

CITY of LA MESA POLICE DEPARTMENT

Property & Evidence Packaging Manual



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Introduction

It is imperative that all employees involved in the handling of property and evidence have thorough knowledge of the appropriate procedures for documenting and properly packaging evidence.

Right of Refusal

Per the La Mesa Police Department Policy 802 - Property and Evidence, items submitted to the Property and Evidence Unit that are not in compliance with this manual shall not be accepted by the Property Officer and shall be returned to the submitting employee for correction.

Evidence and Property Categories

All evidence and property entered into the La Mesa Police Department evidence control section must be identified as belonging to one of the following categories:

Evidence: Items that may be directly or indirectly connected to a crime.

Search Warrant: Evidence items seized pursuant to the execution of a search warrant.

Safekeeping: Property with no evidentiary value, which is being held by the agency for the purpose of temporary storage for the owner. The owner must be supplied with a "Property Receipt" or a "Receipt for firearm(s) pursuant to mental health/domestic violence incidents" form.

Found Property: Items with no evidentiary value, and for which the owner may or may not be known.

For Destruction: Property turned in to the department by the property owner who does not wish to keep the item(s).

Evidence and Property Packaging Guidelines

This manual is a guide on evidence packaging. Proper packaging helps preserve and maintain the integrity of the evidence and identify the contents of the package. This will allow for proper handling and storage. General guidelines are listed below.

Standard packaging will be used throughout the department. Any deviation from department policy will result in the issuing of an evidence correction notice.

- The packaging material is provided and stored in the evidence processing room.
- The packaging material will not be altered or compartmentalized.
- Items size will determine the size of the packaging material used.
- Do not over-stuff packaging.
- Items that fit in any of the packaging material provided **must be packaged**.
- For large items that cannot be packaged use a wire tag, and store items in or near Temporary Cages.
- When packaging evidence/property, care must be given to protect items from damage or cross contamination.
- Use **one barcode** per bagged item. If multiple items of the same type, with the exception of serialized items, are packaged together, **the quantity must be included** in the item's description.
- With **permanent marker**, place initials and date on the seal. When using evidence tape, make sure the initials and date go across the tape and onto the package.
- Make sure the Kapak® is securely heat sealed.
- Do not puncture Kapak® below the seal.
- If it is necessary to reopen a Kapak® bag, open a new end. **Do not remove previous seal with initials. Be sure to initial and date the new seal.**
- Do not place stickers over, or conceal in any manner, the serial numbers.
- Separate property and evidence by owner's name when possible.

Example: Suspect is arrested for committing residential burglary and still has a wallet from the crime in his possession. Book the wallet under the victim/owner's name, not the suspect's name.

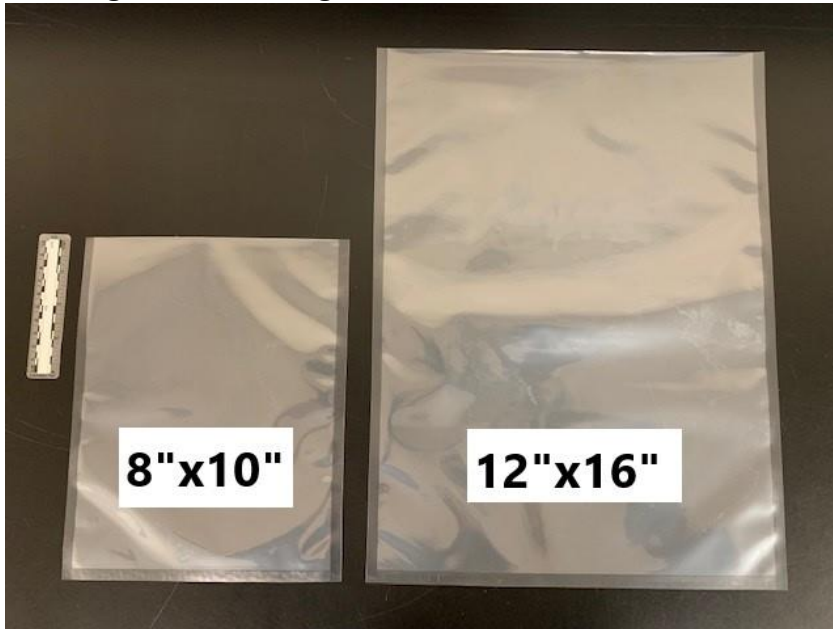
- The following items must be Kapak® and submitted separately:
 1. Money and high value items
 2. Jewelry
 3. Narcotics

- The following items must be packaged separately:
 1. Items with serial numbers
 2. Identification Cards
 3. Credit cards

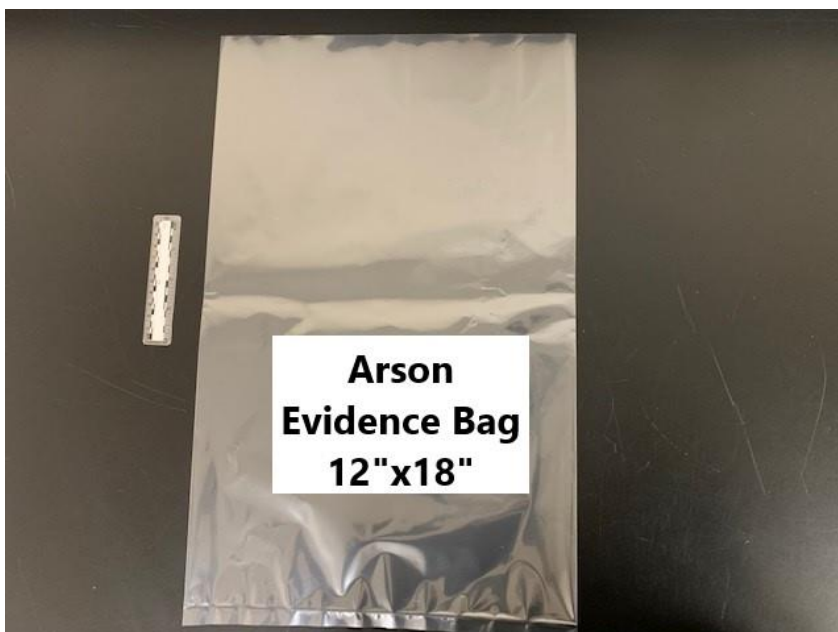
- Perishable food products and beverages are not stored at the evidence facility and will not be accepted.
- Biological evidence will be stored in a DNA temperature-controlled environment. All items must be labeled with a biohazard sticker.
- Sharp tools shall always have the blade(s) or points protected to keep them from poking through the bag. A simple piece of folded cardboard may prevent a future injury.
- Hypodermic needles and syringes shall always be placed in sharps tube, with the needle inserted into the foam end.
- Closed containers and packages described as containing “**unknown contents**” shall not be submitted or accepted by the Property and Evidence Room.

Packaging Supplies

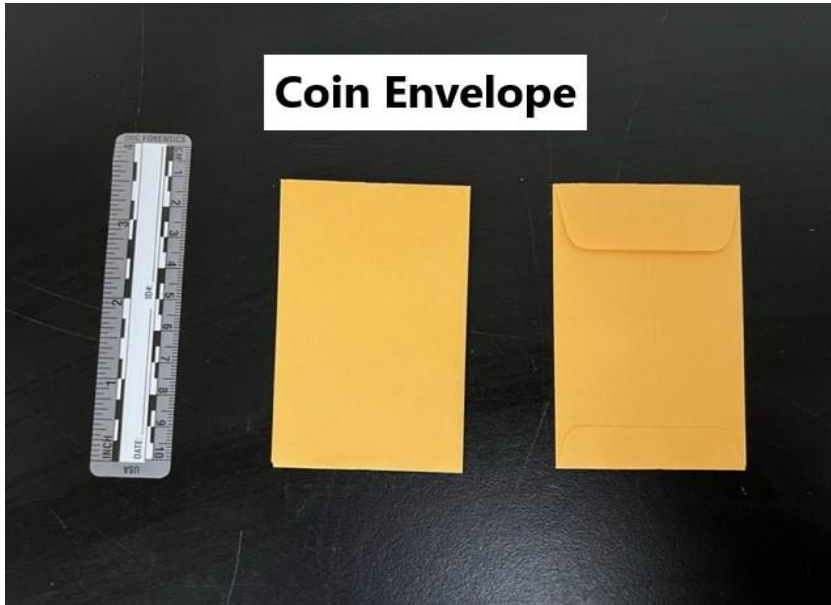
- Heavy mil bags (**KAPAK® bags**). Two sizes of heavy, 3 mil plastic bags, (must be heat sealed)
 - a. Small KAPAK® bags 8" x 10"
 - b. Large KAPAK® bags 12"x16"



- **Arson Evidence Bags** in 2 sizes, must be heat sealed.
 - a. 12" x 18"
 - b. 20" x 30"



- Envelopes
 - a. Coin envelope: 2 ½ x 4 ¼ sized envelopes are provided to secure small items (i.e. expended ammunition, paint chips, etc.)



- b. 6" X 9" manila envelopes (CD, DNA swabs, etc.)
- c. 6" x 9" manila envelopes lined with "bubble wrap" for blood vials)
- d. 9" x 12" manila envelopes
- e. 10" x 13" manila envelopes



f. 8 3/4" x 8 1/2" envelope for print cards



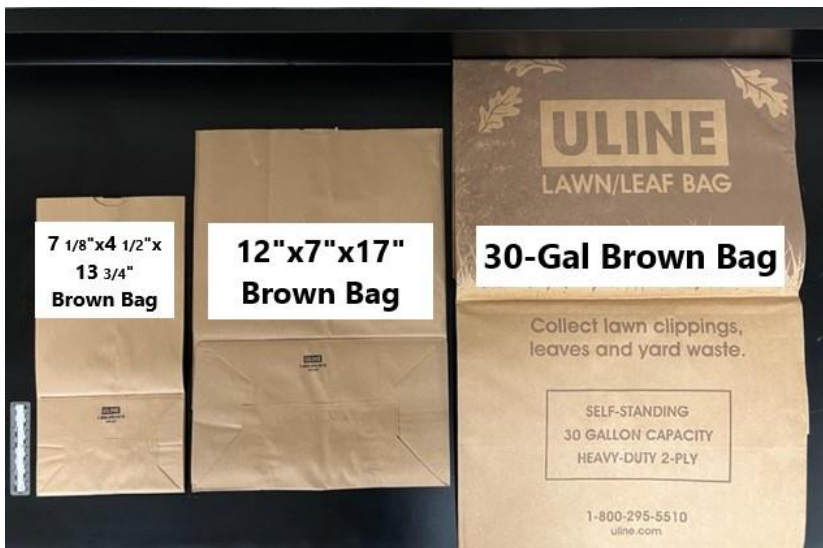
- Handgun, rifle, and knife boxes



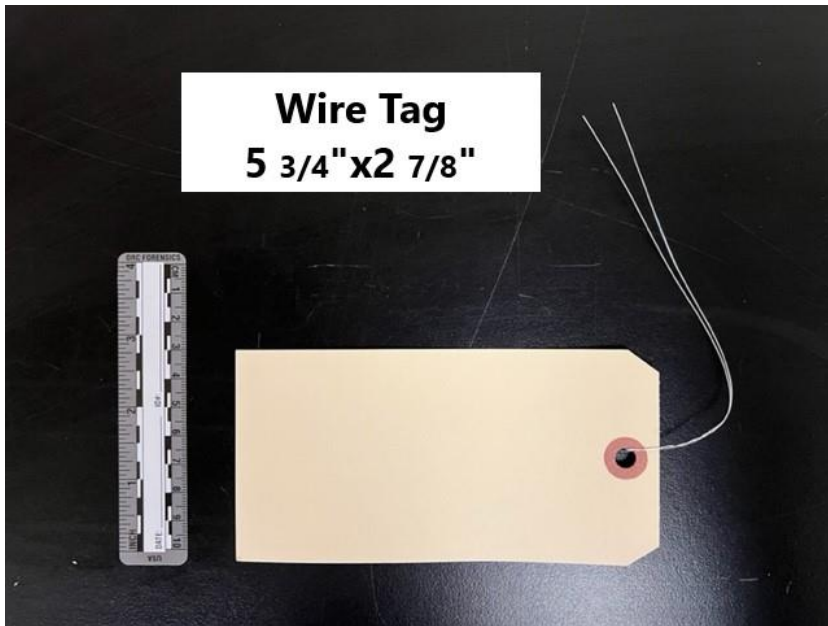
- Transparent plastic bags (generally for prisoner property)



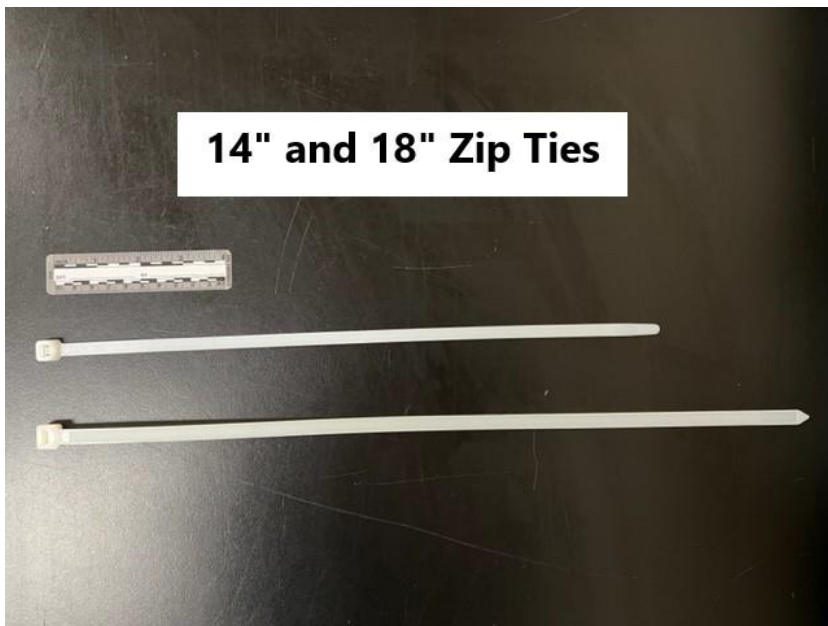
- Brown bags in 3 different sizes
 - a. 7 1/8" x 4 1/2" x 13 3/4" grocery bag
 - b. 12" x 7" x 17" grocery bag
 - c. 30-Gal paper lawn/leaf bag



