

MANATEE COUNTY SHERIFF'S OFFICE

PROPERTY  
&  
EVIDENCE



**PACKAGING PROCEDURES**

Updated 01/10/2022



**Location:**

**OPS / 600 301 Blvd W, Suite 158  
Bradenton, FL 34205**

**Contact:**

**Phone: 941-747-3011  
X1130 for the PUBLIC  
X1132 for LEO ONLY  
Fax: 941-744-3781**

**E-mail:**

**[pande@manateesherriff.com](mailto:pande@manateesherriff.com)**

**Schedule for LEO help: x1132**

**Mon-Fri 6am-4:30pm (except holidays and weekends).**

**\*\*If after hours, check the on call list to see who is on call. Please do not hesitate to call, that's what we are here for.**

**Schedule for Public: x1130**

**Mon, Tue & Thurs – 9am – 4pm  
Fri – 9am – 12 noon  
Wed – Closed**

## **A FEW IMPORTANT TIPS BEFORE WE BEGIN:**

\*A strict chain of custody shall always be followed to preserve the integrity of the evidence. It all starts once you enter the Drop Room. Logging in the book shows YOU came in with the item(s) (unless you write you are there to help). Properly filling out the property receipt and the packaging ensures there is no question as to what is inside and the importance of the evidence inside.

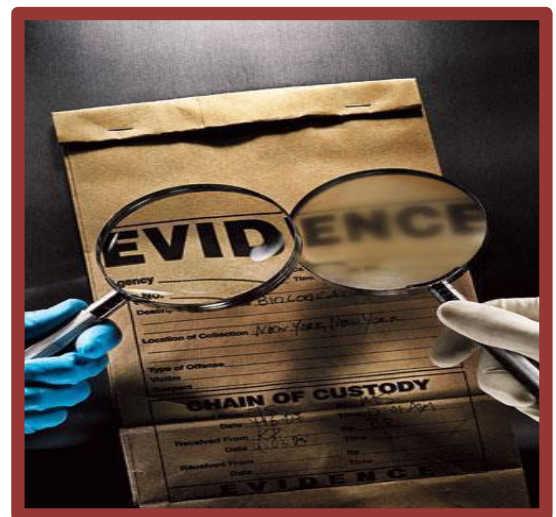
**\*When choosing packaging, choose a package about one size bigger than the item.**

This will ensure that when opening the package in the future, there is enough room to reseal and no need to completely repackage. Use packaging tape to seal bags and boxes. Make sure your ID#, initials, and date are across the tape with half on the tape and half on the package. This will ensure your evidence will be securely packaged and you will notice any tampering. A list of the forms you might need are also located in the back of this book.

\*The Property and Evidence department has the right to refuse property that is not packaged properly in accordance with this manual or not packaged at all. These items will be transported to the Property and Evidence department and stored in the correction area. An email will be sent to the deputy, the deputy's sergeant and the deputy's lieutenant explaining what needs to be corrected and in what time frame it needs to be done.

\*A sharp object of any kind can be very dangerous. It has the potential to puncture skin and transmit whatever is on the object to the person it came in contact with. Injection of a blood born pathogen such as HIV, HBV and others can occur by the accidental exposure to blood or bodily fluid contaminated sharps.

\*\*If you would like a tour of our facility, please give us a call or send us an email and we can see what we have available. Seeing what we do in Property and Evidence will help you understand our packaging procedures\*\*



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## Miscellaneous Items:

\*Do not attempt to piece back together items. Just gather all of the items and package them for the lab to do.

\*Do not try and remove an item from something if it is stuck to it. Collect the whole item and the lab can do that also. This will ensure that any key evidence is not damaged.

\*If you have a rope, cord, yarn or string type item, try to submit the whole item. If the item has to be cut, make sure you notate where your item came from. Use a manila envelope or paper bag for packaging. If it needs to be sent to FDLE, that is the packaging they prefer.

\*If you have an item that has gasoline in it, you must first bring your item to fleet and empty out the gas. Then you can transport your item to Property and Evidence.

\*\*Always use packaging tape when sealing your items (unless tape comes with your packaging, i.e. SAE kits, blood and urine sample kits). Make sure your ID#, initials and date are half on the tape and half on the package. This will ensure no one tampered with your seal/package.

\*\*If you ever have any questions, there is always an on call Property and Evidence processor and a crime scene tech. We would rather you call us then us call you for a correction.

\*Important: if you are submitting something that needs prints, needs the chemist or FDLE, don't forget to fill out the form and email it to the appropriate section.

\*if you have items that came in contact with narcotics, they will go in the narcotics packaging, regardless of what the item is.



## **Packaging Materials:**

Nearly every packaging type you will need is supplied in every drop room. If you do not see something you need, call us or send an email telling us the location and we will get it there the next business day.

If you would like your own stash of supplies for your vehicle, send us an email and we will gladly set you up with a bin of supplies of your own. Please do not take all of your supplies out of the drop rooms for your vehicles. This leaves others with no packaging and can cause issues with contamination.



## Found Items:

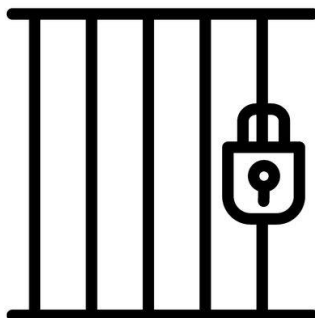
Since packaging procedures vary, locate the page of the item you need packaged for proper packaging procedures.

When taking possession of found items and you have an owner's name, make sure the name is in OCR so that we can identify the items when they call or when we send them a letter. This will ensure that when they call, we can find their items and set up an appointment for them to claim their items.

\*There is no need to place these items in Property and Evidence if the person is going to jail. They have an area for these items and most items are accepted at the jail. The only things not accepted are aerosol cans and most sharp items. The Inmate Property clerk at the counter will notify you what is not allowed. Most items can just be disposed of right there with no need to be brought to P&E. IF items need to be stored here (i.e. bicycles) be sure to follow proper packaging procedures make sure the case number is placed in their property at the jail so they have the case number when they call to claim their items.

\*If a "finder" is involved and they want to claim the item in 90 days, make sure they it is notated in OCR and they have the case number for when they call.

\*Found guns are not returned to the "finder", per Florida State Statute 790.08.





## Drop Box:

The Drop Box is designed for quick drop offs and some returns.

Items that **CAN** go in the Drop Box are: DL/IDs, credit cards, some paperwork (if package is not too thick), tags, thumb drives and CD/DVDs (if less than 5 attached to one case).

Items that **DO NOT** go in the Drop Box are: cell phones, SAE Kits, swabs, anything with a magnet, tubes, money (counterfeit and genuine), anything that can be damaged when dropped in or when something gets dropped on it, and anything of significant value.



## Driver's Licenses / ID / Passports:

This also includes Social Security cards, school IDs and any other form of ID.

These should be packaged in plastic evidence bags. If fingerprints are requested, package in paper bag or in an envelope and use appropriate stickers. When packaging a DL/ID, place in package face out so that we can read the front of the DL/ID.

**Seal package and notate your ID#, initials, and date ½ on the seal and ½ on the package.**

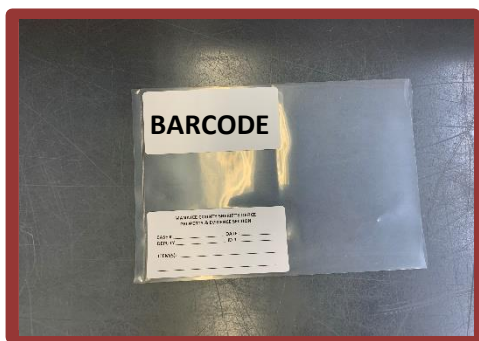
Make sure to notate any identifying numbers (DL, ID, passport, social security card, school ID and any other IDs have numbers).  
These items go in the box that says "serial number".

**\*\*\*If the DL / ID is being seized, no case number and packaging needed. Place The pink seized sticker on the back of the DL / ID and drop it in the Drop Box. Make sure you log in the book with the DL / ID number, not just "DL".**

**The barcode label goes on the top left of the package. You STILL need to fill out the one on the package since it has information that is not on the barcode label.**



For found or evidence items, make sure you face the item out so that we can read it if we need more information.



Front



Back

MANATEE COUNTY SHERIFF'S OFFICE

**\*\*DHSMV - SEIZED AUTO TAG & DRIVER LICENSE ONLY\*\***

DEPUTY NAME & ID: \_\_\_\_\_

DATE & TIME OF IMPOUND: \_\_\_\_\_

TAG/DL # \_\_\_\_\_

SEIZED FROM (OWNER NAME & DATE OF BIRTH)

\_\_\_\_\_

**\*\*NO CASE NUMBER OR PROPERTY RECEIPT REQUIRED\*\***

For destruction items, place sticker on BACK of item so that we can still read the information if needed.



# License Plates / Auto Tags:

Don't forget to check FCIC/NCIC for wanted/stolen status of each plate and document the results on property receipt.

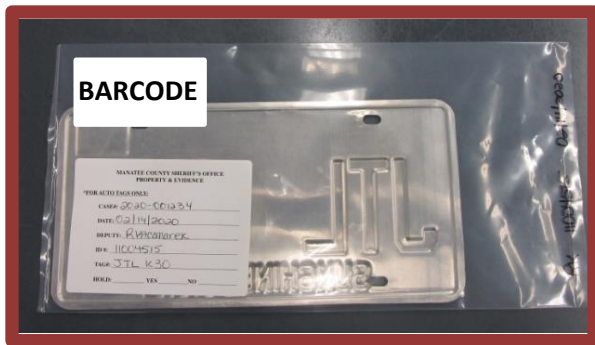
If the tag is evidence or found (and can be returned to the owner), place in tag bag and fill out label on package. Place the tag like the picture below so that we can still read the tag number.

If prints are needed, place in paper and use appropriate stickers.

\*\*\*If the tag is being seized, no case number and packaging needed. Place the pink seized sticker on the **back** of the tag and drop it in the Drop Box. Make sure you log in the book with the tag number, not just "tag".

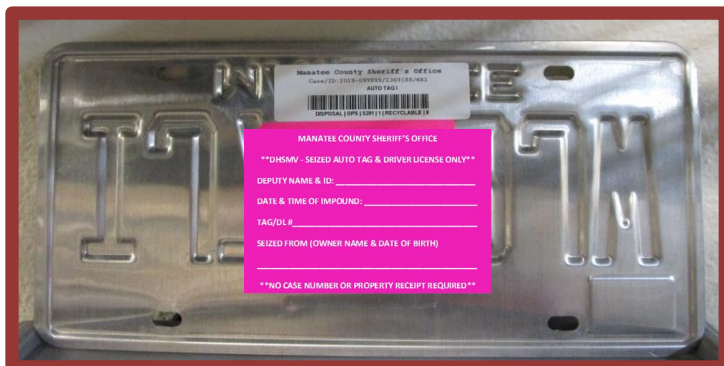
Seal package and notate your ID#, initials, and date ½ on the seal and ½ on the package.

The barcode label goes on the top left of the package. You STILL need to fill out the one on the package since it has information that is not on the barcode label.



FRONT

BACK



For destruction items, place sticker on BACK of item so that we can still read the information



if needed.

## CD / DVD:

When labeling the disc surface, use a sharpie. Notate the case number, date of video and type of video on the front of the disk. (ex: interview with..., video surveillance at..., deal, controlled call on..., 911 call on..., forensic report from..., CPS Report, etc.)

Example--Surveillance from WaWa on 11/20/19 2019-012345

Example--Interview with John Doe on 11/20/19 2019-012345

Any information pertaining to the content of the recording needs to be marked on the CD/DVD in detail.

Also when obtaining video, make sure the "player" is also downloaded. Some videos cannot play unless the player is also downloaded. And if you can, test the video before leaving to make sure it works.

Each sleeve needs to have the same information that the disk has on it.

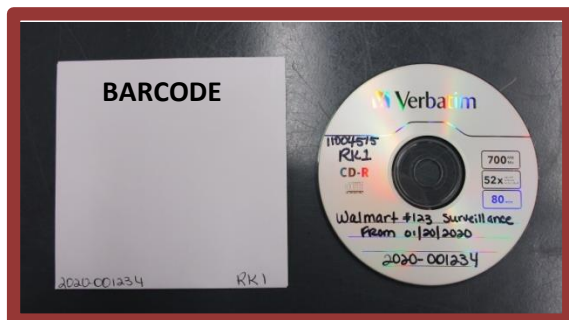
CD/DVD should be dropped into the drop box and be paper clipped to the P&E receipt. If there is more evidence in the case, you do not need to separate the CD/DVD from the other property. It can all go on one property receipt as long as it is all listed as Evidence and into a locker.

If you have several disks for the same case and are listing them separately on the property receipt, make sure you number them on the envelope and on the disk. If there are several disks in the envelope, make sure your item count is correct on your property receipt. **Seal package and notate Your ID#, initials, and date ½ on the seal and ½ on the package**

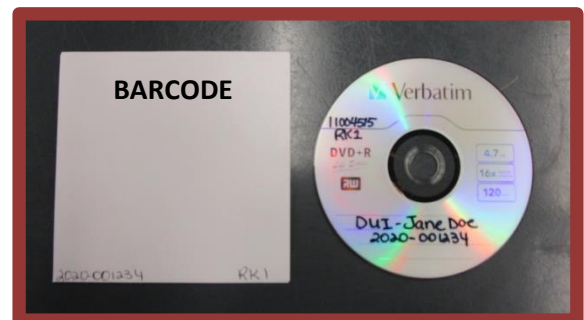
**ALWAYS** make sure the disc is not Blank and the recording is playing before submission.

If the content is pornographic, make sure it is documented on the property receipt, outer package AND on the disc itself.

