# Table of Contents

- RIGHT OF REFUSAL ............................................................................................................. 3
- PACKAGING MATERIALS ...................................................................................................... 4
- GENERAL LABELING AND PACKAGING GUIDELINES ...................................................... 12
- TEMPORARY STORAGE LOCATIONS ............................................................................... 16
- FIREARMS .............................................................................................................................. 19
- KNIVES AND SHARP ITEMS ............................................................................................... 22
- SYRINGES, RAZOR BLADES AND SMALL GLASS PIPES ................................................. 24
- SEXUAL ASSAULT RAPE TESTING (SART) KITS ............................................................... 25
- GUNSHOT RESIDUE COLLECTION (GSR) KITS ................................................................. 26
- BLOOD/SEmen/DNA EVIDENCE COLLECTION KIT .......................................................... 27
- MONEY ..................................................................................................................................... 28
- LATENT FINGERPRINTS ......................................................................................................... 29
- CONTROLLED SUBSTANCES ............................................................................................... 30
- JEWELRY .................................................................................................................................. 31
- BICYCLES AND LARGE ITEMS ............................................................................................ 32
- CLOTHING ............................................................................................................................... 33
- VIDEO/AUDIO TAPES, CD’s AND DVD’S ............................................................................ 34
- DIGITAL EVIDENCE PHOTOGRAPH CD’S ......................................................................... 35
- LICENSE PLATES .................................................................................................................... 36
- BREAKABLE ITEMS ............................................................................................................... 37
- ALCOHOLIC BEVERAGES ..................................................................................................... 38
- PERISHABLE ITEMS .............................................................................................................. 39
- BUTANE LIGHTERS, PROPANE CANISTERS, FIREWORKS & OTHER COMBUSTIBLES ...... 40
RIGHT OF REFUSAL

In order to maintain the integrity of evidence and property submitted the Evidence/Property Unit has the authority to reject incorrectly booked evidence and/or property that does not comply with these guidelines. Any deficiencies in the evidence and/or property submission must be corrected before the items can be resubmitted for processing by the Evidence and Property Unit.

If an item has not been properly packaged or documented with a Property Control report, the Evidence/Property Technician shall contact the officer to respond and make the corrections. The submitting officers’ immediate supervisor will also be notified. In the event the officer is no longer working and won’t be available within 24 hours the officer shall make the necessary corrections before the end of his or her shift on their next day of work.
PACKAGING MATERIALS

Preprinted Envelopes
1. 2-1/2” X 4-1/4” Small Preprinted Evidence envelope (Fig. 1).
2. 6” X 9” Preprinted Latent Fingerprint envelopes (Fig. 2).
3. 9” X 12” General Preprinted Evidence/Property envelopes (Fig. 3).
4. 9” X 12” Preprinted Currency envelopes (Fig. 4).

(The small 2-1/2” X 4-1/4” Preprinted envelopes (Fig. 1) are used to contain very small items and shall always be placed into a General Preprinted Evidence/Property envelopes (Fig. 3) before being submitted as Evidence/Property.)

Paper Bags
1. Medium size Preprinted Evidence bag (Fig. 5).
2. Open ended bag on a roll (Fig. 6). (For large items. Both ends must be sealed and a Pre-printed stick-on label must be applied.)
**Specialty Boxes**

1. Knife Box (Fig. 7). Used when booking knives and sharp objects. A preprinted Stick-on label must be applied.

2. Handgun Box (Fig. 8). Used only when submitting a handgun held for prints or that contains bio hazardous material. A preprinted Stick-on label (Fig. 10), a Hold for Prints label (Fig. 15) and/or a bio hazard label (Fig. 11) must be applied.

3. Long Gun Box (Fig. 9). Used only when submitting a long gun held for prints or that contains bio hazardous material. A preprinted Stick-on label (Fig. 10), a Hold for Prints label (Fig. 15) and/or a bio hazard label (Fig. 11) must be applied.
Preprinted Stick-on Labels

1. Preprinted Stick-on Evidence/Property information labels (Fig. 10) shall be completed with all applicable case information by the Booking Officer and shall be placed on the outside of a property or evidence container that is not already pre-labeled.

2. International Orange “Biohazard” sticker (Fig. 11) is to be applied to any Evidence/Property container or Hang Tag that contains bodily fluids or other bio-contaminants.

3. Green “To Be Processed for Prints” sticker (Fig. 15) is to be applied to any Evidence/Property container or Hang Tag of items to be processed for prints.

