

DATE:	DECEMBER 2, 2020
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.
- B. The reporting deputy will properly process, package and seal the evidence/property.
- C. Property/Evidence Form
 - 1. The reporting deputy for each case that has evidence will complete the "Property Tab" of the Crime/Incident Report and add an evidence sheet in NetRMS. Every piece of evidence is to be listed on the evidence sheet.
 - 2. Include a copy of the evidence report with all 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 report with all evidence submitted.
- E. Laboratory Request
 - 1. The reporting deputy will complete the required information on the "Property" Tab on the Crime/Incident Report and evidence sheet in NetRMS.

2. The evidence specialists responsible for transporting the evidence to the Evidence/Crime Unit will hand deliver a copy of the evidence report to the crime laboratory.

II. FOUND PROPERTY

- A. Any found property is also assigned a case number and requires a report in NetRMS.
- B. The finder's name will be included in the appropriate box in the Crime/Incident Report. If the finder wishes to claim the property after the required waiting period, this information should be recorded on the report.