



SAN DIEGO COUNTY  
SHERIFF'S DEPARTMENT

EVIDENCE PACKAGING GUIDELINES

Property/Evidence  
November 2, 2009

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## **OVERVIEW OF EVIDENCE PACKAGING GUIDELINES**

This manual is a guide on evidence packaging. Proper packaging helps protect and maintain the integrity of the evidence, and identify the contents; thus ensuring proper handling and storage. Some guidelines are listed below.

1. Remember, these items ***must*** be Kapak<sup>®</sup>ed and submitted ***separately***:
  - a. ***Money and high value items***
  - b. ***Jewelry***
  - c. ***Narcotics***
  
2. Remember, these items ***must*** be packaged ***separately***:
  - a. ***Items with serial numbers***
  - b. ***Identification cards***
  - c. ***Credit cards***
  
3. Affix label ***prior*** to bagging evidence.
  
4. ***Do not*** cut or modify Kapak<sup>®</sup> bags. ***No*** multi-compartment Kapak<sup>®</sup> bags.
  
5. Use ***one barcode*** per bagged item. If multiple items of the same type, with the exception of serialized items, are packaged together, make sure the quantity on the barcode form is correct.
  
6. With ***permanent marker***, place initials and date on the seal. When using evidence tape, make sure the initials and date go across the tape and onto the package.
  
7. Make sure the Kapak<sup>®</sup> is securely heat sealed
  
8. ***Do not puncture*** Kapak<sup>®</sup> below the seal.
  
9. If it is necessary to reopen a Kapak<sup>®</sup> bag, open a new end. ***Do not remove previous seal with initials. Be sure to initial and date the new seal.***
  
10. ***Do not place stickers over, or conceal in any manner, the serial numbers.***

For bulky evidence items or large quantities of evidence, you may request a special evidence pick-up. ***During business hours***, contact the Property/Evidence Unit. ***After hours***, contact the Communications Center for on-call personnel.

If you have any questions, please contact [REDACTED]  
[REDACTED]

Thank you,  
San Diego Sheriff's Department  
Property/Evidence Unit

# PROTOCOL FOR SEALING EVIDENTIARY ITEMS

To ensure security, every seal must include sealer's initials and date. When using evidence tape, initial and date across the tape and onto the package. Initial and date every piece of tape.

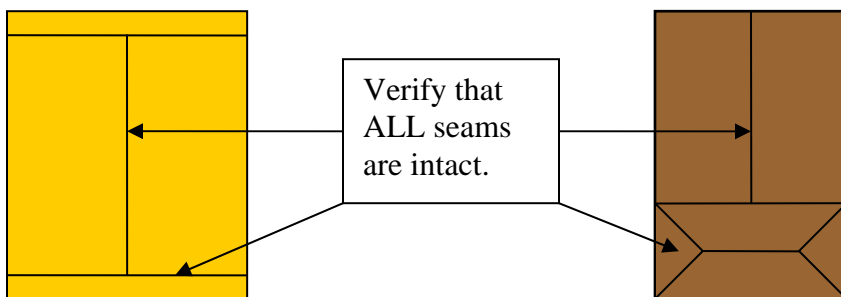
Note: Stapling does not constitute a sealed package.

## Sealing paper bags and manila envelopes

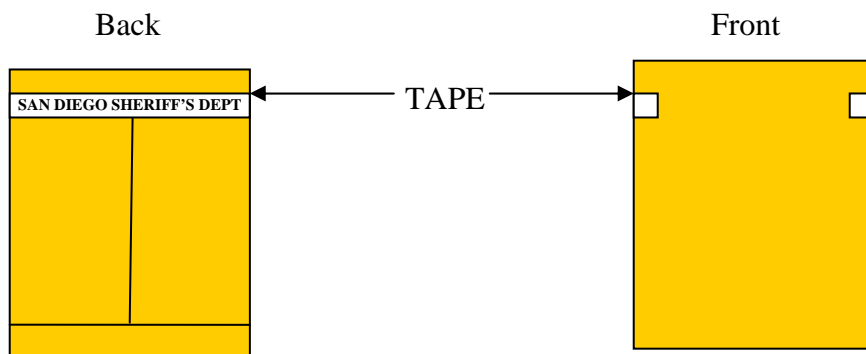
1. Verify that all manufacturers' seals are intact.