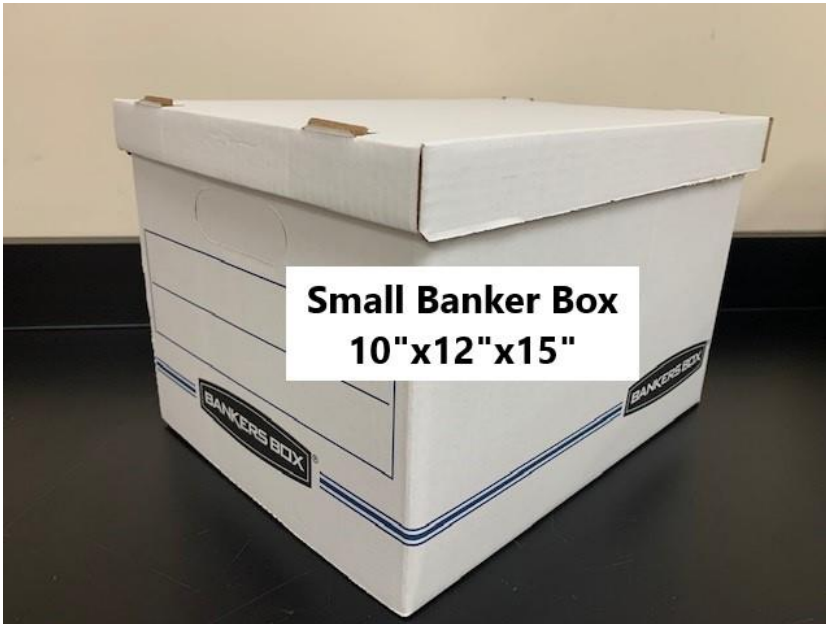
- Wire tags



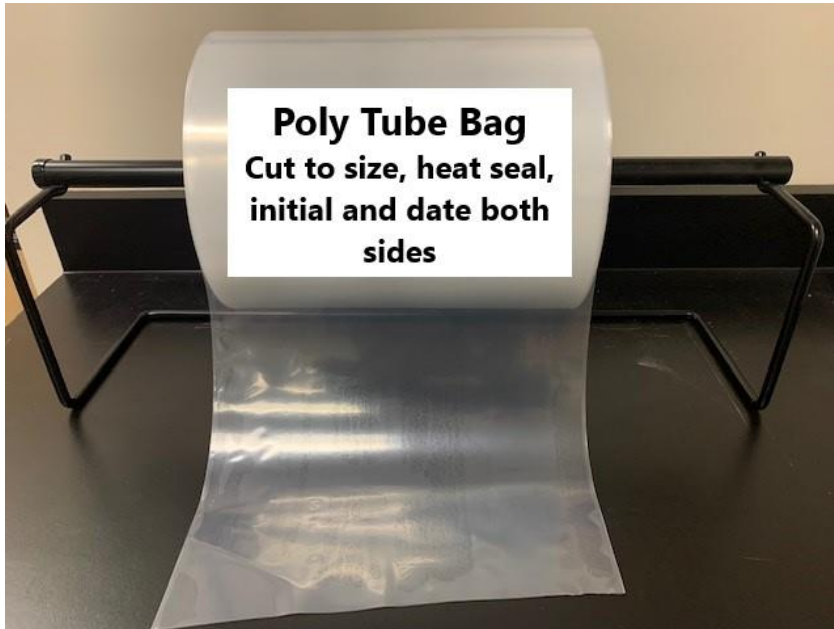
- Zip ties



- Banker boxes in different sizes

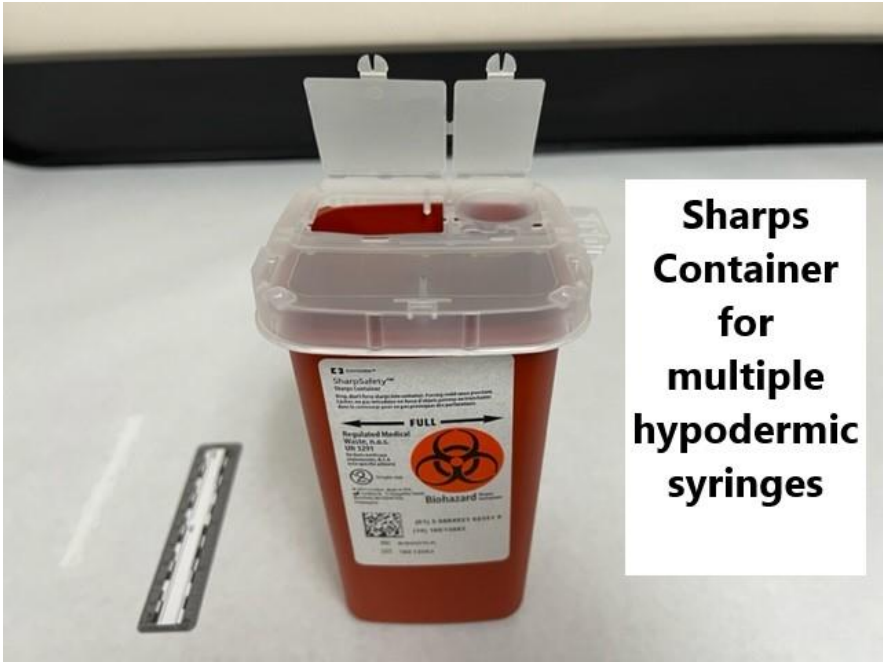


- Poly tube bags



- Syringe containers in different sizes





Sharps Container for multiple hypodermic syringes



8 Gallon Sharps Container

- Arson cans in different sizes



- Gunshot Residue Kit



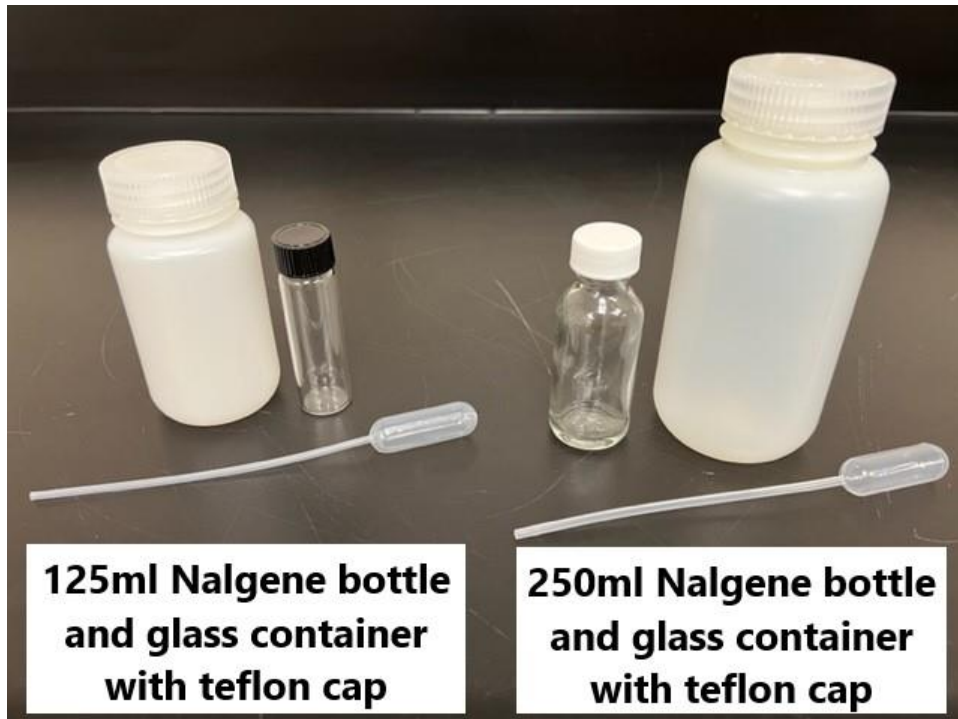
- Oral Swab Kit



- Stain Swab Kit



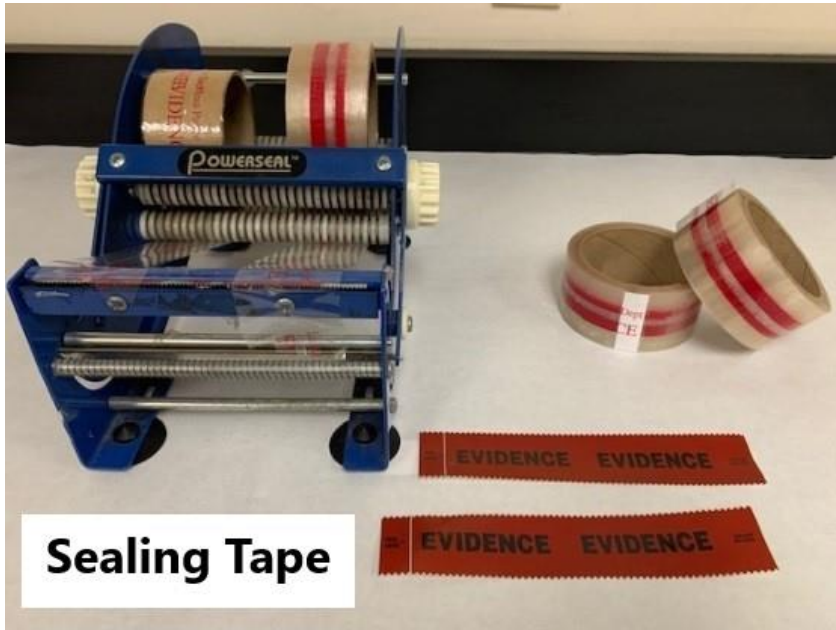
- Jars
 - a. Glass Jar: provided to package liquid samples



- b. Urine sample Jar



- Tape
 - a. Evidence Sealing Tape



- b. Evidence Lifting Tape



- Labels

- a. Biohazard Labels



- b. Suspected Fentanyl Labels



Protocol for Sealing Evidentiary Items

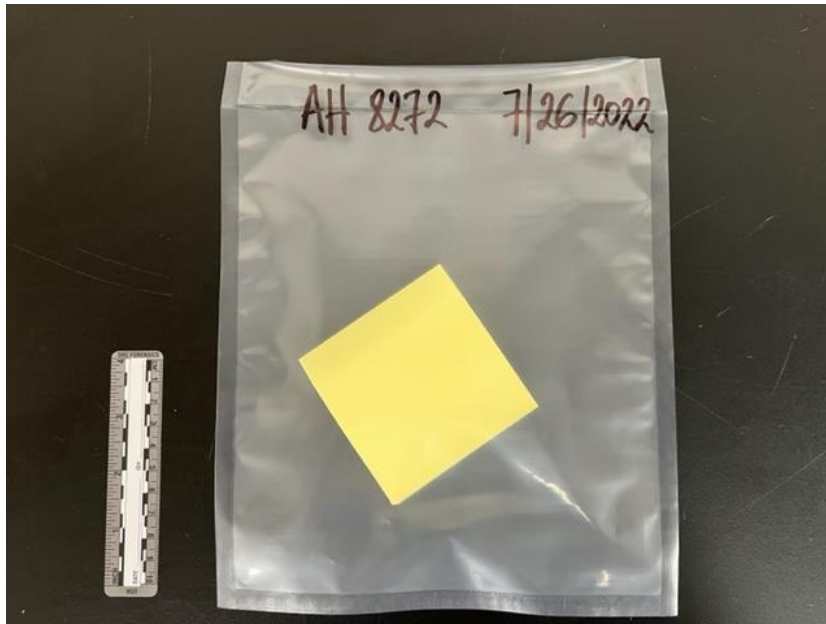
To ensure security, every seal must include the sealer's initials and date. When using evidence tape, initial and date across the tape and onto the package. Initial and date every piece of tape.

Note: Stapling does not constitute a sealed package.

Utilize ONLY black permanent marker.

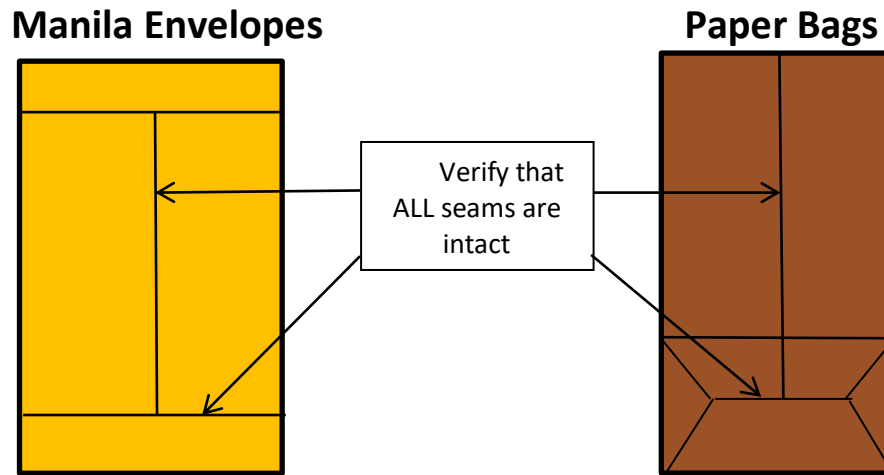
a. Sealing a Kapak®

- Heat seal closed about an inch from the opening of the Kapak® bag.
- Check the Kapak® to ensure a proper seal.
- Initial and date across the seal with a permanent marker.
- Do not puncture KAPAK® below the seal.

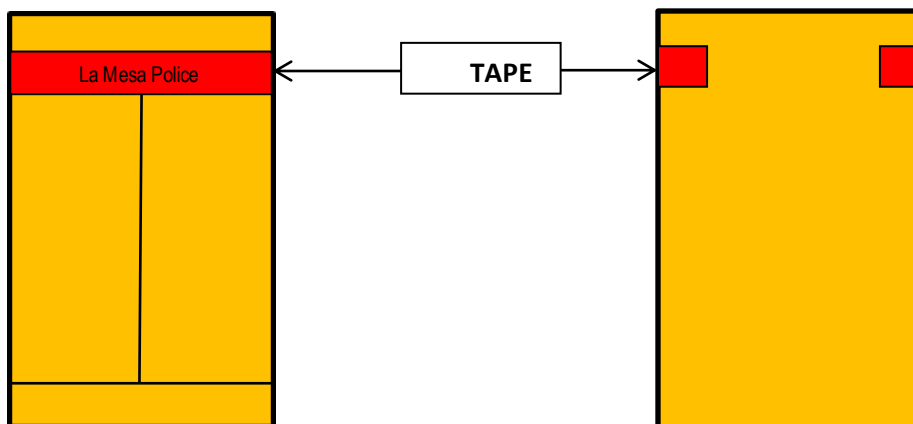


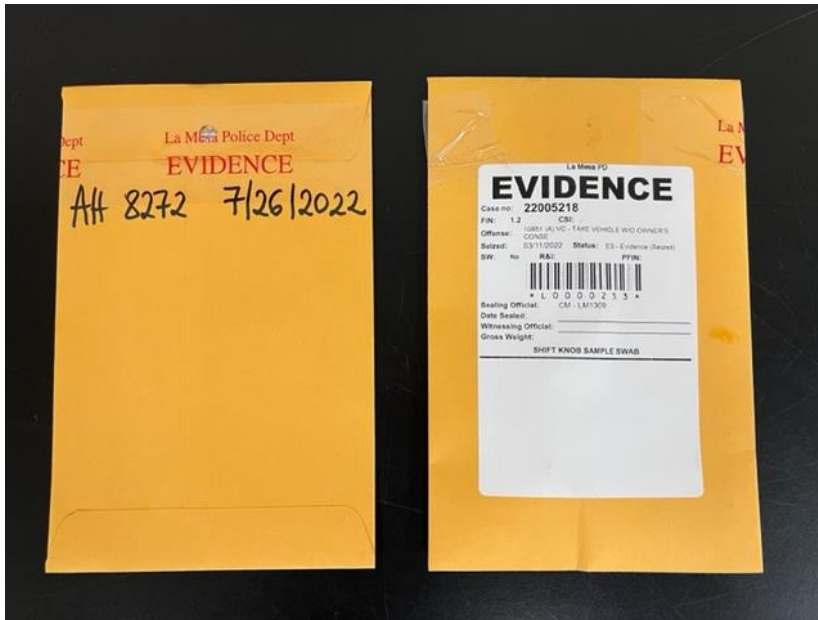
b. Sealing an envelope/paper bag

- Verify that all manufacturers' seals are intact.