4. International Orange “Loaded Firearm” sticker (Fig. 13) is applied to any Evidence/Property container or Hang Tag of a firearm that has not been or is believed to have not been unloaded.

5. International Orange “Obtained by Search Warrant” (Fig. 14) is to be applied to any Evidence/Property container or Hang Tag of items obtained by a search warrant.

6. International Orange “Warning” sticker (Fig. 12) is to be applied to any Evidence/Property container where razor blades, needles (or other similar sharp items) or glass are present. Mark an “X” next to any of the item types that are contained.
**Preprinted Hang Tags**

1. A Manila 3” X 6” Preprinted Hang Tag (Fig. 16) shall be securely tied to all items submitted for routine handling that are not placed inside a pre-labeled container.

2. A Red 2-1/2” X 5-1/4” Preprinted Hang Tag (Fig. 17) shall be secured to all items that require special attention such as (but not limited to) print processing or biohazard handling that are not otherwise submitted in pre-labeled containers. They will NOT be used for items submitted for routine processing.

3. Hang Tag Wires (Fig. 18) are for securing Preprinted Hang Tags to Evidence/Property. Plastic Wire Ties may also be used.

![Figure 16](image16)
![Figure 17](image17)
![Figure 18](image18)

**Plastic Tubes**

Plastic Tubes (Figs. 19 & 20) shall be used when booking syringes, razor blades or small glass pipes.

![Figure 19](image19)
![Figure 20](image20)

**Bubble Wrap**

Bubble Wrap (Fig. 21) shall be used to wrap breakable items prior to placing item into another container.

![Figure 21](image21)
Cardboard
Cardboard (Fig. 22) shall be placed over sharp objects if the item does not fit into a knife box. It can also be used as protective wrapping as necessary. The wrapped item shall be sealed in its entirety with 2” clear tape (Fig. 32) and the submitting officer shall place his or her initials, serial/badge number and the date in locations to ensure security. See “Sealing of Packaging” below.

Plastic Wire Ties
Plastic Wire Ties (Fig. 23) shall be used to secure the slide or cylinder on firearms or anywhere else deemed appropriate.

Heat Seal Plastic Bags
4” X 6” (Fig. 24) and 4” X 9” (Fig. 25) Heat Sealed Bags shall be used to contain all controlled substances prior to placing the items into the 9” X 12” General Evidence/Property Envelope (Fig. 3). (Exception: Do not heat seal Marijuana.)
**Zip Lock Bag**

3” X 5” Zip Lock Bags (Fig. 26) are for general use (other than Marijuana submission.) Additional labeling required prior to submission in a 9” x 12” General Evidence/Property Envelope (Fig. 3).

![Figure 26](image)

**Digital CD/DVD and Sleeve**

Digital CDs and DVDs (Fig. 27) are used for submission of digital photos and recordings. The paper sleeve (Fig. 27) is used for general submissions. The plastic CD/DVD box (Fig. 28) is only to be used by Technicians for submission of photos.

![Figure 27](image)  ![Figure 28](image)

**Gunshot Residue (GSR) Kit**

6” X 9” White preprinted Alameda County Sheriff’s Crime Lab Gunshot Residue (GSR) Collection Kit envelope (Fig. 29) in a sealed plastic bag.

![Figure 29](image)
Blood/Semen/DNA Evidence Collection Kit

6” X 9” White preprinted envelope (Fig. 30) containing a kit for collection of blood, semen or DNA samples. Instructions for use are printed on the back.

![Figure 30](image)

Sexual Assault Rape Testing (SART) Kit

SART Kits (Fig. 31) are provided by the hospital or other medical facility where the testing is done.

![Figure 31](image)

2” Clear Tape

2” Clear tape (Fig. 32) shall be used to seal all containers of Evidence/Property submitted.

![Figure 32](image)
**Alternate Location Form**

The yellow Alternate Location Form (Fig. 33) is to be submitted into a Temporary Evidence/Property Locker to alert Evidence/Property Technicians that evidence has placed in an alternate location due to its nature or size. Be sure to circle the proper location as well as filling out the other information on the form.

![Figure 33](image)

**Materials Location**

Most of the materials commonly used in Evidence/Property packaging can be found in the Evidence/Property preparation office (Fig. 34) located in the hallway between the elevator and the squad room on the lower level of the main police building.