Manila Envelopes

Paper Bags



2. Fold over the end (or close the flap) and seal the entire length with a piece of evidence tape that is longer than the width of the opening. Initial and date the seal with a permanent marker.



## Sealing boxes

1. Select the appropriate size and type of box. Boxes with windows should only be used for firearms requiring lab work or for firearms that are a biohazard.



2. Seal the flap with Evidence tape.
3. Initial and date across the seal and onto the box with a permanent marker.

## Sealing Kapak<sup>®</sup>s

1. Heat seal the Kapak<sup>®</sup> closed.
2. Initial and date across the seal with a permanent marker.

Note: Plastic bags are not to be used for sealing evidence.

# PROTOCOL FOR RESEALING EVIDENTIARY ITEMS

To maintain chain of custody, please observe the following guidelines.

1. Make every effort not to modify the packaging.
  - a. If you must remove part of the Kapak<sup>®</sup> or envelope, place the cut off piece inside the packaging.
2. With the exception of boxes, never open an evidence package at an existing seal.
3. If the original packaging has been opened numerous times and can not be properly resealed, the item should be repackaged:
  - a. Make sure to put the original barcode number on the Evidence label on the new packaging.
  - b. Place the original packaging inside the new packaging, along with the evidence.
4. To ensure security, every seal must include sealer's initials and date. When using Evidence tape, initial and date across the tape and onto the package.

## Resealing paper bags and manila envelopes

1. Seal the entire length of the opening with a piece of Evidence tape. Initial and date the seal with a permanent marker.

## Resealing boxes



1. Seal the flap with Evidence tape.
2. Initial and date across the seal and onto the box with a permanent marker, avoiding the previous initials and date.

## Resealing Kapak<sup>®</sup>s

1. Heat seal the Kapak<sup>®</sup> closed.
2. Initial and date across the new seal with a permanent marker.

## **PROPERTY/EVIDENCE FORMS**

All evidence must be accompanied by a barcode form. SDSO staff may only use NETRMS barcode forms. Outside agencies are authorized to use EVID1, EVID1A, and EVID1B. All evidence can be listed on the same Property/Evidence form. Examples of the forms and the information we need for each form follow this page. If any changes are made to the barcode form, to include lining out an item that was already submitted, you must initial the change.



# San Diego County Sheriff's Department Property and Evidence Report

Case No. \_\_\_\_\_

## GENERAL CASE INFORMATION

REPORTING AGENCY: <b>SH -- Sheriff</b>				CASE NUMBER:
CALL FOR SERVICE NUMBER (CAD)	OFFENSE TYPE:	DIVISION:	BILLING CODE:	SEARCH WARRANT NUMBER:
DATE OF INCIDENT:	INCIDENT LOCATION, CITY, STATE, ZIP:			KEY CASE NUMBER:
REPORTING OFFICER:			ID:	DIVISION:
ASSIGNED DETECTIVE:			ID:	DIVISION:

## INVOLVED PEOPLE

AFFILIATION:	NAME (Last, First, Middle):	DOB:	AGE:	SEX:	RACE:
	HOME ADDRESS, CITY, STATE, ZIP:			HOME PHONE:	
AFFILIATION:	NAME (Last, First, Middle):	DOB:	AGE:	SEX:	RACE:
	HOME ADDRESS, CITY, STATE, ZIP:			HOME PHONE:	

## EVIDENCE INFORMATION SECTION

ITEM NUMBER:	PROPERTY DESCRIPTION:			SEIZED ON DATE:	<b>PLACE BAR CODE LABEL HERE</b>
VALUE:	COUNT:	MAKE / MANUFACTURER:	MODEL:		
CALIBER:	SERIAL NUMBER:	PROPERTY TYPE:			
PROPERTY STATUS:			SEARCH WARRANT:	FWTC:	
PROPERTY DISPOSITION:					
NOTES:					

ITEM NUMBER:	PROPERTY DESCRIPTION:			SEIZED ON DATE:	<b>PLACE BAR CODE LABEL HERE</b>
VALUE:	COUNT:	MAKE / MANUFACTURER:	MODEL:		
CALIBER:	SERIAL NUMBER:	PROPERTY TYPE:			
PROPERTY STATUS:			SEARCH WARRANT:	FWTC:	
PROPERTY DISPOSITION:					
NOTES:					