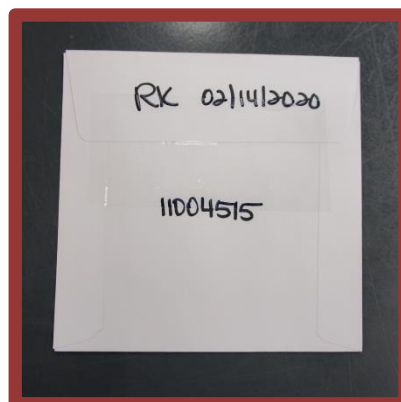
**The barcode label goes on the top left of the package. You STILL need to fill out the information like you normally do.**



Make sure you have the name, location and store number and what is on the video



Make sure DUI videos have the subjects name and date on it



## Other Media:

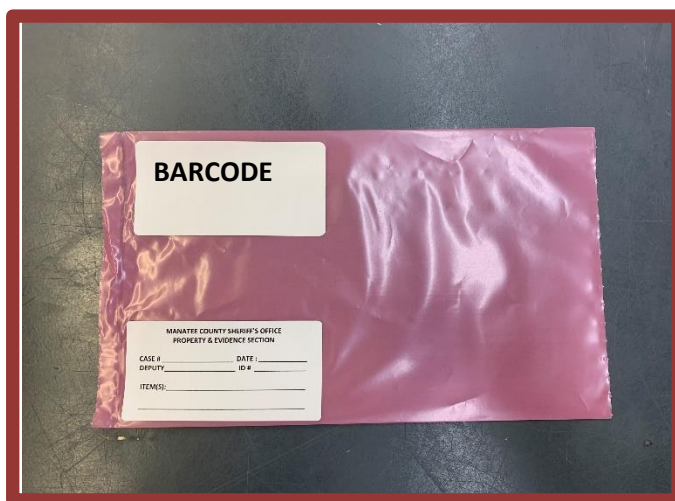
This includes Hard drives, USB drives, Sim card, SD card, Memory card and anything similar.

All of these items need to be packaged in pink evidence bags. If you have multiple items, package separately since they are too small to write on. You can also zip tie a tag to the thumb drive and write a description and then place it in the pink bag

**\*\*DO NOT** package CD/DVDs in pink bags.

**Seal package and notate your ID#, initials, and date ½ on the seal and ½ on the package.**

**The barcode label goes on the top left of the package. You STILL need to fill out the one on the package since it has information that is not on the barcode label.**



## Electronics:

This includes CD/DVD players, game systems, GPS, headsets, radios, cameras and similar items.

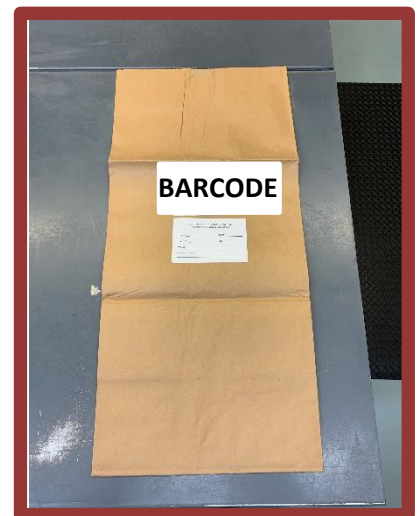
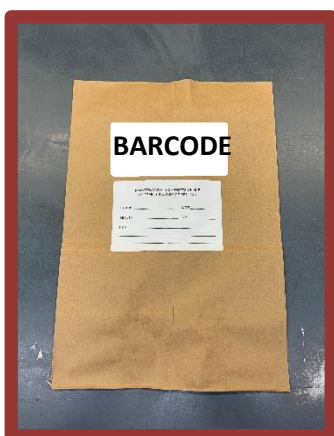
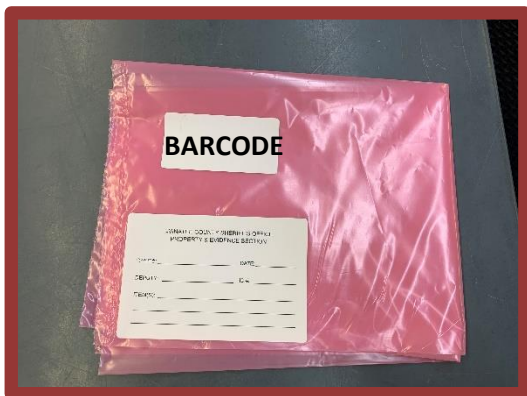
Most of these items have a hard-drive/memory card and should be packaged in a pink evidence bag.

If prints are being requested, place in a paper bag or box and then in the pink bags and use appropriate stickers.

There are several different size bags you can use and are available in every drop room.

Seal package and notate your ID#, initials, and date  $\frac{1}{2}$  on the seal and  $\frac{1}{2}$  on the package.

The barcode label goes on the top left of the package. You STILL need to fill out the one on the package since it has information that is not on the barcode label.



## Cell Phones:

Isolation is critical in the collection and processing of the modern cell phone. When dealing with cellphones, it is important to remember that smartphones download new data constantly. It is imperative to isolate any cellular device which is being worked on. Nothing will be lost by isolating the cellular devices and, in fact, this procedure may end up saving the case.

Place all cell phones in pink anti-static bag For additional protection, remove sim card and tape to back of phone. Wrap in foil (minimum three layers will protect from outside interference) if available.

\*\*If phone needs to be plugged in, do all steps expect for sealing bag. Still put all information on package and plug it in in the cell phone lockers located in the front drop room. Lock locker and place key in drop box.

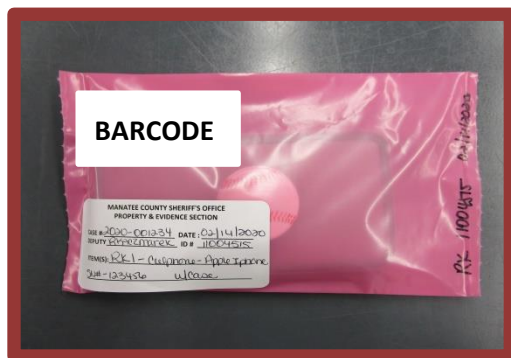
**Seal package and notate your ID#, initials, and date ½ on the seal and ½ on the package**

\*If fingerprints are requested, place in paper bag, then in pink bag and then foil. Mark with appropriate stickers also.

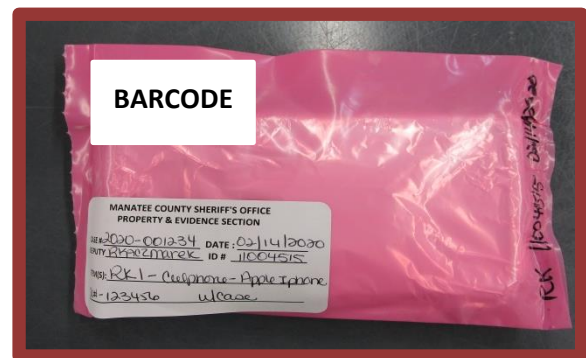
**---For even more additional information, see the TSU PowerPoint on how to preserve a cell phone and its data located on the intranet here---**

*F:\Agency Shared\TSU Phone Seizure  
(scroll down to almost the bottom of the list and you will see "TSU Phone Seizure")*

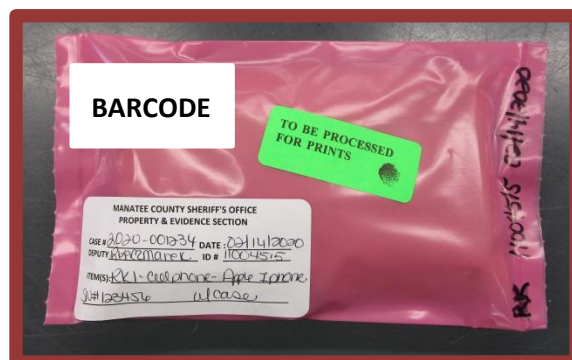
**The barcode label goes on the top left of the package. You STILL need to fill out the one on the package since it has information that is not on the barcode label.**



Regular evidence or found phone



Phone wrapped in foil for search warrant



Phone wrapped in paper needing prints

# Computer Hardware:

This includes- Computers, Laptops, Tablets, iPads, iPods, Hard-drives, Computer components and Hardware

Protect from static electricity, heat, and magnetic fields.

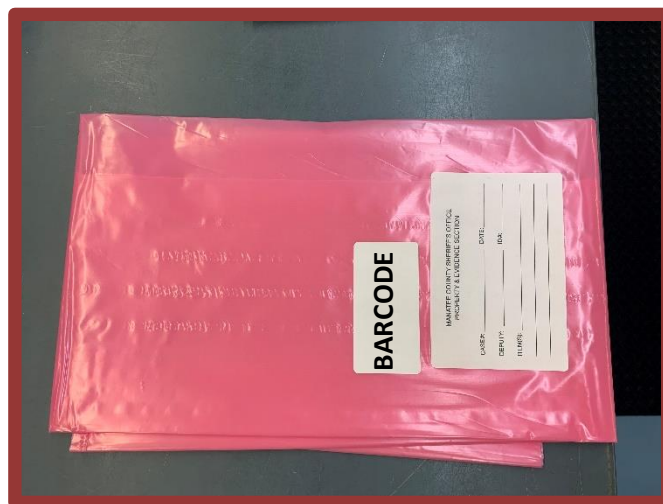
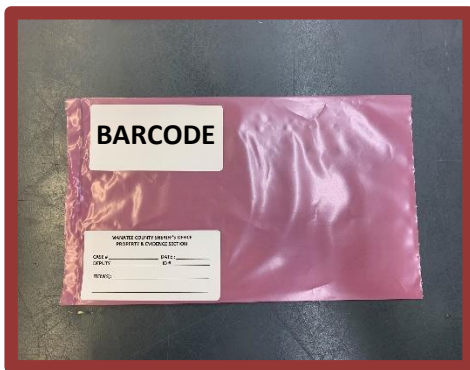
Do not operate computer to view data if it potentially has evidentiary value. Some computers will start a self destruct program and erase all data that could be important and useful in court. Destroyed or altered data may be difficult to recover.

If possible, record the Make, Model and Serial number of item.

There are large pink anti-static bags available in every drop room. Most computer towers will fit. If fingerprints are being requested, place in a paper bag (we have 4-5 sizes in every drop room) that is at least one size larger than the item and use appropriate stickers. Remember, the crime lab will need to open the package to get to the item for prints and re-seal it.

**Seal package and notate your ID#, initials, and date ½ on the seal and ½ on the package.**

**The barcode label goes on the top left of the package. You STILL need to fill out the one on the package since it has information that is not on the barcode label.**





## Documents / Paperwork:

This includes: Photo lineup, Business Cards, Books, Notes, Passports, Paperwork, Documents, etc.

**\*\*Pawn Tickets are not submitted into P&E. This evidence should be submitted directly to the Fingerprint Unit.**

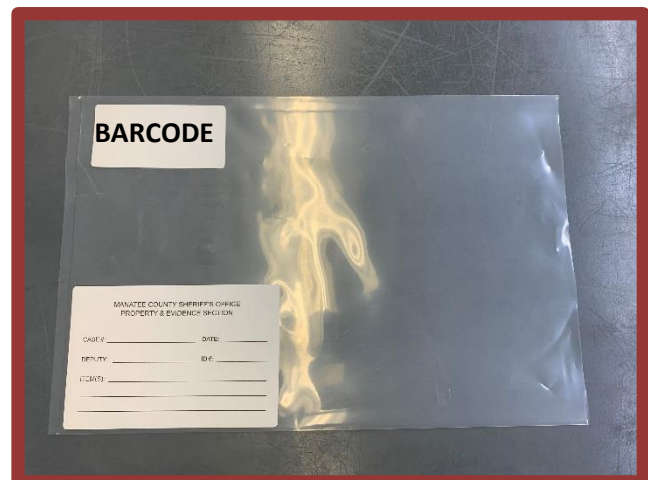
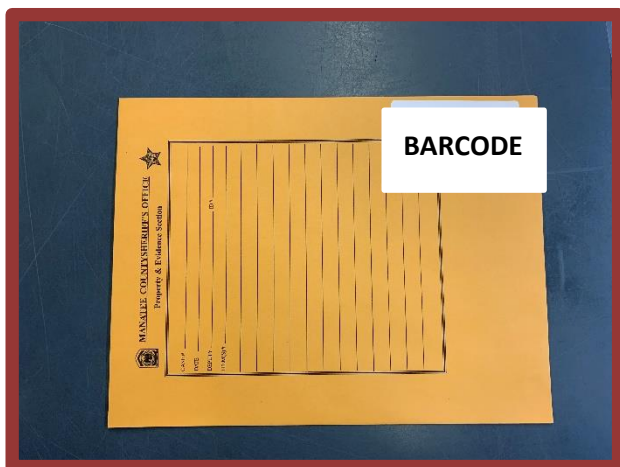
Paperwork should be packaged in plastic evidence bags. If prints are being requested, package in a paper bag or in an envelope and use appropriate stickers.

If possible, keep evidence in the condition in which it was found, try not to fold the items.

If items are WET, package in paper and notate items are WET. We have a drying process we follow. If packaged in plastic, items will hold moisture and mold and will not hold up in court.

**Seal package and notate your ID#, initials, and date ½ on the seal and ½ on the package.**

**The barcode label goes on the top left or right of the package. You STILL need to fill out the one on the package since it has information that is not on the barcode label.**



## Jewelry:

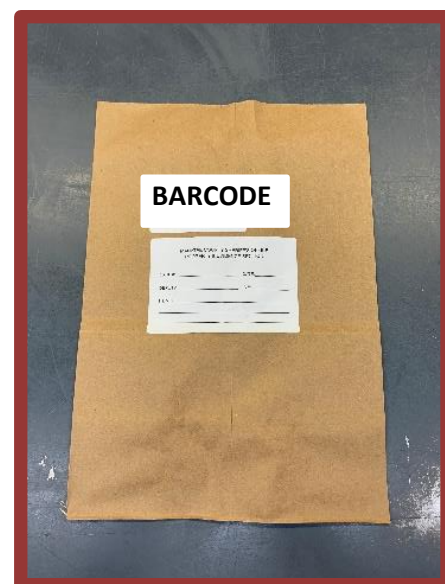
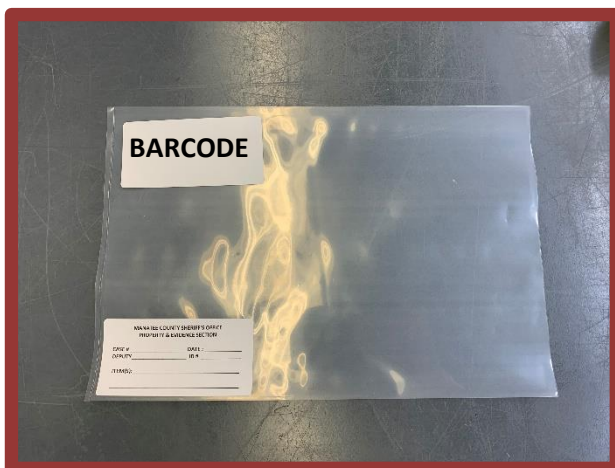
Jewelry is to be packaged in plastic. If fingerprints are requested, package in paper envelope/bag and use appropriate stickers. If items have blood or unknown bodily fluid, use appropriate stickers and notate on package and on property receipt.