![Figure 34](image)  ![Figure 35](image)
GENERAL LABELING AND PACKAGING GUIDELINES

About These Guidelines
The best guideline is to package the Evidence/Property so that it is preserved for unchallengeable courtroom scrutiny and/or return to its rightful owner as well as assisting and protecting all those who have to handle it after submission. These guidelines are about the packaging practices thought to be best for the San Leandro Police Department. It is impossible to cover every eventuality for the packaging of Evidence/Property, but these guidelines attempt to cover some of the most common packaging situations. It also includes some pictures of packaging that is unacceptable from both a preservation and safety standpoint. Those pictures will have a red “X” through them.

Completion of Labeling
Proper completion of the packaging labels is important for the proper handling of Evidence/Property after submission. Simply putting the case number on the submission (Fig. 37) is not acceptable. Since it is the primary way Evidence/Property is entered into the Evidence/Property databases, the description of items enclosed in an Evidence/Property package should be as detailed as possible. The description “Ring” is not acceptable, “WHI metal ring w/GRN & WHI stone setting” is better (Fig. 36). An item that is photographed at the scene of discovery using a placard should not be entered as “Placard #1” (Figs. 38 & 39) in the description. The evidence should be in the envelope, not the placard. Give as complete a description of the item submitted and use the placard number as a sub-reference. If there are labeled sub-containers in a package then the descriptions on both should be identical (Fig. 36). This is more important than having the line numbers match because subsequent Evidence/Property Room location labeling is based on description, not numbering.
Sealing of Packaging

Seal all envelopes, bags, boxes and other packaging with 2” clear tape (Fig. 32). The tape will extend across the entire opening(s) (Figs. 40 thru 45). Partial openings are not acceptable (Figs. 46 & 47). In the case of boxes and similar types of packaging, tape will be used on the ends of the flaps as well as the unsealed bottom (Figs. 42 & 43). The Booking Officer shall write his/her initials, serial number and the date across the tape to secure the seal. Some portion of the marking will extend onto the container itself (Figs. 40 thru 42). Except as noted, staples will not be used to seal evidence containers.
**Preserving Minute Evidence or Property**

Small pieces of evidence or property, such as fingernail scrapings, hair, paint scrapings, rings, small pieces of jewelry, etc. (Figs. 48 & 49), shall be placed in a smaller 2-1/2” X 4-1/4” Preprinted envelope (Fig. 1) prior to being placed inside the preprinted General Evidence/Property envelope (Fig. 3).

![Figure 48](image1)
![Figure 49](image2)

**Hang Tags and Labels**

All items of evidence or property, except for those submitted in preprinted envelopes and bags shall have a preprinted labels (Fig. 10) attached (Fig. 50). Items which do not fit into a container shall have a preprinted Hang Tag (Figs. 16 & 17) tied securely to the item. The Manila Hang Tag (Fig. 51) is used for routine submittals and the red Hang Tag (Fig. 52) is to be used to alert the Evidence/Property Technician to special handling conditions.

![Figure 50](image3)
![Figure 51](image4)
![Figure 52](image5)

Any item that has been contaminated with blood or bodily fluids shall have a “BIOHAZARD” sticker (Fig. 11) applied to the outside of the container (Fig. 53) or on the back of the Hang Tag. Any item that is to be processed for prints will have a green “TO BE PROCESSED FOR PRINTS” label (Fig. 15) applied to the outside of the container or on the back of the Hang Tag (Fig. 54). Use all other stick-on labels (Figs 11 thru 15) that may apply.

![Figure 53](image6)
![Figure 54](image7)
Property Control & Firearm Property Control Reports
A Property Control Report (Fig. 55) shall be completed on all evidence or property submitted (except for digital photos where a Technicians Report is submitted). Make sure that the description of each item line on the Property Control Report matches an item line description on the envelope, bag, container or label as near as possible. The line numbers on the Evidence Envelope/Bags do not have to match those on the Property Control Report numbers since there is room for 20 items on the Property Control Report and only 4 on the Evidence Envelope/Bag. This is the reason that the line item description must match on both to help eliminate having to go through the refusal process.

When firearms are submitted as Evidence/Property, a Firearm Property Control Report (Fig. 56) will always be completed.

