

**SDSD Detention Services Bureau—Las Colinas Detention and Reentry Facility Green Sheet**

<b>DATE:</b>	APRIL 4, 2023
<b>NUMBER:</b>	Q.67.L
<b>SUBJECT:</b>	EVIDENCE/FOUND PROPERTY

PROCEDURE

I. USE OF EVIDENCE LOCKERS

- A. The deputy will secure all property/evidence/narcotics in an available locker in the Las Colinas Detention and Reentry Facility (LCDRF) evidence room.
  - 1. Each individual locker, numbered 1-47, will be furnished with one (1) lock and one (1) key.
  - 2. The key will remain in the lock until the evidence locker is used.
  - 3. After the property/evidence is properly packaged and secured in an evidence locker, the key will be placed in the key drop box (locker #3).
  - 4. Along with the packaged evidence, an evidence form must be printed from NetRMS and placed in the evidence locker.
  - 5. In accordance with recommendations by the department regional crime laboratory, unknown white powdery substances will be immediately packaged as follows:
    - a. Do not open the packaging containing the substance
    - b. Seal the packaging and substance in two k-pak evidence bags
    - c. Place a label on the packaging stating "possible fentanyl" and send to the lab for testing.
- B. The Admin Deputy will collect and deliver evidence to the property & evidence unit as necessary.
- C. Only sworn staff will be allowed in the evidence room. The facility custodian must be escorted in the evidence room for cleaning purposes.