

Maple Grove Police Department



Property and Evidence Packaging Manual



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Definition Chain-of-Custody

- An identifiable person must always have the physical custody of a piece of evidence. In practice, this means that a police officer, detective or community service officer will take charge of a piece of evidence, document its collection, and hand it over to an evidence technician for storage in a secure place. This transaction, and every succeeding transaction between the collection of the evidence and its appearance in court, should be accurately documented.



Definition Releasing Property

- All items that have been submitted to the evidence unit will be release by the evidence unit staff.
- These releases will occur **by appointment** between 8:00 and 16:00 hours Monday through Friday.
- If you want us to release property, you must email the evidence unit staff authorizing the release.
- If the evidence unit is contacted by a property owner requesting property, and we have not been given prior authorization, the property owner will be directed to the appropriate officers voice mail.
- Once a property release is authorized, the party can make an appointment to pick the item or items up.



Definition: Right of Refusal

- The Evidence Unit's ability to refuse acceptance of evidence, property or documents due to missing or incorrect submission information, documents or items. Refused items will be placed in MGPD Overnight Locker 001 with a email being sent to the person originally submitting the item(s) explaining the reason for refusal and the combination to the locker. The property must be resubmitted after corrections have been made.



Definition: Best Evidence Rule

M.S.S. 609.523 Return of Stolen Property To Owners:

allows law enforcement to return stolen property taken from an owner illegally with the use of photographs to document the item(s) taken to be used as evidence.

Photos need the following:

*name of owner

*name of accused

*arresting officer

*date photo taken

*case number

*signature of photographer

- Use during Shoplifting and Simple Theft cases where items do not need to be forensically processed (finger prints, DNA, etc.).

Property valued at \$150.00 or more shall require the owner to retain possession for at least 14 days (upon return) in the event the defense attorney wishes to examine the property.

Definition: Found Property (Claimed/Unclaimed).



- Found property is not required to be turned over to the police department.
- Finders of property merely need to make a “reasonable” attempt to find the true owner and return custody of property to the true owner.
- If the item is not turned over, the finder should do one of the following: File Lost & Found ad in local newspaper, or file a report with the police stating that they wish to retain the lost or stolen item.
- Finders of property who wish to claim it after 60 days must have their request documented stating their wish to claim the found property if the owner is not found.

And

- The Finder must contact the Police Department’s Evidence Unit (763) 494-6154 to make a formal claim and determine when the 60 day period has passed before they can take possession.

Erickson v. Sinykin, 223 Minn. 232, 26 N.W. 2d 172 (1947)

PROPERTY AND EVIDENCE GENERAL PACKAGING RULES



1. All evidence should be entered by the officer who recovered the item or items.
2. Never allow another officer to enter evidence under your log-in name and password.
3. All items must be packaged, sealed and labeled as shown in the current packaging manual.
4. The packaging manual can be found on the G Drive as well as in the Major Case room in the Police Department.

PROPERTY AND EVIDENCE GENERAL PACKAGING RULES



5. **Each item submitted to the evidence unit must have a corresponding barcode label.**
6. Stolen, lost and recovered stolen (and returned) items should never be issued a barcode.
7. Each item worth collecting as evidence is important enough to have it's own barcode.
8. Use the appropriate size envelope or bag while packaging your items.

PROPERTY AND EVIDENCE GENERAL PACKAGING RULES



9. Any wet items must be dried prior to being placed in a locker. If you must, use the drying cabinet room P178.
10. If you have more than one item in an envelope/bag, the corresponding barcodes should be secured to the outside of the packaging. Do not seal any barcodes inside an envelope or bag.
- 11. You are responsible for submitting both evidence reports with your case file report.**

PROPERTY AND EVIDENCE GENERAL PACKAGING RULES



12. If the items you have submitted need special attention of any kind, contact the Evidence Unit by email to assure the proper handling of your evidence.
13. **This is your evidence. The Evidence Unit is responsible for holding and keeping track of your evidence. Your evidence is still your responsibility.**



Releasing Property

1. If you are dealing with property that has not been submitted (placed in a locker), do not make a barcode label for it.
2. **Only items being submitted into a secure locker need to be barcoded.**
3. Stolen recovered items (shoplifting) that are being returned to the store should be listed on a property sheet and submitted to the records department.
4. **Do not submit property sheet to the evidence unit.**

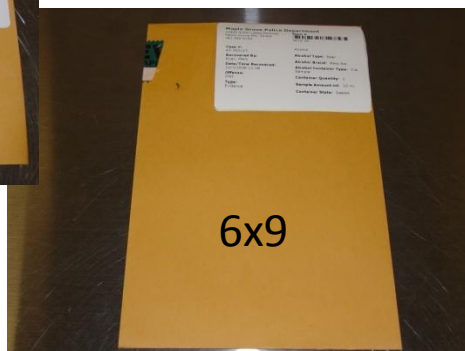
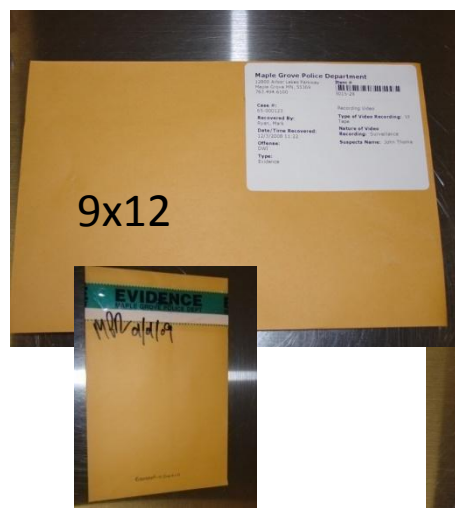
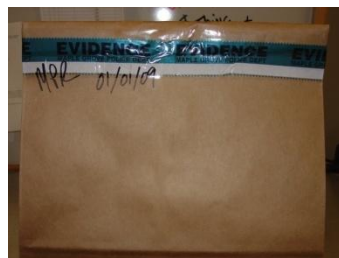
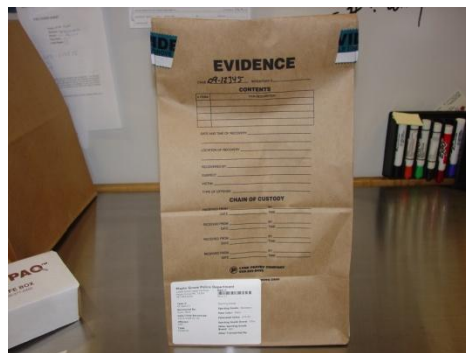
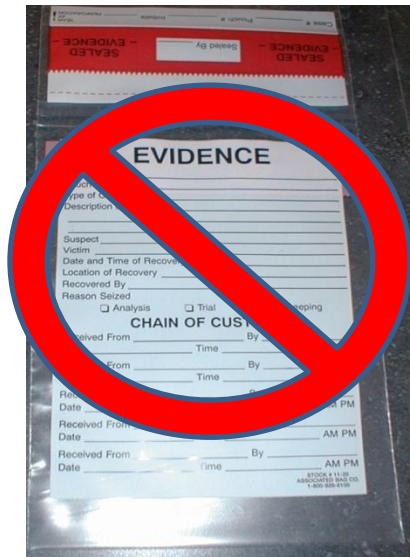


Label Locations

1. Please notice throughout this power point where the barcode labels are fix to the evidence packaging.
2. **The placement of the labels is very important due to the way the items will be stored in the evidence room.**
3. Please refer to this manual frequently so the items labeled properly.
4. **If the items are packaged or labeled improperly they will be returned to you for correction.**