Figure 55

Figure 56
TEMPORARY STORAGE LOCATIONS

Figure 57

Figure 58
FIREARMS

All firearms shall be unloaded prior to placing them into a Temporary Evidence/Property Locker. They will NOT be placed in the Evidence/Property Evidence slot. The firearm shall be placed in the locker in plain view so the Evidence/Property Technician can confirm the firearm is unloaded. Unless it has been contaminated with bio hazardous material do NOT place the firearm in an envelope, bag or box prior to placing it in a locker. A firearm that has been contaminated with bio hazardous material will be placed in a box ONLY before being placed in a locker (do not use any other method of containment for a bio hazard contaminated firearm.) If the firearm has a holster or case, it shall be booked as a separate item on the Property Control Report (Fig. 55) and placed with the firearm in the same locker with a separate pre-labeled Hang Tag (Figs. 16 & 17). Except as noted below the firearm shall have a Manila Hang Tag (Fig 16), completed with all applicable information and tied to the trigger guard. All ammunition shall be submitted separately in an appropriate size preprinted envelope. A Firearm Property Control Report (Fig. 56) shall be completed and submitted for ALL firearms.

A plastic wire tie (Fig. 23) shall be placed through the magazine chamber to ensure the slide (semi-auto.) (Fig. 68), or cylinder (revolver) (Fig. 70), cannot be closed. At no time will the Plastic Wire Tie (or anything else) be placed in the barrel of the firearm (Fig. 69). Do not attach anything other than a magazine to the firearm submitted (Fig. 69).

Loaded firearms:
If a firearm is jammed or if the officer is unable to determine if the firearm is loaded, it shall be taken to the SLPD Range Master to be unloaded prior to booking. If the Range Master is unavailable, the firearm shall be booked into a Temporary Evidence/Property Locker as any other firearm with a Red Preprinted Hang Tag (Fig. 17) and a Loaded Firearm Sticker (Fig. 13) attached. A note will be taped to the outside of the locker advising the Evidence/Property Technician that the firearm is loaded. The booking officer will also contact the Evidence/Property Unit Supervisor, as well as the Range Master, advising them that the firearm has been booked and is loaded. The Evidence/Property Unit Supervisor will make arrangements for the Range personnel to respond to render the firearm safe, prior to being handled by the Evidence/Property Technician.

Special Handling:
When a firearm is contaminated with bio-hazardous material (such as blood or bodily fluids) and/or is to be processed for fingerprints, the booking officer shall (after allowing the firearm to dry in the case of biohazards), attach a red Hang Tag (Fig. 17) and package the firearm in the appropriate Gun Box (Figs. 8 & 9). The booking officer shall attach a Biohazard sticker (Fig 11) and/or a “To Be Held for Prints” sticker (Fig. 15) to the outside of the container and on the back of the red Hang Tag (Fig. 17). Do Not seal the box (this is the only situation this instruction applies to.) Do Not place a special handling firearm in an Evidence/Property envelope or bag.

SEMI-AUTOMATIC HANDGUN
1. Place a Plastic Wire Tie (Fig. 23) through the magazine chamber to ensure the slide cannot be closed (Fig. 68).
2. Complete the appropriate Preprinted Hang Tag and secure it to the trigger guard (Fig. 68).
3. If the handgun has a carrying case or holster it may be submitted with it, but it shall have its own line item on the Property Control Report. Do not physically attach the carrying case or holster to the handgun.

4. Empty magazine(s) may be submitted with the Semi-Automatic Handgun. The unloaded magazine(s) shall be attached to the weapon using Plastic Wire Ties and listed on the same line as the handgun on the Property Control Report. If magazines are to be submitted separately they shall have their own labeled container and line on the Property Control Report. Do not attach any other item to the firearm (Fig. 69).

5. Ammunition shall be submitted separately in its own labeled container and have a separate line item on the Property Control Report.

6. A Firearm Property Control Report (Fig. 56) shall be completed and submitted for all firearms.

REVOLVER HANDGUN

1. Place a Plastic Wire Tie (Fig. 23) through the trigger guard and around the cylinder opening to ensure the cylinder cannot be closed (Fig. 70).

2. Complete the appropriate pre-labeled Hang Tag and secure it to the trigger guard (Fig. 70).

3. If the handgun has a carrying case or holster it may be submitted with it, but will have its own line item on the Property Control Report. Do not physically attach the carrying case or holster to the handgun.

4. Ammunition will be submitted separately in its own labeled container and have a separate line item on the Property Control Report.

5. A Firearm Property Control Report (Fig. 56) shall be completed and submitted for all firearms.
LONG GUN

1. Render the Long Gun safe by using Plastic Wire Ties in whatever manner possible (excluding through the barrel) (Fig. 72). You may have to be creative in the case of some long guns, but do not disassemble any firearm unless required to unload it prior to submission.