Do not list as “miscellaneous jewelry”. List each type separately.

Example: if you have a “pair” of earrings, the quantity will be 2, if you have 3 bracelets, the quantity will be 3 and in additional description you can list what they look like. Make sure your property value is listed also. If it is an expensive item, that will determine where they are stored.

**Seal package and notate your ID#, initials, and date ½ on the seal and ½ on the package.**

**The barcode label goes on the top left of the package. You STILL need to fill out the one on the package since it has information that is not on the barcode label.**



## Debit Cards, Gift Cards, Serial Numbers, Identifying Numbers:

If you have an item(s) that has a serial number, it **MUST** be listed in the serial number box. In order for the owner to verify the item is theirs, we must have that for verification.

All bicycles, tools, gift cards, credit cards, debit cards and most items of value will have one.

### Example-

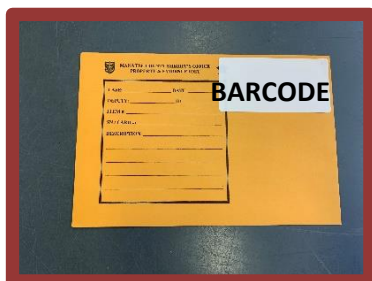
\*If you have 4 gift cards as evidence or found, you **MUST** list them individually. They each have a different serial number (and possibly different brands) therefore they each need to be listed separately.

\*If you know they belong to the same owner, they can be packaged together, but still need to be listed separately.

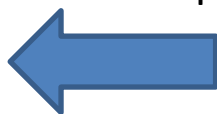
\*If you are wanting prints, it is suggested they be packaged separately.

\*This also applies to counterfeit currency, credit cards and debit cards. If they each have a different serial number, they must be listed separately.

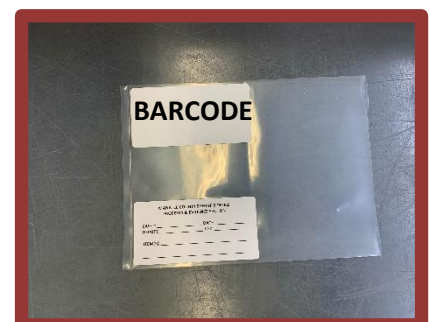
The barcode label goes on the top left/right of the package. You **STILL** need to fill out the one on the package since it has information that is not on the barcode label.



If prints ARE needed, use this envelope.  
Fill envelope out completely.



If prints are NOT needed, use this bag.  
Fill label out completely.



# US Currency:

**\*\*US Currency must be packaged separately from all other evidence\*\***

All US currency (bills and/or change) should be packaged in a Money plastic bag. Fill out the front of the bag and make sure you and your verifier sign in the correct spots.

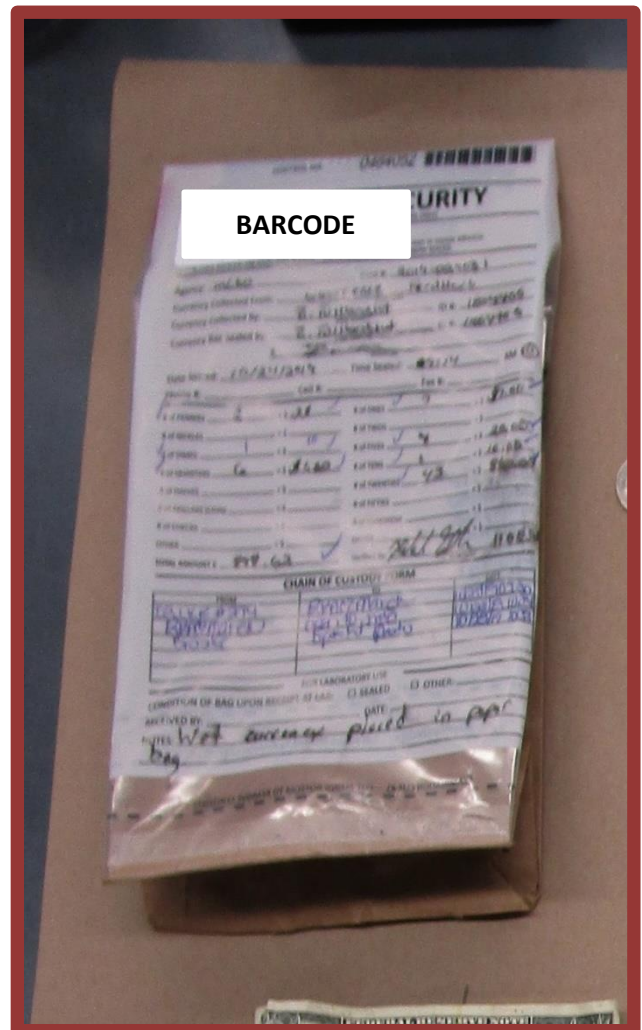
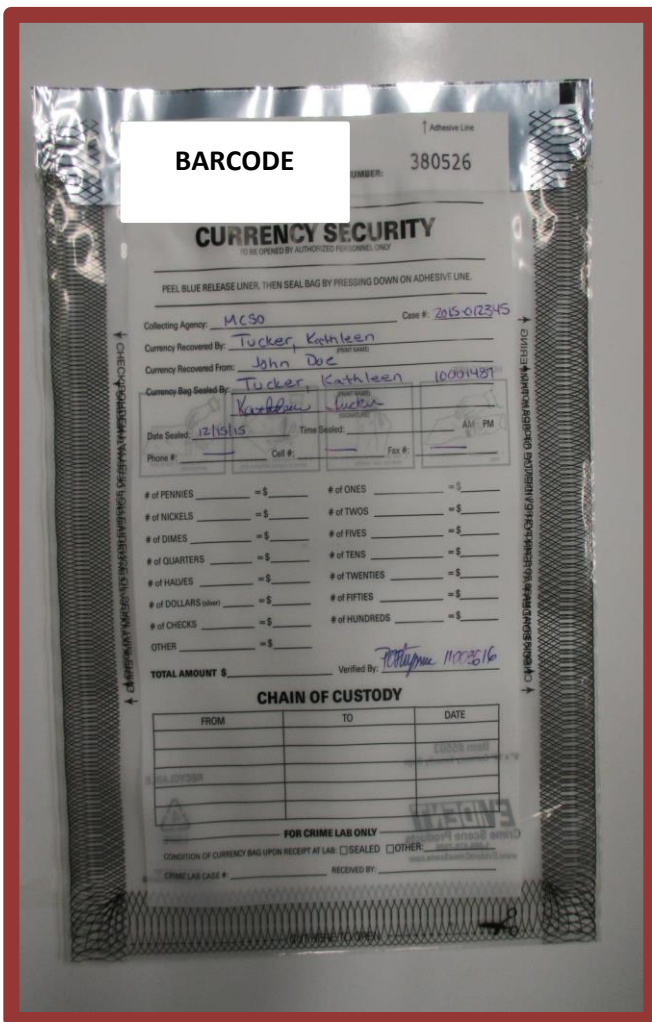
**\*\*Two (2) people must always count money.** Also, if the money total for the case is \$5,000 or more, you must contact your supervisor . See GO 5006 for detailed instructions.

Make sure you sign your seal before ripping off the tab to seal the top of the bag. If the currency is contaminated, please use appropriate stickers indicating what it is contaminated with.

**\*\*If your money is WET,** place money in a paper bag. Fill out the plastic currency bag and tape it to the front of the paper bag. Once P&E gets the money, they will lay it out to dry and once dry, it and the paper bag will be placed in the plastic currency bag.

**\*\*\*Foreign currency and Counterfeit currency will be explained on the next page\*\*\***

**The barcode label goes on the top left of the package. You STILL need to fill out the one on the package since it has information that is not on the barcode label.**

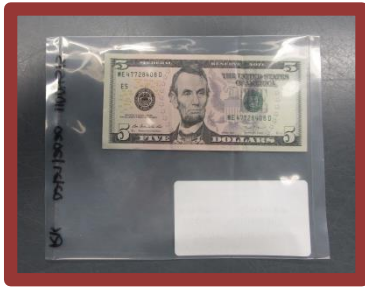


# Collector & Foreign Currency:

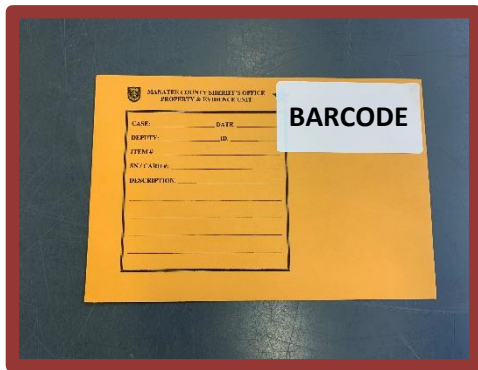
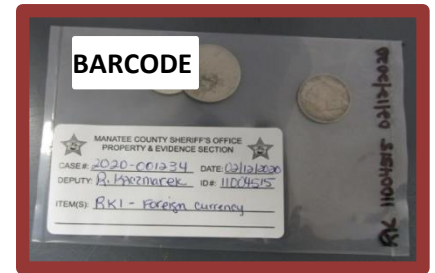
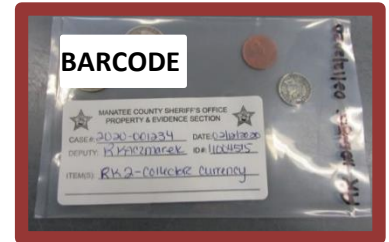
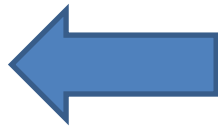
**\*\*DO NOT PLACE COLLECTOR OR FOREIGN CURRENCY IN THE PLASTIC CURRENCY BAG\*\***

Collector or foreign currency should be packaged in a plastic evidence bag. If fingerprints are being requested, place collector or foreign currency in a paper envelope/bag and mark with appropriate stickers.

Seal package and notate your ID#, initials, and date ½ on the seal and ½ on the package.



Make sure the serial number is visible through the back of the package  
**DO NOT FOLD MONEY**



Only use paper if you are wanting prints. If it is US currency, place money in envelope and then in money bag. If collector or counterfeit, just place in envelope.

**The barcode label goes on the top right of the package. You STILL need to fill Out the one on the package since it has information that is NOT on the barcode label.**

# Counterfeit Currency:

**\*\*DO NOT PLACE COUNTERFEIT CURRENCY IN THE PLASTIC CURRENCY BAG\*\***

Counterfeit currency should be packaged in a plastic evidence bag. If fingerprints are being requested, place counterfeit currency in a paper envelope/bag and mark with appropriate stickers.

Seal package and notate your ID#, initials, and date ½ on the seal and ½ on the package.

Counterfeit currency will be documented always as EVIDENCE. If the serial numbers are different, each bill will need to be entered and each serial number needs to be documented. If all the bills have the same serial number and are the same denomination, they can all be listed together. Make sure the quantity and serial number is listed.

## Swabs:

All swab kits come in sets of two (2) and must be packaged together. Use both swabs for your same submission.

Type of swab (blood, buccal, saliva or touch) and location of where the swabs were taken must be on the package and on the property receipt. \*If blood, buccal or saliva, place Biohazard sticker on envelope.

If it is Buccal swabs, the name, DOB, race and sex of the individual must be on the package along with biohazard sticker.

**Seal package and notate your ID#, initials, and date ½ on the seal and ½ on the package.**

Swabs are considered dry samples and do not need to be refrigerated.

**The barcode label goes on the top right of the package. You STILL need to fill Out the one on the package since it has information that is not on the barcode label.**

 BUCCAL  BLOOD  TOUCH;  SALIVA  WEAR  OTHER; NAME: \_\_\_\_\_; DOB: \_\_\_\_\_ RACE/GENDER: \_\_\_\_\_; LOCATION: \_\_\_\_\_."/>

MANATEE COUNTY SHERIFF'S OFFICE  
PROPERTY & EVIDENCE UNIT

CASE: \_\_\_\_\_ DATE: \_\_\_\_\_

DEPUTY: \_\_\_\_\_ ID: \_\_\_\_\_

ITEM #: \_\_\_\_\_

SWAB TYPE:  BUCCAL  BLOOD  TOUCH  
 SALIVA  WEAR  OTHER

NAME: \_\_\_\_\_

DOB: \_\_\_\_\_ RACE/GENDER: \_\_\_\_\_

LOCATION: \_\_\_\_\_

BARCODE

## Sexual Assault Kit (SAE Kit):

Sexual Assault Kits (SAE Collection Kit) are obtained from a hospital and are collected/completed by medical staff. Each kit has instructions on the process and the medical staff knows what to do. Make note of who collected The kit and be certain to include date and time on the package. Also, make sure the collector (medical staff) dates and signs the seals. Make sure you write your name, ID#, date, time and case number on the package also. Ensure the victim's name, DOB, race and sex is on the front of the package. Place biohazard sticker on the front of the package by victim's name.

\*\*\***This** package does **NOT** go in the fridge. The only thing in this package is a copy of the Forensic Examination Form (approx 12 pages) and the swabs. Underwear is the only additional item that can be added to the package. \*\*if underwear is collected, the victim's name, DOB, race and sex needs to be on the bag (even if it is in the SAE Kit, it may be removed at a later time and needs to have that information on it) \*If any other clothing is collected (victim or suspect), each item is to be packaged separately and must list name, DOB, race and sex on each.