Packaging of Items

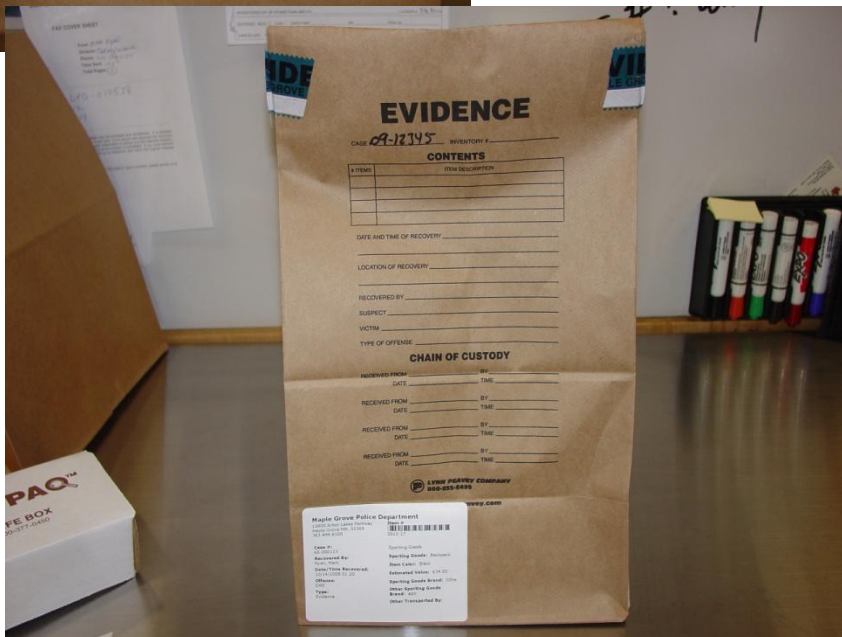
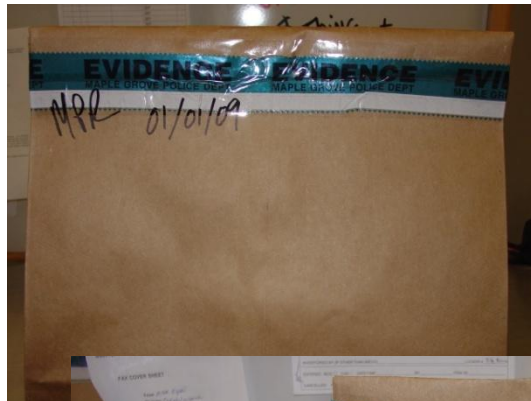


1. We will no longer be using the plastic evidence tamper proof bags.
2. Generally items will be packaged in 6x9 / 9x12 envelopes or any of the different sized grocery type bags.
3. Other specific item packaging is outlined in this manual.

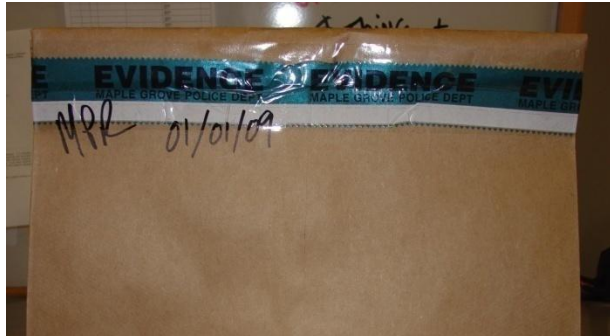


Packaging of Items

4. Each item worth collecting is worth packaging by it's self.
5. This is not any more work than before. You will still need to enter it to generate a barcode label.
6. All evidence tape seals must be secured with clear tape to meet Hennepin Co. standards.



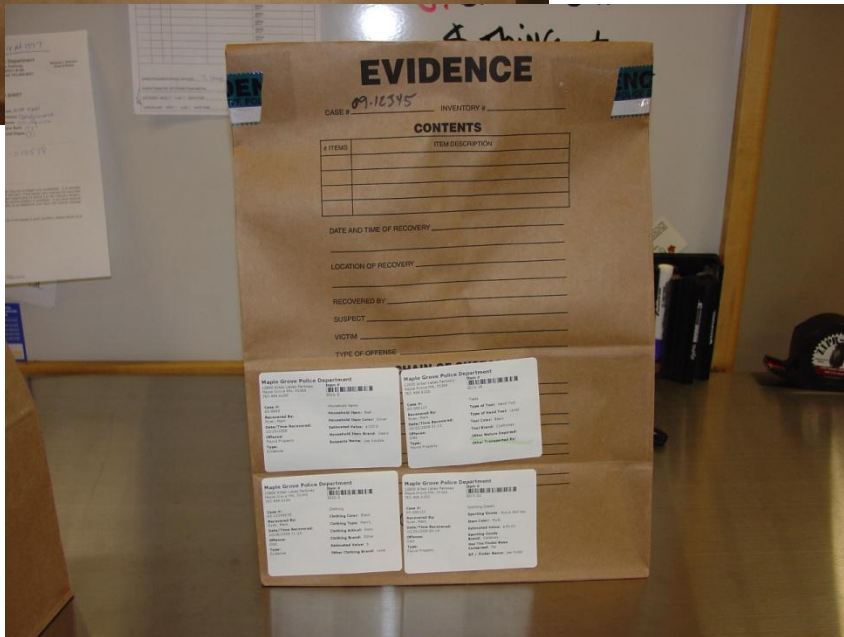
Packaging of Multiple Items in One Bag



7. If your items are of the same nature and or they are associated, they can be placed in the same bag.

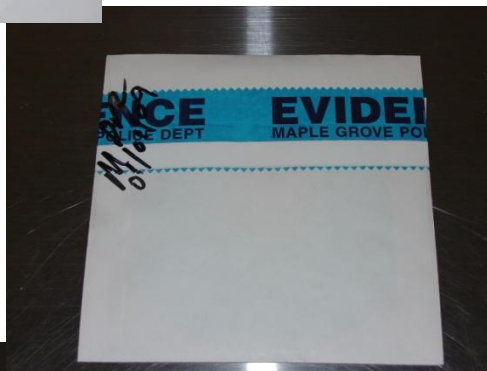
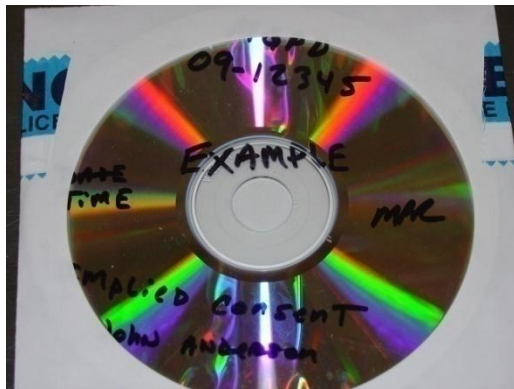
Example: 4 recovered stolen shirts.

If there is any chance the items belong to different people or if they may need to be separated, **do not package them this way.**





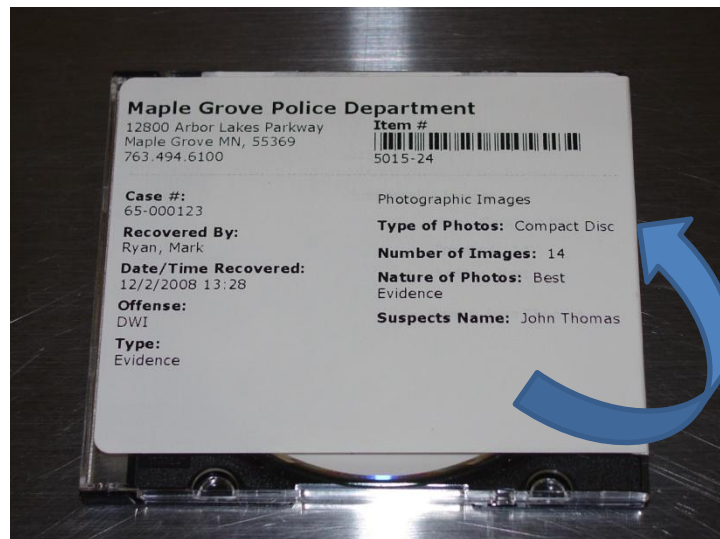
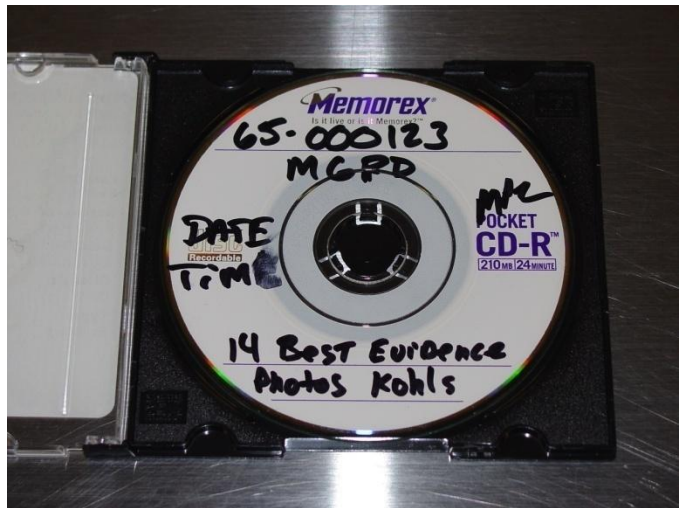
PACKAGING OF CD'S / DVD'S



