General Order 151.00 **Reviewed: 01/16**

151.00 ENTERING EVIDENCE / FOUND PROPERTY

- Documenting evidence entry
  - The bar code system will be used to submit an electronic record for each property/evidence item that is taken into custody of the police department. This record will include the associated incident number, the name of the officer entering the item, the date and time of submission, and a complete description of the item.
  - Officers have the ability to do a paperless found property narrative in the Evidence Management module. Include in the comments section the how, why, when and where of the found property submission.
    - The following items require a dictated report:
      - Handguns and other firearms
      - Ammunition
      - Fired Casings
      - US Currency and Jewelry
      - All drugs
  - The status of property and evidence submitted prior to the bar coding system will be maintained by other computerized entry systems and/or paper documentation.
- Location and storage of evidence/found property
  - Secure storage areas are provided outside of the Evidence Unit's work room. The lockers are numbered and of various sized to accommodate the different size of the packaging.
  - Two drop slots are nearby for smaller light-weight items.
  - Refrigeration lockers are available for perishable items.
  - A room separate from the bag and tag room (Bulk Evidence Drop) is present to secure large items or items that may have an odor.
  - Items which require drying prior to being packaged shall be placed in any of the available six air-dry rooms. The submitting officer is responsible for the packaging of the items when dry. The submitting officer needs to check the pockets of all clothing items prior to leaving them in an air-dry room. If items are located and do not need to dry, submit them into evidence immediately under the appropriate status of evidence, found or safekeeping.

- All vehicles towed to GPD from all incident types must be towed by the contracted tow company, barcoded and entered as evidence in one of two valid locations:

  - Vehicle bay
  - Parking lot

    - One bar code must be affixed to the vehicle on a manila wire tag
    - One bar code must be affixed to a manila wire tag and dropped into the evidence drop box.

- Vehicles which may contain evidence or are evidence will be sealed. Vehicles cannot be held solely to ensure contact with their owner.

  - When a vehicle is stored inside the annex vehicle bay, page the on-call property and evidence technician who will secure the vehicle bay.

  - Once locked down, Evidence personnel and the two major crime scene investigators along with investigations supervisors have the authority to enter the processing bays. Evidence has the ability to configure the prox card access to individuals approved by the towing officer or responsible investigator.

  - Once the vehicle processing is complete, the contracted tow company must respond and bring the vehicle back to their storage facility, where they will release it to the appropriate party.

    - Exceptions: any exception to the procedure must be documented on GPD form 2175 and signed by the officer's supervisor.

    - If the release does not occur during regular business hours, the form GPD 2175 must be placed in the evidence drop box by the officer.

      - Evidence personnel will forward a <u>copy</u> of GPD 2175 to GPD's abandon auto/tow coordinator and one copy to accounts payable/support services. The original form will be file stamped and forwarded to records.

- Explosives and large quantities of fireworks shall be referred to a member of the bomb squad for proper storage or disposal.

- Firearms will be unloaded before submitting to evidence. Loaded firearms will not be accepted by Evidence Technicians or by C.B.I. All

firearms must be boxed. All ammunition must be packaged and bar coded separately from the firearm.

- Hazardous materials will not be collected as evidence without prior consultation with the Greeley Fire Department Hazardous Material Team.

- Packaging guidelines

  - Clear plastic envelopes that are sealed with the heat sealer are provided. Brown bags and manila envelopes will be available for items requiring paper.

  - The packaging will be sealed with heat, staples, initialed evidence tape, and/or gummed flaps by the entering officer. No packaging smaller than the 6”x9” manila envelope will be accepted.

  - Evidence tape will be used as necessary to ensure chain-of-custody and package integrity. The submitting officer should initial across the seal in a manner that the signature overlaps from the evidence tape onto the evidence bag to indicate that there has been no tampering with the evidence.

  - All items of evidence/found property will be packaged separately unless listed in the below exceptions:

    - Checks and Affidavits: Multiple checks and or check copies can be submitted as one item as long as they are from the same account and multiple affidavits can be packaged together. Copy all checks and affidavits prior to submitting to evidence and route copies in report folder to Records.

    - Tools: A toolbox with numerous tool items can be submitted as one grouped item as long as there is one known owner or an owner for all is unknown. If a specific tool needs to be sent to the lab for processing, remove and package separately.

    - Purse/wallet/backpack/briefcase w/Misc Contents: Prior to submission, the container must be emptied and an informal inventory taken. All drugs, money, jewelry, firearms, and any potential safety hazards must be removed and packaged separately. As long as there is one known owner for the remaining items or the owner for all is unknown, they can be returned to the container and it can be bar coded as a single item. If identifying items (i.e., driver’s license, checkbook) for multiple persons are found, each person’s items need to be packaged separately

- Jewelry Box/Misc Jewelry: May be submitted as one item as long as there is one known owner or an owner for all is unknown. Photograph the contents of the jewelry box to aid in owner identification and to prevent, if possible, the packaging seal from being opened to view.