ITEM NUMBER:	PROPERTY DESCRIPTION:			SEIZED ON DATE:	<b>PLACE BAR CODE LABEL HERE</b>
VALUE:	COUNT:	MAKE / MANUFACTURER:	MODEL:		
CALIBER:	SERIAL NUMBER:	PROPERTY TYPE:			
PROPERTY STATUS:			SEARCH WARRANT:	FWTC:	
PROPERTY DISPOSITION:					
NOTES:					



### Instructions for filling out the EVID1 form

1. PAGE: After completing all Evidence forms, enter the total number of pages being submitted.
2. SHERIFF'S CASE NUMBER: To be used only for the Sheriff's case number.
3. SEIZURE DATE: Write the date the item was seized. If there is more than one date, a new form must be filled out for each seizure date.
4. INCIDENT TYPE: Write the California Code for this crime or Incident.
5. DIVISION: Does not apply to agencies other than the S.D.S.O.
6. BILLING CODE: Does not apply to agencies other than the S.D.S.O.
7. JUVENILE CASE: Check yes or no.
8. CRIME DATE: Enter date of crime.
9. INCIDENT LOCATION: Write location of incident.
10. KEY CASE NUMBER: Use if more than one case number is associated with this incident.
11. REPORTING OFFICER: Usually the person that collected the items being submitted.
12. ID: The A.R.J.I.S. or I.D. number of the person listed as reporting officer.
13. ASSIGNED DETECTIVE: Write the name of the assigned detective.
14. ID: The A.R.J.I.S. or I.D. number of the person listed as assigned detective.
15. STATION/UNIT: Not required of agencies other than the S.D.S.O.
16. MAIL STOP: Does not apply to agencies other than the S.D.S.O.
17. DETECTIVES PHONE NUMBER: Phone number of the assigned detective.
18. PERSON SUBMITTING: Name of courier if not already listed as reporting officer or assigned detective.
19. OUTSIDE AGENCY: Write your agency name or initials
20. OUTSIDE AGENCY CASE NUMBER: Submitting Agency's case number
21. PHONE NUMBER: Submitting Agency's phone number
22. HAS OTHER EVIDENCE BEEN PREVIOUSLY SUBMITTED ON THIS CASE?: Check yes or no.
23. LAB SERVICE?: Check yes or no.
24. DATE NEEDED: Date you are requesting lab work to be completed.

#### **PEOPLE AFFILIATED WITH THE LISTED PROPERTY (if more than 3, use EVID1B)**

25. AFFILIATE TYPE: Suspect, Victim, Witness, Reporting Party, Finder, or Owner.
26. AFFILIATE INFO: Name and DOB are the most important. Any other information is helpful.

#### **EVIDENCE INFORMATION SECTION (if more than 3 items, use EVID1A)**

27. ITEM NUMBER: Must match the item number on the item being submitted.
28. LAB SERVICE?: Check yes or no.
29. ITEM DESCRIPTION: Physical description of item being submitted.
30. QUANTITY: The number of items in the package. **Do not include units of measure/weights.**
31. MAKE, MODEL, CALIBER, VALUE, and ID/SERIAL NUMBER: Use to further describe item.
32. EVIDENCE TYPE: Crime, Found Narcotics, Found Property, Safekeeping.
33. FILE CONTROL NUMBER: Can be used for outside agency's control number.
34. PROP. AFFILIATION: Person responsible for the property (Suspect, Victim, Witness, Reporting Party, Finder, or Owner)
35. NAME: Name of person responsible for the property.
36. SEARCH WARRANT?: Does not apply to agencies other than the S.D.S.O.
37. FINDER WISHES TO CLAIM?: Does not apply to agencies other than the S.D.S.O.
38. LAB REQUEST/COMMENT: Write what kind of lab work you would like done and any additional comments.