1. All full size CD's or DVD's are to be secured in a paper sleeve which we provide. No jewel cases please.
2. Be sure to put the case number and the subjects name or incident description on the actual CD/DVD with a Sharpie. This way, if the CD/DVD and the paper sleeve ever get separated, they can be reunited.
3. Put the CD/DVD in the paper sleeve being sure the information on the CD/DVD shows through the plastic window.
4. Secure the paper sleeve with evidence tape.
5. Your initials and date must appear across the tape, onto the paper (as pictured to the left). Be careful not to damage the CD/DVD while initialing and dating the secure seal (use a Sharpie).
6. Secure the Barcode Label to the upper right corner of the sleeve on the opposite side of the evidence tape seal as indicated in the photo.



PACKAGING OF MINI CD-R



- Be sure the CD-R disc has been finalized before submission.
- The case number and date as well as the photographers name and badge number must be written on the disc. Do not use anything other than a felt tip marker.
- Place the Mini CD-R in a Mini CD jewel case.
- **Secure the Jewel case with evidence tape.**
- Secure the barcode label to the front of the jewel case.
- A small portion of the barcode label will have to be wrapped around the right edge of the jewel case.

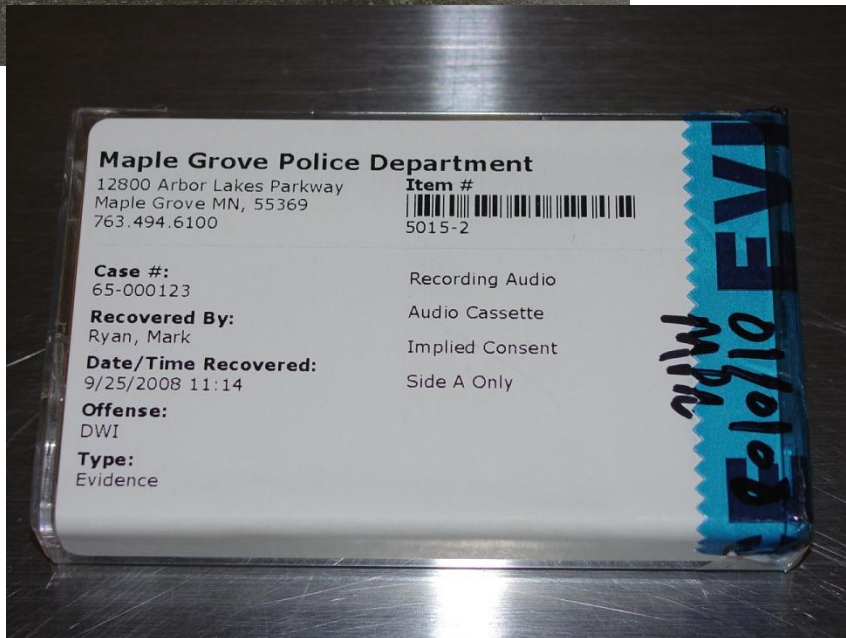


Packaging of Audio Tapes



1. Label the side (or sides) of the tape that have been recorded on.
2. The side of the tape with the four screws (in the corners) facing you is always side A.
3. Remove the record tabs on the edges of the tape to prevent your evidence from being recorded over or erased. (tapes will not be recycled).
4. Place the tape in a tape case.

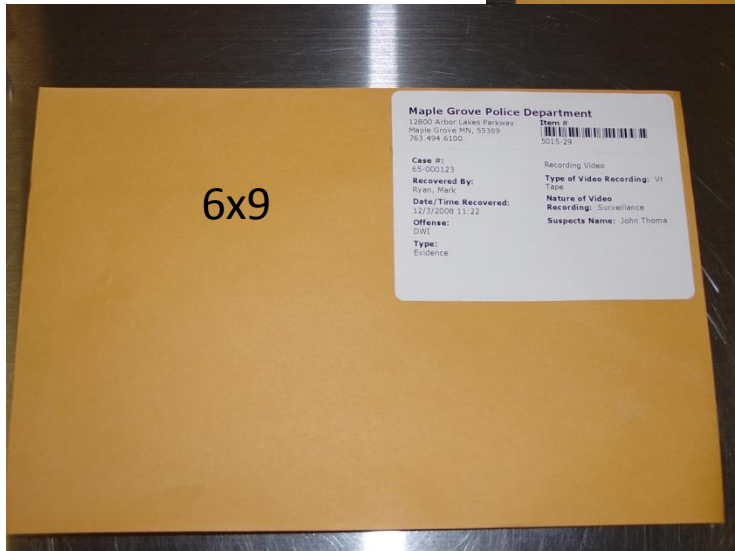
Packaging of Audio Tapes



- Put the barcode label on the outside cover of the audio tape case. Be sure to put the label on the solid plastic side.
- Use a small piece of evidence tape to seal/secure the audio tape case.
- Initial and date the evidence tape as shown.
- Be sure not to cover the barcode or information on the barcode label.
- If the information on the label is unreadable the item will be returned to you for repackaging.



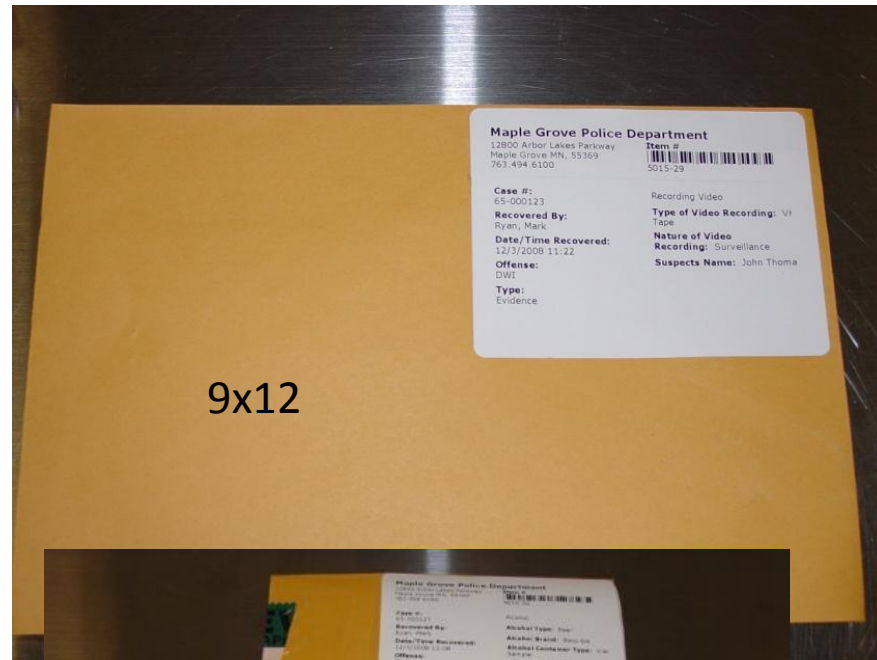
Packaging of VHS Tapes



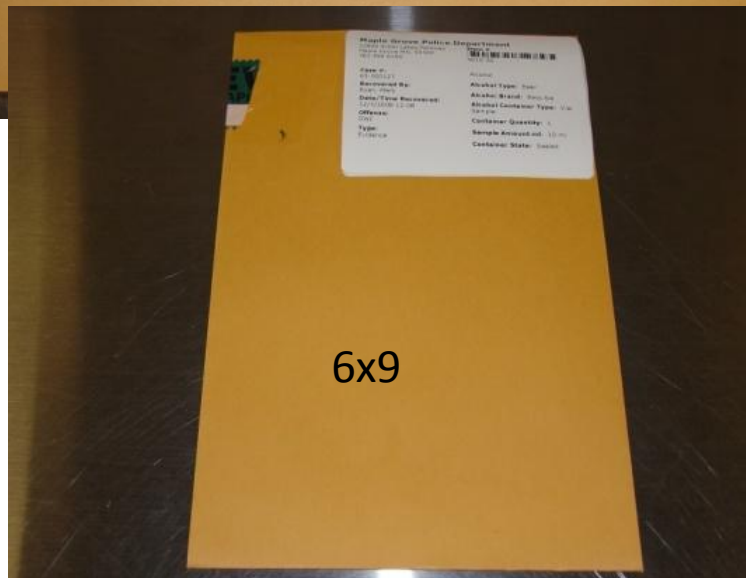
1. Label the actual VHS tape.
2. Secure the VHS tape in 6x9 size envelope.
3. Secure the envelope with evidence tape.
4. Sign and date across the evidence tape.
5. Put the barcode label in the upper right corner of the envelope as shown.