- Use the sealing tape authorized by the department
- Fold over the end (or close the flap) and seal the entire length with a piece of evidence tape that is longer than the width of the opening (approx. 1" should overlap in each side)

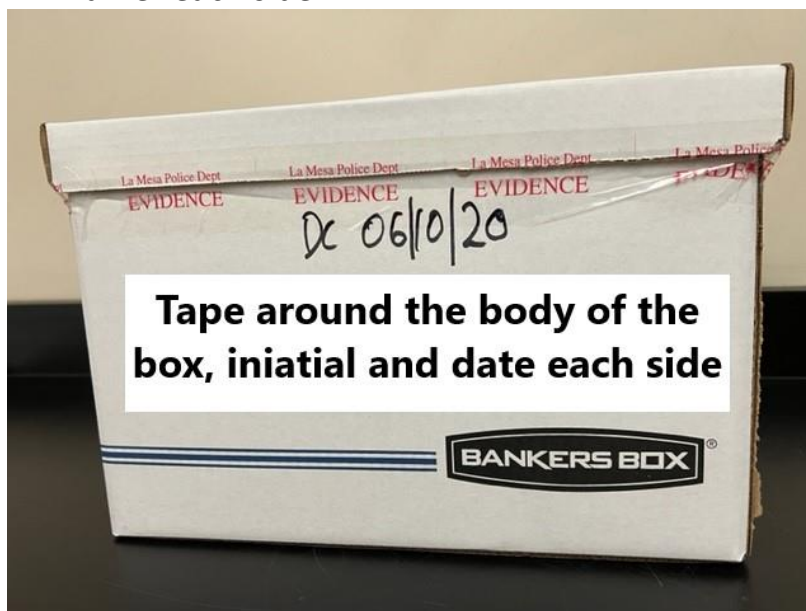




- Always seal the flap side, initial and date the bottom side of the tape, half on the tape and half on the item, with a permanent marker.

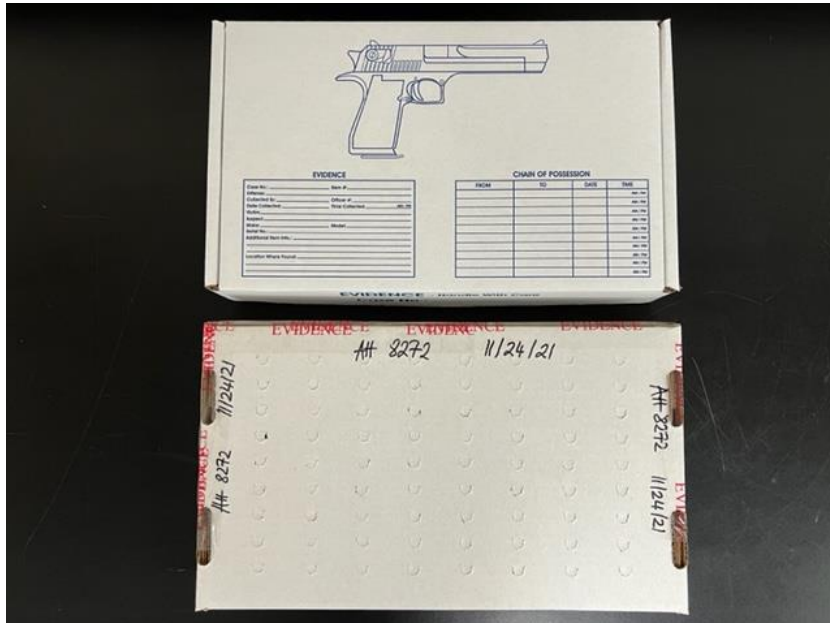
c. Sealing a Banker Box

- Select the appropriate size and type of box.
- Tape must be placed around the body of the box ensuring the lid stays attached to the box.
- Initial and date across the seal and onto the box with a permanent marker each side.



d. Sealing a firearm/knife box

- Seal the flap with evidence tape.
- Tape must be longer than the width of the box, covering both corners of the box and more than half of the lateral sides.
- Initial and date across the seal and onto the box with a permanent marker all 3 sides.



e. Sealing a poly tube bag

- Cut the poly tube bag to the desired size.
- Heat Seal about an inch from the openings.
- Check for proper seal of the poly tube bag.
- Initial and date **both sides** with a permanent marker.



Opening and resealing evidentiary items

To maintain to chain of custody, please observe the following guidelines.

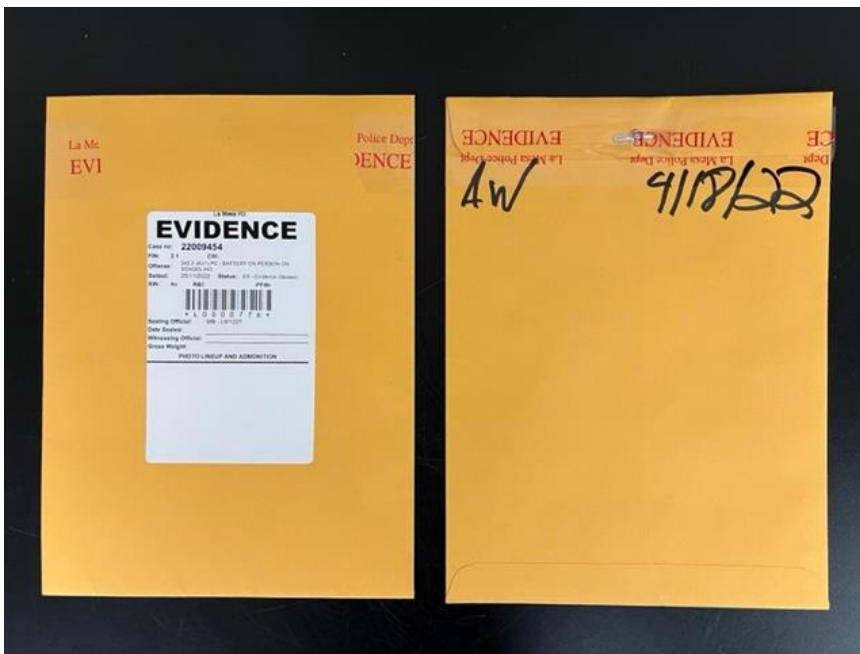
1. Make every effort not to modify the packaging.
 - If you must remove part of the KAPAK® or envelope, place the cut off piece inside the packaging.
2. Do not completely remove the previous seal with initials, be sure to initial and date the new seal.
3. With the exception of boxes, never open an evidence package at an existing seal.
4. Always open the item (Kapak®, manila envelope, paper bag) at the opposite side of the initial seal, second time on one of the sides, third time on the last available side.
5. If the original packaging has been opened numerous times and cannot be properly resealed, the item should be repackaged:
 - Place the original packaging (with all the resulting cut offs) inside the new packaging, along with the evidence.
 - Make sure to put the original barcode ID label on the new packaging.
6. To ensure security, every seal must include sealer's initial and date. When using Evidence tape, initial and date across the tape and onto the package.
7. When resealing a box, initial and date the new seal with a permanent marker, half on the tape and half on the box, avoiding the previous initials and date.

Evidence Labels

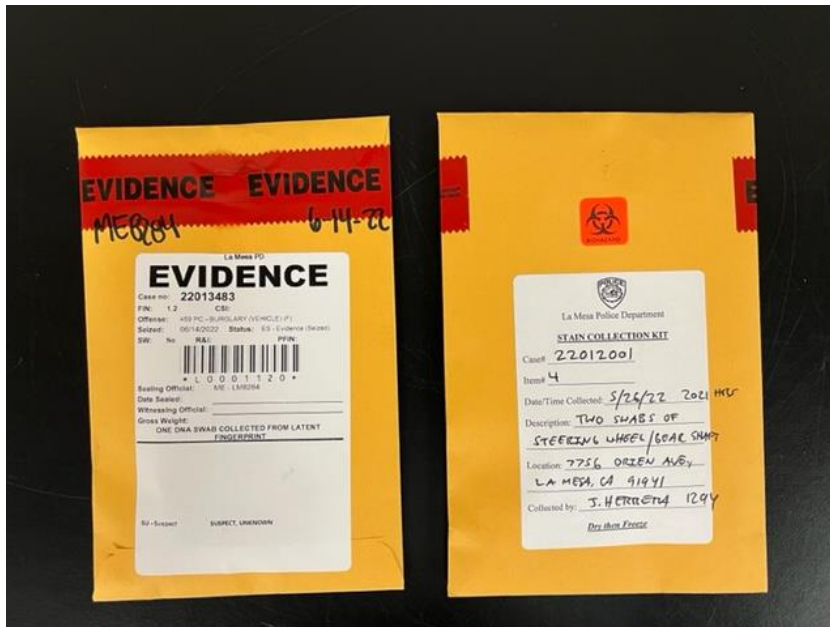
Use one barcode (label) per bagged item. If multiple items of the same type (with the exception of serialized items) are packaged together, make sure you specify the quantity in the description. Ex: 45 unknown blue pills.

The evidence label will be placed:

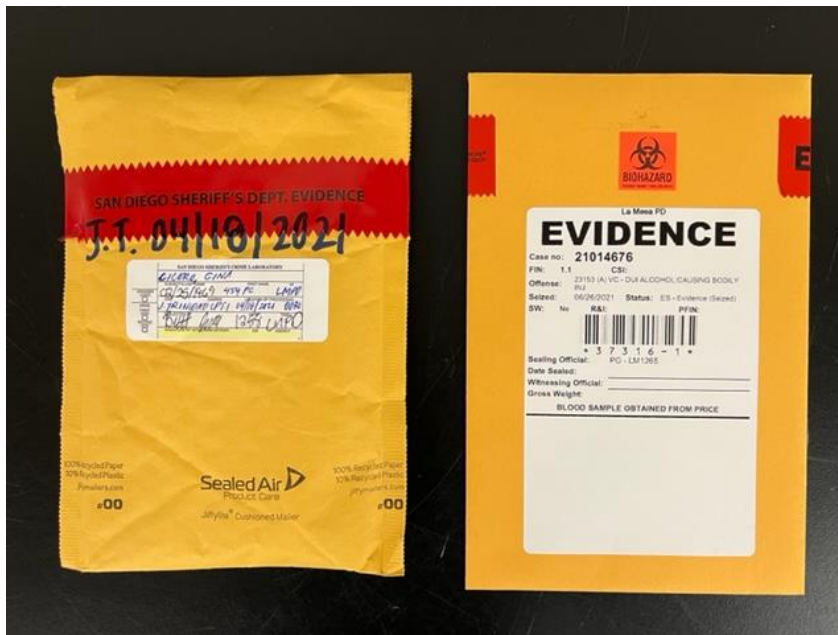
- Manila Envelopes – centered, without covering the sealing tape or the officer's initials and date.



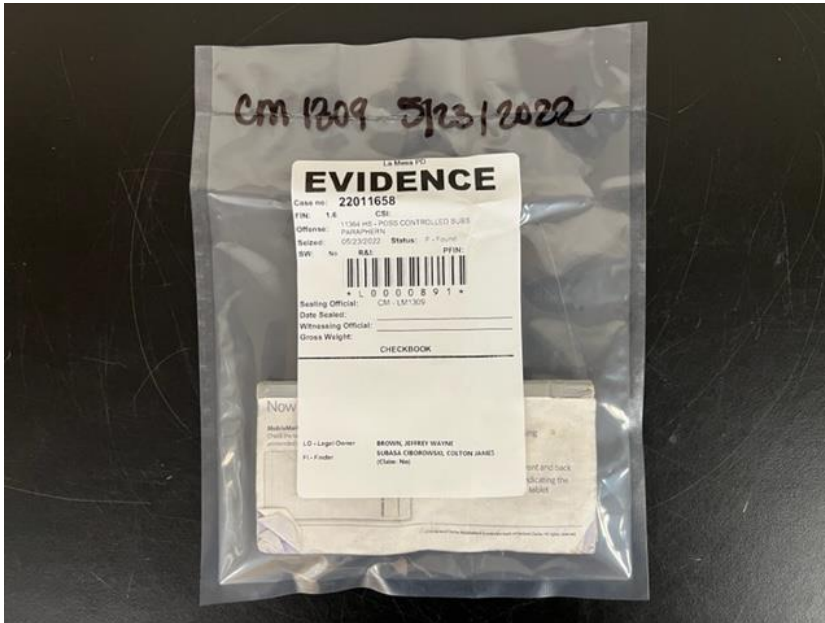
- DNA envelopes - the label will be placed centered, opposite side from the suspect's information label.



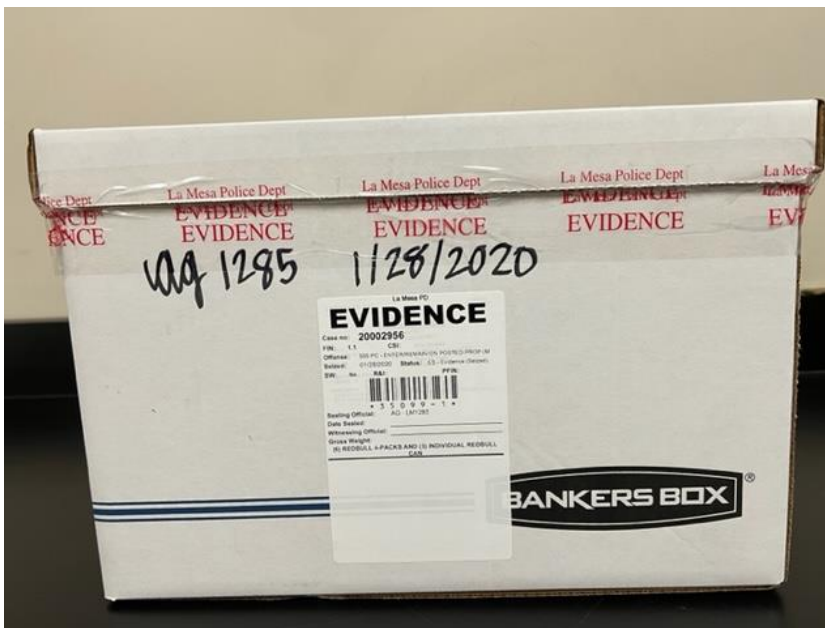
- Envelopes containing blood vials – label will be centered and placed on either side of the envelope without covering neither the officer's initials nor the label containing suspect's information. Affix a Biohazard label

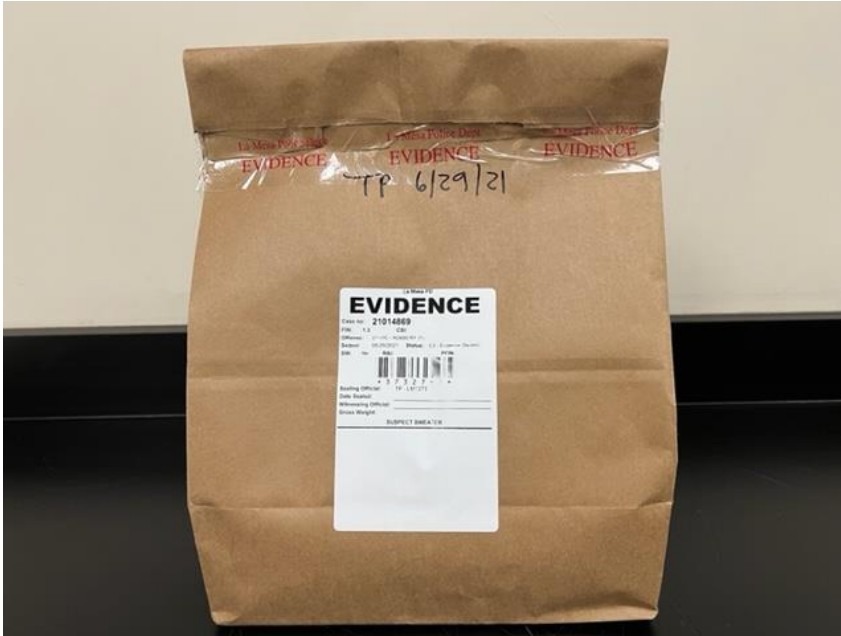


- Kapak® – Always centered to the size of the Kapak® bag, without covering the seal



- Boxes, bags and other items that have been packaged - the label will be placed in a visible spot, without covering the sealing tape





- Bulky items that can't be packaged place label on the wire tag



Temporary Storage/Lockers

After an item is packaged and booked into the NetRMS Property & Evidence System, it is necessary to secure the item in a designated locked location in order to ensure the chain of custody is kept. A few reminders when placing evidence and property in a temporary storage location:

- All evidence shall be secured in a temporary locker **by the end of the shift**
- Evidence shall never be stored in employee's personal locker, office, desk, file cabinet
- Any evidence placed in temporary intake lockers shall always be secured.