**Seal with tape provided in the package. The collector's initials and date must be written half on the seal and half on the package. This is per FDLE requirements**

### \*\*\*INSTRUCTIONS FOR PAPERWORK\*\*\*

- **Consent form** - stays at the hospital as part of the patients medical record/file.
- **Medical History/Initial Assessment form** – 4 pages – DO NOT COPY – stays at the hospital as part of the patients medical record/file.
- **Forensic Examination form** – approx 13 pages – 1 copy **goes in** the SAE kit and one copy goes to records as an attachment to your report. P&E does **NOT** get a separate copy. **There is a copy of these instructions inside every SAE kit.**

**The barcode label goes on the top left of the package. You STILL need to put information on bag as it will have information that is not on the barcode label.**



Inside this package is the 13 pages of the exam and swabs and/or underwear. These items do not get packaged separately



## Biologicals- Blood and Urine Samples:

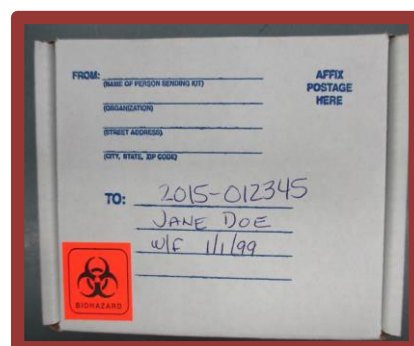
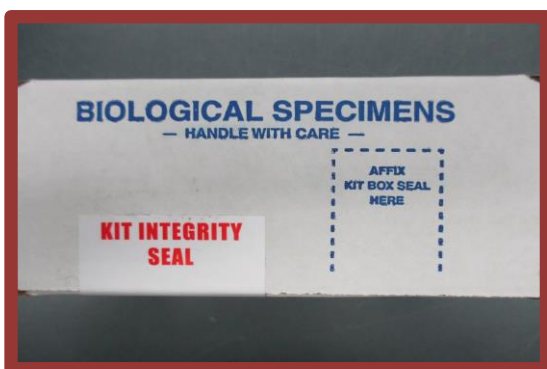
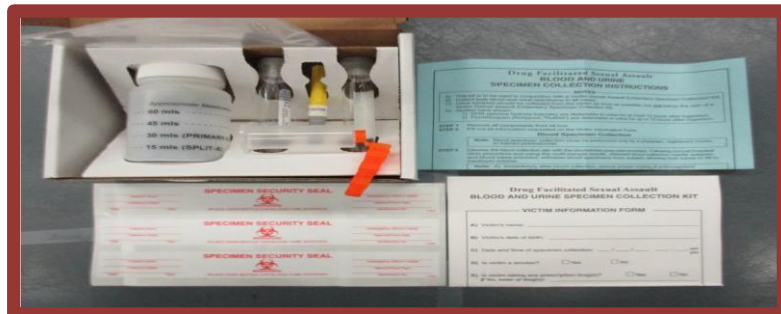
Blood (or other bodily fluids) should be packaged in the Biological Specimens kit provided by the agency. They are located at every District. Inside the package is everything you need for fluid collection and don't forget to place a biohazard sticker on the outside of the package. This type of evidence needs to be packaged in a crush-proof container to prevent leakage during transport and while being shipped off for testing.

**ID#, initials, and date need to be documented on the seal.**

**No extra tape is needed.**

**\*\*\*Name, race, sex and DOB of the subject must be documented on the package.**

**The barcode label goes on the top of the package or in a place not covering any information. You STILL need to put information on box as it will have information that is not on the barcode label.**





## Fridge:

Items that **DO** go in the fridge are blood samples (with FDLE form), urine samples (with FDLE form), water samples, food samples, some drugs, bones, insulin and blood and urine rape kits.

Items that **DO NOT** go in the fridge are swabs, SAE kits (that just have paperwork and swabs in them) and clothes.

Freezer items must be brought to Property and Evidence **immediately**. Examples are: products of conception, soiled diapers and extracts.



## Clothes:

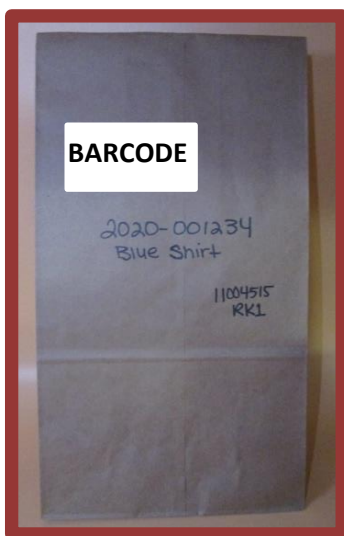
DO NOT package victims and suspects clothing together. All evidence clothing must be package separately and must have name, DOB, race and sex on each package. Gather as much clothing from each party as possible. Include the case number, item number, date and your name on each package.

If the item has blood or an unknown fluid/bodily fluid, place biohazard sticker on item and document what it could be on the package. If the item is evidence and is WET, make sure to notate that on the package. There is a procedure for drying evidence once the item is collected and brought to Property and Evidence.

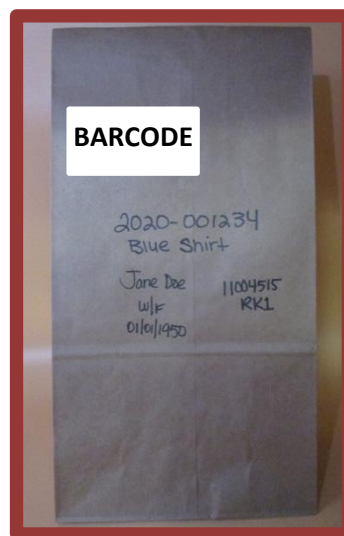
All clothing is to be packaged in paper. Make sure to use at least one size larger than the item to ensure there is enough packaging to be resealed if opened.

**Seal package and notate your ID#, initials, and date ½ on the seal and ½ on the package**

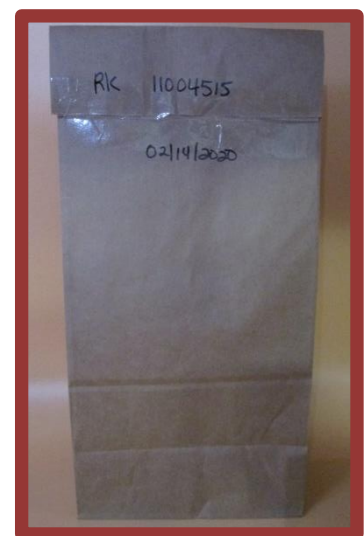
**The barcode label goes on the top left of the package. You STILL need to put information on bag as it will have information that is not on the barcode label.**



Evidence shirt from unknown suspect. If possible, list area item was located .



Evidence shirt from known suspect/victim. Must have all this information on package



Back of bag at seal

## **Large Items:**

Since large items vary in shapes and sizes, packaging methods will also vary. If in doubt, consult the on call P&E person or call during regular hours.

If the item has a serial number, make sure to run it in FCIC/NCIC to make sure it is not reported stolen and notate it in OCR.

If NO prints are needed and there is no need to package the item, use a zip-tie and affix tag to item. Make sure your name, case number, and description of the item are on the tag. Place the barcode sticker on the other side.

If prints ARE needed, package item in paper at least one size larger than the item and use appropriate stickers. This will ensure there is enough packaging to open it for prints and to reseal it.

**Seal package and notate your ID#, initials, and date  $\frac{1}{2}$  on the seal and  $\frac{1}{2}$  on the package.**

**The barcode label goes on the opposite side of the tag. For large items that are packaged, use your best judgement on there to place the barcode so that we will see it. You STILL need to put information on tag/package as it will have information that is not on the barcode label.**



## **BICYCLES:**

Don't forget to check FCIC/NCIC first to see if it was reported lost or stolen.

As much information as possible needs to be listed in OCR.  
(make, model, color and serial number).

If no serial number or it has been scratched out, notate that in the serial number field. Any extra items attached to the bicycle that can be removed should be removed and packaged and placed in a locker

Affix tag to frame on the rear end of the bike with zip tie.  
This helps locate the bike after is has been stored in the racks.

If prints are requested, wrap the area of concern with paper and mark with appropriate sticker.

If bike has blood or other unknown liquid/substance on it, cover that area with paper and park with appropriate stickers and document it so that we are aware and can use appropriate precautions.

**The barcode label goes on the back of the tag. You STILL need to put information on tag as it will have information that is not on the barcode label.**



## Yard:

**DO NOT TRY AND OPEN THE YARD IN THE BACK, IT IS ALARMED.**  
**ONLY P&E PERSONNEL ARE AUTHORIZED IN THERE.**

If an item is too large to place in the back drop room and needs to be secured, call the on call P&E person or knock on the back door during normal business hours. We will open the yard for you to place your item in.

Most, if not all, items will fit in the back drop room. If the items contains gas, empty the gas at fleet and then transport the item here for storage.



## Tools:

**DO NOT TRY AND OPEN THE YARD IN THE BACK, IT IS ALARMED.**  
**ONLY P&E PERSONNEL ARE AUTHORIZED IN THERE.**

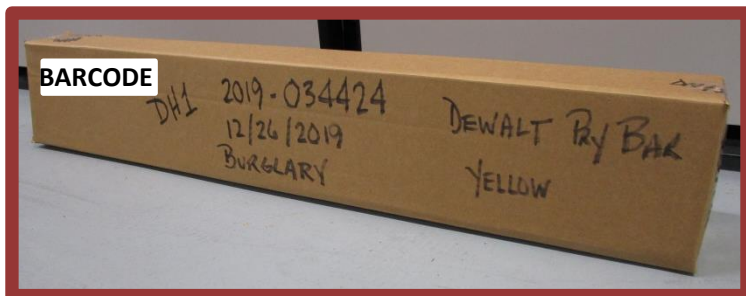
Since tools come in a wide variety of shapes and sizes, packaging methods may vary. If in doubt, consult the on call P&E person or call during regular hours.

\*If the item has a serial number, make sure you do an FCIC/NCIC check for a possible hit.

Make sure as much information as possible is listed in OCR (make, model, serial number, color etc.). This will help identify items when the owner calls to claim them. If you have a large item, and it needs to be printed, wrap in paper or use a box and mark with appropriate stickers. If prints are not needed and item is large, you can just add a tag with your information on it (case#, name, ID#, date). If item has a sharp end, there is scrap cardboard in every drop room to secure ends to prevent injuries.

**Seal package and notate your ID#, initials, and date ½ on the seal and ½ on the package.**

**The barcode label goes on the top of the package. You STILL need to put information on bag/box as it will have information that is not on the barcode label.**



## Knives, Machete and Sword type objects:

Since tools come in a wide variety of shapes and sizes, packaging methods may vary. If in doubt, consult the on call P&E person or call during regular hours.

If item does not fit in a tube, secure sharp or pointy end with cardboard and package in paper bag or cardboard box and use appropriate stickers.

DO NOT package knives in plastic. If item is needed for fingerprints, make sure the package has that notated and has appropriate stickers.

If the item has blood or an unknown liquid on it, make sure that is notated on the package and in OCR and use appropriate stickers.

If a sheath is with the item, they may be packaged together and the item can stay in it as long as it is secure and will not come out injuring the handler.

Seal package and notate your ID#, initials, and date ½ on the seal and ½ on the package.

The barcode label goes on the top left of the package. You STILL need to put information on bag as it will have information that is not on the barcode label.



## **Risk Protection Orders (RPOs):**

**\*\*Don't forget, RPOs use a different Property Receipt\*\***  
(form #18-011).

Just like any firearm case, OCR still needs to be done. You will still need to fill out the RPO form as well since that gets sent to the judge.

The only items that go on the RPO form are firearms, accessories, ammunition and CCW.

All RPOs are considered evidence and should be treated as such. If you get an RPO during normal business hours (6am-430pm), please call us. It is best to let us know ahead of time when possible so we can guide you through what to do.

\*\*\*Most of the time we will tell you to bring the items here and we can help you with packaging and filling out the form\*\*\*

**The barcode label goes on the package like a normal firearm.**  
**You STILL need to fill out the package as you would with any other firearm (refer to the firearm page for instructions).**



# Ammunition, Bullets, Casings & Projectiles:

## \*\*DO NOT PACKAGE AMMUNITION WITH FIREARM OR MAGAZINE\*\*

When removing ammunition from a firearm, make sure to document location on packaging. (ex: 1 bullet removed from chamber, 5 bullets removed from magazine...)

Package in plastic evidence bag and use appropriate stickers.

\*If fingerprints are requested, place in paper bag/box/envelope and use appropriate stickers.

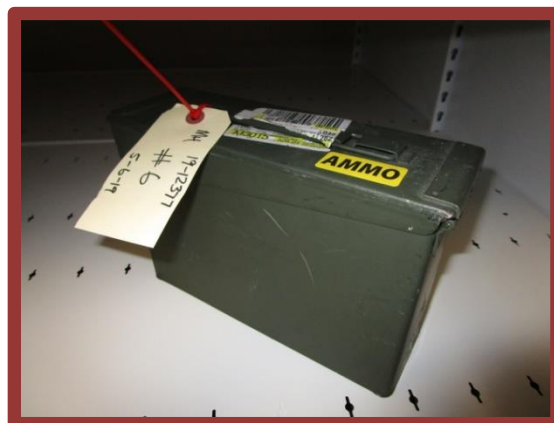
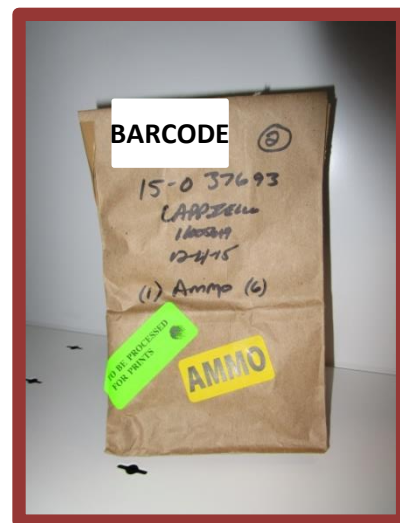
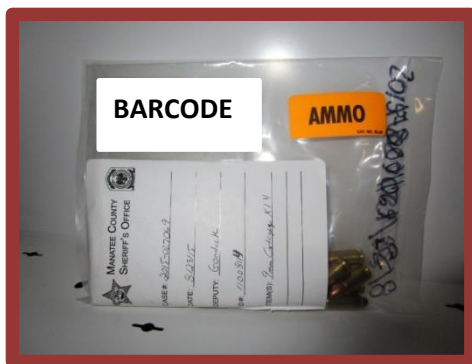
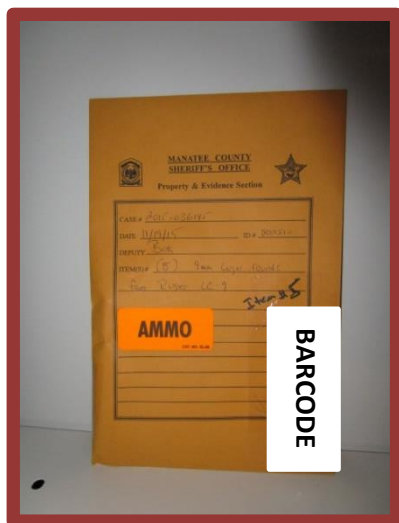
Bulk Ammunition : can stay in original box depending on amount. If more than one or two boxes, build a box and place all in larger box. Only one OCR entry is needed for bulk ammo, just indicate amount (ex: 4 boxes of ammo, 70 Winchester bullets...) and mark with appropriate stickers.