Packaging of Documents



9x12

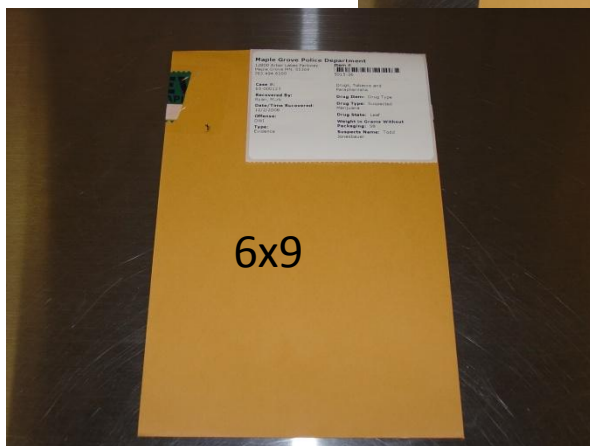
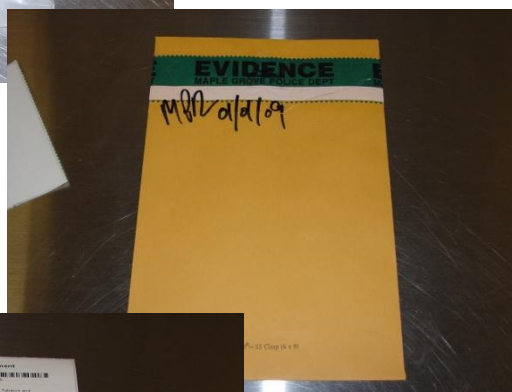


6x9

1. Use the appropriate size envelope for the document size.
2. Note the proper barcode label location depending on the envelope size.
3. Be sure you properly seal the envelope.



Packaging of Narcotics



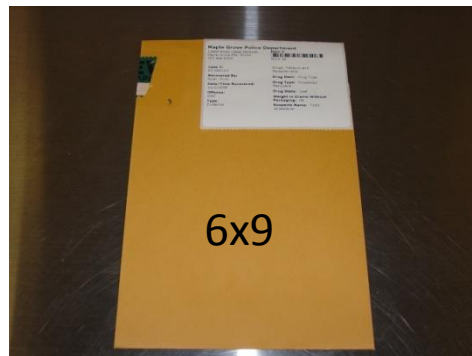
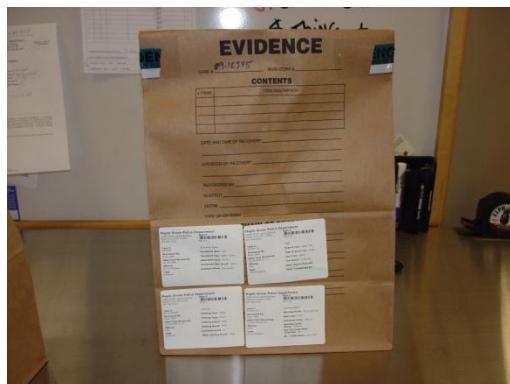
1. All narcotics must be packaged individually.
- 2.
3. All narcotics must be weighed by the arresting Officer.
4. Weigh the narcotics by it's self without packaging.
5. Secure the narcotics in a heat-seal bag. Initial and date across both sealed ends of the bag.
6. Be sure to put the case number on the heat-seal bag.
7. Do not package any other items in the same envelope.
8. If the drugs were field tested, do not enter the field test kit as evidence. The result will always turn brown or black over a short period of time. Document results only.



Packaging of Paraphernalia

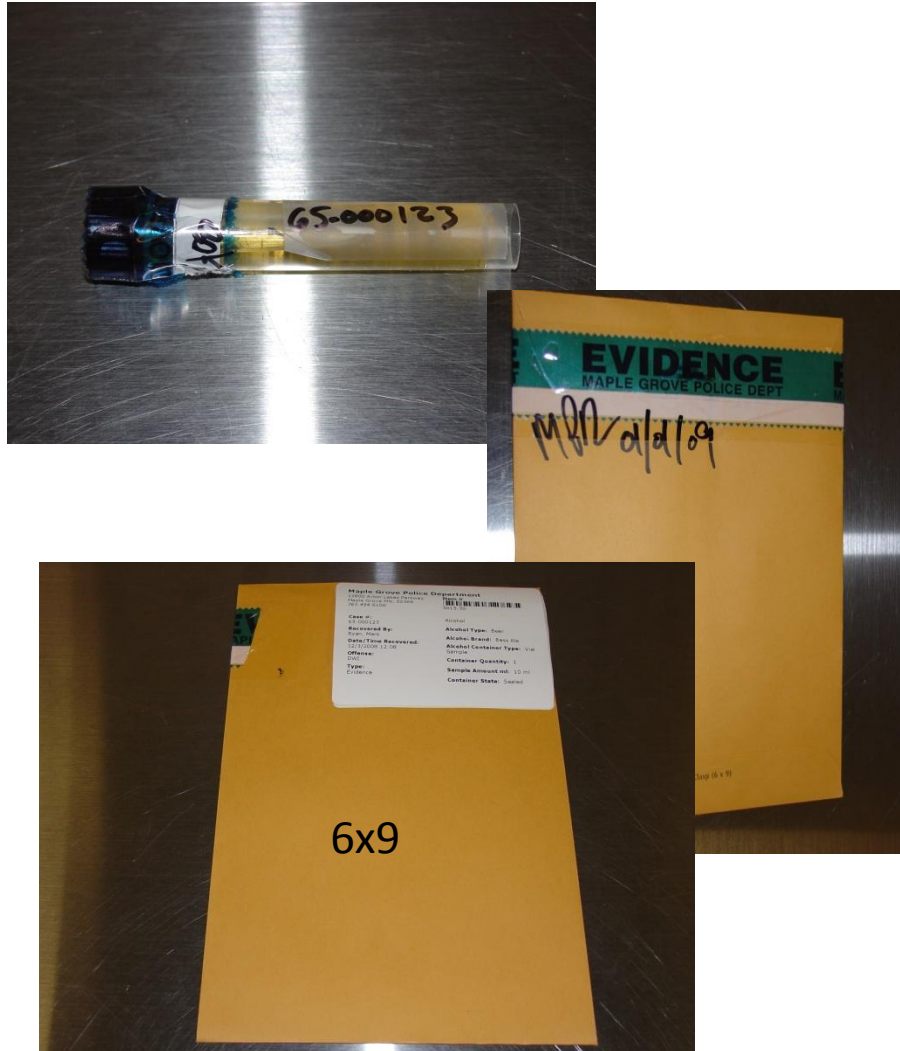


1. Never package paraphernalia in the same envelope as the narcotics.
2. Each piece of paraphernalia needs to have a barcode label generated for it.
3. Multiple paraphernalia items can go in the same envelope if they pertain to the same suspect. As long as each barcode label is affixed to the envelope.





Packaging of Sample Alcohol



1. Secure your sample of alcohol in a vial.
2. Secure the vial with evidence tape.
3. **Be sure the vial is not leaking!**
4. Sign and date across the seal.
5. Secure the vial inside a 6x9 envelope.
6. Secure with evidence tape. (sign and date).
7. Affix barcode label to the top right corner as shown to the left.

Packaging of Alcohol / Containers



- All containers of alcohol need to be secured in the appropriate size evidence bag even if they are being entered for destruction.
- Affix the barcode label to the exterior of the bag.