Submitted evidence shall always be stored in one of the following approved locations:

1. Temporary Lockers

- Located in the Evidence Processing Room, Room 155



- Always secure evidence in an appropriately sized locker.

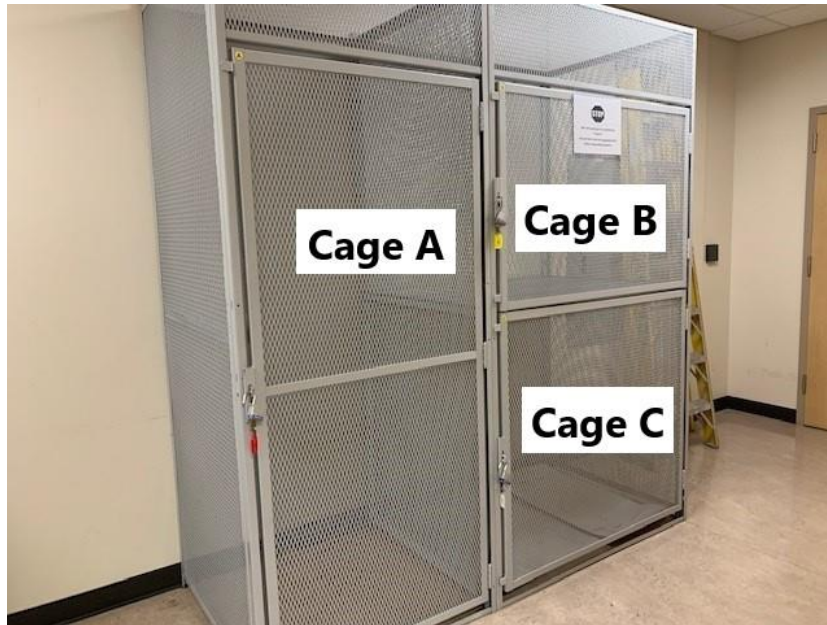
- Use the drop slot whenever practical.



- When placing evidence into any locker, ensure that dangerous items that could cause harm to the Property and Evidence Personnel are placed in the locker in a manner that it won't fall out when the rear locker door is opened.

2. Temporary Cages

- Located in the Vestibule 158. Entry to Vestibule 158 requires proxy card verification from the north side patio inside the main building.
- There are 3 cages assigned for bulky items: Cage A, B, and C.



- If neither of the temporary cages is available, or the item(s) are too large, store them next to the cages and notify the Watch Commander and the property personnel (via e-mail if after hours).
- Ensure that the door is properly secured after placing the item(s) and place the key in the drop slot, property tray, or inside the cage containing the item(s).

3. Refrigeration

- Located in the Evidence Processing Room, Room 155.



- Items requiring refrigeration may be secured in the refrigerator:
blood vials, urine bottles, etc.



- After placing the item in one of the 12 evidence compartments, remove the key from that compartment and drop it in the opening labeled “Key Drop”.



4. Red Flammables Locker

- Used as a temporary storage of any type of accelerant until it can be disposed of.
- Located at the north west corner of the station's main building, it's a red cabinet marked "Flammables only".
- The key is located in the Line Up room.



5. Fireworks Locker

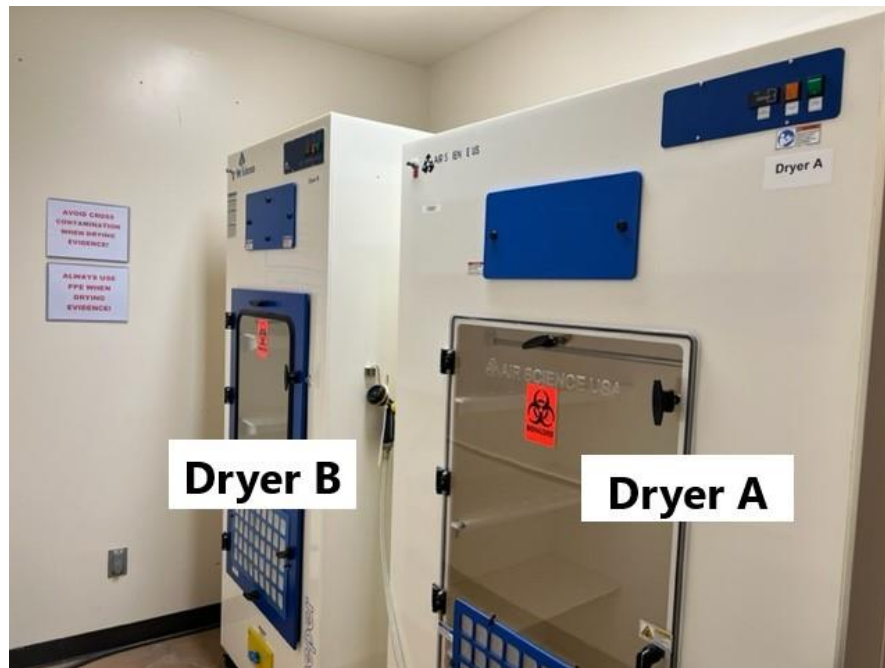
- Fireworks must be placed into the yellow cabinet marked “Fireworks only” located at the north west corner of the station’s main building.
- Never place explosives (or suspected explosives) in an evidence locker or other area inside the station.
- The key is located in the Line Up room.



6. Evidence Drying Room – Room 160

- Entry to the drying room is through the Vestibule 158. Entry to Vestibule 158 requires proxy card verification from the north side patio inside the main building.
- Access to the drying room requires proxy card verification.
- Following the department's rules use any of the 2 available units: Dryer A or Dryer B, to dry evidence.
- The keys are located to the Line Up room.
- It is the officer's responsibility to clean the unit after each use to prevent cross-contamination, and to sign the log for completion.
- Step by step instructions for how to use a Drying Cabinet can be found at:

<E:\Training Bulletins\2022\2022-07 Forensic Evidence Drying Cabinet>



Evidence and Property Forms

Safekeeping Property Receipt

This form is to be used for prisoner property not accepted by the detention facility. The original (white copy) will be scanned into NetRMS and attached to property, the pink copy will be attached to the report, and the yellow copy goes with the prisoner to jail or the owner as his/her receipt.

In accordance with [CIV 2080.10](#), when a public agency takes possession of personal property for safekeeping, the agency must provide the owner with a receipt and instructions for the retrieval of the property. Have the owner sign the receipt. The owner's signature on the property receipt:

- Serves as a proof that instructions were given by the officer and the 60 days hold period of the property acknowledged by the owner.
- Gives property personnel the authorization to dispose, according to the law, of the unclaimed property after 60 days hold period.
- Prevents from having to store items longer than necessary, and provides the needed storage for upcoming items.
- Saves time from having to take additional steps in trying to locate the owner.

Evidence Correction Request

This form is used when property or evidence has been improperly packaged or identified. The booking officer (and his sergeant) will be notified of the need for correction.

Receipt and Notice of Rights for Confiscated Firearms Form

All individuals who have their firearms confiscated must be given a copy of this form. The form contains instructions on how the owner can initiate the process to ascertain if they can have their firearm returned to them.

Property Release and Receipt

Used to release items held as evidence (one case number at the time, one form needed per person).

- Open the case number, and select “Evidence Transactions” tab on the left.
- Select the item(s) you want to be released
- Perform a “Property Release and Receipt” transaction.
- Fill in all the required fields: name, address for the person/agent you are releasing to, and a brief note/reason for the release.
- Click “Finish”, and print the transaction.
- Sign the form and submit to property.

Property will be released by the Property Officer to the identified person, by appointment.

Item Check-Out Request

This form is used by officer/detective to check out items for different reasons:

- For Court (please provide a copy of the subpoenas with your request)
- For review or make copies
- To be sent to CATCH Laboratory
- When the officer/detective is releasing the item to the owner/outside agency.

1. To temporary Check-Out an item, the officer/detective will:

- Open the case number, and select “Evidence Transactions” tab on the left
- Select the item(s)
- Perform a “PE Check-Out Request” transaction
- Use the “Notes” field to specify the reason for the Check-Out
- Press “Finish”
- The Property Officer will notify via e-mail when the item(s) are ready for pick-up
- When the requesting officer/detective receives the item(s) will sign and return the Check-Out transaction form to the Property Unit

The officer/detective will let the Property Unit know via e-mail when the item(s) was(were) returned to the Temp Lockers.

2. To Check-Out an item to be released to owner/outside agency by the officer/detective please observe to following steps:

- Open the case number, and select “Evidence Transactions” tab on the left
- Select the item(s)
- Perform a “PE Check-Out Request” transaction
- Use the “Notes” field to specify the reason for the Check-Out and the person/outside agency receiving the item (item is being disposed).
- Press “Finish”

The Property Officer will Check-Out the item to the requesting detective, and will also Dispose the item to the person/agency specified in the request.

The requesting officer/detective will receive the requested item(s) and 2 forms to be returned to property:

- the Check-Out Receipt to officer/detective signed by the receiving officer/detective
- the Disposal Receipt signed by the releasing officer/detective and by the final recipient.

In the event the item is returning to the agency after being disposed, it will be reinstated by the Property Officer.

Case Review/Property Release Form

- It is used to release items being held as evidence at owner’s request. List name of owner, agent or institution, the specific items to be released, and include your name, ID and date. The releasing officer/detective will also perform a “Property Release and Receipt”, and the property will be released by the property officer.
Evidence seized pursuant to a search warrant must also have a court order to release the item, unless the wording within the search warrant allows release of the evidence when it no longer holds evidentiary value.
- It is used when the property officer is trying to obtain an authorization to dispose an adjudicated/rejected case. The case officer/detective will identify any property that must be returned to the rightful owner.

Laboratory Service Request Form

The REVISED LAB FORM is an Excel document and contains 4 documents: ES1, ES2, ES3 and Affiliates (you can switch from a document to another from the TAB located at the bottom of the document).

When filling out a Lab Form always start with ES1 – contains the main information about the case. On ES1 form you can list information for up to 2 people involved and you can submit 2 items.

ES2 and ES3 are used to list additional items.

Affiliates form is used to list additional people. You can use the form as many times as needed.

All items submitted to the SDSO crime lab require a LAB FORM, to provide the necessary information related to your case. The following fields are required:

- Agency name, address and zip code
- Assigned Detective (the officer/CSO completing the request if no detective has been yet assigned): full first name, full last name and ID number are mandatory.
- Contact number (can be main number, desk or cell number)
- O/A Case No (the LMPD case number)
- Don't fill out "Submitted by" field (this field will be completed by the person transporting the item to the lab)
- Offense Type
- Date of Incident
- Incident Location
- Case Relationship (position the cursor inside the box under case relationship and select from the drop down: Sus, Vic, etc.)
- First Name
- Last Name
- Address, CSZ
- DOB, SEX, RACE
- If the suspect is unknown, write UNKNOWN in the "First Name" field ONLY, no additional information is required
- Add more than 2 people involved in the case using the Affiliates form.
- OAN is LMPD Barcode-ID
- Description – should match the submitted item description

- Lab Test (position the cursor inside the box on the right to Lab Test) and select the appropriate service code from the drop down
- Property Relationship (suspect/victim/witness name to whom this specific item is associated)
- Date Seized
- Qty – you can only list whole numbers:
 - 2 if there are 2 vials of blood
 - round up: 7 is there are 6 ½ pills
 - 1 if you have one baggie containing heroin
 - 2 if there are 2 DNA swabs, etc.
- Value – leave blank
- Serial/Make/Model/Caliber for firearms only
- Firearm Report Type for firearms only
- Remember SDSO doesn't know your case. Use NOTES to give them extra information you think they should know. You can add extra Lab Tests if you'd like more than 2 to be performed.

The lab service codes are as follows:

Lab Code	Lab Service	Lab Code	Lab Service
11	Narcotics	52	Weapon Operability
12	Arson	53	Cartridge Case Examination
13	Explosives	54	Weapon Identification
15	Paint	55	IBIS (Database Search)
17	Misc. Trace Examinations	56	Bullet Examination
18	Fibers	59	Serial Number Restoration
21	Serology	61	Latent Print Development
22	DNA	62	Cal-ID (AFIS Search)
23	Sexual Assault	63	Latent Print Comparison
31	Hairs	65	Verifications
32	Impression Evidence	71	Alcohol
36	Audio-Visual	75	Toxicology Send Out

38	Photography	76	Pruno/Unknown Liquid for Alcohol
50	GSR Kit Screen/Send Out	91	Document Examination
51	GAR Patter/Distance Determination		

DNA Supplemental Information Worksheet

This form will be used as an addition to the LAB FORM when a 22-DNA lab test is requested by the officer/detective. All the fields on this worksheet are mandatory so the Crime Lab could best understand the case.

