

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT
COURT SERVICES BUREAU
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
January 1, 2003	BUREAU-WIDE	BAILIFF AND SECURITY	C.02
SUBJECT: RESPONSIBILITY OF HANDLING EVIDENCE DURING TRIAL			PAGE 1 of 1

Purpose:

To provide guidelines for Court Services Bureau (CSB) bailiffs when handling evidence during court proceedings.

Policy:

The bailiff, in cooperation with the court clerk, shares responsibility for providing safe handling and preservation of evidence or exhibits during court proceedings.

Procedure:

I. Responsibility for the handling of evidence in the courtroom is divided as follows:

A. Clerk:

Has primary responsibility for the care, custody and control of physical evidence or exhibits during court proceedings.

B. Bailiff:

1. Will assist the court clerk in securing physical evidence to preclude it from being tampered with, altered, lost or destroyed.
2. At recess, lunch break and at the end of the day's session, assist clerk in gathering and storing any articles of evidence if needed.
3. It is extremely important that adequate care be taken in the handling and securing of evidence in any court case.