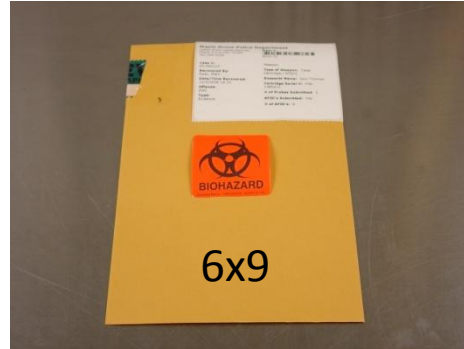
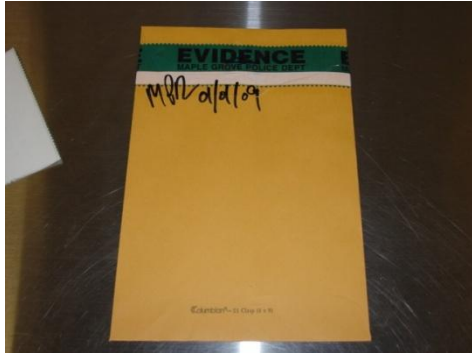
Packaging of License Plates



1. Secure all license plates in a heat-sealed package.
2. Sign and date across both heat-seal ends.
3. Fix the barcode label to the upper left corner as shown to the left.

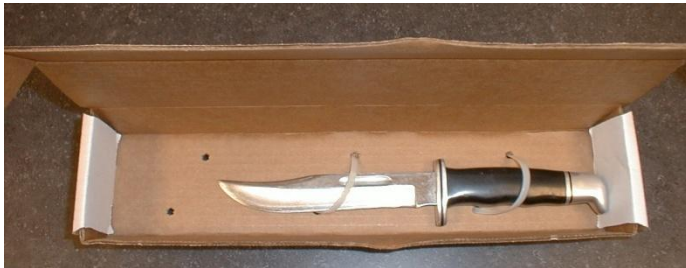


Packaging of Sharps



1. All sharps items should be considered a potential biohazard (blood borne conduct applies here).
2. All sharp items must be placed in sharps tubes to prevent exposure (i.e. syringes).
3. Labs and Courts will not allow these items in their facilities. If it is possible, enter a photograph as evidence (best evidence rule) allowing the item to be properly destroyed.
4. If the content of a syringe needs to be tested, the content must be transferred to a vial. The vial must be sealed with evidence tape and signed by the arresting Officer. The case number must be visible on the vial.
5. The vial can then be entered as any other vial sample of a liquid would be.
6. Utilize the provided biohazard labels when applicable.
7. If the item is in a clear plastic tube, be sure to fix the barcode label horizontally so the barcode can be scanned.

Packaging of Knives



1. All exposed blade knives must be secured in an approved knife boxes. Folding knives are the only exception (pocketknife).
2. Folding knives that are closed (blade not exposed) may be placed in a paper envelope.
3. Do not place metal items in plastic where moisture can be trapped causing the item to rust.
4. Knives with bio hazard evidence (blood, body fluid) must be secured in the approved knife box with zip-ties in a manor allowing the evidence to not be disturbed.
5. Secure all exposed blade knives in an approved knife box with zip-ties to prevent injury or exposure during handling and storage.
6. Make sure to note any pertinent information on the packaging including case number, date, names, dates of birth, location of recovery and your name and badge number.

Bicycles



1. When entering bicycles please hang them from the wall in room P178.
2. Secure one of the provided evidence / property tags to the bicycle.
3. Put the barcode label on the evidence / property tag as shown.
4. If there are additional descriptive features to on the bicycle, be sure to add those to the additional description field when entering the item.

Packaging of Long or Tall Items

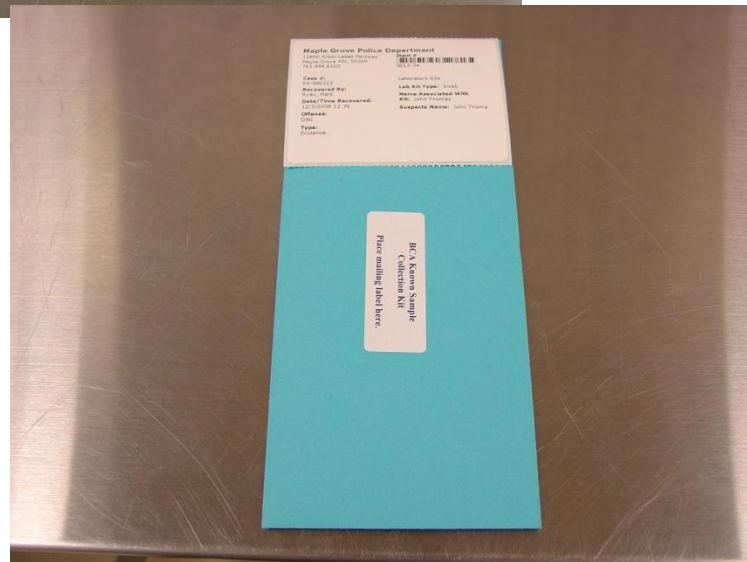
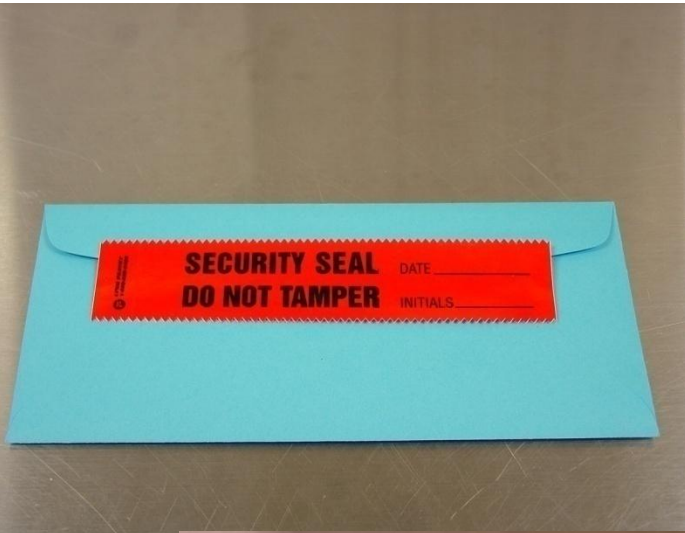


1. If the item does not need to be processed you can attach a evidence tag with the barcode label affixed to it.
2. If the item needs any type of processing be sure to secure it in some type of paper packaging. Affix the barcode label to the packaging.

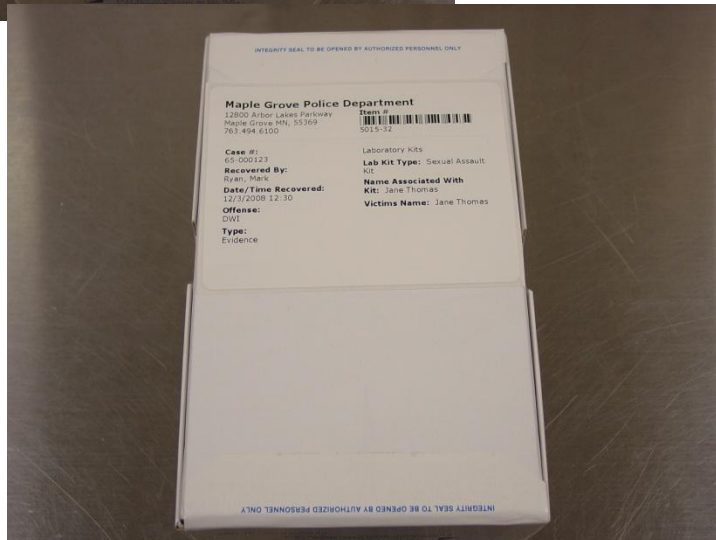
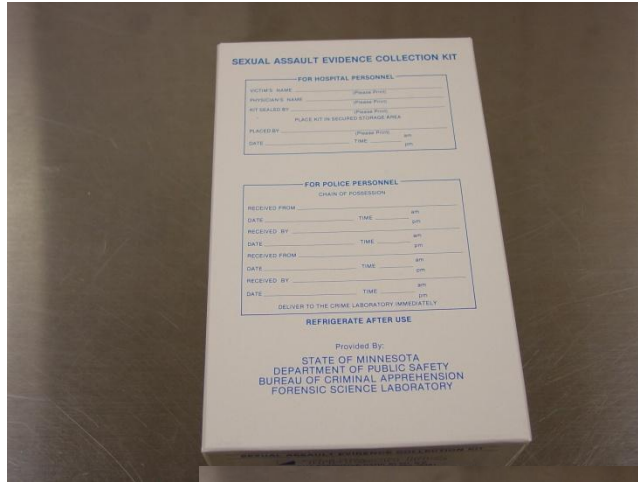


Packaging of DNA Swabs

1. Package the swabs in the provided envelope.
2. Seal the envelope with the supplied evidence tape.
3. Affix the barcode label to the front of the envelope as shown to on the left.