- Latents: Multiple latents can be submitted as one item.

- DNA Swabs: Each swab must be packaged separately (*in paper*) and have its own bar code label. The description must include where the sample was collected from.

- Control Swabs: Each swab must be packaged separately (*in paper*) and have its own bar code label. The description should read "Control Swab."

- Buccal Swabs: *CBI Protocol* Collect two swabs from the left cheek and two swabs from the right cheek. Enter all four in one package as one item. The description must include the name of person that the swabs were taken from.

- Fireworks: A collection of fireworks may be submitted as one item. If the officer determines that all the fireworks may be destroyed except for a representative sample, the sample to retain in evidence will need to be separate from those marked for immediate destruction. It is recommended that a photograph be taken of the entire seizure.

- Live Ammo: Boxes or an accumulative quantity of live ammo may be submitted as one item (example: suspect vehicle in a drive-by shooting – box of live ammo located in the car)

- Case of CD/DVDs: May be submitted as one item as long as there is one known owner or an owner for all is unknown.

- Narcotics and dangerous drugs

  - The entering officer will weigh and count the substance and container noting the original, seized weight in his/her report. The weighing, field testing, and entering into evidence of any controlled substance shall be witnessed by an officer or supervisor in addition to the submitting officer. The witness signature must be included with the evidence entry.

  - The officer will conduct the necessary presumptive testing to support probable cause. A reasonable quantity will be used to complete a field test. Results of the field test need to be noted in the officer's report and

in the bar code entry. Seal the container that contains the substance, and then obtain a weight.

- A lab request for a drug to be tested is not needed when the presumptive test is positive. That result is sufficient to take the case to the preliminary hearing. The prosecutor at the District Attorney's Office will notify the Forensic Lab of which cases need to be analyzed and conclusively identified. If there is an insufficient amount of a drug to do a field test, a lab request can be completed. A lab request may also be necessary if:

  - No field test kit is available for the drug that is suspected.

  - Officer is unsure what the substance is and therefore should not guess on what test kit to use.

  - The field test selected was negative but the officer suspects the substance is a controlled drug.

- If the substance being entered cannot be removed from its original container to be weighed, the officer may weigh the substance in the original container. If this is done, the officer should refer to all notations of substance weight in his report as including the weight of the substance container.

- If the controlled substance is in the form of capsules or pills, the officer shall count and weigh the substance.

- Narcotics and dangerous drugs shall be packaged in tamperproof heat-sealed plastic bags. Green plant material should be packaged in paper bags, envelopes, cardboard boxes, or burlap bags. Large amounts of plant material, specifically green marijuana, should be dried in secure storage and then packaged for submission. In these incidents, the officer should address just keeping a representative sample for court. At the direction of the Services Division Commander, large seizures of green marijuana may be burned. This may occur after representative samples are taken, tested, and count and weights are obtained. Photographs should also be taken of the entire seizure.

- If the controlled substance is in powder form, it will be left in its original container, such as plastic bags, balloons, foil, or bindles. Powders in their original containers are to be packaged in heat-sealed plastic bags.

- If the controlled substance is in liquid form, it shall be left in the original container if possible. If the container leaks or there is no way to secure the top, the liquid may be transferred to a more suitable glass or other container.

- Gemstones, precious metals, and money
  - Precious metal and gemstones:
    - The submitting officer will have a witness when entering precious metals and gemstones.
    - The witness signature will be included with the evidence entry.
    - The witness should include his/her badge number as part of their signature.
  - Money: The submitting officer will count the money in conjunction with a witness. The witness signature will be included with the evidence entry. The witness should include his/her badge number as part of their signature.
- Digital evidence
  - Personal computers
    - The serial number must be part of the bar code entry.
    - The computer should be packaged inside a paper bag, including the power cord if available. A biohazard label will be applied if appropriate.
  - Laptop computers
    - The serial number must be part of the bar code entry.
    - The laptop should be packaged inside a heat seal plastic bag, or a paper bag if blood or DNA evidence is involved. A biohazard label will be applied if appropriate.
    - Every laptop should have a power supply with it, if possible. If available, it will be packaged with the laptop.
  - Cell phones
    - When collected, cell phones should be placed in airplane mode if possible and then powered off. If applicable, the battery and SIM card should also be removed.

GENERAL ORDER 151.00 ENTERING EVIDENCE/FOUND PROPERTY **Reviewed: 01/16**

Authorized by Jerry Garner, Police Chief

Effective Date: January 6, 2016

Jerry Garner **Date:** 1-6-2016

Signature