Bullets found embedded in objects should NOT be removed from the item . Package whole item and Crime Scene or FDLE will do the rest. If possible, without damaging evidence, remove bullet and place in appropriate packaging notating on Package and Property Receipt where it came from.

\*Frangible, Incendiary and any ammunition larger than .50 cal. should be submitted as "Hazmat product" and marked accordingly. If in doubt contact Hazmat / Bomb Squad personnel.

**Seal package and notate your ID#, initials, and date ½ on the seal and ½ on the package.**

**The barcode label goes on the top left/right of the package. You STILL need to fill out the one on the package since it has information that is not on the barcode label.**



# Firearms:

**ALL Firearms should be checked thru FCIC/NCIC prior to submission. Notate any information received from your findings. All firearms are to be unloaded and secured prior to submission.**

When dealing with firearms, first make sure that it is unloaded, cleared and safe. Package the firearm in paper bag, paper sleeve or cardboard box (depending on its size). **Package the firearm and magazine in the same package.** Remove all ammunition from firearm and magazine and package separately. The outside of the package **MUST** indicate that a firearm is inside and is “firearm safe” or “firearm loaded”. Place a zip tie through the top of the firearm down through the magazine area. **DO NOT place the zip tie down the barrel.** FDLE does NOT like that as it can cause damage and alter identifying characteristics and interfere with the testing process .

**\*\*\*List as much information as possible about the firearm on the package.**

**This is to include caliber, color, make, model #, serial #, and action type (semi-auto, revolver).**

There are several firearm stickers to use on your package. Please use them and write on the package the type of firearm inside. This will alert us to what we are about to remove from a locker, how we are to handle it and where we are going to store it.

If the weapon has blood or unidentifiable fluids on it, mark the package with biohazard sticker.

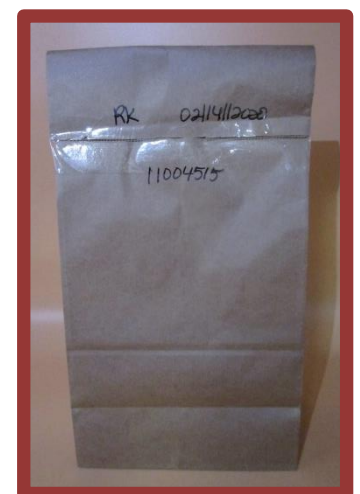
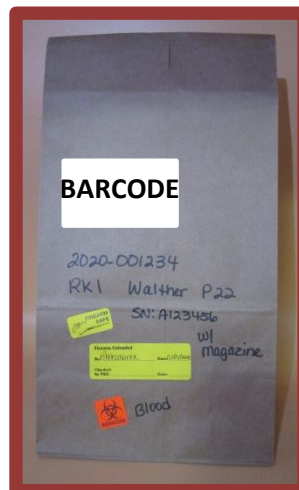
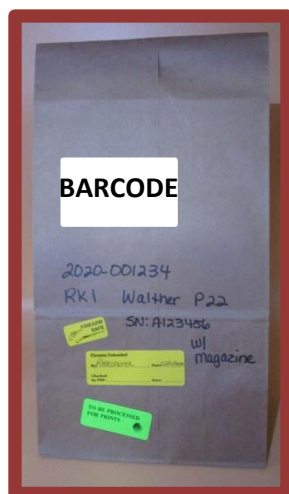
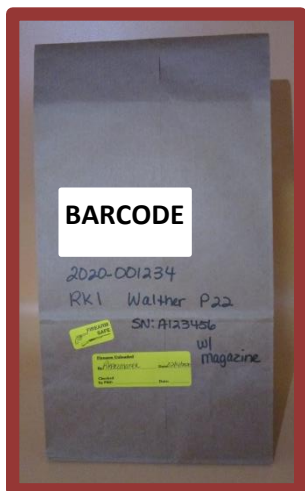
If fingerprints are requested, please use appropriate sticker since that gets completed before sending to FDLE for NIBIN.

\*If the firearm is LOADED, use appropriate stickers and place in loaded firearm locker (there is a dedicated locker in every drop room). Send us an email letting us know so that we are prepared and Can take the appropriate safety precautions.

**Seal package and notate your ID#, initials, and date ½ on the seal and ½ on the package.**

\*If firearm is recovered in water, keep submerged and contact Crime Scene. Do not air dry or condition will deteriorate.

**The barcode label goes on the top left of the package. You STILL need to put information on bag as it will have information that is not on the barcode label.**



## Firearms continued:

\*\*If the firearm comes with its original hard case, secure it like you normally would and place it back in its case. Zip tie the firearm case shut with a tag attached. Make sure the case number, your ID#, your initials and date are listed on the tag.

### **For long guns:**

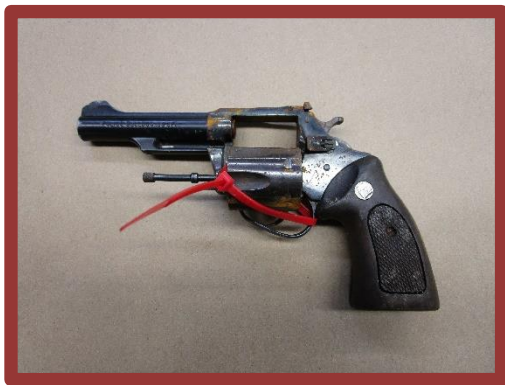
If the long gun does not fit in a paper bag and does not come with its case, use the sleeve paper or the gusseted sleeve paper for packaging. Make sure you leave an extra paper so the package can be opened several times.

\*\*Please do not use the sheet paper. Do not wrap it like a present.

The firearm will be opened several times and we cannot reseal it if it is wrapped like a present..

**Seal package and notate your ID#, initials, and date ½ on the seal and ½ on the package.**

**The barcode label goes on the backside of the tag. You STILL need to fill out the tag like you normally would, ID#, case number, and what is inside.**



# Drugs- Paraphernalia-Bongs, Pipes, Scales, Needles:

Since Paraphernalia covers a wide assortment of property types and sizes, packaging methods may vary. If in doubt, consult SID, P&E or MCSO Crime Lab.

-Bongs- these items may be packaged in plastic narcotics bag. If prints are needed, place in paper bag and use appropriate stickers. If item is wet and contains water, empty as best as possible and notate item is wet and we will contact Crime Lab. They have a procedure for drying.

-Pipes- these items are packaged in plastic narcotics bag. If prints are needed, place in paper bag and use appropriate stickers.

-Scales- these items are packaged in plastic narcotics bag. If prints are needed, place in paper bag and use appropriate stickers.

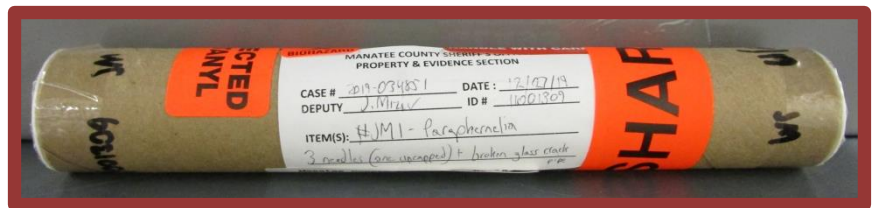
-If you have multiple paraphernalia items and you do not need prints, they may be packaged together in plastic narcotics bag..

-Needles- cap the needle and place in cardboard tube. Place appropriate size caps on ends and seal. DO NOT PLACE NEEDLES IN PLASTIC NARCOTICS BAG. Even if they are capped, they could come off and could possibly poke us. Use appropriate stickers to identify the contents.

-Paraphernalia includes ANYTHING that you find with a drug and/or drug residue on it. These items include but not limited to spoons, brillo, straws, push rods, plastic baggies etc. All these items are packaged in plastic narcotics bags.

**Seal package and notate your ID#, initials, and date ½ on the seal and ½ on the package.**

**The barcode label goes on the top left of the package. You STILL need to fill out the one on the package since it has information that is not on the barcode label.**



## Drugs- Plants, Marijuana, Spice:

Drugs have several ways to be packaged. Be patient, this may take a few pages.

--All drop rooms have test kits and empty vials. Once done testing, dispose of your used vials in the biohazard waste bin.

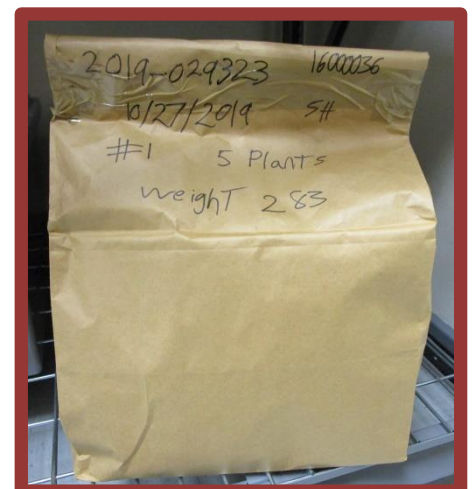
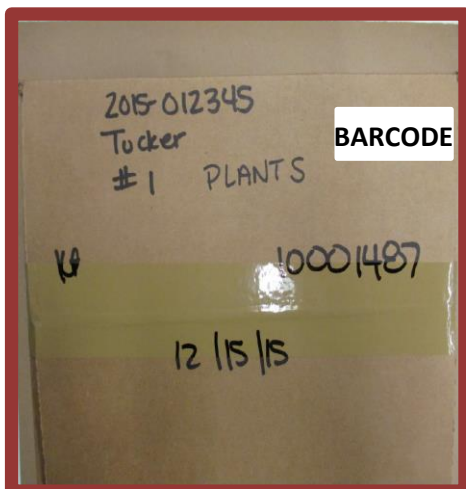
--Whole fresh plants- depending on size, most should be packaged in a cardboard box. If only a few small plants are collected, package in paper bag. This will help with moisture and avoid molding. Make sure you write on the box the case number, what is inside, and how much it weighs. The weight also needs to be notated on the Property Receipt. The weight can include the packaging, Make sure to include that information on the package.

--Dried plant material (marijuana)- this is packaged in plastic narcotics bag. Make sure you fill out the label as best as possible and don't forget your weight (even if it is weighed in the package, just make note of that on the package.

--Synthetic marijuana (spice)- this is packaged in plastic narcotics bag. If you are packaging them all together, make note of how many you have in the quantity. You do not need to open each bag and weigh them. Only if it is loose, and not in separate baggies, it must be weighed.

**Seal package and notate your ID#, initials, and date ½ on the seal and ½ on the package**

**The barcode label goes on the top left/right of the package. You STILL need to fill out the one on the package since it has information that is not on the barcode label.**



## Drugs- all other:

--Mushrooms - should be packaged in plastic narcotics bag and stored always in the REFRIGERATOR.

--Pills – make sure you count the pills and notate that on the package. Pills do not have to be weighed, they have to be counted. If the pills are in a pill bottle, open the bottle and place the pills and the open bottle in the narcotics bag. If you are going to want testing done, you must separate the items.

\*Crime lab does not want the pills if they are fingerprinting the bottle and the chemist does not want the bottle if they are testing the drugs.\*

--All other drugs **– if it is crushed or not in a pill form, it must be weighed.** If it is broken, or in some form or shape it must be counted.

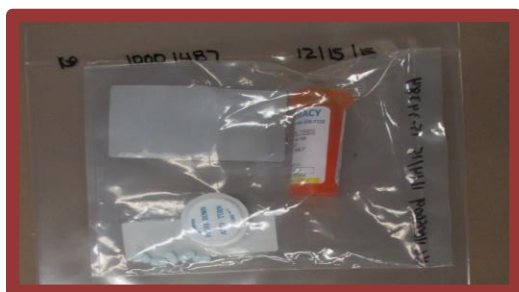
--Don't forget we have test kits in every drop room. There is a new addition to the kits. The new THC kit has a printed copy of the instructions in every drop room. (Hemp is dark pink, Marijuana is navy blue)

**Seal package and notate your ID#, initials, and date ½ on the seal and ½ on the package.**

\*\*\*If you do not know what type of pill it is, there is a pill identifier poster in each drop room and you can also go to

[https://www.drugs.com/pill\\_identification.html](https://www.drugs.com/pill_identification.html)

**The barcode label goes on the top left of the package. You STILL need to fill out the one on the package since it has information that is not on the barcode label.**



## Electronic Smoking Devices:

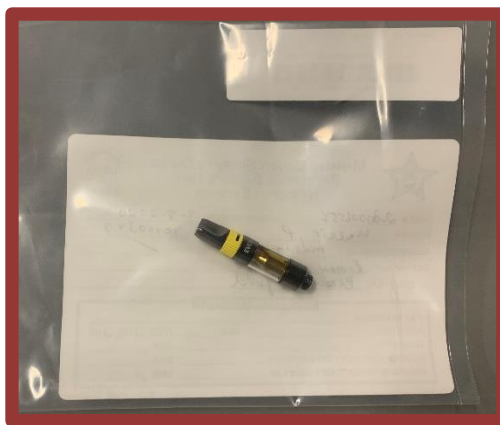
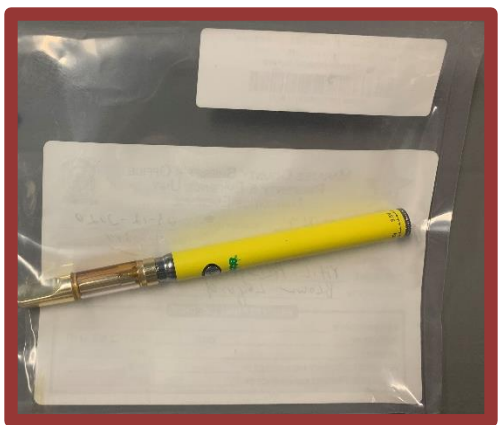
If you are able to turn off the device, please do!