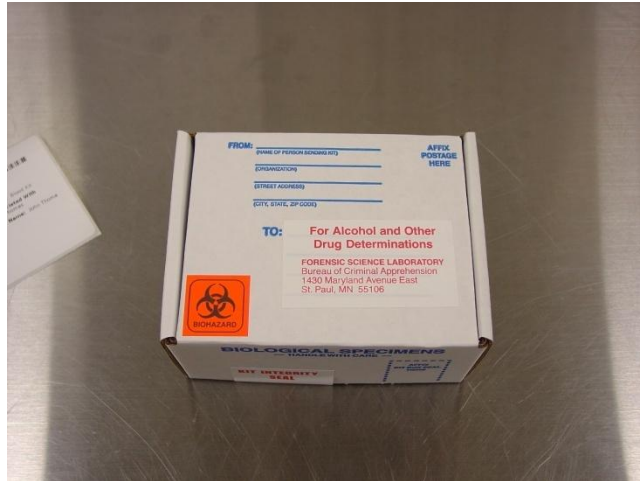
Packaging of Sexual Assault Kits



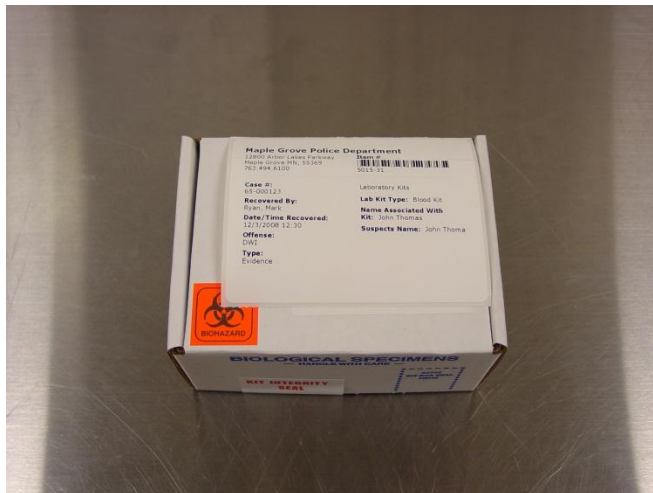
1. Make sure the kit is sealed securely.
2. Affix the barcode label to the back of the kit so the information on the top is not covered.
3. Secure the kit in the refrigerated locker in room P178.



Packaging of Blood Kits

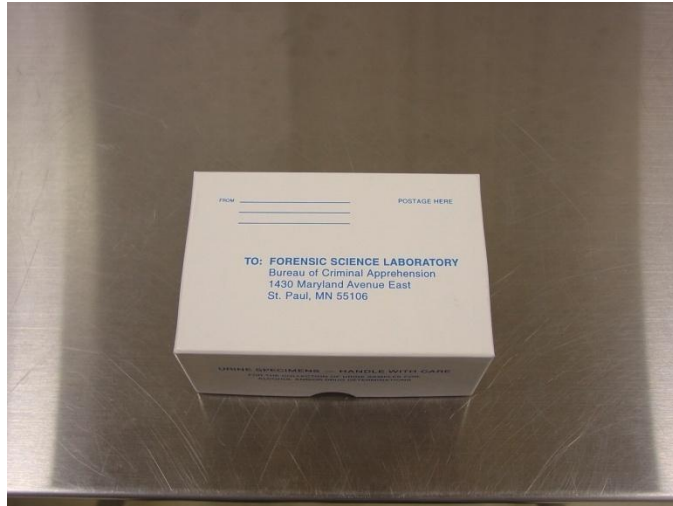


1. Make sure the kit is sealed properly.
2. Affix the barcode label to the front of the kit as shown to the left.
3. Place the kit in the refrigerated locker in room P178.

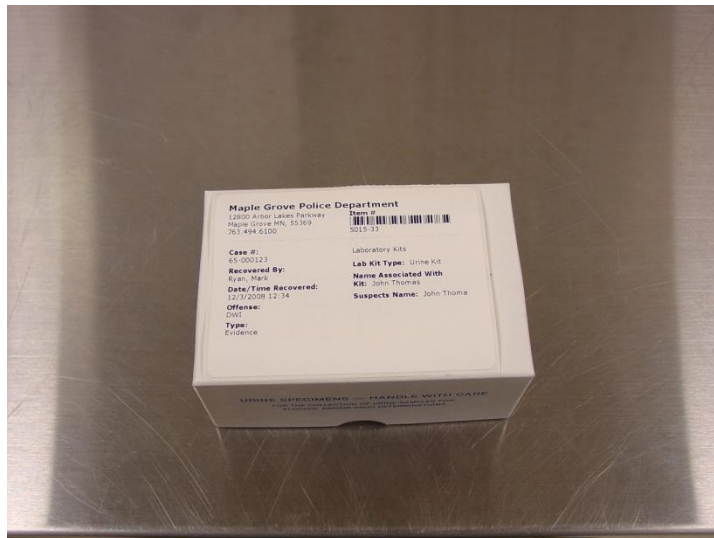




Packaging of Urine Kits



1. Make sure the kit is sealed properly.
2. Affix the barcode label to the front of the kit as shown to the left.
3. Place the kit in the refrigerated locker in room P178.



Refrigerated Evidence



1. Refrigerated evidence (Blood kits, Urine kits and Sexual Assault kits) should be secured in the refrigerator in room P178.
2. Inside you will find 12 individual lockers. Place the kit inside the individual locker and turn the black knob clockwise until it is locked.
3. Be sure to note the kit number on the property sheet as well as the number of the locker you placed it in.
4. Be sure to put the case number on the kit.
5. Submit the property sheet in locker 27 in the major case room.



Blood Drying Unit



1. The shelving can easily be removed if need be.
2. To remove the shelving, pull from the back corner of the shelf as shown in the picture.
3. To replace the shelving, place the shelf in the groove in the front corner of the cabinet first and push the shelf into place.
4. Once you have your items inside the unit, be sure to close the door and secure the 4 latches on the door to insure a tight seal.
5. Lock the cabinet to maintain the chain of custody.
6. Press the green switch to turn the unit on.
7. If the red light comes on this is an indication there is an air flow issue and you must turn the unit off. Notify the Evidence unit staff to reset the unit.
8. The evidence unit staff will package the items for you once they are dry provided you completed and submitted a property sheet for the items.



Blood Drying Unit



1. The shelving can easily be removed if need be.
2. To remove the shelving, pull from the back corner of the shelf as shown in the picture.
3. To replace the shelving, place the shelf in the groove in the front corner of the cabinet first and push the shelf into place.
4. Once you have your items inside the unit, be sure to close the door and secure the 4 latches on the door to insure a tight seal.
5. Lock the cabinet to maintain the chain of custody.
6. Press the green switch to turn the unit on.
7. If the red light comes on this is an indication there is an air flow issue and you must turn the unit off. Notify the Evidence unit staff to reset the unit.
8. The evidence unit staff will package the items for you once they are dry provided you completed and submitted a property sheet for the items.



TASER EVIDENCE



THE TASER EVIDENCE MUST BE SUBMITTED TO EVIDENCE BY THE OFFICER WHO FIRED THE TASER.