2. Complete the appropriate Pre-labeled Hang Tag and secure it to the trigger guard.

3. DO NOT wrap Long Guns prior to placing them in a Temporary Evidence/Property Locker. A Long Gun may be submitted in its own carrying case, but the case will have its own line item on the Property Control Report. If the Long Gun is too large for the Temporary Evidence/Property Locker it can be placed in the Storage Container (Fig. 61) and a completed Yellow Alternate Location Form (Fig. 33) will be placed in the Temporary Evidence/Property Locker slot to notify the Evidence/Property Technician.

4. A Firearm Property Control Report (Fig. 56) shall be completed and submitted for all firearms.
KNIVES AND SHARP ITEMS

1. If possible place a knife or sharp item into a protective cardboard Knife Box (Fig. 7). Secure the knife to the bottom of the box using Plastic Ties (Figs. 23 & 74) through the pre-punched holes provided. If a knife or sharp object is too large for a Knife Box then wrap the blade in cardboard (Figs. 22 & 77). Be sure to secure the cardboard in such a fashion that it will not slip off exposing the blade during routine handling. A knife may be submitted in its own sheath if that sheath has a way to secure the knife inside (Fig. 73). The sheath will be described on the Hang Tag and as part of the knife line item. A knife with a folding blade may be submitted in a General Evidence/Property (Fig. 3) envelope as long as the blade is closed (Figs. 78 & 79).

2. Complete all appropriate information on a pre-printed label (Fig. 10) and secure it to the outside of the Knife Box (Fig. 76). Complete all appropriate information on Hang Tag (Figs. 16 & 17) or wrapped sharp object (Fig. 77).

3. Seal the Knife Box or cardboard wrapping per “Sealing of Packaging” instructions above (Figs. 40 thru 45).

4. Affix “Biohazard” (Fig. 11) and/or “To Be Held for Prints” (Fig. 15) stickers as needed.

5. Place the container in a Temporary Evidence/Property Locker or the slot.

6. A Property Control Report (Fig. 55) shall be submitted.
The photographs below are actual submissions and a few examples of unacceptable packaging. Although quite blurry, Figure 82 shows the point of a knife protruding from an Evidence Bag. Note that Figures 84 & 85 show staining from a blade that had not been properly dried before being placed in an inappropriate container.

Figure 80

Figure 81

Figure 82

Figure 83

Figure 84

Figure 85
SYRINGES, RAZOR BLADES AND SMALL GLASS PIPES

1. Place the syringe (Fig. 86), razor blade or small glass pipe into a plastic syringe tube (Fig. 87). If a glass pipe is too large for the plastic tube wrap it in bubble wrap to prevent breakage.
2. Fill out the required information on a 9” X 12” preprinted Evidence/Property envelope and place the syringe tube inside.
3. Seal the envelope per “Sealing of Packaging” instructions above.
4. Place a bio-hazardous sticker (Fig. 11) on the outside of the envelope if warranted.
5. Place the container in a Temporary Evidence/Property Locker or slot.
6. A Property Control Report shall be submitted.
SEXUAL ASSAULT RAPE TESTING (SART) KITS

1. The pertinent information on the outside of the SART kit envelope (Fig. 31) is filled out by the doctor or other medical staff who administered the test (Fig. 88).
2. Be sure the SART kit envelope is properly sealed (Fig. 89).
3. The officer that picks up the test from the facility will fill out the Chain of Custody portion of the envelope (Fig. 85).
4. The Kit is to be placed in the refrigerator (Fig. 60). Refer to the signage on the inside of the front door of the refrigerator for additional instructions (Fig. 90).
1. Gunshot residue evidence can only be submitted in the Alameda County Sheriffs Crime Lab Gunshot Residue Collection (GSR) Kit (Fig. 29 & 91).
2. The preprinted envelope Fig. 92) and the Information Form (Fig. 93) contained inside the envelope must be filled out completely.
3. The GSR envelope will be sealed using the yellow preprinted seal (Fig. 94) provided in the kit. Be sure fill out your name, serial number and the date.
4. The Information Form will be folded in half and stapled to the back top edge of the GSR envelope with the heading information facing out (Fig. 93). This the only case in which staples are to be used in the packaging process.
5. Place the GSR Kit in the Temporary Evidence/Property Locker slot.
6. A Property Control Report shall be submitted.