Some of them turn on and stay on if you press the button. That means while stored in a bin, it could ignite and heat up causing damage to itself and the other evidence in the bin.

ALL electronic smoking devices are to be packaged in a narcotics bag. Since the liquid is unknown, and testing could happen in the future, it is to be packaged in a narcotics bag to prevent corrections in the future.

**Seal package and notate your ID#, initials, and date ½ on the seal and ½ on the package**

**The barcode label goes on the top left of the package. You STILL need to fill out the one on the package since it has information that is not on the barcode label.**



Packages are shown from the back to show examples



## Alcohol and Liquid Evidence:

Only sealed unopened items should be submitted.

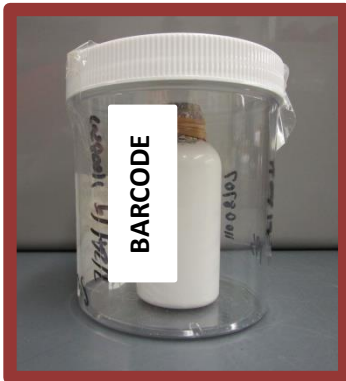
If the items are open, they should be emptied before being packaged in paper. This way the item can breathe and dry out. If the item is wet, let us know since we do have a procedure for drying items. If fingerprints are requested and liquids cannot be emptied, package in paper and use appropriate stickers and/or notate that liquid is inside. If the liquid needs to be kept, place in plastic bag and seal then place in another plastic bag and seal. This will ensure if an item leaks, it stays as contained as possible.

Examples of liquids are lotions, toothpaste, mouth wash, beverages, shampoo and anything else that if it opened and spilled, would get everything wet.

Seal package and notate your ID#, initials, and date ½ on the seal and ½ on the package.

Property and Evidence WILL NOT accept liquids for found, safekeeping or destruction. Only evidence liquids will be accepted.

The barcode label goes on the top left/right of the package. You STILL need to fill out the one on the package since it has information that is not on the barcode label.





## Food:

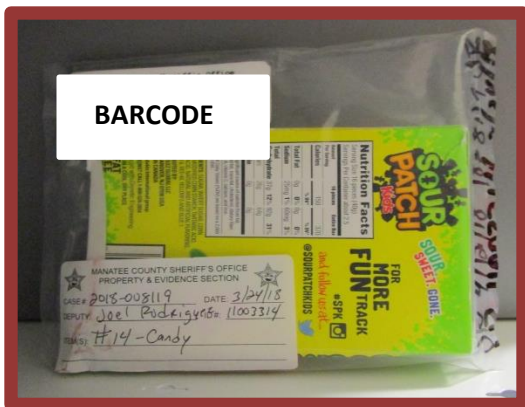
Property and Evidence does NOT take food/perishables, especially found/safekeeping or for destruction. These items will be refused.

If it is absolutely necessary to collect these items, make sure the original packaging is sealed as to not attract insects/creatures or cause it to leak. If it is a liquid, refer to the liquid page for instructions.

If the only thing needed is the packaging for prints, dispose of the food. Package the item in paper and use appropriate stickers.

**Seal package and notate your ID#, initials, and date ½ on the seal and ½ on the package**

**The barcode label goes on the top left/right of the package. You STILL need to fill out the one on the package since it has information that is not on the barcode label.**



## Hazmat:

Inside the hazmat locker is a log book and supplies needed to package most, if not all, of your hazmat items. To open the lock, the combination is lined up between the lines at the TOP of the lock.

Examples of hazmat items are: anything that goes BOOM, fireworks, chemicals, items from an arson case (smell like gasoline), suspicious powders, flares, grenades, OLD ammo (weathers, rusted and just old), any ammo over 50 cal. and gun powder. If you think it should go in Hazmat, place it in there. We would rather be safe than sorry.

Once you have placed your item(s) in the locker, you need to send an email to Bomb Squad and cc Property and Evidence. This will ensure your items are logged in and taken care of in a timely manner. We do not check the hazmat locker everyday, only when an email is sent.

**Seal package and notate your ID#, initials, and date ½ on the seal and ½ on the package**

The emails are—

[Bombsquad@manateesherriff.com](mailto:Bombsquad@manateesherriff.com)

[pande@manateesherriff.com](mailto:pande@manateesherriff.com)

**The barcode label goes on the top left/right of the package. You STILL need to fill out the one on the package since it has information that is not on the barcode label.**



(This is just an example,  
this is not the code)

## Chemicals:

If it is necessary to take chemicals for evidence, package accordingly to what you have. Use caution when handling these types of items as to not inhale, ingest or make contact with skin. Most, if not all, chemicals should be submitted in the Hazmat locker and Bomb Squad and Property and Evidence should be emailed. Many chemicals release toxic or explosive vapors and must be stored outside. If their package dictates special handling considerations, notate on packing and on property receipt to avoid potential harm to the next person. Examples are solvents, acids, paint thinner and other similar items.

If prints are needed, package in paper and make sure to use appropriate stickers. **Seal package and notate your ID#, initials, and date ½ on the seal and ½ on the package.**

And as always, please take caution while using the Hazmat locker and handling any of these items.

The emails are—

[Bombsquad@manateesherriff.com](mailto:Bombsquad@manateesherriff.com)  
[pande@manateesherriff.com](mailto:pande@manateesherriff.com)



# **TAKE YOUR TIME AND THINK**

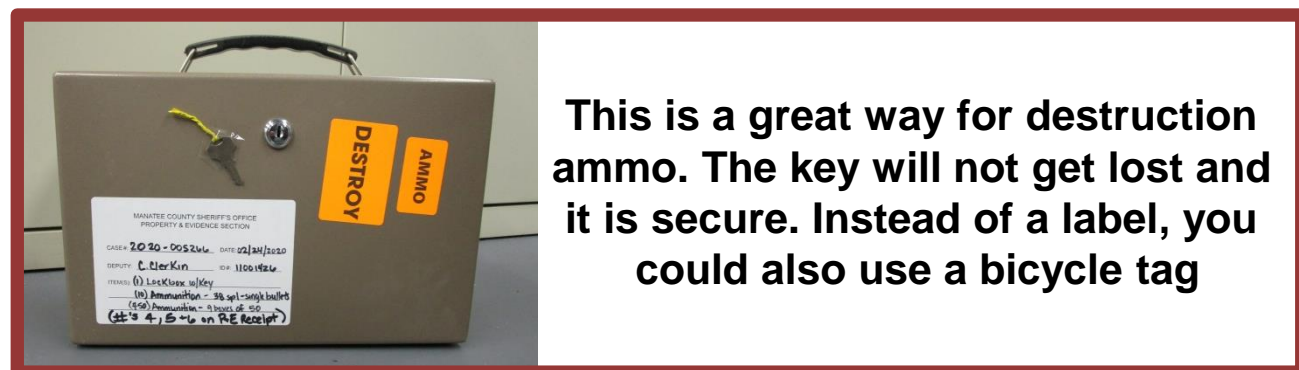
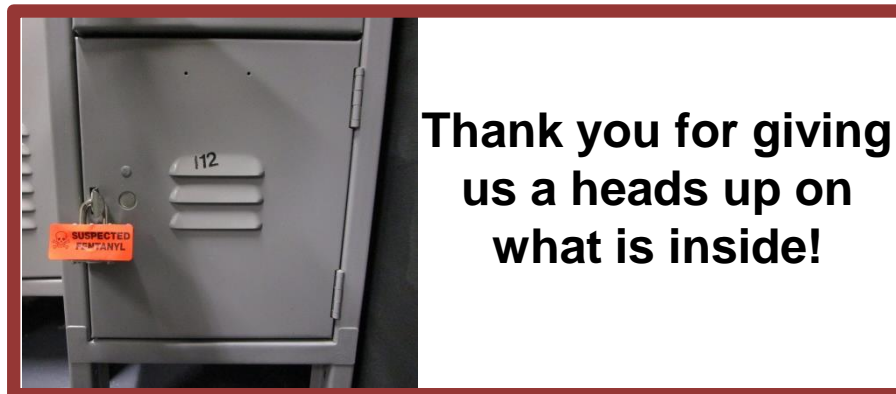
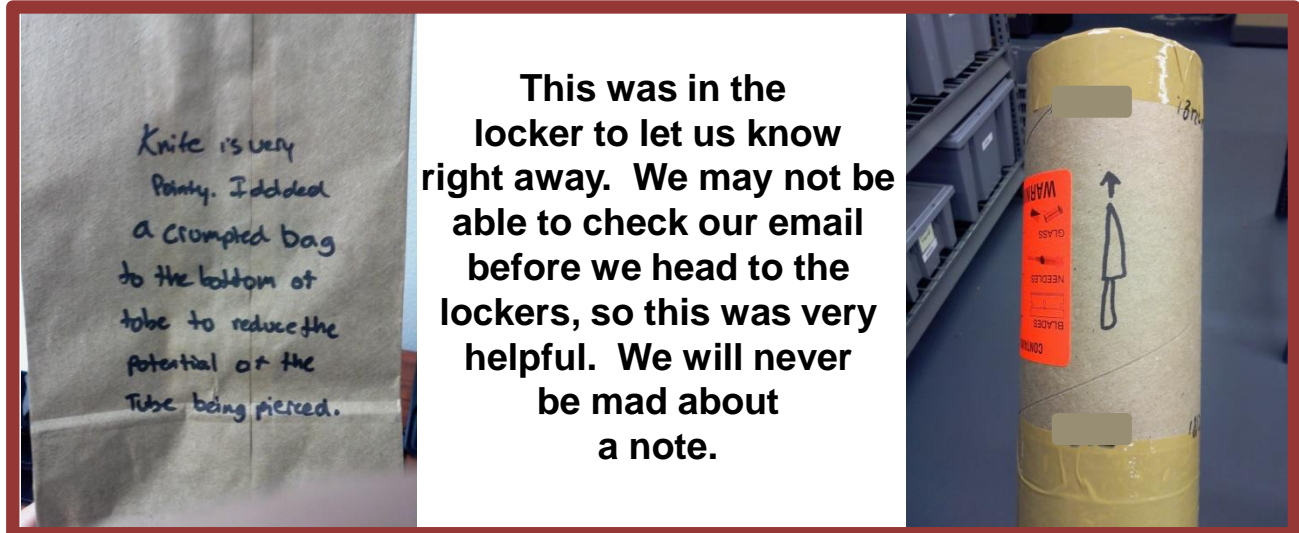
This section is dedicated to informing you of what will happen if proper packaging procedures are NOT followed.

We understand things can get hectic and crazy during your shift but please remember these items could possibly go to court. There is always someone on call if you ever need us. Our location hours are 6am until 4:30pm. We are not here on holidays and weekends.

The following pages will show what happens when we forget something, rush or get distracted. Take the few extra minutes to package to make sure your evidence will holdup in court.

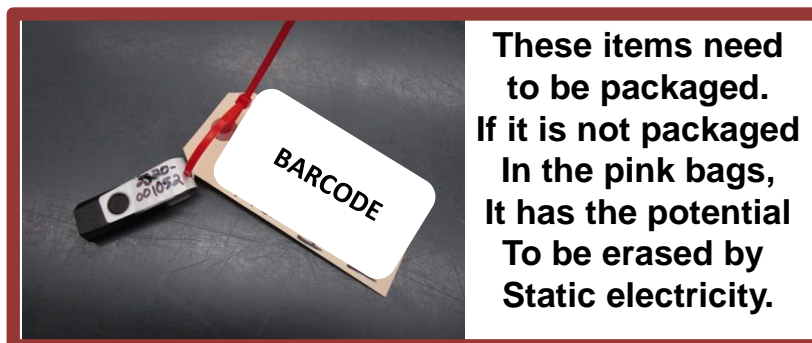
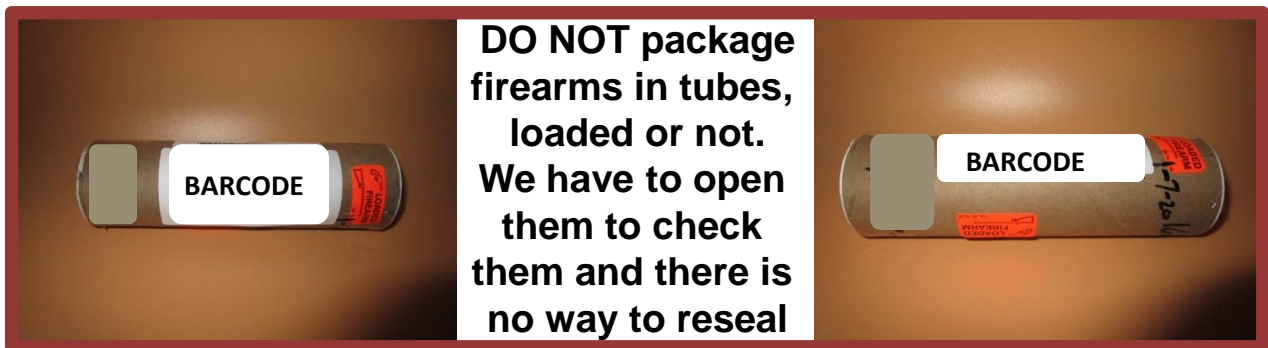
# \*Many Thanks\*

This section will be for all of the creative things we have received to let us know about what is inside of a package/locker. Sometimes we do not get to check our email before going to the lockers, so these notes are very helpful.



# Please be mindful of what you are turning in

Even the slightest moisture can cause damage to your evidence. Don't forget, more than likely your items will go to court and you do not want it showing up like this.