The following items must be inventoried:

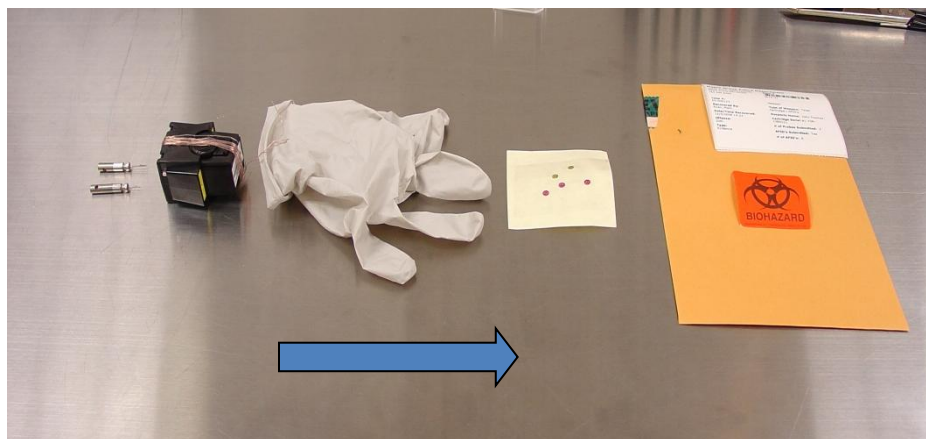
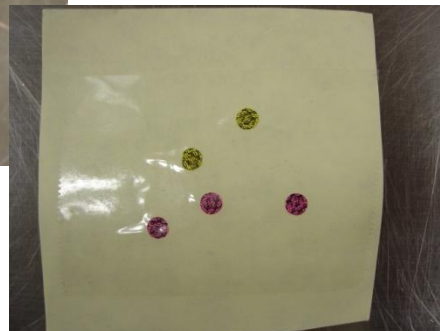
The Taser its' self will be entered.

1. It must be entered as EC (Exigent Circumstances) for the purpose of video retrieval.
2. Fasten an evidence tag to the taser for identification. Do not put it in a paper or plastic evidence bag.
3. Put the barcode label on the tag.



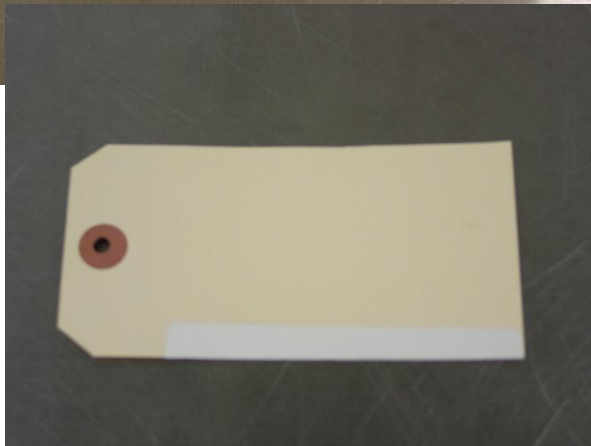
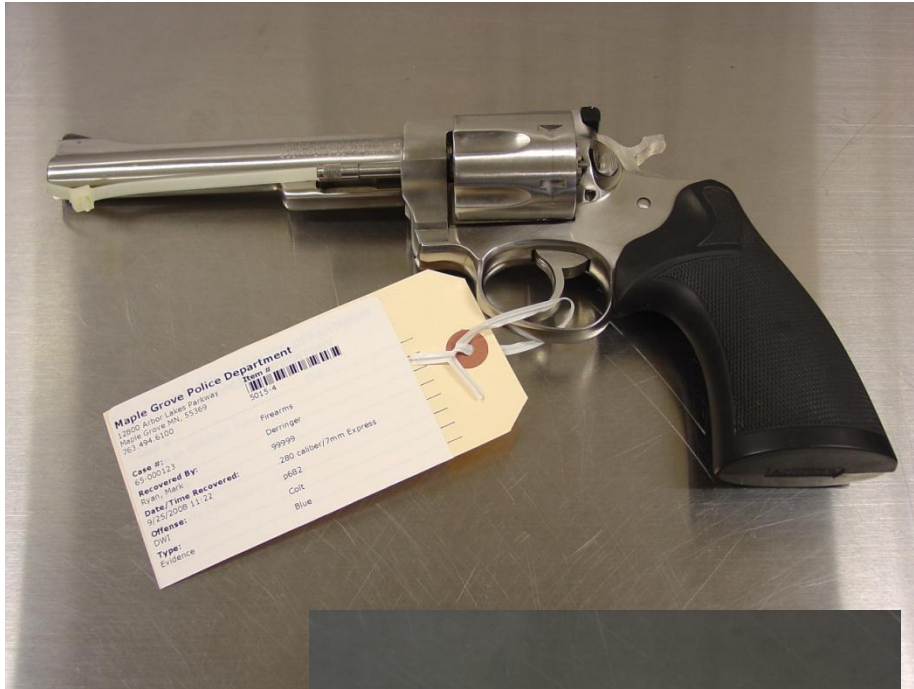


TASER EVIDENCE



1. The spent taser cartridge with the 2 probes must be entered as evidence. Place the probes (sharp side down) back into the spent cartridge. If there is extra wire still attached, wrap it around the cartridge. The cartridge with the probes and wire should be secured inside your rubber glove as you were instructed in training. This will be item number 2 on your property sheet.
2. Be sure to describe the evidence for number 2 as spent taser cartridge with 2 probes inside rubber glove.
3. Secure these items in a 6X9 envelope and secure the envelope with evidence tape. Date and initial across the evidence tape. Put a biohazard sticker on the envelope. Affix the barcode label to the top right corner of the envelope as shown to the right.

Packaging of Firearms



1. Always zip-tie the action open to be sure the firearm is clear.
2. Tie an evidence / property tag to the firearm.
3. Affix the barcode to the tag.
4. Secure the firearm in one of the evidence lockers.
5. Some of the barcode labels will have to be folded around the back side of the tag.



IMPORTANT CONFISCATION INFORMATION

- When officers acquire firearms from a residence for safe keeping (mental health issue, threat of suicide, domestic, etc.), they need to explain the following:
- The owner of the firearm needs to call the Evidence and Property Unit at (763) 494-6154 to make a formal request to have the firearm returned to the owner.
- The owner of the firearm will be checked (criminal history, mental commitment, etc.) to assure they can legally possess a firearm in accordance with Minnesota and federal statute.
- A Bureau of Alcohol, Tobacco and Firearms gun trace will be performed By the P/E Unit pursuant to MGPD procedure.
- All decisions of firearm dispositions will be made by the Chief of Police.

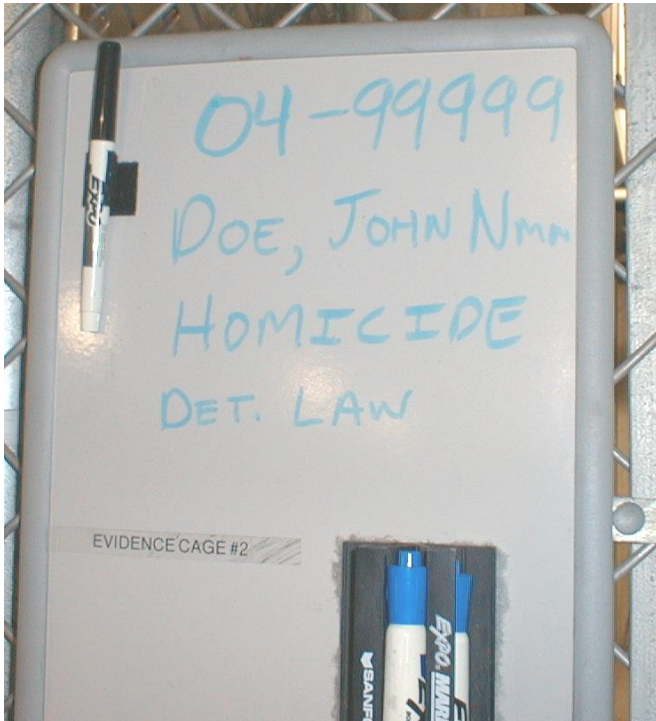
EVIDENTIARY VEHICLES



1. These vehicles only include those needing processing by Henn. Co. Sheriff's Crime Lab or Investigators. Please no impounds, safekeeping or stolen vehicles being returned to owners.
2. Vehicles to be held for Evidentiary or Forensic purposes must be secured in one of the evidence cages located in the underground parking garage.
3. **The vehicle must be entered and issued a barcode label.**
4. **Attach the barcode label to an evidence / property tag.**
5. **Attach the barcode tag to the drivers side wiper blade.**
6. Any contents of the vehicle must be inventoried if they are of nominal or greater value.
7. Be sure to note the VIN number, license plate number, vehicle make and model as well as cage number for computer entry.
8. Cage 1 can be used for any large evidentiary items including motorcycles / 4 wheelers etc. if it is available.



