

Chapter 27

COLLECTION AND PRESERVATION OF EVIDENCE

27.1 EVIDENTIARY ITEMS

The agency has written procedures for the collection, identification, preservation, and transmittal of evidentiary items.

27.2 EVIDENCE CONTROLS

The agency has established and maintains a property system for the secure and proper recording, storage, classification, retrieval, and disposition of all evidentiary, recovered, and found property under the protective custody of the agency.

- *Department owned property is clearly marked*
- *OSHA approved ladder is available as necessary*

27.3 INVENTORIES AND AUDITS

Personnel not charged with the custody of property regularly perform inventories and records audits of both property owned and used by the agency and property placed within the protective custody of the agency.

- *Evidence Inventory*
- *Inventory/Audit Report*

27.4 SECURITY

The property system of the agency incorporates special security and control measures to safeguard all money, firearms, controlled substances, and high value items within the protective custody of the agency.

27.5 PROCEDURES/SUBMISSION FOR LABORATORY ANALYSIS

If agency personnel perform evidence collection, the agency has a written directive identifying procedures for the submission of evidence to a forensic laboratory, which include:

- A. Identification of the person(s) responsible for the submittal of evidence to the laboratory;
- B. Packaging and transmittal requirements of evidence being submitted;
- C. All documentation required to accompany evidence upon submittal; and
- D. Obtaining receipts that document the chain of custody.