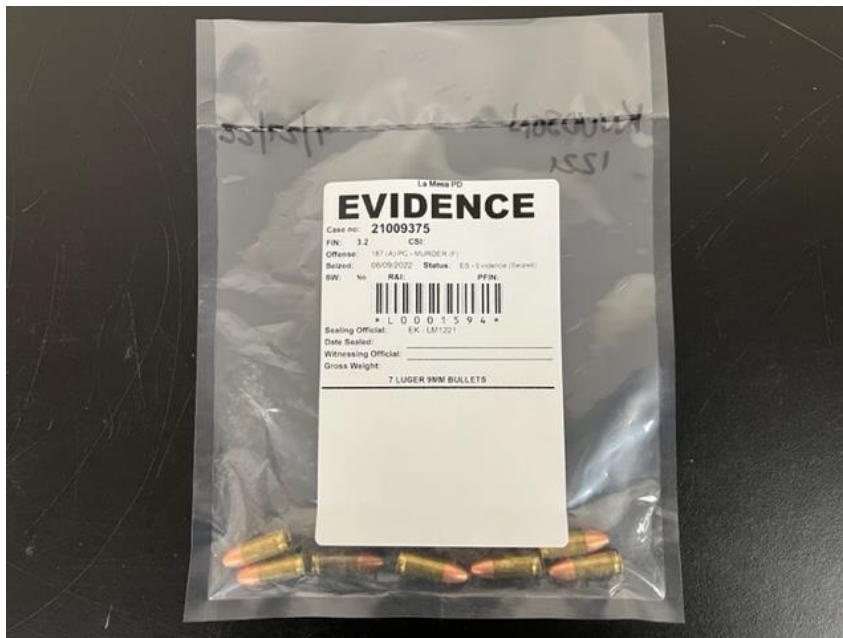
Exhibits

Ammunition

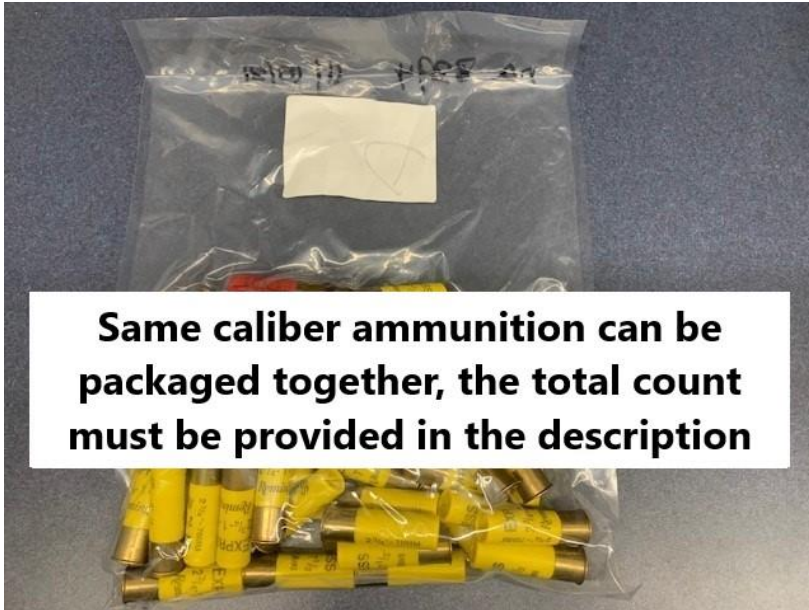
Warning: Live rounds may explode if dropped

Ammunition – Evidence

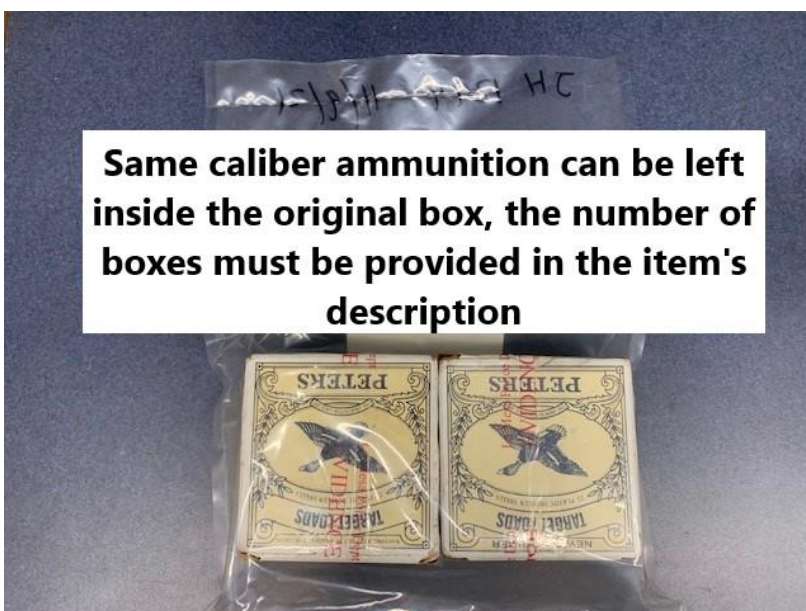
- Ammunition not being held for forensic examination; shall be packaged in a Kapak® bag.
- **A total amount of rounds must be provided in the item's description.**



- If rounds are held for forensic testing, place live rounds in small individual coin envelopes and inside a new padded envelope, manila envelope, or a paper bag.



- Ammunition from different firearms needs to be packaged separately if possible and documented by caliber. Different calibers shall always be packaged separately and documented by caliber.
- Each caliber should have its own item number and barcode for data entry purposes.
- If ammunition is in the factory box, it can be placed in a Kapak®/paper bag, seal, initial and date, and affix a barcode label.
- Multiple boxes of ammunition of the same caliber can be packaged in the bag; the number of boxes must be noted in the item's description.



Ammunition – Expended

- Expended cartridges believed to be from the same source, and at the same location, shall be individually identified and packaged in individual paper coin envelopes, but may be placed into one Kapak® bag with one barcode.
- Expended ammunition for forensic purposes shall be individually packaged in a coin envelope and booked as a separate item.

Ammunition – Safekeeping, Found Property, Property for Destruction

- In small quantities, ammunition must be submitted in a Kapak® bag.
- For a large quantity, paper bags, banker boxes could be used. Ammunition will be left in the factory box, if there is one, before being placed in the chosen packaging container.
- Ammunition in ammo boxes can be booked with no packaging. Use a wire tag to attach the barcode label.



Auto Parts

If it fits, package in appropriate size paper bag and affix the barcode label to the outside of the bag.

If item is too big for a bag, affix the barcode label with a wire tag.



Bicycles

Bikes – Evidence

- Bicycles not being held for forensic examination can be submitted with a barcode label affixed to the handlebars with a wire tag.

Bikes – Evidence held for forensic examination

- Bicycles being held for forensic examination shall have the seat, handlebar, and grips protected by paper bags.

Bikes – Found Property and Property for Safekeeping

- Attach the barcode label to the handlebars with a wire tag. Generally, no bagging of handlebars or seat is necessary.

Special Handling: Before impounding a Found Property Bicycle, have Dispatch check if it was reported stolen.

Note the serial number, make, and model description for the report. Some bikes may have a State of California license sticker on the bottom bracket that may help identify the owner.

Bicycles will be stored next to Temporary Cages after impound.

Biohazard Materials

Biohazard materials include blood, semen and all other body fluids in whole, wet, and dried forms. All biohazard evidence will be handled and packaged with extreme caution utilizing gloves, eye protection and masks to avoid cross contamination.

All biohazard materials must be identified with a biohazard label.

Wet Stain

Wet stains of blood, semen or other body fluids present on bedding, clothing or other materials must be dried prior to submitting into evidence.

1. At the scene, protect stain by wrapping it in butcher paper, placing it into paper bag(s) and taping it shut. All items must be packaged separately
2. At the station hang material in a protected, well-ventilated, and secured area.
3. To repackage dry materials:
 - Rewrap the item in butcher paper
 - Place each item into separate paper bag(s), and include the original packaging for any trace evidence.
 - Seal the paper bag(s) with evidence tape, initial and date.
4. Be as descriptive as you can, include the source of sample and whether it is from the suspect or victim.
5. Keep suspect and victim evidence separate.
6. Affix a biohazard label.

Dried Stain

Dried stains(s) of blood, semen, or other body fluids present on bedding, clothing, or other materials must be protected by wrapping individually each item in butcher paper, placing into a paper bag(s), and taping shut.

Be descriptive, including the source of sample and whether it is from the suspect or victim. Keep suspect and victim evidence separate.

Note: Monies, narcotics, jewelry and other items of high value found in clothing must be separated and processed according to applicable guidelines.

Swabs

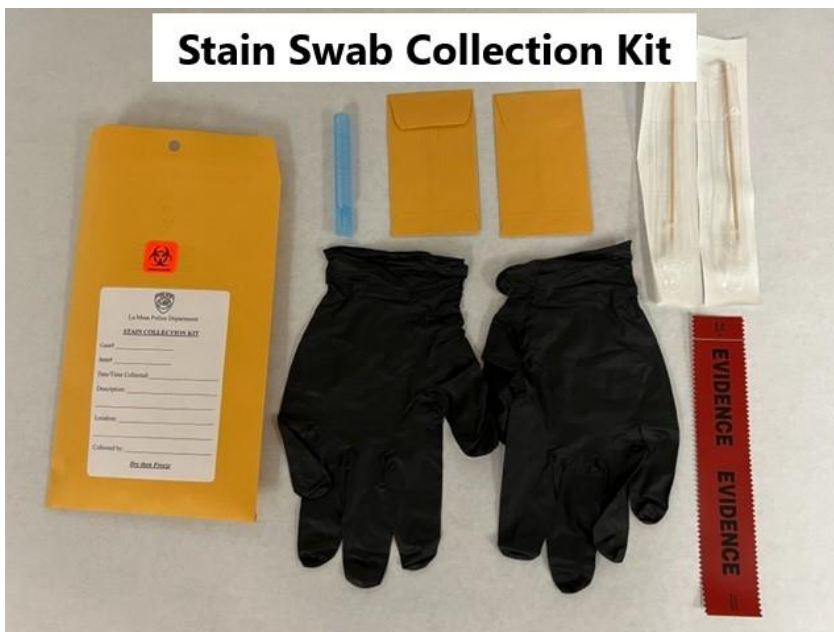
Swabs will only be collected the approved pre-made DNA kits.

Swabs can be divided into two categories: DNA reference swabs and scene swabs.

- DNA reference swabs (also refer to as buccal or oral swabs) are saliva samples collected from a subject.



- Scene swabs are used to obtain a sample of a substance or stain from a crime scene.



Blood Vials

Blood samples are collected and packaged by the phlebotomist. It is the officer's responsibility to confirm the bubbled envelope is sealed, initial and date by the phlebotomist, and the suspect's information is accurate.

The California Forensic Phlebotomy (CFP) will retain custody of the blood samples they collect, and the evidence will be transported directly to an evidence refrigerator at the Crime Laboratory for Blood Alcohol (BAC) and Toxicology (TOX) testing.

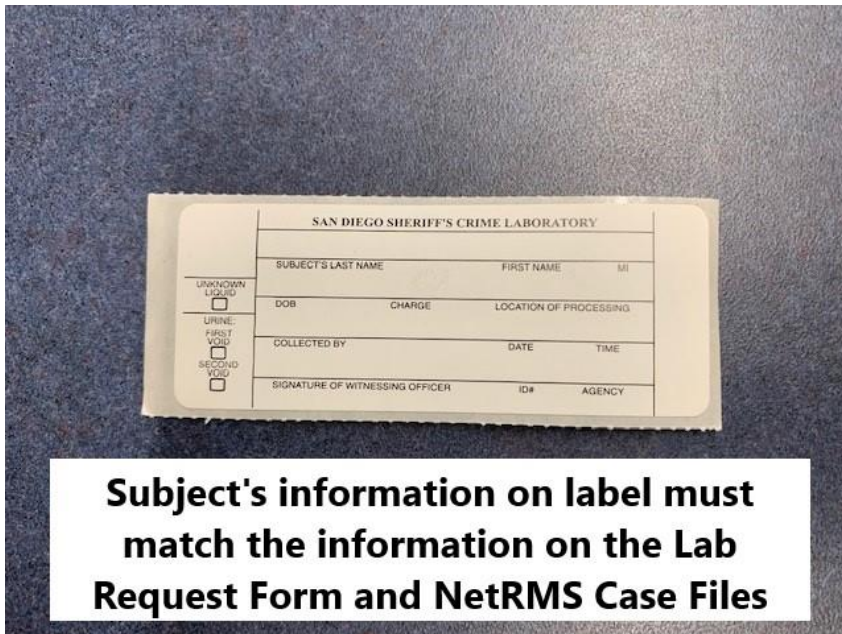
Any modification or additions to the blood evidence will be communicated to the Crime Lab directly at alcoholtox@sdsheriff.gov.

Urine Specimen Bottles

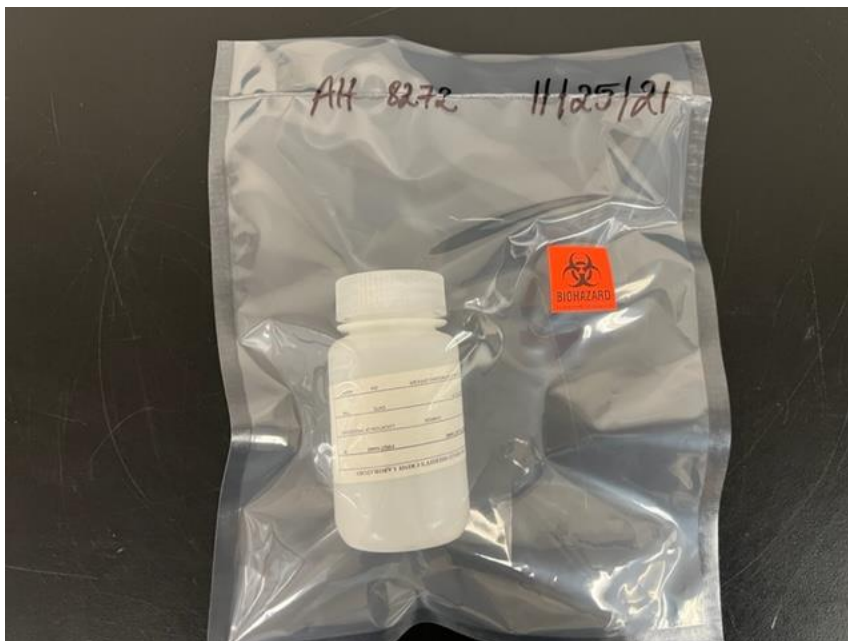
Urine samples are collected in the specially provided Nalgene bottles.



Complete the San Diego Sheriff's Crime Laboratory urine specimen label by printing all required subject's information legibly: first name, last name and DOB. Place this label around the body of the urine bottle and tighten lid firmly.



Place the sample into an 8"x10" Kapak[®] and heat seal closed. Initial and date the seal, place the barcode label centered, on the outside of the Kapak[®] bag. Place item in the refrigerator and submit a Lab Request Form. Affix a biohazard label to the Kapak[®].



CAUTION: The white powder material in the urine specimen bottles is SODIUM FLUORIDE that is used as a preservative. It is considered a contact hazard. Do not leave open containers in the booking room. Clean up any spilled materials immediately. Sodium Fluoride is harmful and possibly fatal if swallowed or inhaled. Causes severe irritation or burns to the skin and eye. If contacted, flush skin or eyes with water for at least 15 minutes and contact physician.

Sexual Assault Evidence

Sexual assault evidence is received in three categories:

1. Physiological Fluids: blood and urine
2. Sexual Assault Kit (SART): hair strands, swabs, smears, saliva, slides.
3. Bedding/Clothing. These items will be wrapped in white paper, placed into a paper bag or boxed and taped shut. All items will be packaged separately. All wet or damp items should be thoroughly dried prior to packaging. Keep suspect and victim evidence separate and properly identified and include a biohazard label. If bedding/clothing is received directly from the victim and has not been separated into individual items, **KEEP BEDDING/CLOTHING TOGETHER**. They should be packaged together and submitted as a single item. Note the circumstances of how the evidence was received in your report.

Starting January 22, 2020, SART Kits are collected at the hospital and are picked up weekly for testing by the Crime Lab personnel.

