
	<b><u>SUBJECT</u></b> <b>EVIDENCE</b>		<b><u>NUMBER</u></b>  <b>402/51</b>
	<b>EFFECTIVE DATE:</b>  <b>08-26-09</b>	<b>AMENDS:</b>  <b>07-14-08</b>	<b>RESCINDS:</b>
<b>DISTRIBUTION: Administration, CID, Patrol, Communications, Clerical</b>		<b>REFERENCES:</b> <b>CALEA Chpt. 84 / IACLEA Chpt. 84</b> <b>TPCFA Chpt. 12</b>	


- .10 All evidence which may be collected or for any reason taken by an Officer or employee of the Department shall be promptly turned into the Criminal Investigations Division and duly tagged and reported. It is the responsibility of each and every Officer or employee to see that such evidence collected or taken possession of by any Officer or employee of the Department is turned in without delay to the Criminal Investigations Division and is tagged and a report made.
- .20 All evidence will be marked with the respective Officer's first, middle and last initial, badge number, case number and date. The Officer's report will give a complete description of the property in the narrative section of any report written, along with a description of the Officer's markings.
- .30 In every case where evidence is collected or taken from a person, the receiving Officer or employee will prepare an [Evidence / Property Receipt and Retention Form \(ERRF\)](#) listing those items and give a copy to that person.
- .31 The distribution of the various copies of the Property Receipt are as follows:
  - A. The original will be attached to the item(s) being placed into evidence.
  - B. A copy will be given to the person from whom the evidence was collected or taken from.
  - C. A copy will be attached to the Officer's or employee's report of the incident.
- .40 This procedure does not apply to prisoner vehicles unless the vehicle is considered evidence.
- .50 **DEFINITIONS AND CLASIFICATIONS**
  - A. Evidence is classified into one of the following categories.

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1. Evidence consists of property which may be used in a criminal proceeding to support an allegation made by the State. Should doubt exist as to the materiality of the impounded property, it is to be classified as evidence.
2. Recovered property consists of property impounded by an officer which the officer knows or believes to have been stolen.
3. Contraband consists of property which is illegal to possess under existing state and federal statutes or policies of the District.

**.60 OFFICERS' RESPONSIBILITIES:**

- A. Police officers are responsible for safely guarding any personal property that a prisoner may have in his possession or under his control at the time of arrest or detention. Most of the prisoner's personal property that is not accepted by booking personnel at the jail is turned over to the Criminal Investigations Division.
  1. Jail personnel accept the following items:
    - a) Any item of clothing the person is wearing.
    - b) Any item in the person's possession that can be placed in an 8"X10" envelope, except contraband or illegal weapons.
    - c) A women's purse and its contents, except contraband or illegal weapons.
- B. Property not listed above is impounded in the Property Room.
- C. Police officers impound physical evidence related to any offense.
- D. Officers finding or recovering stolen property are to place that property in the Property Room.

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- E. Officers impounding vehicles for any reason (excluding immobilization) are responsible for inventorying and impounding the property in the vehicle.
- F. Any officer who has property to be placed in the Police Property Room makes an inventory of that property as soon as possible, preferably at the location at which it was found. The officer then transports the property to the Property Room and impounds the property as directed. He does so no later than the end of his tour of duty.

**.70 PROPERTY ROOM:**

- A. A police Property Room will be maintained on each campus in the Department of Public Safety Office.
- B. Normally, the Property Room has personnel on duty five days a week, from 0800 to 1700 hours. During those hours the Property Room must be closed, a chain of custody of property must be maintained until released to the Property Custodian.
- C. Any changes in custody of evidence after its acquisition by an officer will be recorded in the chain of custody section of the Property Receipt.
- D. Each person concerned with the handling or processing of property is responsible for signing for the property to maintain the chain of custody.

**.71 EVIDENCE TAGS AND LOGBOOK:**

- A. All Evidence will be tagged and recorded in the logbook by the Criminal Investigations Division.
- B. Each Evidence Receipt will be assigned a voucher number. The voucher number consists of two groups of digits and college designation, separated by hyphens. The first group is the voucher number followed by the current calendar year (e.g., "10-98-SPC"). The numbers assigned vouchers will run consecutively from the logbook.

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Voucher number will also be recorded on the Property Tag affixed to the impounded property.

**.72 RELEASING EVIDENCE TO THE OWNER:**

- A. Evidence may be released by an officer to the owner or his representative under the following circumstances:
  - 1. In property cases where the evidence was recovered by the owner or his representative.
  - 2. In cases where the evidence consists of any perishable food or commodity.
  - 3. In cases of property offenses where the officer has obtained a photograph of recovered property prior to releasing it to the owner or the owner's agent. The photo will be attached to the Offense/Incident Report.
- B. In the above circumstances the officer fills out a Property Receipt and has the owner or the owner's agent sign for the property. In the case of non perishable goods, the complainant is asked not to dispose of the property until final disposition is made on the case.

**.73 RELEASE OF EVIDENCE:**

- A. Only members of the Criminal Investigations Division are authorized to handle evidence after it has been placed into the Evidence Locker/Room.