---

**Figure 91**

**Figure 92**

**Figure 93**

**Figure 94**
BLOOD/SEMEN/DNA EVIDENCE COLLECTION KIT

1. Blood/Semen/DNA evidence can only be submitted in a CSI Forensic Supply Blood or Semen Evidence Collection Kit envelope (Fig. 30). Follow the instructions on the back of the envelope (Fig. 95). This kit is also used for DNA sampling.

2. The preprinted envelope must be filled out completely. Be sure to check the type of sample being submitted.

3. The Blood or Semen Evidence envelope will be sealed using the yellow Sealed Evidence sticker AND the Biohazard sticker side by side across the flap (Fig. 95). DO NOT seal with 2” clear tape or in any other fashion (Fig. 96) than shown in Fig. 95. The booking officer shall include his or her Name, Serial Number and the Date on the yellow seal.

4. The Blood or Semen evidence envelope will be placed in the refrigerator (Fig. 60).

5. A Property Control Report shall be submitted.
MONEY

Money (U.S. Currency and Coin) shall be packaged separately from all other evidence or property being booked under the same case number. Collectable currency and coin will be handled as any other money. No special consideration will be made for values other than face value. This currency will be submitted in any specialized containers such as coin tubes or books with the quantities and face values only entered on the preprinted Currency Envelope. If a larger container is required then a preprinted Currency envelope shall be completed and securely attached to the larger container. The preprinted Currency envelope will fulfill labeling requirements.

TWO PERSON RULE: Two Department members shall count and verify the amount being recorded on the envelope and being placed inside the envelope. Each member shall sign the money envelope confirming they have counted and recorded the amount inside the envelope.

1. Place the money into a preprinted Currency Envelope (Fig. 4). If the currency and/or coin will not fit into an envelope then use a larger container and securely tape a Currency envelope onto the larger container.
2. The front of the Currency Envelope shall be completed indicating the amount of currency and coin denominations contained inside the envelope. The subtotal and total amounts shall be completed (Fig. 97).
3. Seal the envelope(s) and/or containers per the “Sealing of Packaging” instructions (Page 13).
4. Place the Money into a Temporary Evidence/Property Locker or the slot.
5. A Property Control Report shall be submitted.

Figure 97
LATENT FINGERPRINTS

1. Latent fingerprints shall be submitted in a 6” X 9” Preprinted Latent Fingerprint envelope (Fig. 2).

2. Make sure the Latent cards being submitted and the Latent Fingerprint envelope contain all pertinent information. This includes placing the latent card sequence number in the “Lab No.” space (Red circle in Fig. 98). Mark the direction of the print on the back or print side if the card as it relates to the diagram on the front side of the card (Fig. 99). Write your initials and serial/badge number on the latent tape so that it extends onto the latent card (Fig. 96). Be sure the type of fingerprint collected and correct number of latent cards is listed on the front of the Latent Fingerprint envelope (Fig. 100). (Ignore the Photo CD check box. Photo CD’s will not be placed in this envelope.)

3. Seal the Latent Fingerprint envelope per the “Sealing of Packaging” instructions (Page 13).

4. Place the Latent Fingerprint envelope in the slotted Temporary Evidence Locker (Fig. 59).

5. A Property Control Report shall be submitted.
CONTROLLED SUBSTANCES

1. Except for Marijuana, place controlled substances (Fig. 101) (including loose capsules) into a clear heat sealable plastic bag after determining the weight to be submitted in that plastic bag. Seal the plastic bag using an approved heat sealing device (Fig. 102).

2. Place the Controlled Substance(s) in a Property Envelope after completing the relevant information on the front. Be sure to include the weight of the container for each line item included in the Property Envelope. Make sure that this weight and description matches those on the Property Control Report as near as possible. Do not place any non-Controlled Substance evidence or property into a Property Envelope containing a Controlled Substance (Fig. 105). This includes drug paraphernalia.

3. Marijuana will be submitted in an Evidence/Property envelope after determining the weight submitted in that paper container (Fig. 104).

4. Seal all envelopes per “Sealing of Packaging” instructions (Page 13).

5. Place the Controlled Substance into the Temporary Narcotics Storage Bin (Fig. 64). Be sure to follow the instructions on the red placard on the front of the Storage Bin.

6. A Property Control Report shall be completed making sure that the descriptions and weights match up with those on the property containers.