# Please do not do...



# FORMS

While we are trying to be paperless, there will be a time where you might need a paper form.

Here is a list of forms commonly used with Property and Evidence as needed if OCR is unavailable.

- 86-077 – Property and Evidence Receipt
- 98-032 – Chain of custody
- 04-030 – Photograph Information Sheet

This list of forms is still in use:

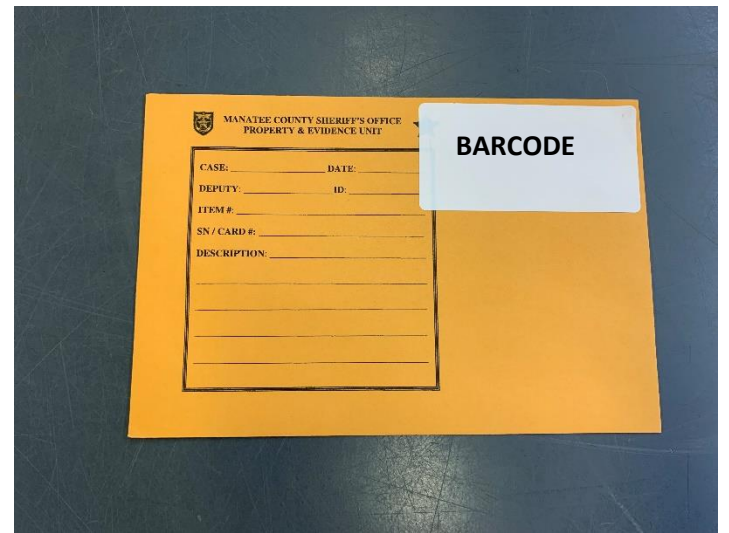
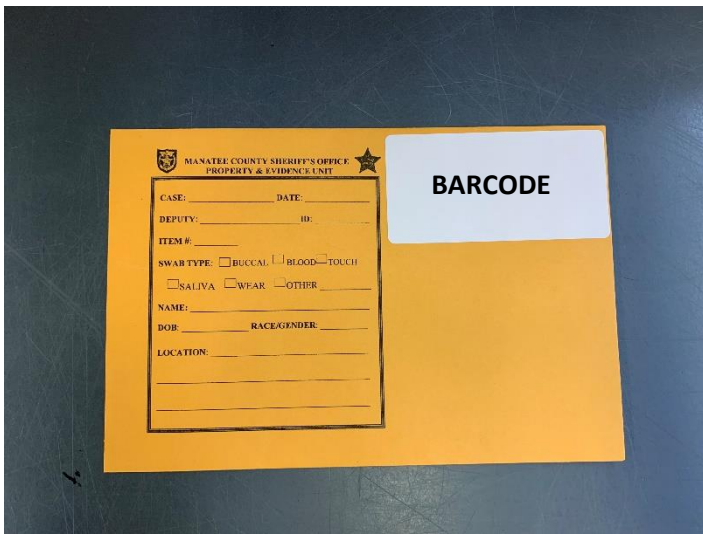
- 88-108 – Release of property
- 18-011 – Risk Protection Order (RPO) (this is still needed by the courts)
- 88-104 – Lab request (email form to [ForensicUnitRequest@manateesherriff.com](mailto:ForensicUnitRequest@manateesherriff.com) and [pande@manateesherriff.com](mailto:pande@manateesherriff.com))
- 13-031 – Chemist request (email form to [ForensicUnitRequest@manateesherriff.com](mailto:ForensicUnitRequest@manateesherriff.com) and [pande@manateesherriff.com](mailto:pande@manateesherriff.com))
- 13-047 – DUI Toxicology FDLE form - (Blood/Urine) – form must accompany the item in the fridge.
- 14-010 – Sexual Assault FDLE form - (Blood/Urine) – form must accompany the item in the fridge.



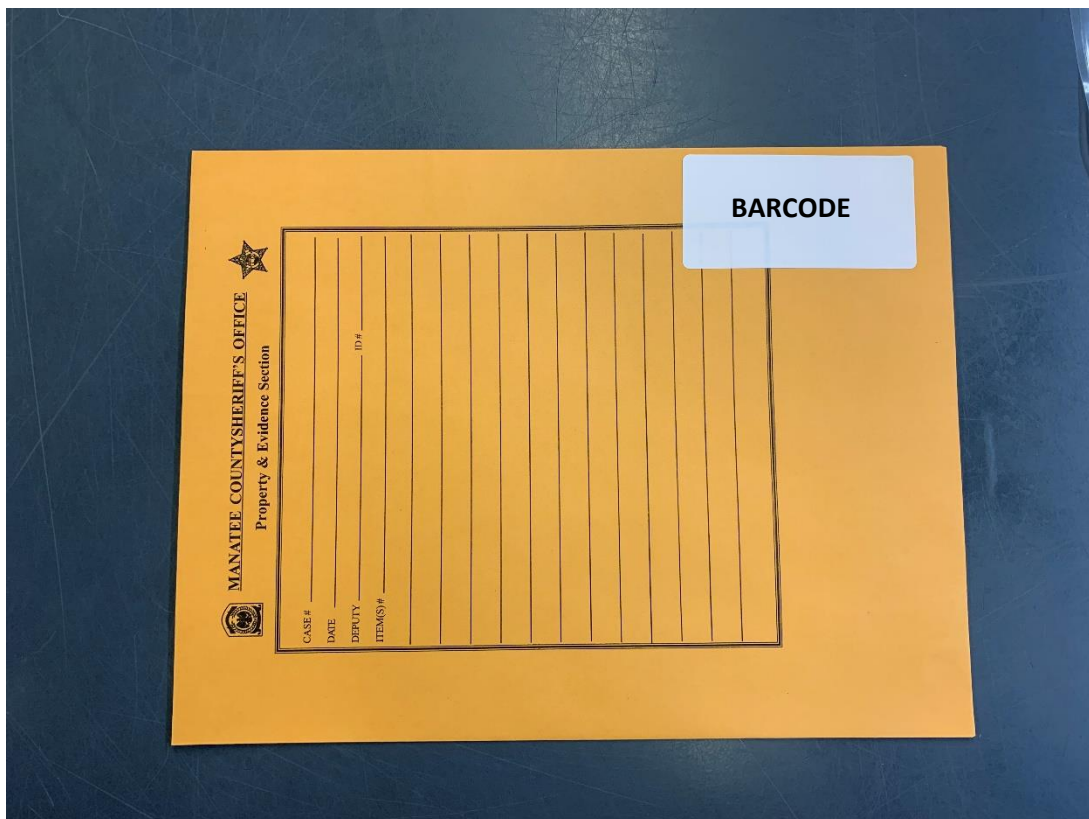
**THE NEXT FEW PAGES SHOW WHERE  
THE BEST LOCATION TO PLACE  
THE BARCODE LABEL(S).**

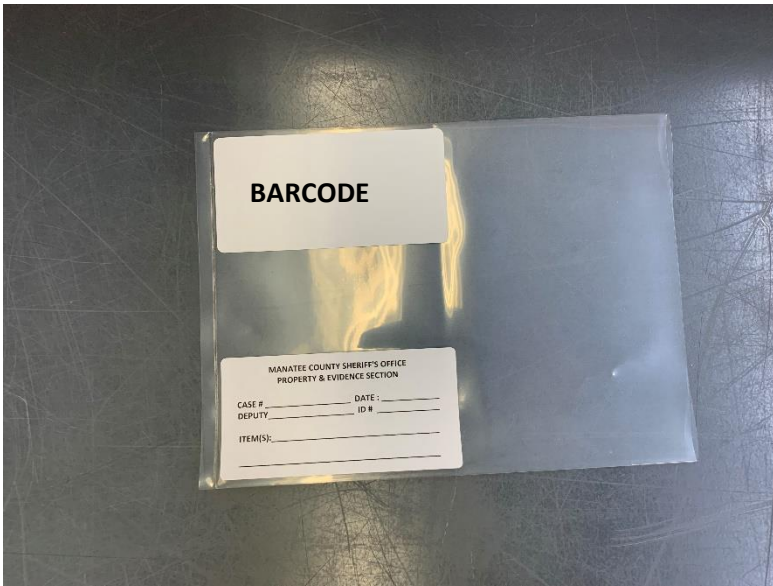
**OBVIOUSLY, IF IT CANNOT GO IN THOSE AREAS,  
USE YOUR BEST JUDGEMENT ON PLACEMENT**

## SWAB ENVELOPE LABEL PLACEMENT

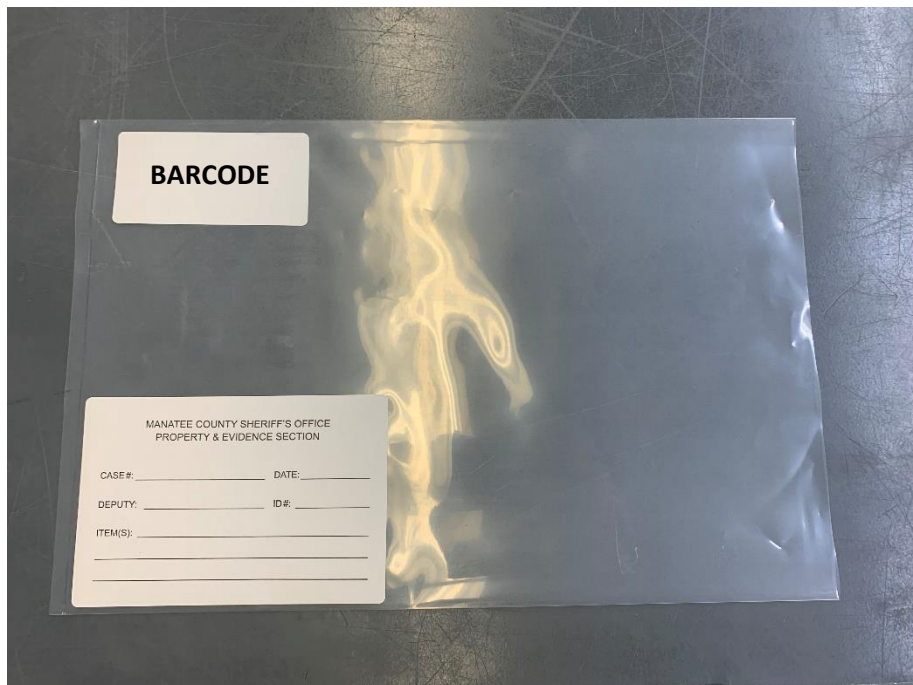
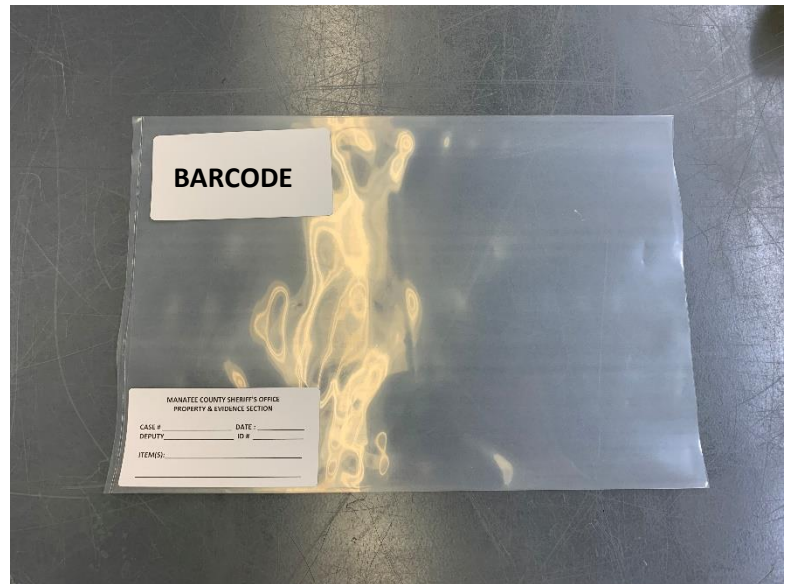


