruction shall be packaged and marked for destruction.

17 **Weapons (illegal)**

- 1 Knives
 - > Fixed blade knives should be packaged in a knife tube or a knife box. If the knife has blood or other fluids, dry completely and package in a knife box with no holes. Apply biohazard sticker.
 - > Folding knives should be taped closed to ensure they do not open once they are packaged.
 - 2 Illegal Weapons
 - > Notate if used in a crime or turned in for destruction.
 - > If sharp, notate on outside of packaging.
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18 **Money**

- 1 Should always be removed from other property items and packaged separately, since it will need to be deposited into the safe after booking. If there is a wallet containing cash, please remove the cash and book separately.
- Always have a secondary officer count the cash to verify the amount. *
- 2 Take photos to attach to the case
- Place in currency bag. And seal with both signatures.
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- * This is best practice, I understand that sometimes there may not be a 2nd person to verify, in that case please count and package in front of a camera to prevent any questions later.
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19 **Securities & High Value Items**

- 1 Bonds
 - > Include the serial number, name on the security
 - Rings and Precious metals:
 - > Specify the type of metal by using "Yellow Metal" for gold and "silver metal" for silver. For stones say "clear stone" instead of diamond, since it could be a fake stone. We aren't jewelers. If you recover a ring that you feel could be of high value, let the property tech know and we will try to get it appraised by a licensed jeweler.
- 2 High Value Items:
 - > If you are booking an item that is assumed to cost more than \$250.00 book with a second person to verify or in front of a camera. Also, notate in the property screen the value, try to give your best estimate.

20 **Clothing**

- 1 All clothing being placed in to evidence must be completely dry.
- If the clothing contains hazardous fluids, place in a bio-hazard bag after it is completely

dry.

- ⊙ If it cannot be dried, notify the property technician and we can freeze the article to preserve it.
- 2 ⊙ Use the drying lockers to dry any fluids on clothing.
- ⊙ ALWAYS wipe the drying locker down with bleach before and after drying, to prevent contamination.
- ⊙ Lay clothing with blood stains flat on a piece of clean butcher paper and roll it. This helps prevent transfers of stains and/or contamination.

21  **Large Evidence/Found Prop.**

- 1 ⊙ Found property larger than 24" x 24" x 24" should be stored out at the City Yard, please let Property Tech know ASAP if you have dropped any property off at the City Yard garage that way I can get out there and put it in the cage.
- 2 ⊙ If you are able to take a photo of large items vs. bringing them in, please do so.
- ⊙ 187 & 261 and other violent crimes: any evidence under these charges, will be stored in the basement at the PD.

22  **Found Property**

- 1 ⊙ Found Drugs will always be booked by an officer just as they would any other drug. Weight is still important and drugs should still be booked separately from any paraphernalia or lighters.
- ⊙ Perishables should be removed and tossed out. *includes alcohol opened or unopened.
- ⊙
- 2 ⊙ Property receipts should be given to the person turning in the property, if they would like to claim it after the 90 days. (depends on type and value of property. City employees are not allowed to claim found property)

23  **Bicycles**

- 1 ⊙ Evidence Bikes
 - > Have Records run the serial # to see if the bike has been reported or if we have any owner info.
 - > Will be stored at the City Yard
 - > Prior to being stored at the yard, place an evidence tag w/case #, Ofc. Initials, and date.
 - > Notify Property Tech that the bike has been stored. Using a "note" assigned through the case to the property person in Tracnet is acceptable.
- 2 ⊙ Found Bikes
 - > Have Records run the serial # through Tracnet and CLETS to see if the bike has been reported or if we have any owner info.
 - > Stored at City Yard
 - > Need evidence tag w/PC #
 - > Provide Serial # to Records for APS entry
 - > Notify Property Tech
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24  **Requesting Evidence for Court**

- 1 ⊙ Please have any requests for evidence turned in to the property technician as early as possible.

- ⦿ The property receipt will be given with you to be signed by whomever you release the property to. Please bring receipt back so that it can be scanned into the case file.
- 2 ⦿ If requests are made the day that they are needed, the property unit may not be able to accommodate your request, so please think ahead if possible.

25  **Right of Refusal/Temp Lockers**

- 1 ⦿ The Property Technician reserves the right to refuse any item that is not packaged appropriately. An explanation will be provided upon refusal.
 - ⦿ Refused items will be placed in temporary locker pending correction by the booking officer and email reminders will be sent.
- 2 ⦿ Temporary holding lockers are now available in the property room. In the case that you are interrupted by a priority call or end of shift, items can be secured in these lockers for up to 12 hours. If you need an extension please contact the Property Technician.
 - ⦿ One key will be held by the Property Technician and one key will remain in the lock unless in use, in which case the booking officer will keep the key in their possession until they are able to return and process the items.
 - ⦿ ***Please do not take these keys home with you.

26  **Questions, Comments or Recommendations**

- 1 ⦿ There will be a suggestion sheet on a clipboard in the packaging area. If you have questions, concerns, recommendations, need more packaging materials, or anything of that nature, please write it on the board or email the Property Technician.
- 2 ⦿ If the Property Technician is on days off, Manager Francis is available to assist.
 - ⦿ I am happy to answer any questions while on my days off and can be contacted via voice or text at (408)209-7428.