7. If the quantity of Controlled Substance is too large to fit in an Evidence/Property Envelope, five random samples will be taken from the total quantity of the substance and submitted per the above instructions. The balance of the Controlled substance will be placed in a larger container (pre-labeled Evidence/Property bag, box or other large container) and submitted into the Temporary Narcotics Storage Bin along with the envelope with the samples. All pertinent information will be completed on all labels. In the event that the total quantity of Controlled Substance is too large to fit in the Controlled Substance Storage Bin, a supervisor will be contacted so that he or she can notify someone from Evidence/Property to secure it. In no case will the controlled substance be left unattended and unsecured.
JEWELRY

1. Small items of jewelry shall be placed in small 2-1/2” X 4-1/4” pre-labeled envelopes (Fig. 1). The required information will be completed taking careful note of the numbers you place on each of these envelopes.

2. These small envelopes will be placed in a 9” X 12” Evidence/Property envelope (Figs. 106 & 107) that has the required information completed. Special care will be taken to insure that the small evidence envelope description and number are essentially the same. The small evidence envelope description and number will help separate several like items from each other. Do not place more than four small envelopes into each larger Evidence/Property envelope.

3. Seal the envelope per the “Sealing of Packaging” instructions (Page 13).

4. Place the Evidence/Property envelope(s) into an empty Evidence/Property locker or the slot.

5. Property Control Report shall be submitted.
BICYCLES AND LARGE ITEMS

Items such as bicycles, lawnmowers, table saws, large tool boxes, etc. too large to store in the Evidence/Property Room will be stored outside on the “Back Porch” until the Large Property Storage Container becomes available.

1. Complete a Manila Hang Tag (Fig. 16) with all applicable information. If the item is to be held for prints place “To Be Held for Prints” (Fig. 15) stickers on a Red Hang Tag (Fig. 17). Secure the Hang Tag to the item where it is readily visible (Fig. 108).

2. Place it in the Storage Container (Fig. 61) in front of the “Property Submission Area” sign (Fig 109). Note: After an Evidence/Property Technician processes large items they may be re-located toward the back of the storage container behind the tape line on the floor. Do not place any items in the permanent storage area. Bikes will be moved to another permanent location.

3. A completed yellow Alternate Location Form will be filled out and placed into the Evidence Locker slot to notify Evidence/Property Room Technician.

4. A Property Control Report shall be submitted.

Figure 108

Figure 109
CLOTHING

1. Place the item(s) of clothing (Figs. 110 & 111) into the appropriate size envelope, bag or container after completing the required information on the label.

2. If items of clothing from different persons or suspects is submitted on the same case number then each piece must have a separate container and a separate line on the Property Control Report with the person/suspects name as part of the description.

3. Seal the envelope or container per the “Sealing of Packaging” instructions (Page 13).

4. Place the envelope, bag or container into an empty Evidence/Property locker or the slot.

5. Items of clothing that contain blood or other bodily fluids must be thoroughly dried before submission to the Evidence/Property Room. Notify your supervisor for access to the drying cabinet (Fig. 67). Be sure to follow the instructions on the cabinet (Fig. 112). Note especially instruction #4 about placing brown paper (roll located nearby) under the item to be dried (Figs. 113 & 114). Place completely filled out Evidence Envelopes and/or Bags that will eventually be used to contain the dried clothing AND the paper used in the drying process (separate bag for each) along with a completed yellow Alternate Location Form into an empty Evidence/Property Locker slot to alert the Evidence/Property Technician.

VIDEO/AUDIO TAPES, CD’s AND DVD’S

Digital media submitted under this section does not include Digital Evidence Photo CD’s usually submitted by Technicians which is dealt with in a separate section.

1. Older media, such as audio/video tapes (Fig. 115) and floppy discs, shall be deposited into an Evidence/Property envelope and handled per instruction #3 below.
2. CD’s and DVD’s shall have appropriate information written on the label side and placed in a paper sleeve with the information visible through the clear window (Figs. 116 & 117).
3. Place the item(s) into an Evidence/Property envelope after completing the required information on the front.
4. Seal the back of the envelope per the “Sealing of Packaging” instructions (Page 13).
5. Place the Digital Media in a Temporary Evidence/Property Locker or the slot.
6. A Property Control Report shall be submitted.
DIGITAL EVIDENCE PHOTOGRAPH CD’S

1. Evidence photographs shall be copied to and submitted on a Thermal Printable CD-R (Fig. 118).
2. It is preferable that in major crimes only one case be submitted on a CD. Otherwise, if more than one case is submitted on a CD then place them in separate folders on that CD. This is important if the photos are not taken in case number sequence.
3. Evidence photographs shall be submitted in a plastic CD case with a completed information card enclosed.
4. Do not seal the plastic CD case.
5. The Digital Photograph CD shall be placed in the Temporary Evidence/Property Locker slot.

