

DATE: MAY 1, 2014
NUMBER: Q.67
SUBJECT: EVIDENCE / FOUND PROPERTY
RELATED SECTIONS: [F.9](#), [Q.66](#), [Q.69](#)

PURPOSE

To fulfill legal and departmental requirements for property control and evidence handling.

POLICY

Any evidence or property that is found, impounded, or collected shall be entered into the property control system using NetRMS.

PROCEDURE

I. Evidence

- A. All evidence/property will be processed in accordance with Department Policy and Procedure section 6.29 of the Department Policies and Procedures Manual.
- B. The reporting deputy will properly process, package and seal the evidence/property.
- C. Property/Evidence Form (EVID-1)
 - 1. The reporting deputy for each case that has evidence will complete the Property Tab of the Crime/Incident Report in NetRMS. In certain instances, the deputy may need to complete an evidence form by hand (Form EVID-1) and/or Additional Property Form (EVID-1A).
 - 2. Every piece of evidence is to be listed on the form. Form EVID-1 or Form EVID-1A will be used for additional items.
 - 3. Enter the complete information in the appropriate boxes on the form.
 - 4. Include a copy of the evidence form for all the evidence submitted.
- D. Evidence Packaging
 - 1. Each piece of evidence shall be initialed, dated and have the reporting deputy's ARJIS number.
 - 2. The items should be packaged in as few containers as possible.
 - 3. Include a copy of the evidence form for all the evidence submitted.

E. Laboratory Request

1. The reporting deputy will need to complete the proper information on the Property Tab on the Crime/Incident Report in NetRMS.
2. The evidence specialists responsible for transporting the evidence to the Evidence/Crime Unit will hand deliver a copy of the evidence form to the crime laboratory.

II. Found Property

- A. The found property is also assigned a case number.
- B. A Property/Evidence Form (EVID-1) is made out with the finder's name in the appropriate box. If the finder wishes to claim the property after the required waiting period, this information should be recorded on the form. (Finder wishes to claim).