# PROPERTY/EVIDENCE FORM

San Diego Sheriff's Department **DO NOT WRITE HERE**

PAGE

**1 OF 1**

SDSO CASE NUMBER

**2**

SEIZURE DATE <b>3</b>	INCIDENT TYPE <b>4</b>	DIVISION <b>5</b>	BILLING CODE <b>6</b>	JUVENILE CASE? <input type="checkbox"/> Y <input type="checkbox"/> N <b>7</b>		
CRIME DATE <b>8</b>	INCIDENT LOCATION <b>9</b>			KEY CASE NUMBER <b>10</b>		
REPORTING OFFICER <b>11</b>	ID <b>12</b>	ASSIGNED DETECTIVE <b>13</b>	ID <b>14</b>	STATION/UNIT <b>15</b>	MAIL STOP <b>16</b>	DETECTIVES PHONE NUMBER <b>17</b>
PERSON SUBMITTING (OTHER THAN ABOVE) <b>18</b>		OUTSIDE AGENCY <b>19</b>	OUTSIDE AGENCY CASE# <b>20</b>	PHONE NUMBER <b>21</b>		
HAS OTHER EVIDENCE BEEN PREVIOUSLY SUBMITTED ON THIS CASE? <b>22</b> <input type="checkbox"/> Y <input type="checkbox"/> N				LAB SERVICE? <input type="checkbox"/> Y <input type="checkbox"/> N <b>23</b>	DATE NEEDED <b>24</b>	

## PEOPLE AFFILIATED WITH THE LISTED PROPERTY

AFFILIATE TYPE <b>25</b>	NAME (LAST, FIRST, MIDDLE) <b>26</b>	RACE	SEX	DOB	AGE
HOME ADDRESS, CITY, STATE, ZIP			HOME PHONE		
EMPLOYER/SCHOOL INFORMATION (RANK IF MILITARY)		BUSINESS OR MILITARY ADDRESS, CITY, STATE, ZIP			BUSINESS PHONE
AFFILIATE TYPE	NAME (LAST, FIRST, MIDDLE)	RACE	SEX	DOB	AGE
HOME ADDRESS, CITY, STATE, ZIP			HOME PHONE		
EMPLOYER/SCHOOL INFORMATION (RANK IF MILITARY)		BUSINESS OR MILITARY ADDRESS, CITY, STATE, ZIP			BUSINESS PHONE
AFFILIATE TYPE	NAME (LAST, FIRST, MIDDLE)	RACE	SEX	DOB	AGE
HOME ADDRESS, CITY, STATE, ZIP			HOME PHONE		
EMPLOYER/SCHOOL INFORMATION (RANK IF MILITARY)		BUSINESS OR MILITARY ADDRESS, CITY, STATE, ZIP			BUSINESS PHONE

## EVIDENCE INFORMATION SECTION

ITEM# <b>27</b>	LAB SERVICE? <input type="checkbox"/> Y <b>28</b> <input type="checkbox"/> N	ITEM DESCRIPTION <b>29</b>	QUANTIT Y <b>30</b>	<b>PLACE BAR CODE LABEL HERE</b>
MAKE <b>31</b>	MODEL	CALIBER	VALUE	
ID/SERIAL NUMBER	EVIDENCE TYPE <b>32</b>	FILE CONTROL # <b>33</b>		
PROP. AFFILIATION <b>34</b>	NAME <b>35</b>	SEARCH WARRANT? <input type="checkbox"/> Y <b>36</b> <input type="checkbox"/> N	FINDER WISHES TO CLAIM? <input type="checkbox"/> Y <b>37</b> <input type="checkbox"/> N	
LAB REQUEST / COMMENT <b>38</b>				

ITEM#	LAB SERVICE? <input type="checkbox"/> Y <input type="checkbox"/> N	ITEM DESCRIPTION	QUANTIT Y	<b>PLACE BAR CODE LABEL HERE</b>
MAKE	MODEL	CALIBER	VALUE	
ID/SERIAL NUMBER	EVIDENCE TYPE	FILE CONTROL #		
PROP. AFFILIATION	NAME	SEARCH WARRANT? <input type="checkbox"/> Y <input type="checkbox"/> N	FINDER WISHES TO CLAIM? <input type="checkbox"/> Y <input type="checkbox"/> N	
LAB REQUEST / COMMENT				