Catalytic Converters

- If applicable, package item in brown bag and affix the barcode label in a visible spot on the bag.
- If item cannot fit in a brown paper bag, attach the barcode label to the item with a wire tag.
- Item must be placed in the Temporary Cages after impound.

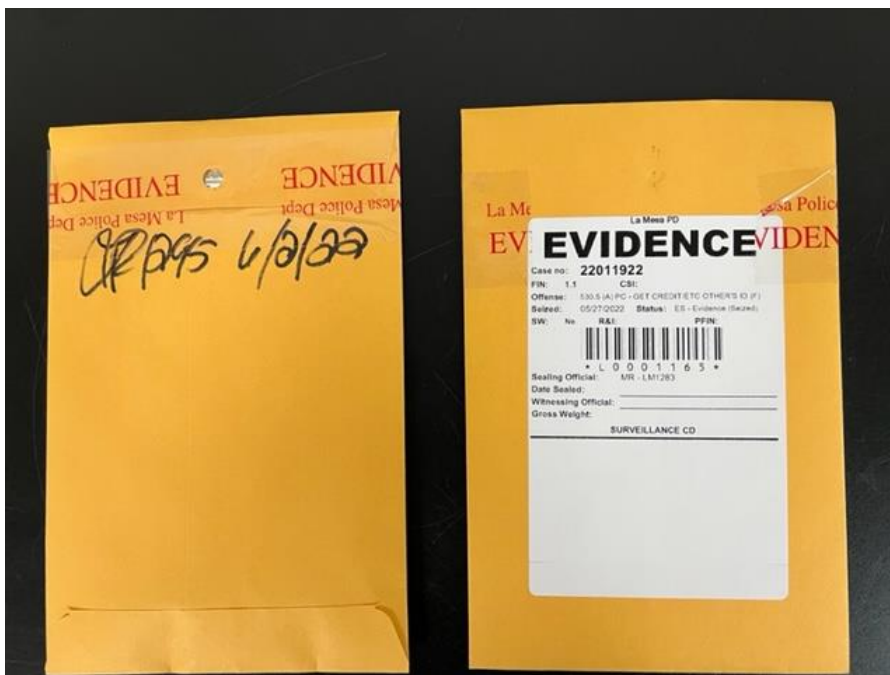


CDs and DVDs

Digital media must be uploaded to Evidence.com

If necessary a copy could be impounded in the property room. The media shall be packaged in the original sleeve, if available, placed in a small manila envelope, sealed, initial and date.

Affix the barcode ID centered to the envelope, and without covering any information.



Clubs, Sticks, Swords, and Knives

Clubs and Sticks

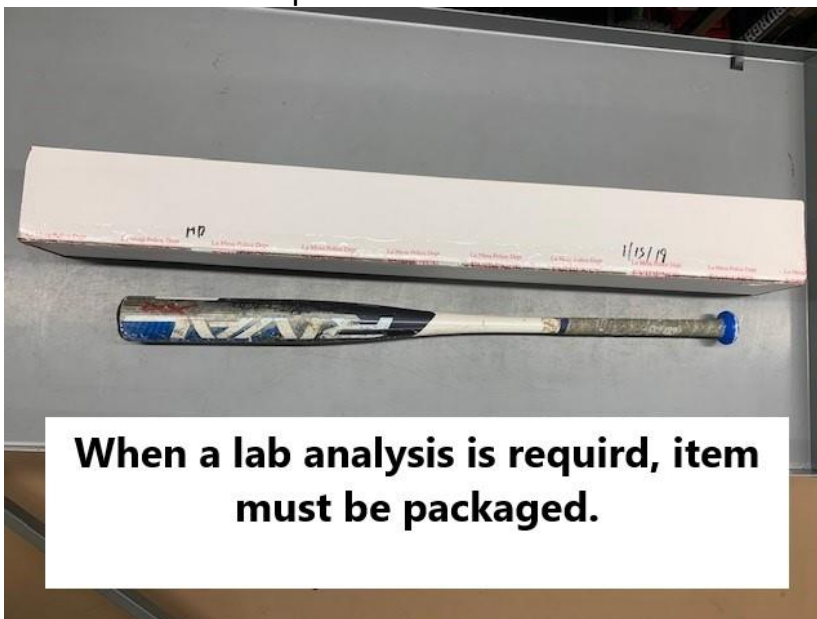
To place into evidence, safekeeping or found storage, place in a bag, poly tube bag or, if appropriate, attach a wire tag.

If poly tube bag was used, remember to seal, initial, and date both sides. Place barcode label on the bag.



If a lab analysis is required, item shall be packaged.

- Place item in a box or paper bag.
- Seal, initial, date and affix the barcode ID.
- Submit a lab request with the item.



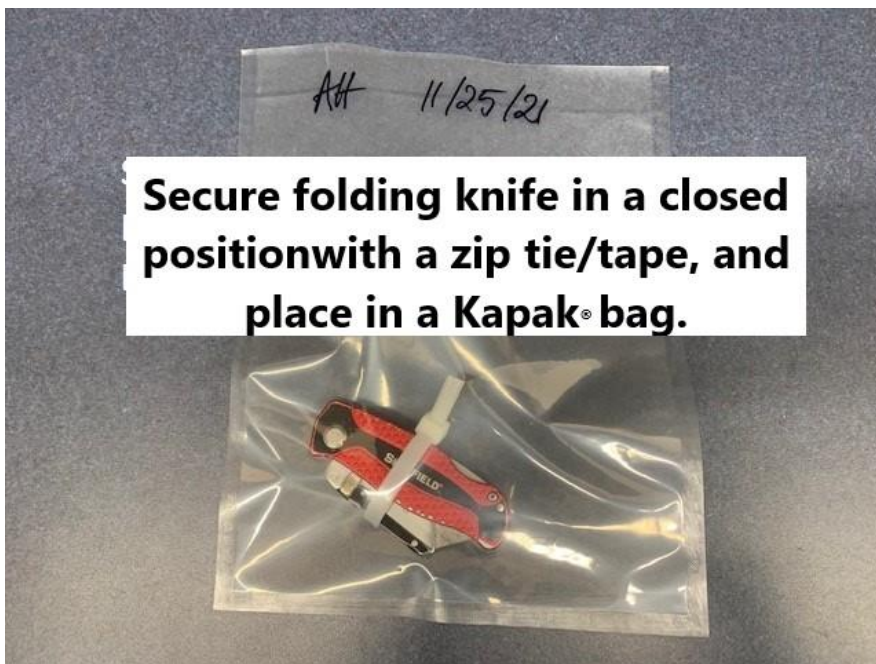
Knives and Swords

Any instrument that contains a blade or a sharp edge that could be used as a weapon needs to be packaged in a way that protects staff when handling the item.

Consider using a knife box and securing the sharp item to the box using zip-ties.

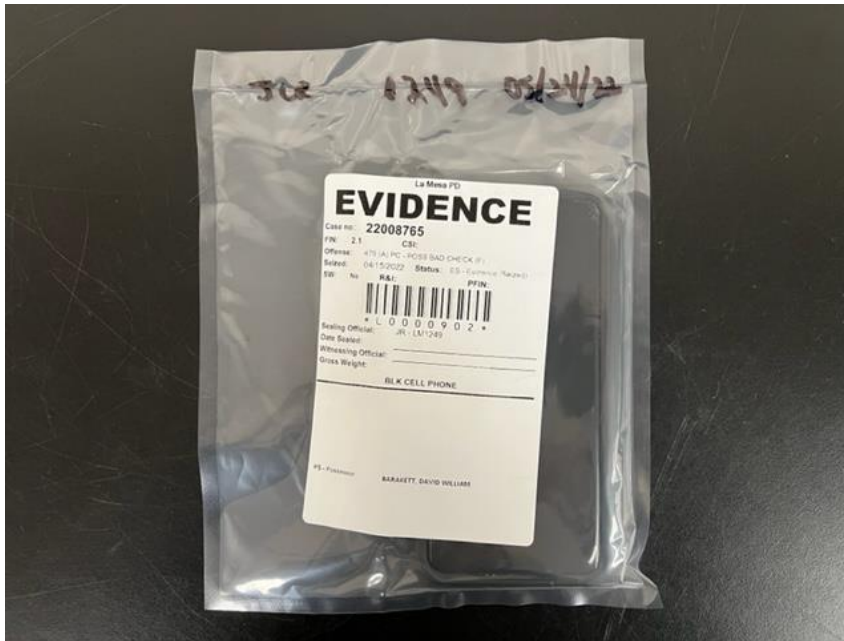
For a sheathed knife secure blade in a sheath, place the knife in the appropriate size Kapak® bag, initial, date, and affix the barcode label centered to the bag.

For a folding knife, secure knife in a closed position with a zip tie/tape. Place knife into a Kapak®, seal, initial and date. The barcode will be placed centered to the Kapak®, without covering any information.



If Lab analysis is required or if the knife blade is exposed, wrap blade with white paper (to protect trace or fingerprint evidence), place item in a knife box, seal initial, date and affix a barcode label to the box. Submit a lab request with the item.

Leave knife blades open if used in a violent crime, but place in a knife box for forensic testing



If forensic analysis is requested, package the item (cell phone, laptop, etc.) in a paper bag, seal, initial, date and affix a barcode label on the bag. Submit a lab request.

Containers, Cases, and Luggage

- Locked containers, cases, and luggage cannot be accepted by the Property and Evidence Room.
- If the item cannot be packaged, consider using a wire tag to affix the barcode



- Contents may need to be individually itemized depending on the type of items found within.
- Locked containers and packages described as containing “unknown contents” shall not be accepted by the Property and Evidence Room
- All containers need to be opened prior to booking and kept unlocked.

Credit Cards

Evidence

- Credit Cards shall be packaged in Kapak® bag.
- If more than one named victim, separate cards by name and place in a Kapak® bag for each victim. Each named victim should have its own barcode item number.
- If only one named victim, place all cards into evidence under one barcode.

Found Property and Property for Safekeeping

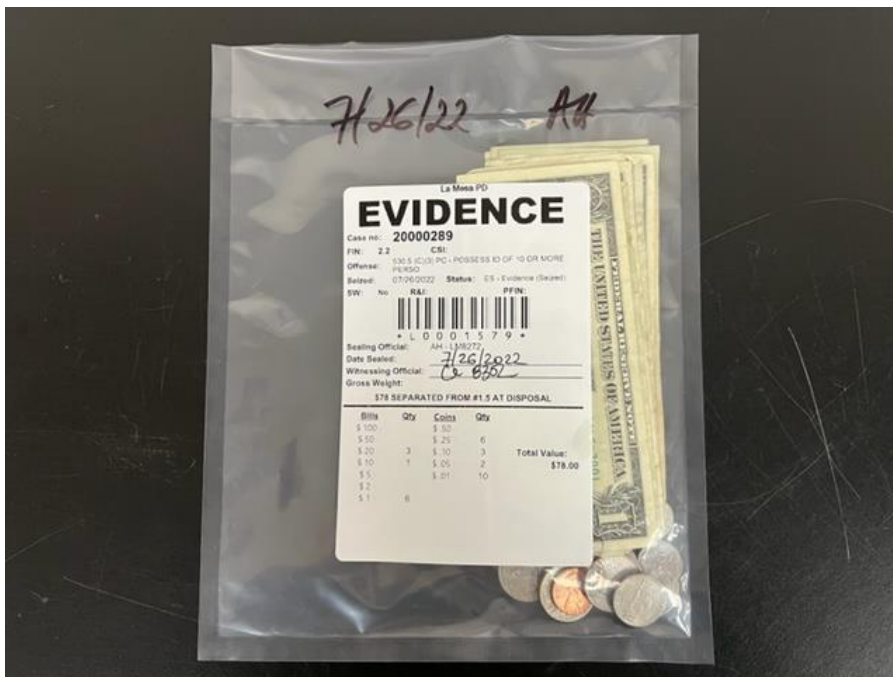
- Credit Cards shall be packaged in Kapak® bag.
- All credit cards, and other ID in the name of one cardholder may be packaged and documented under one barcode.

Currency

All currency (to include counterfeit and foreign monies), other items of high value (negotiable bonds, safe deposit key, jewelry, etc.) will be packaged in Kapak® bags, separately from other evidence.

Domestic Currency

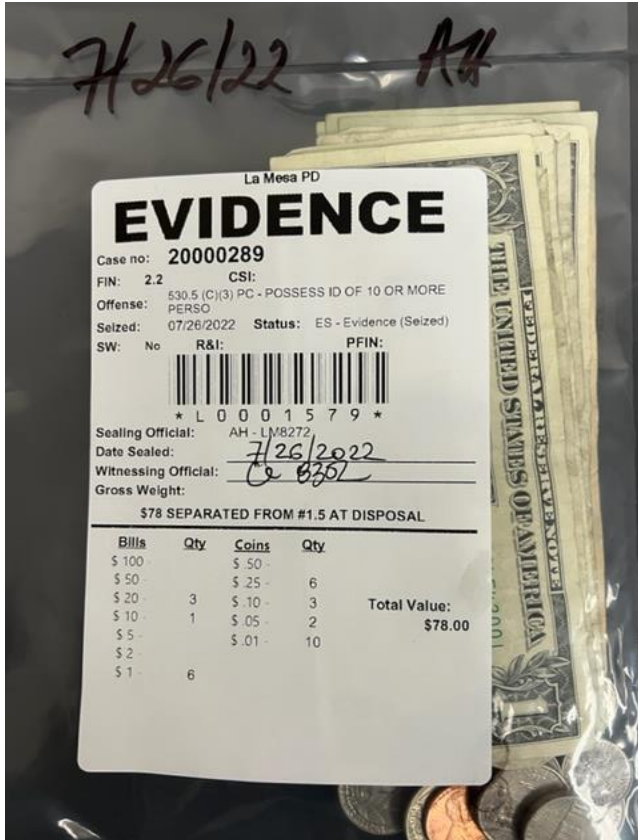
- US currency should be counted separately by two LMPD employees in the presence of each other
- The Kapak® seal must be initial and date by the impounding officer. The Witnessing Officer will sign and date on the label.



**Impounding
Officer will
sign and date
the Kapak seal**

**Witnessing
Officer will
sign and date
on the label**

- Coins and bills will be placed in the same Kapak®
- Currency/Coin shall be broken down by individual denominations and the **total amount recorded and specified in the item's description**



Example: **\$78 US Currency**
belonging to Jane Doe

- Exception – Found Property or Safekeeping items containing \$20 or less. Monies can be stored with the item (purse, wallet, etc.), but a total amount must be entered in the item’s description.
Ex. “Wallet with ID and \$7.35 belonging to Jane Doe”

Foreign Currency

Will be packaged separately as foreign currency and placed in Kapak®.
Currency/Coin shall be broken down by individual denominations and the total amount recorded and specified in the item’s description.
Coins and bills can be placed in the same Kapak®

Counterfeit Currency

Will be packaged separately as counterfeit currency and placed in Kapak®.
If the suspected counterfeit bill is later determined to be genuine US currency, it shall be repackaged as US currency and documented as real money.

Contaminated and Mutilated Currency

Contaminated currency refers to coins or cash which have come in contact with blood or body fluids or is heavily contaminated with narcotics (used as a bindle). Mutilated currency is cash or coins which are damaged to the point where it is difficult to determine the value of the currency, or where only part of the note is present.

