



Kelly A. Martinez
Sheriff

Detention Services Bureau, Detention In-Service Training Unit
GC 7922.000 - Work Phone

San Diego County

SHERIFF

LINE-UP TRAINING

Evidence Procedures

Topic #59

After discussing/reviewing the below training material in line-up (briefing), sworn staff shall sign off as completed in LMS. In the event a staff member is not present when this topic is discussed in line-up, they shall independently read, review, and complete the training.

By clicking "Yes" to "Have you completed this activity?" in LMS, you are attesting that you have viewed, read, and completed the training activity.

I. PURPOSE

The purpose of this training is to fulfill legal and SDSO requirements for property control and evidence handling.

II. POLICY

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

This training is conducted in adherence to [DSB P&P Section Q.67 - Evidence / Found Property](#) and [SDSO Policy and Procedure section 6.29 - Property Control System](#).

III. DISCUSSION

Staff shall discuss and review the following topics as outlined in policy and procedures and facility specific green sheets.

A. Evidence

- a. The reporting deputy will properly process, package, and seal the evidence/property.
 - i. The reporting deputy will complete the "Involved Property" tab of the Crime/Incident Report in NicheRMS.
 - ii. Every piece of evidence is to be added under the Involved Property tab.

b. Evidence Packaging

- i. Each item of evidence/property should be packaged individually with the sealing deputy's initials, ARJIS, and sealing date on the seal.
- ii. The items should be packaged in as few containers as possible.
- iii. Include a copy of the evidence report with all evidence submitted.

c. Laboratory Request



- i. The reporting deputy needs to complete the proper information on the "Involved Property" tab on the Crime/Incident Report and evidence sheet in NicheRMS to request a Lab.
 - ii. The evidence specialist responsible for transporting the evidence to the Evidence/Crime Unit will hand deliver a copy of the evidence report to the crime laboratory.
 - B. Evidence Types and Disposition of Evidence
 - a. Biological Samples

Samples other than liquid, blood, and urine should not be refrigerated. These items should be packaged in paper packaging at room temperature storage until submitted to the Property/Evidence Unit. Liquid, blood, and urine samples should be refrigerated prior to and after submission to the Property/Evidence Unit.

 - i. Whole Blood Samples
 1. Place in vials and put into plastic protector with cap
 2. Keep suspect and victim evidence separated.
 3. Place into evidence refrigerator.
 - ii. Wet Stains (Blood or Semen)
 1. Must be thoroughly dried prior to submitting into evidence.
 2. Contact the crime lab if no secure drying area is available.
 3. Wrap in white paper, place in brown paper bag and tape closed.
 4. Keep in original packaging if possible.
 - iii. Dry Stains
 1. Wrap in white paper, place in brown paper bag and tape closed.
 2. Separate and package each item individually.
 - iv. Sexual Assault Evidence
 1. Sexual Assault Kit (Hair strands, swabs, smears, and slides) must be air dried prior to packaging.
 2. Whole blood or urine samples must be packaged separately from dried swabs.
 3. Bedding or clothing should be air dried and packaged in individual paper bags to prevent contamination.
 - b. Narcotics and drugs
 - i. TruNarc Testing
 - ii. Do not remove from original packaging (Paper bindles, small plastic baggies, etc.)
 - iii. Placed each category of narcotics in separate kapak bag and seal
 - iv. Do not place green or wet marijuana or mushrooms in a kapak bag. Place into a paper bag.
 - c. Firearms
 - i. All firearms must be rendered safe prior to placing into the evidence locker.
 - ii. Both a "Caution Firearm's Rendered Safe By" label and an Evidence label will be affixed to a wire tag and attached to the firearm.
 - iii. Plastic flexible cuffs will be utilized to secure the weapons bolt, cylinder, or slide in an open position.
 - d. Ammunition



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- i. Found ammunition should be placed into a brown paper bag or a box by caliber both casings and live ammunition unless it is evidentiary.
 - ii. If evidentiary, live ammunition and casings should be separated and placed into a brown paper bag or manila envelope.
- e. Knives and Shanks
 - i. Package in a knife box
 - ii. Seal all three sides of box