ITEM#	LAB SERVICE? <input type="checkbox"/> Y <input type="checkbox"/> N	ITEM DESCRIPTION	QUANTIT Y	<b>PLACE BAR CODE LABEL HERE</b>
MAKE	MODEL	CALIBER	VALUE	
ID/SERIAL NUMBER	EVIDENCE TYPE	FILE CONTROL #		
PROP. AFFILIATION	NAME	SEARCH WARRANT? <input type="checkbox"/> Y <input type="checkbox"/> N	FINDER WISHES TO CLAIM? <input type="checkbox"/> Y <input type="checkbox"/> N	
LAB REQUEST / COMMENT				

**PROPERTY/EVIDENCE FORM / ADDITIONAL PROPERTY**  
**San Diego Sheriff's Department**

SEIZURE DATE	PAGE	SDSO CASE NUMBER
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ITEM#	LAB SERVICE? <input type="checkbox"/> Y <input type="checkbox"/> N	ITEM DESCRIPTION	QUANTITY	<b>PLACE BAR CODE LABEL HERE</b>	
MAKE		MODEL	CALIBER		VALUE
ID/SERIAL NUMBER		EVIDENCE TYPE	FILE CONTROL #		
PROP. AFFILIATION		NAME	SEARCH WARRANT? <input type="checkbox"/> Y <input type="checkbox"/> N		FINDER WISHES TO CLAIM? <input type="checkbox"/> Y <input type="checkbox"/> N
LAB REQUEST / COMMENT					

ITEM#	LAB SERVICE? <input type="checkbox"/> Y <input type="checkbox"/> N	ITEM DESCRIPTION	QUANTITY	<b>PLACE BAR CODE LABEL HERE</b>	
MAKE		MODEL	CALIBER		VALUE
ID/SERIAL NUMBER		EVIDENCE TYPE	FILE CONTROL #		
PROP. AFFILIATION		NAME	SEARCH WARRANT? <input type="checkbox"/> Y <input type="checkbox"/> N		FINDER WISHES TO CLAIM? <input type="checkbox"/> Y <input type="checkbox"/> N
LAB REQUEST / COMMENT					

ITEM#	LAB SERVICE? <input type="checkbox"/> Y <input type="checkbox"/> N	ITEM DESCRIPTION	QUANTITY	<b>PLACE BAR CODE LABEL HERE</b>	
MAKE		MODEL	CALIBER		VALUE
ID/SERIAL NUMBER		EVIDENCE TYPE	FILE CONTROL #		
PROP. AFFILIATION		NAME	SEARCH WARRANT? <input type="checkbox"/> Y <input type="checkbox"/> N		FINDER WISHES TO CLAIM? <input type="checkbox"/> Y <input type="checkbox"/> N
LAB REQUEST / COMMENT					

ITEM#	LAB SERVICE? <input type="checkbox"/> Y <input type="checkbox"/> N	ITEM DESCRIPTION	QUANTITY	<b>PLACE BAR CODE LABEL HERE</b>	
MAKE		MODEL	CALIBER		VALUE
ID/SERIAL NUMBER		EVIDENCE TYPE	FILE CONTROL #		
PROP. AFFILIATION		NAME	SEARCH WARRANT? <input type="checkbox"/> Y <input type="checkbox"/> N		FINDER WISHES TO CLAIM? <input type="checkbox"/> Y <input type="checkbox"/> N
LAB REQUEST / COMMENT					

ITEM#	LAB SERVICE? <input type="checkbox"/> Y <input type="checkbox"/> N	ITEM DESCRIPTION	QUANTITY	<b>PLACE BAR CODE LABEL HERE</b>	
MAKE		MODEL	CALIBER		VALUE
ID/SERIAL NUMBER		EVIDENCE TYPE	FILE CONTROL #		
PROP. AFFILIATION		NAME	SEARCH WARRANT? <input type="checkbox"/> Y <input type="checkbox"/> N		FINDER WISHES TO CLAIM? <input type="checkbox"/> Y <input type="checkbox"/> N
LAB REQUEST / COMMENT					