Because contaminated and mutilated currency cannot be directly deposited into a bank, they must be packaged separately from US currency.

Documents

Documentary evidence is of two classes:

- Documents that are *questioned* as to their age, source, content or authenticity
- Documents that are used in comparative examinations, i.e., *specimens* such as handwriting or machine-printed (e.g. laser printer, fax, type written, etc.) exemplars.

Miscellaneous Documents

As with any item of evidence, questioned documents must be preserved in the condition in which they were obtained. To that end, particular attention must be given to the following:

1. Initial the documents in a corner on the reverse side except those documents that are submitted for latent fingerprint processing or indented impression analysis.
2. Place the documents to be processed for prints in a check protector(s).
3. Preservation of documents:
 - ✓ Do not handle the documents to be processed for latent fingerprints with bare hands.
 - ✓ Do not handle the documents excessively.
 - ✓ Do not introduce any additional folds or creases.
 - ✓ Do not staple, puncture, tear or deface in any manner.

NOTE: Envelopes should be marked before placing contents inside to avoid introducing impressions on the documents.

4. Place questioned documents in individual appropriately sized envelopes. Each group or set of specimen documents should be placed in a single envelope.

Burned and Charred Documents

The fragile nature of burned and charred documents requires special care and judgment as to their collection, packaging and handling.

- Extremely fragile (crumbling) documents should be lifted by first sliding a stiff sheet of paper beneath the document. The document is then slid onto an appropriate size piece of cardboard.
- Protect document(s) from wind, drafts or other air circulation, which might cause damage. After lining the bottom of a large box with cotton, carefully place document inside.
- In red ink, mark the outside of the box, "FRAGILE EVIDENCE"
- Seal, initial, date and affix a barcode ID label.



Flash Paper

Flash paper is a paper that has been chemically treated with a mixture of concentrated sulfuric and nitric acids. Flash paper will ignite with a bright yellow flame leaving little or no ash and has been known to ignite spontaneously. Flash paper is legitimately manufactured in the United States on a very small scale for novelty use in tricks performed by magicians. Flash paper can also be made by anyone with the appropriate knowledge and such “homemade” flash paper can be extremely unstable. The “homemade” flash paper appears yellowish in color, brittle and has a pungent odor.

- Place flash paper in a fireproof, vented clean paint container(s)
- In red ink, mark the outside of the container, “FLASH PAPER – FLAMMABLE”, and place container in an arson bag.
- Seal, initial, date and affix a barcode ID label to the arson bag.

Firearms

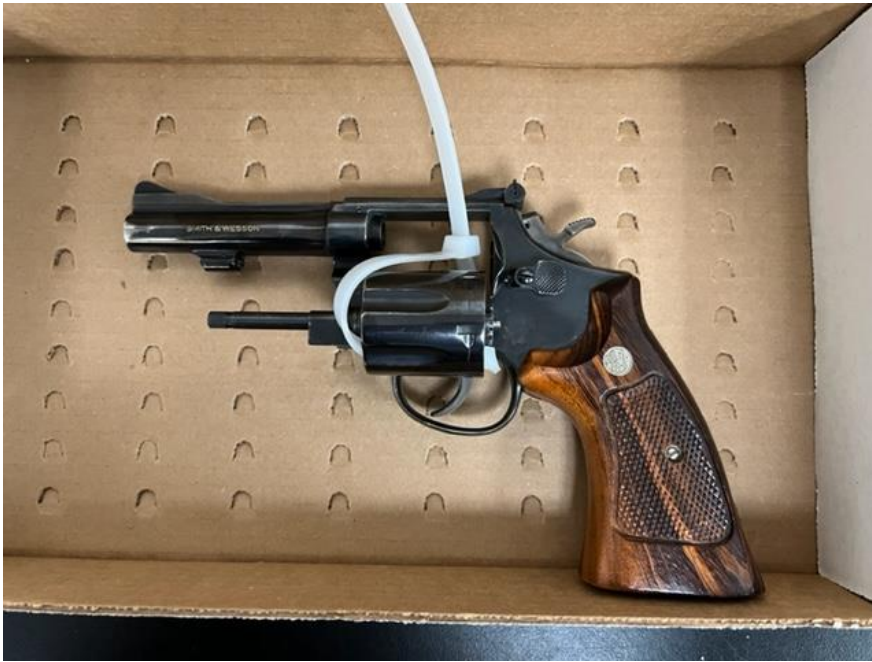
Firearms

- Includes all handguns, rifles, shotguns, and manufactured by an unlicensed person, used in the commission of a crime or received as property.
- Handguns are firearms that have a barrel length of less than 12”.
- A firearm with a barrel length over 12” is defined as a long gun, rifle, or shotgun.

Firearms must be rendered safe prior to placing into evidence locker.

- ✓ All firearms shall be unloaded, even if forensic testing is required.
- ✓ Remove the magazine from the pistol magazine well.
- ✓ Live rounds shall be left in the magazine only if forensic testing is required (impound magazine as a separate item), otherwise package live rounds separately. The empty magazine can be impounded together as one item with the firearm, but noted in the item’s description.
- ✓ Never place a zip tie through the barrel.
- ✓ Do not remove any parts on firearms, to include assault weapons.
- ✓ If you are unable to unload a weapon, contact the Armory Unit.
- ✓ Secure all cylinders, bolts, and slides in an “open” position with a zip tie.
- ✓ Securing a firearm to the box is not mandatory, and if considered, must be done after the firearm is rendered safe.





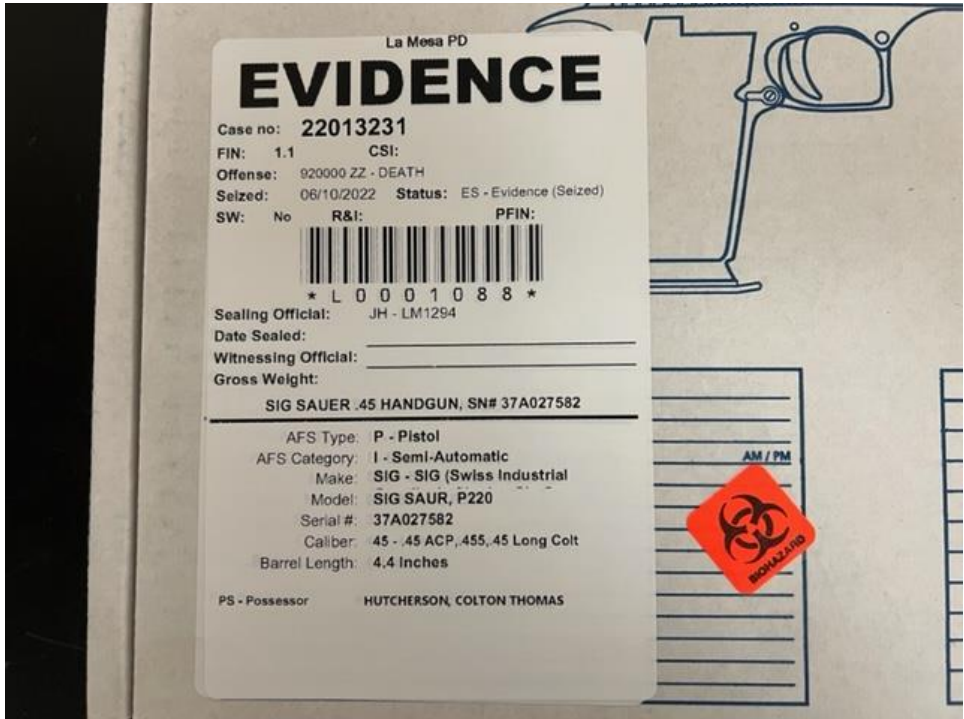
Once the firearm is properly secured, place it in an appropriate size gun box.



Securing a firearm to the packaging box ONLY, is not enough to render the firearm SAFE.

When booking the firearm into evidence, please fill in all the required fields in the system: firearm type, make, model, caliber, gauge, barrel length, serial number.

Include the make, firearm type, and the serial number in the item's description field.



Seal, initial and date the firearm box, conform to the box sealing procedure.

Magazines

An empty magazine can be packaged in the same box with the firearm. If left in the box, the magazine must be noted in the item's description.

Never package a gun with the magazine still inside the magazine well.

If the magazine is loaded:

- You can leave the magazine loaded but impound in a Kapak® as a separate item
- You can remove the bullets from the magazine. The empty magazine now can be placed in the firearm box, and the bullets will be packaged in a Kapak® bag as a separate item.

NOTE: Loaded magazines for fingerprint analysis must be submitted and packaged separately from firearm.

Hazardous Materials and Chemicals

Includes suspected controlled substances and other suspected hazardous solids and liquids, such as abrasives, acid, and alkalis.

Note: Upon encountering an incident where hazardous materials may be present, the appropriate Department P&P should be followed so the proper HazMat authorities are notified. Only properly trained and equipped personnel should directly handle the material collection and only from these authorities should an officer obtain samples for evidence submission.

- If samples are to be taken for lab analysis, HazMat personnel should collect no more than 40ml of the liquid.
- Samples will be placed in screw cap glass vials with a Teflon cap for a stopper.
- The glass vials should be placed in a plastic Nalgene® type urine container to prevent breakage.
- The Nalgene® container should be placed in a Kapak®.
- Seal, initial, date and affix a barcode ID label.
- The remainder of the sample should be handled by the HazMat unit and be disposed of in accordance with local, State, and Federal regulations relating to hazardous materials. No more than 40ml. per item should be submitted as evidence.



ABRASIVES include sand, emery, and carborundum.

- Place up to 40ml, into a sealable glass vial.
- Place vial in a plastic Nalgene® type urine container to prevent breakage.
- Seal Nalgene® container in a Kapak® bag, initial and date.
- Affix a barcode ID label containing type of material and all other possible identification

ACIDS include hydrochloric, sulfuric, nitric, acetic and other corrosive chemicals. The name of an acid always ends in "-ic."

Some acids can behave as an explosive, such as picric acid; CALL BOMB/ARSON IMMEDIATELY - DO NOT TOUCH!

- All acids except hydrofluoric acid, HF, must be place up to 40ml into a glass vial with a Teflon cap. Place vial in a Nalgene® type urine container to prevent breakage.
- To collect hydrofluoric (HF) acid, use a plastic vial with a Teflon cap and use extreme caution; HF is highly corrosive and dissolves glass.
- Seal Nalgene® container in a Kapak® bag
- Affix a barcode ID label containing type of material and all other possible identification
- Write "ACID – CORROSIVE" in red ink.

ALKALIS include caustics, lye, potash, ammonia, soda, "oven-off," sodium hydroxide, or other basic chemicals (pH>7). All alkalis must be packaged as follows:

- Place as much as you have, up to 40ml, into a sealable glass vial sealed with a Teflon cap for stopper.
- Place vial in a plastic Nalgene® type urine container to prevent breakage.
- Seal Nalgene® container in a Kapak® bag, initial, and date.
- Affix a barcode ID label containing type of material and all other possible identification
- Write "CAUSTIC" in red ink on the label.

High Value Items (Jewelry and Watches)

All fine jewelry and suspected fine jewelry, including watches, shall be removed from the original item, and shall be individually described, documented, and packaged in appropriately sized Kapak[®], and labeled with a separate barcode.

Fine jewelry metals

- Items that are made from gold, silver, or platinum, and are generally stamped with the markings 14k, 18k, or .999 pure are suspected to be fine jewelry.
- If the item reads plate or plated, it is not.
- All jewelry items may be described as yellow metal or white metal for the purpose of describing the item.

Fine jewelry stones

Stones fall into two categories, precious and semi-precious. Stones also come in many colors. Officers are not expected to recognize stones and should refer to them only as a white stone, green stone, blue opaque stone, blue clear stone, etc

If multiple items of jewelry are packaged together in the same bag, a detailed itemized inventory should be listed in the description. If needed, use the “Notes” field for any additional information on the item.

Watches

- Timepieces may be automatic self-winding, electronic, or solar.
- Timepieces are generally white metal, or yellow metal. Newer high-quality designer watches may also be made of black metal, or stainless steel.
- Timepieces may have a designer label, are historically significant, or have a “pedigree” name, such as Rolex, Omega, or Cartier. These will all have serial numbers visible on the back. Have the Dispatch check if the serialized items are reported stolen or lost.
- Officers are not expected to be able to distinguish a fraudulent knock-off from the real high-quality item. Merely describe the item and list as a suspected xxxxxx brand, and document serial numbers.

All fine jewelry and timepieces shall be individually described documented, packaged, and labeled.

Fashion Jewelry

Jewelry that is not considered fine may be labeled as fashion jewelry or costume jewelry. This includes plastic chunk bracelets, crystal beads, glass, metal, or plastic earrings, and non-fine quality watches. These may also have value, but do not require the same level of description and individual handling.

- Fashion pieces do not need to be booked individually.
- Multiple types can be booked together under one barcode as long as the additional description field lists the items.
- If there is a possibility that multiple pieces of jewelry can have different owners, package each piece separately

Large Items (bulk property)

Includes: purses, suitcases, duffel bags, large quantities of evidence from search warrants, found property, or items for safekeeping.

- Narcotics, any amount of monies, jewelry, items of high value, and items with serial numbers must be separated and packaged according to guidelines.
- Identification cards (i.e. driver's license, credit card, social security card, etc.) must also be separately Kapak®-ed. All identification cards for one person can be submitted as one single item. However, the quantity of identification cards must be noted appropriately in the item's description.
- When dealing with large items, make every attempt to properly package the item using the available packaging material.
- Use a wire tag for anything too large to be packaged.
- Store the item in or near Temporary Cages.
- Locked containers and packages described as containing "unknown contents" shall not be accepted by the Property and Evidence Room.

Narcotics

Includes all known illegal substances, suspected illegal substances, prescription and over-the-counter medicines.

Narcotics

Proper packaging of narcotics includes:

- It is recommended that the controlled substance material be submitted in its original packaging.
- Perform presumptive test (let the property unit know if a presumptive test was not possible). In case the presumptive test was not successful, submit a Lab Request, and the narcotics will be transported to the Crime Lab for testing.
- Place each “category” of controlled substance into a Kapak[®] bag(s) and seal. If the material has been removed from its original packaging (i.e. to obtain net weight) the packaging material should be Kapak[®] bagged and listed separately from the controlled substance.
- Initial, date and affix a barcode ID to the Kapak[®]
- DO NOT place green and/or wet marijuana or wet mushrooms in Kapak[®] bag(s), since this will cause the substance to mold.

The District Attorney’s Office requires only a positive presumptive test to issue a case and prosecute it through the Preliminary Exam. If additional testing is required, a notification will be forwarded to the LMPD, and the narcotics will be transported to the lab for additional testing.

Fentanyl

Fentanyl and derivatives will be **DOUBLE Kapak[®]**, and identified with a “Suspected Fentanyl” label.

Handle the substance with caution as minimally as possible.

Prescription Medication

Pills of different types should not be commingled when packaging.

Prescription medication will be packaged in a Kapak[®] bag, the owner will be listed.

The pills should be counted and the quantity listed in the description.

Partially pills are counted individually (ex: one pill broken in half will be counted as two).

Seal the Kapak®, initial, date and affix a barcode ID.

Wet Narcotics

Green and/or wet marijuana or wet mushrooms must be dried before they can be submitted to Property/Evidence.