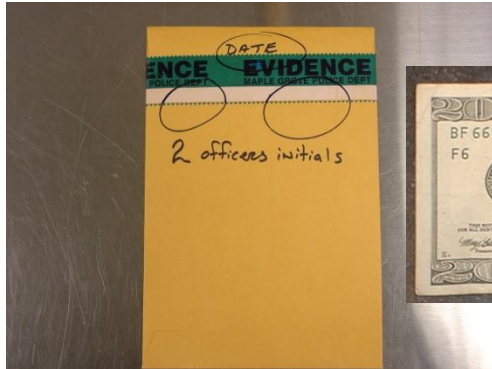
EVIDENTIARY VEHICLES



7. The vehicle must be parked in the center of the cage to allow easy access for processing and inventory.
8. If the ignition key is obtained, please leave it in the vehicle's ignition.
9. **The cage must be secured with the provided lock.**
10. Leave a voice mail to notify the property and evidence unit (6154) that the vehicle is in the cage and details on what needs to be done with it.



Packaging of U.S. Currency



- **ALL CURRENCY WILL BE SECURED IN A CURRENCY ENVELOPE!**

1. After sealed, 2 officers must initial and date across the seal.
2. Note the denominations and total on the envelope.
3. Affix the barcode label to the top right corner as shown.
4. 2 officers must sign the front of the envelope as well.

MAPLE GROVE Police Department
2000 43rd Avenue
Maple Grove, MN, 55369
763.498.6300

Case # 65-000123
Recovered By Ryan, Mark
Date/Time Recovered 10/7/2008
Offense: DRF
Type: Evidence

Currency:
1
5
10
25
50
100

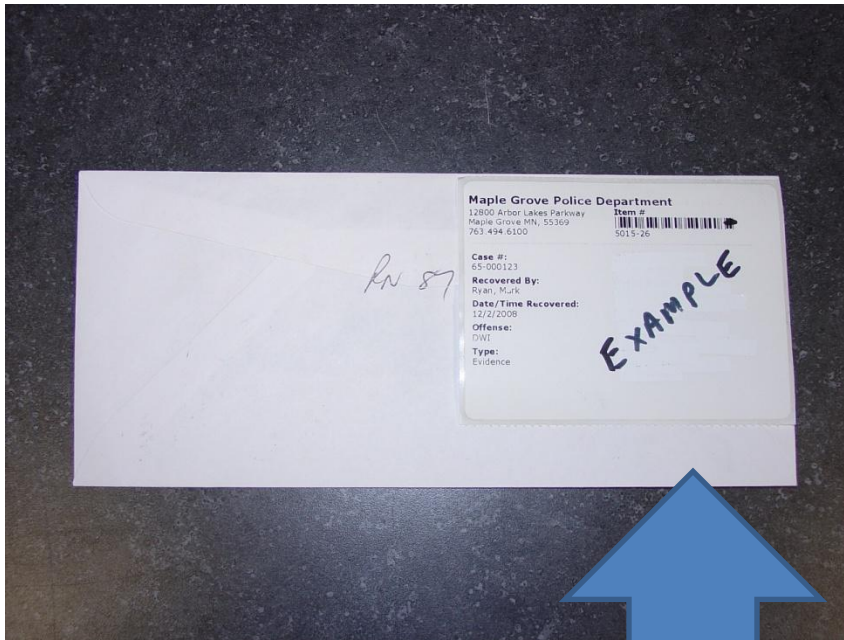
CASE # _____
NAME _____
DATE _____ TIME _____
() VICTIM () SUSPECT () FINDER

CURRENCY:

_____	X	\$100.00	=	\$ 1
_____	X	\$ 50.00	=	\$
_____	X	\$ 20.00	=	\$
_____	X	\$ 10.00	=	\$
_____	X	\$ 5.00	=	\$
_____	X	\$ 1.00	=	\$
_____		COINS	=	\$ 50¢
_____		TOTAL AMOUNT	=	\$ 100.50

VERIFIED BY _____
2 officers Signatures

ALL BAIL MUST BE SUBMITTED

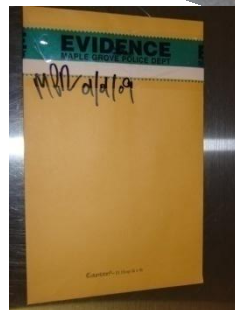
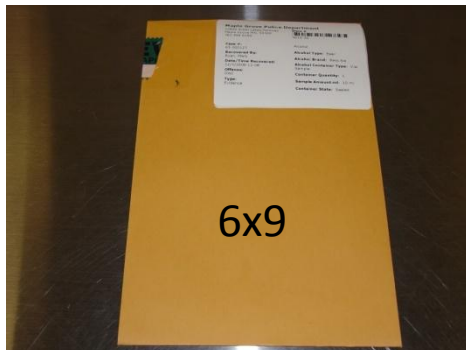


- Submit under Currency
- Money/Other section
- Choose Bail Henn. Co. or Bail Out of Co.
- Indicate the bail amount.
- Assure the amount is accurate.
- Place the Barcode label on the back of the bail envelope.
- Seal and sign envelope.

Packaging of Counterfeit or Foreign Currency



- Any foreign currency or counterfeit bills should be secured in a 6x9 envelope.
- Affix the barcode label to the top right corner of the envelope.
- Do not mix foreign currency and US currency in the same envelope.





EXPLOSIVES, IMPROVISED EXPLOSIVE, MILITARY MUNITIONS, INCINDIARY DEVICES BOMBS AND BLASTING AGENT PROHIBITED



- Do not bring any type of explosives, bombs, incendiaries, IED's, acid bombs or detonating devices to the MGPD.
- Contact an available bomb unit. Follow bomb scene procedures. Bomb units are responsible for the disposal and evidentiary processing of these types of items.



FIREWORKS AND FIREARMS AMMUNITION



1. All explosive items such as fireworks and firearms ammunition will be kept in the flammables / explosives room located in the underground parking garage P007.
2. Secure the items in the appropriate size evidence bag. If it is more practical to secure an evidence / property tag to the items please do so.
3. Fix the barcode label to the evidence / property tag.
4. Any improvised explosive device other than fireworks or firearms ammunition must be closely examined to determine if it is safe to store the item in our facility. It may be best to call the bomb squad on-scene.
5. Use the best evidence rule by photographing the item when possible. Mark the item X for destruction if you intend for the item to be destroyed right away.





Right of Refusal Locker 001

1. Locker #001 allows the Property and Evidence Unit to return items to the submitter if an error has been made in the submission process.
2. If your submitted items find their way to locker #001, you will be notified by voice mail and email.
3. The voice mail will be a reminder to check you email for information and direction in correcting the submission issue.
4. The email will guide you in making the issue corrections so the items can be properly submitted.
5. The email will also give you the 6 digit combination that will allow you to access locker #001.
6. The directions to access the locker are posted on the locker door.



Opening Refusal Locker 001



1. To bring the lock out of sleep mode, turn the outer dial of the lock between the 12:00 and 3:00 position a total of 2 times returning to the 12:00 position.
2. Enter the 6-digit combination that has been given to you by the Property and Evidence Unit.
3. Turn the locks outer dial clockwise to the 3 o'clock position. This will release the locker knob and allow you access to the locker.
4. When you have corrected the issue, leave this locker unlocked and place your corrected property or evidence in a different locker to allow this locker to be used for its intended purpose.
5. The combination will be changed by the Property and Evidence Unit after each use to maintain the chain of custody integrity.
6. The combination that was given to you is good for one time only.
7. If you have difficulty accessing locker #001, feel free to contact me day or night to assist you so the corrections can be made in a timely manner.



Maple Grove Police Department



THANK YOU!