Figure 118
LICENSE PLATES

License Plates submitted as EVIDENCE:
1. Place the license plate in a 9” X 12” envelope that has the information on the front completed as required (Fig. 119).
2. Seal the envelope per the “Sealing of Packaging” instructions (Page 13).
3. Place the License Plate in a Temporary Evidence/Property Locker or the slot.
4. A Property Control Report shall be submitted.

![Figure 119](image1.jpg)

License Plates submitted as NON-EVIDENCE:
1. Attach a completed Manila Hang Tag through one of the mounting holes (Fig. 120).
2. Place the License Plate in a Temporary Evidence/Property Locker or the slot.
3. A Property Control Report shall be submitted.

![Figure 120](image2.jpg)
**BREAKABLE ITEMS**

1. Wrap fragile items (Fig. 119) in “bubble wrap” to prevent breakage (Fig 122).
2. Place the item(s) into an appropriate size container.
3. Complete a preprinted or stick-on label with all applicable information.
4. Clearly mark that the container contains “Fragile” material.
5. Seal the container per the “Sealing of Packaging” instructions (Page 13).
6. Place the fragile item in a Temporary Evidence/Property Locker
7. A Property Control Report shall be submitted.
ALCOHOLIC BEVERAGES

Evidence:
1. If container(s) of Alcoholic Beverage (Fig. 123) are to be submitted as Evidence they may contain the liquid.
2. Glass containers should be wrapped in bubble wrap prior to being bagged or boxed to prevent breakage in handling.
3. If the liquid is to be disposed of prior to submission as evidence a photograph should be taken of the container with its contents. The level of liquid should be marked on open containers prior to the photograph if it does not interfere with other evidence such as fingerprints.
4. A sample may be taken in a drug urine sample vial (the one that does not contain a preservative pill) located in the jail or evidence materials storage locker. Seal the sample container using the provided seal.
5. Place the sample in an Evidence/Property envelope that has been properly filled out. Do not use the Urine sample envelope.
6. Seal the container per the “Sealing of Packaging” instructions (Page 13).
7. Place it in a Temporary Evidence/Property Locker.
8. A Property Control Report shall be submitted.

Non-Evidence:
1. Under no circumstances is alcoholic beverage containers with its contents to be submitted to Evidence/Property in a non-evidence case. Discard the contents of all Alcoholic Beverage containers prior to submission to Evidence/Property.
2. Place the empty Alcoholic Beverage container(s) in the appropriate size Evidence/Property envelope or bag with the required information completed.
3. Seal the container per the “Sealing of Packaging” instructions (Page 13).
4. Place it in a Temporary Evidence/Property Locker.
5. A Property Control Report shall be submitted.

Figure 123
PERISHABLE ITEMS

1. If at all possible, do not submit Perishable Items to Evidence/Property. If Perishable Items are evidence, consider photographing them and returning them to the rightful owner. If Perishable Items are not evidence, consider disposing them by contacting a responsible party to pick them up (i.e. an arrestee’s relative or friend). If Perishable Items are found property and a rightful owner cannot be found consider photographing and disposing them.

2. If Perishable Items must be submitted as Evidence or Property they shall be placed in the refrigerator (Fig. 60). If the items do not fit in this refrigerator then they shall be submitted directly to the Evidence/Property room for storage in the commercial refrigerators. Contact a supervisor to facilitate a direct submission after Evidence/Property room business hours.

3. The Evidence/Property shall be placed in an appropriate size container with the proper information completed on the label.

4. Seal the envelope or bag as instructed (Page 13).

5. A Property Control Report shall be submitted.
BUTANE LIGHTERS, PROPANE CANISTERS, FIREWORKS & OTHER COMBUSTIBLES

Butane Lighters, Propane Canisters, Fireworks and other combustibles will never be submitted directly to the Evidence/Property Room via the Temporary Evidence/Property Lockers.

1. Butane Lighters, Propane Canisters, Fireworks and other combustibles shall be placed in an appropriate size container or have a Manila preprinted Hang Tag attached with the proper information completed on the label.
2. Seal the container per the “Sealing of Packaging” instructions (Page 13).
3. The item shall be stored in the orange “Rigid” storage box (Fig. 65).
4. A yellow Alternate Location Form will be filled out and placed in the Temporary Evidence/Property Locker slot to alert the Evidence/Property Technician.
5. A Property Control Report shall be submitted.