This can be accomplished by taking the following steps:

- ✓ Lay the items on a flat surface in a secure area that has been lined with paper.
- ✓ If the items are marijuana plants, make sure to turn the plants to make sure the plant is completely dry.
- ✓ Once the item(s) are dry, package them in paper bags along with the paper they were drying on, and submit them into Evidence.

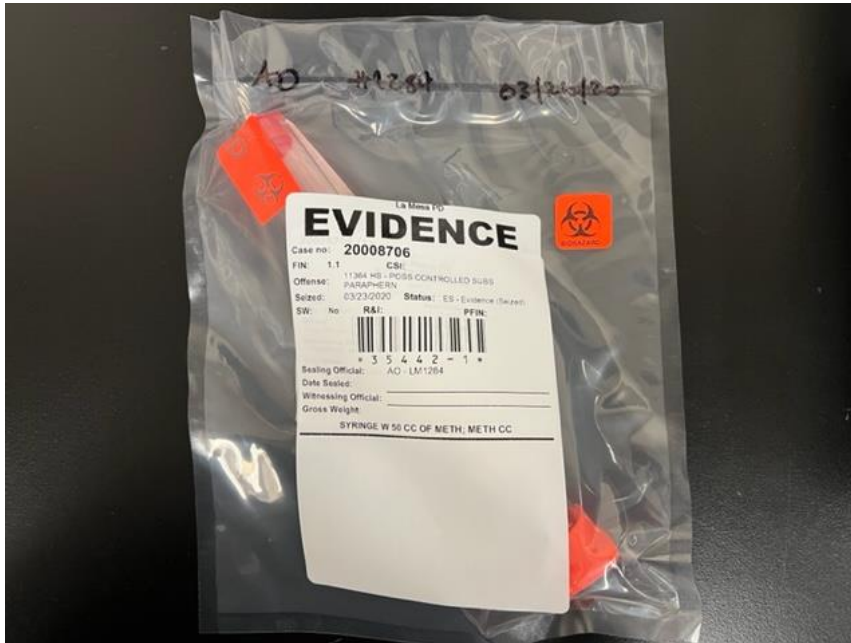


Syringes

All syringes will be placed into the OSHA approved protective container (syringe tube) using the “one handed technique”. Package syringes containing liquid narcotics separately from empty syringes.

- Remove stopper from biohazard container(s) and pull out security strip.
- Insert syringe(s) into the tube; needle first, to stick into the foam.
- Replace stopper and seal with security strip over stopper.

- Place and seal container in a Kapak® bag, initial and date.
- Affix a barcode ID label and a biohazard sticker.



NOTE: All biohazard receptacles containing syringes with narcotics must be placed in a Kapak® bag and sealed.

Empty syringes, if not deemed evidence, will be photographed and deposited in the syringe receptacle found in the evidence processing room.



Loaded syringes with no evidentiary value will be impounded for destruction.

Vape Pens

Remove batteries from all vape pens as they can cause a battery explosion.
Package in Kapak®.

Narcotic Paraphernalia

Paraphernalia must be impounded separate from narcotics in a Kapak® bag.

Found Narcotics

In the case of “found” narcotics or narcotics which do not require lab analysis (you are not charging anyone with the possession, sale, or transportation of the item):

- Package the item conform the packaging procedures for narcotics
- No presumptive needs to be perform

Property for Safekeeping

1. Safekeeping property is non-evidentiary items placed in the custody of the police department for temporary protection on behalf of the owner.
2. All items being booked as safekeeping should be thoroughly checked for illegal effects, currency, and food items. Food determined to be perishable shall NOT be booked into the Property Room.
3. Only book items that are allowed to be released back to the owner.
4. Safekeeping items shall be booked under the owner's information. In NetRMS, the "Associated with" field should be marked "legal owner".
5. Package property for safekeeping according to the evidence type.

Found Property

1. Found Property consists of non-evidentiary items that have been abandoned.
2. All items being booked as Found Property should be thoroughly checked for a possible owner.
3. The items should also be checked for any illegal effects, currency, or food items. Food items deemed perishable shall NOT be booked into the property room.
4. Try to book Found Property under the possible owner's information in NetRMS.
5. If an owner cannot be determined, book the property under the finder's information.
6. Package found property according to the evidence type.

NOTE: No lab requests will be submitted for Safekeeping/Found Property. Since there has been no crime committed, there is no need for additional evidence processing at this time.

Pressurized Gas Cylinders

To retain as evidence:

The Property & Evidence unit is not accepting pressurized gas cylinder (s) containing any type of pressurized gas materials as evidence for storage.

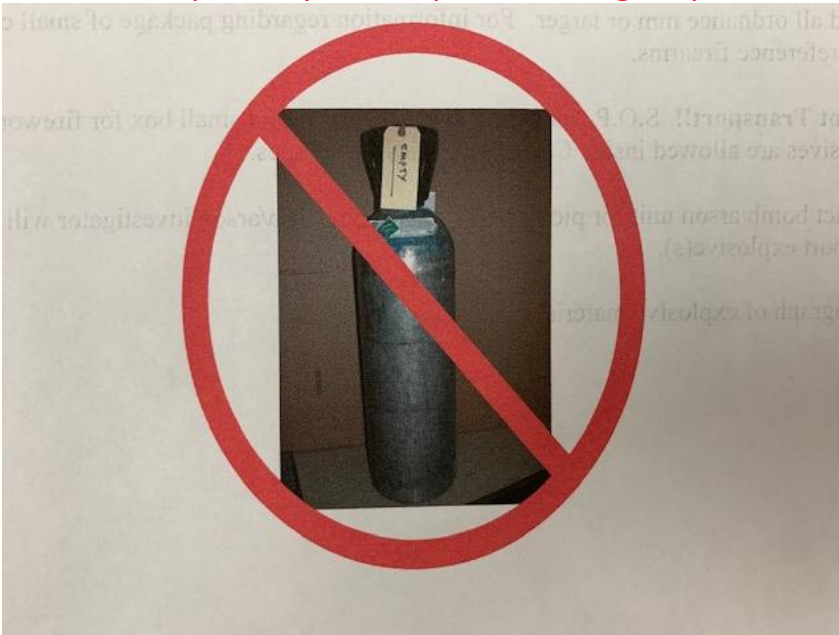
- The Officer/Detective, at the scene, will determine if the pressurized gas cylinder(s) and contents needs to be submitted as evidence
- If so and after pictures are taken of the evidence, County HAZMAT will be called to the scene to determine the gas type.
- County HAZMAT will then take custody of the tank w/contents and transport to their facility to determine gas quantity and remove gas from cylinder(s).
- The pictures taken at the scene will be stored as evidence. County HAZMAT will provide written report of contents to the case officer/detective.

Non-Evidence:

If the tank(s) w/content(s) does not need to be retained as evidence, pictures can be taken of the cylinder(s).

The owner of the tank (Airgas or other private providers) will be notified to recover their property at the scene or shortly thereafter by the Officer/Detective.

Do not transport any size of pressurized gas cylinder!



Prints

Prints include known, latent, shoe/tire impression.

LATENT PRINTS

1. Place the tape on white lift card(s).
2. Identify the source, location, orientation, case number, officer's name, initials and date sealed on the back of lift card.
3. Place prints cards in an envelope, initial and date.
4. Affix a barcode ID.

KNOWN PRINTS

1. Place one set of known suspect or victim's ten prints per envelope, initial and date.
2. Affix a barcode ID.

Known, elimination, and latent prints must be separated and place into separate LMPD evidence envelopes.

SHOE PRINTS/TIRE IMPRESSIONS

Include both plaster impressions and impressions left by the suspect/vehicle on other material. For plaster cast(s):

1. Wrap dried plaster cast(s) in white paper.
2. Place wrapped impressions in a box, and label as "Fragile, Impression".
3. Impression on other material should be packaged in a manner that protects the impression.
4. Seal, initial, date, and affix a barcode ID.

OTHER MATERIAL(S)

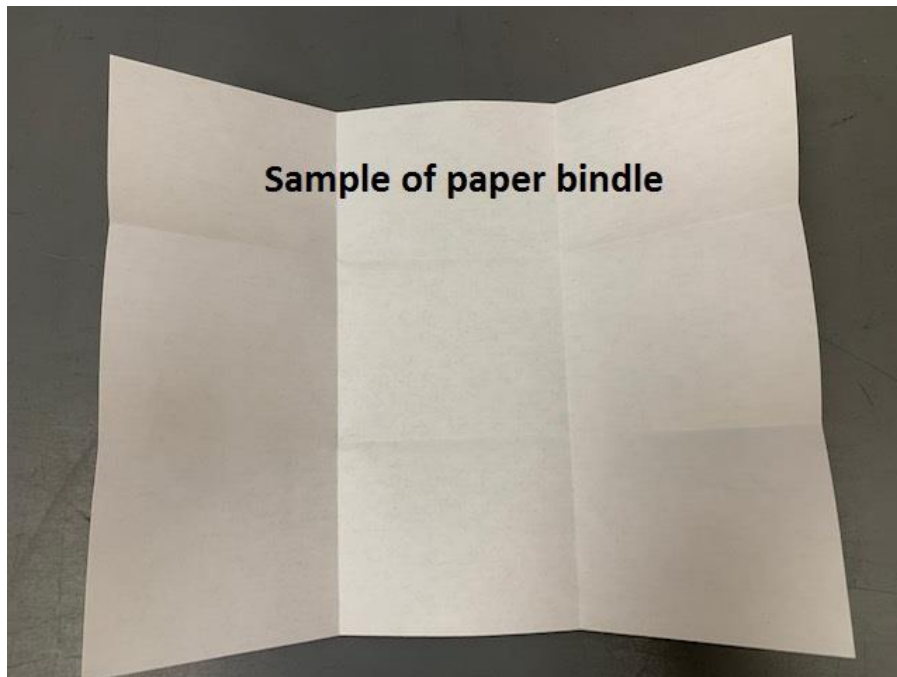
Protect print by wrapping in white paper or placing in an envelope, being careful not to smudge print.

1. Place print(s) in a box if applicable
2. Seal, initial, date, and affix a barcode ID.

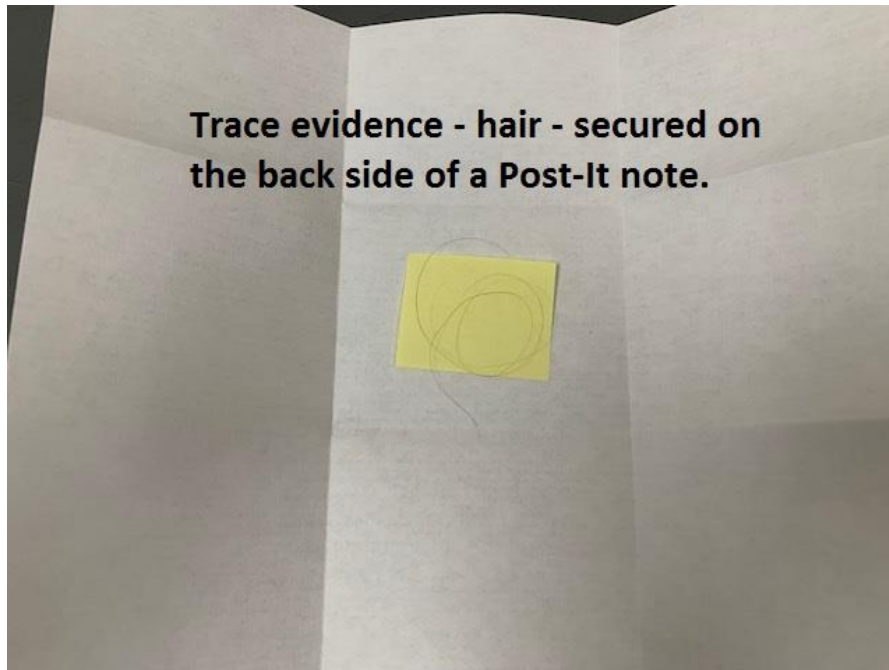
Trace Evidence

Trace Evidence - includes hair, glass fragments, fibers, soil, paint, tape lifts, etc.

1. Collect all that is available. If possible bring in the whole item to the crime lab.
2. Package in paper bindle(s) only. Do not place trace evidence directly into plastic bag.



3. Before placed in a paper bindle, trace evidence can be secured on the back of a Post-it Note.



4. Place bindles in envelopes, seal, initial, date, and affix a barcode ID.
5. Do not collect paint using tape lifts, use a paper bindle instead.
6. If tape analysis is requested do not put tape on a paper backing.

Note: If recovering tape for prints, place tape on the surface of a white latent print card. (see Packaging Supplies)

Volatile Substances

Volatile substances include paint, flammable, ignitable, odorous, explosive and arson materials. If you have any questions on method of collection, proper container type, or you have any unknown substances, contact bomb/arson.

Spray Paint Cans

Includes both empty cans, and cans with paint.

1. Collect the spray can(s), remove spray nozzle head, and tape onto side of can(s).
2. Place lid on top of the can, if lid is available.
3. Place the spray can(s) into a paper bag, seal with tape, initial and date.
4. Affix a barcode ID.

Flammable/Odororous Materials

Includes clothing or rags soaked in petroleum and ignitable products, and arson materials.

1. Flammable/Odororous evidence is stored in unused paint cans. The paint can will be placed in a paper bag/Kapak, seal, initial, and date.
2. Arson bags are provided for the collection and preservation of evidence for bigger items. The arson bags will be heat seal, initial, and date.
3. Affix a barcode ID to the bag.
4. Contact bomb/arson for pick-up at scene. The bomb/arson investigator will package and transport evidence.

Fireworks

The Property Unit will not accept fireworks of any kind for storage.

Fireworks will be stored for disposal in the yellow Flammable cabinet located in the upper back parking lot.

Notify the Property Unit via e-mail of any incoming fireworks.

Fireworks are routinely turned over to Heartland FD or retrieved by the SDSO bomb squad so be sure to photograph the item if needed for evidentiary reasons.

Fireworks should not be booked into evidence and are not assigned a barcode ID.

Reminder: FIREWORKS ONLY, no other explosives should be placed into cabinet

For a large quantity of fireworks (or if you have any questions) contact the bomb/arson unit for pick up at the scene. The bomb/arson investigator will package and transport the evidence. Photograph of explosive material is recommended.

Explosives

Explosive materials contain substances that detonate or burn rapidly, changing from a solid or liquid to a rapidly expanding gas (pressure), releasing heat, sound, and light.

EXPLOSIVES SHALL NOT BE BROUGHT INTO THE POLICE STATION

Some examples of items that may contain dangerous explosive materials are:

- Bombs
 - Blasting caps
 - Fireworks, firecrackers, cherry bombs, M-80s
 - Gunpowder
 - Marine sea flares
 - Military munitions, grenades, dynamite, and all ordnance 20mm or larger.
1. DO NOT TRANSPORT! With the exception of a small box of fireworks, no explosives are allowed inside City facilities.
 2. Contact bomb/arson unit for pickup at scene. The bomb/arson investigator will package and transport the explosives.
 3. Photographs of the explosive material are recommended.

Explosives

Ordinance



Dynamite



Dry Ice/Acid Bomb



**DO NOT ATTEMPT TO TRANSPORT.
CONTACT BOMB ARSON UNIT**