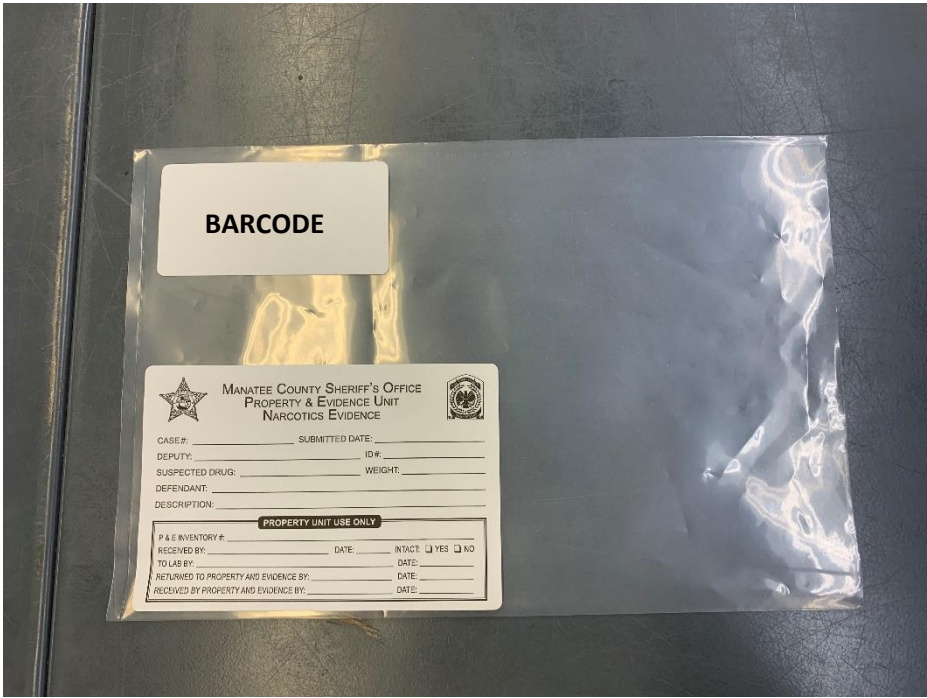
## EVIDENCE ENVELOPE LABEL PLACEMENT



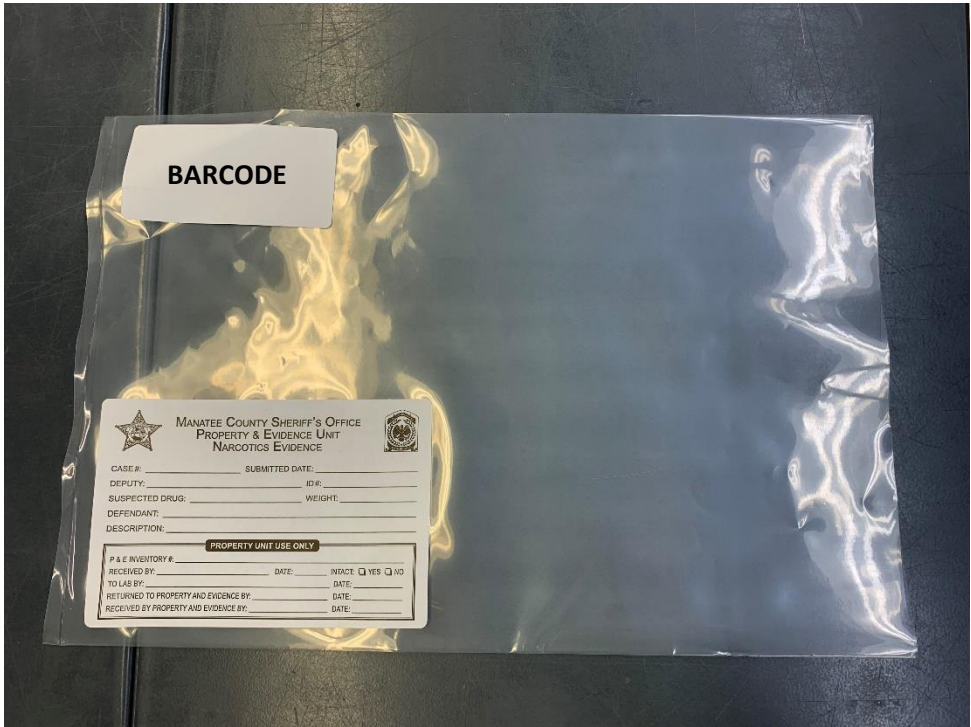


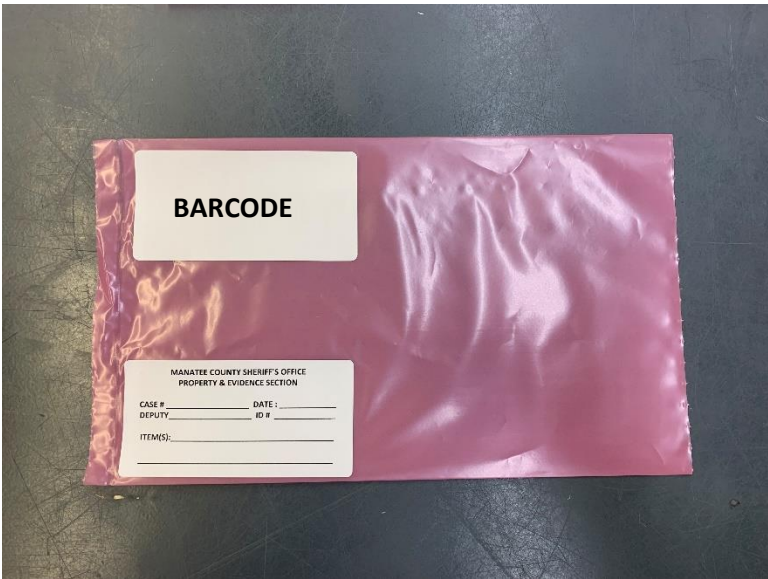
## EVIDENCE BAG LABEL PLACEMENT



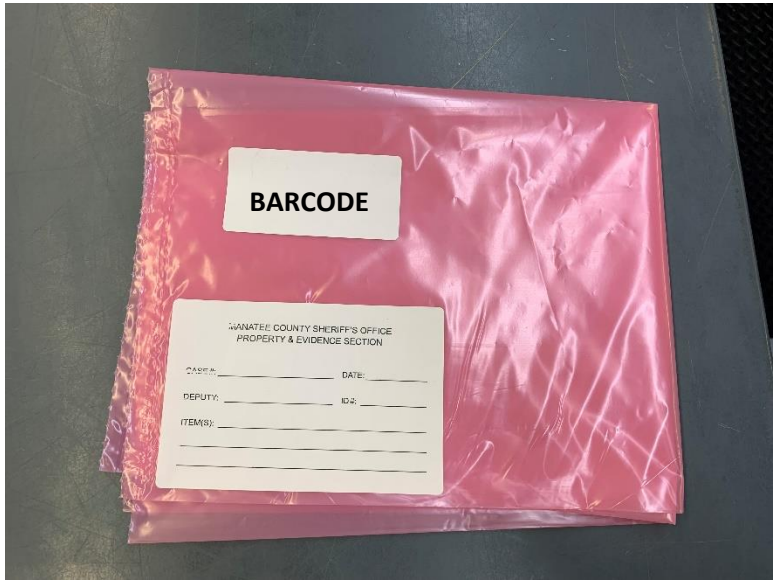


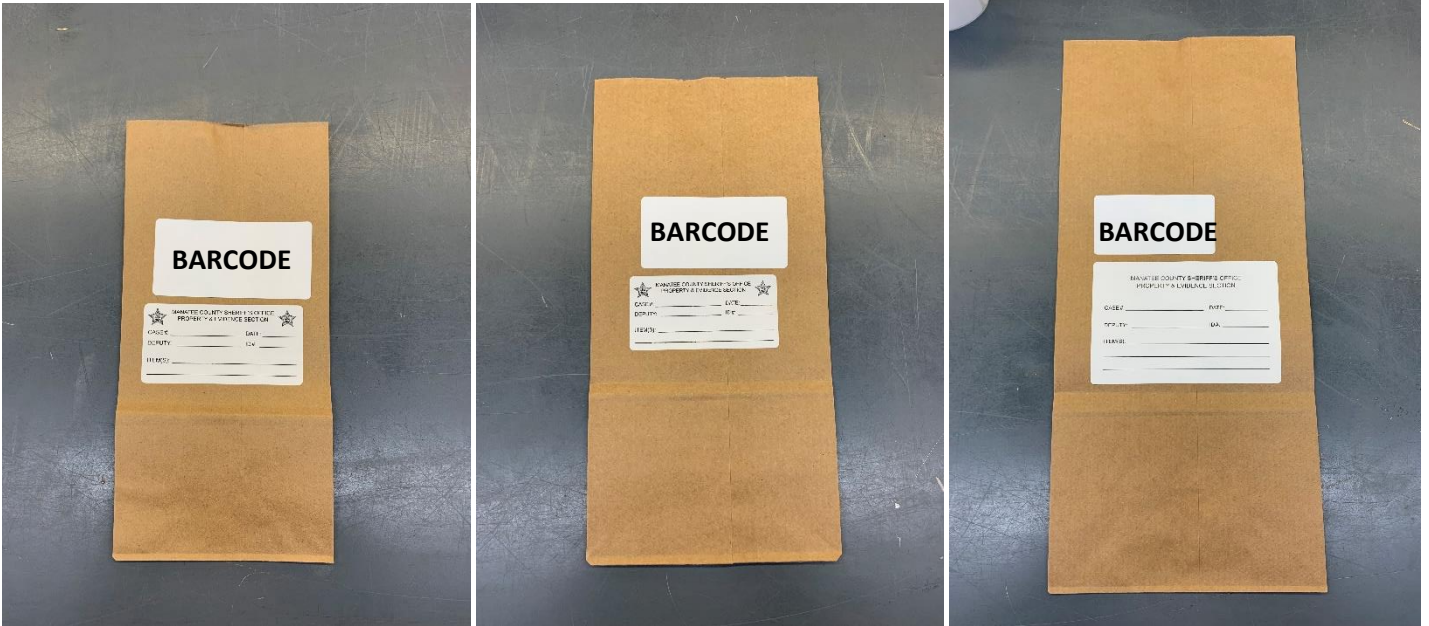
**NARCOTIC BAG LABEL PLACEMENT**





## PINK BAG LABEL PLACEMENT

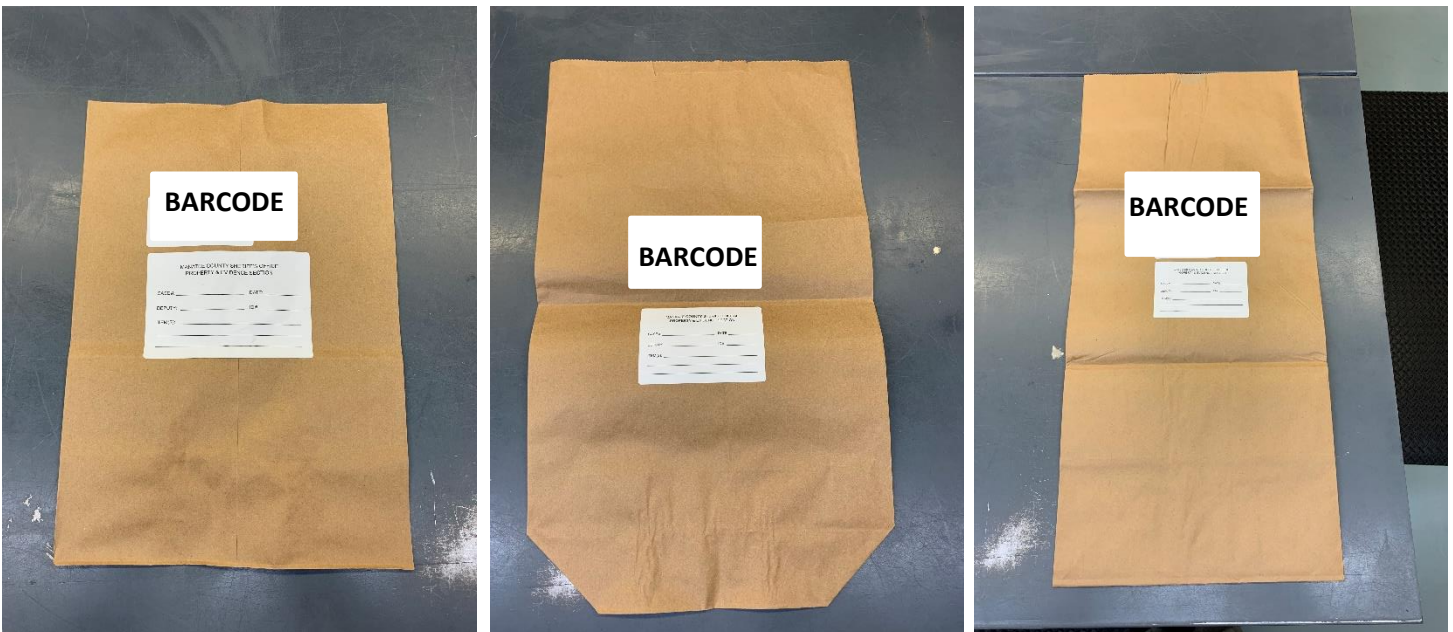




## PAPER BAG LABEL PLACEMENT

ALSO, THERE ARE ROLLS OF EVIDENCE LABELS IN THE DROP ROOMS FOR YOU TO USE ON THESE BAGS.

IF YOU NEED TO PLACE A NARCOTIC ITEM IN A PAPER BAG, MAKE SURE TO USE A NARCOTIC LABEL. EITHER CUT ONE OFF OF THE PLASTIC NARCOTIC BAG OR USE ONE FROM THE ROLL (IF THERE IS A ROLL IN THE DROP ROOMS)





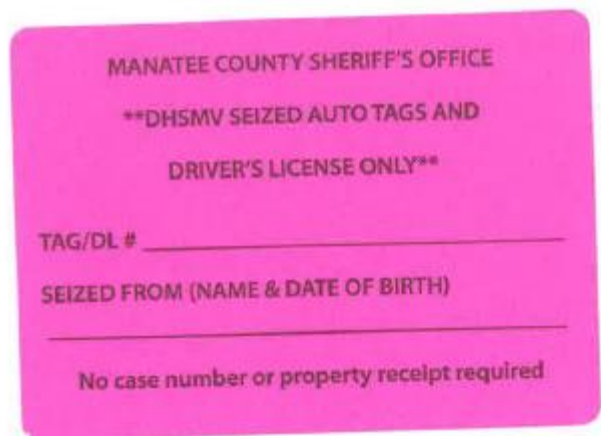
## **TUBE LABEL PLACEMENT**

**PLEASE PUT THE BARCODE LONGWAYS ABOVE THE EVIDENCE STICKER.  
SCANNERS CANNOT READ THE BARCODE  
IF IT IS WRAPPED AROUND THE TUBE.**

# STICKERS

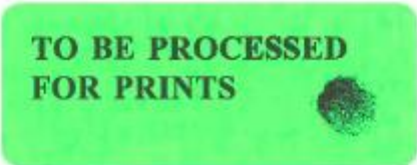
THESE ARE EXAMPLES OF MOST OF THE STICKERS AVAILABLE IN EVERY DROP ROOM.

IF YOU DO NOT SEE ONE YOU MIGHT NEED, USE A STICKY NOTE AND WE CAN ALWAYS PUT ONE ON FOR YOU IF ONE IS AVAILABLE.





**Firearm Unloaded**  
By: \_\_\_\_\_ Date: \_\_\_\_\_  
Checked by P&E: \_\_\_\_\_ Date: \_\_\_\_\_



**Location:**

**OPS / 600 301 Blvd W, Suite 158  
Bradenton, FL 34205**

**Contact:**

**Phone: 941-747-3011  
X1130 for the PUBLIC  
X1132 for LEO ONLY  
Fax: 941-744-3781**

**E-mail:**

**[pande@manateesherriff.com](mailto:pande@manateesherriff.com)**

**Schedule for LEO help: x1132**

**Mon-Fri 6am-4:30pm (except holidays and weekends).**

**\*\*If after hours, check the on call list to see who is on call. Please do not hesitate to call, that's what we are here for.**

**Schedule for Public: x1130**

**Mon, Tue & Thurs – 9am – 4pm  
Fri – 9am – 12 noon  
Wed – Closed**