ITEM#	LAB SERVICE? <input type="checkbox"/> Y <input type="checkbox"/> N	ITEM DESCRIPTION	QUANTITY	<b>PLACE BAR CODE LABEL HERE</b>	
MAKE		MODEL	CALIBER		VALUE
ID/SERIAL NUMBER		EVIDENCE TYPE	FILE CONTROL #		
PROP. AFFILIATION		NAME	SEARCH WARRANT? <input type="checkbox"/> Y <input type="checkbox"/> N		FINDER WISHES TO CLAIM? <input type="checkbox"/> Y <input type="checkbox"/> N
LAB REQUEST / COMMENT					

**PROPERTY/EVIDENCE FORM / ADDITIONAL AFFILIATES**

San Diego Sheriff's Department

SEIZURE DATE	PAGE	SDSO CASE NUMBER
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**ADDITIONAL PEOPLE AFFILIATED WITH THE LISTED PROPERTY**

NAME (LAST, FIRST, MIDDLE)		RACE	SEX	DOB	AGE
HOME ADDRESS, CITY, STATE, ZIP			HOME PHONE		
EMPLOYER/SCHOOL INFORMATION (RANK IF MILITARY)		BUSINESS OR MILITARY ADDRESS, CITY, STATE, ZIP		BUSINESS PHONE	
NAME (LAST, FIRST, MIDDLE)		RACE	SEX	DOB	AGE
HOME ADDRESS, CITY, STATE, ZIP			HOME PHONE		
EMPLOYER/SCHOOL INFORMATION (RANK IF MILITARY)		BUSINESS OR MILITARY ADDRESS, CITY, STATE, ZIP		BUSINESS PHONE	
NAME (LAST, FIRST, MIDDLE)		RACE	SEX	DOB	AGE
HOME ADDRESS, CITY, STATE, ZIP			HOME PHONE		
EMPLOYER/SCHOOL INFORMATION (RANK IF MILITARY)		BUSINESS OR MILITARY ADDRESS, CITY, STATE, ZIP		BUSINESS PHONE	
NAME (LAST, FIRST, MIDDLE)		RACE	SEX	DOB	AGE
HOME ADDRESS, CITY, STATE, ZIP			HOME PHONE		
EMPLOYER/SCHOOL INFORMATION (RANK IF MILITARY)		BUSINESS OR MILITARY ADDRESS, CITY, STATE, ZIP		BUSINESS PHONE	
NAME (LAST, FIRST, MIDDLE)		RACE	SEX	DOB	AGE
HOME ADDRESS, CITY, STATE, ZIP			HOME PHONE		
EMPLOYER/SCHOOL INFORMATION (RANK IF MILITARY)		BUSINESS OR MILITARY ADDRESS, CITY, STATE, ZIP		BUSINESS PHONE	
NAME (LAST, FIRST, MIDDLE)		RACE	SEX	DOB	AGE
HOME ADDRESS, CITY, STATE, ZIP			HOME PHONE		
EMPLOYER/SCHOOL INFORMATION (RANK IF MILITARY)		BUSINESS OR MILITARY ADDRESS, CITY, STATE, ZIP		BUSINESS PHONE	
NAME (LAST, FIRST, MIDDLE)		RACE	SEX	DOB	AGE
HOME ADDRESS, CITY, STATE, ZIP			HOME PHONE		
EMPLOYER/SCHOOL INFORMATION (RANK IF MILITARY)		BUSINESS OR MILITARY ADDRESS, CITY, STATE, ZIP		BUSINESS PHONE	
NAME (LAST, FIRST, MIDDLE)		RACE	SEX	DOB	AGE
HOME ADDRESS, CITY, STATE, ZIP			HOME PHONE		
EMPLOYER/SCHOOL INFORMATION (RANK IF MILITARY)		BUSINESS OR MILITARY ADDRESS, CITY, STATE, ZIP		BUSINESS PHONE	
NAME (LAST, FIRST, MIDDLE)		RACE	SEX	DOB	AGE
HOME ADDRESS, CITY, STATE, ZIP			HOME PHONE		
EMPLOYER/SCHOOL INFORMATION (RANK IF MILITARY)		BUSINESS OR MILITARY ADDRESS, CITY, STATE, ZIP		BUSINESS PHONE	
NAME (LAST, FIRST, MIDDLE)		RACE	SEX	DOB	AGE
HOME ADDRESS, CITY, STATE, ZIP			HOME PHONE		
EMPLOYER/SCHOOL INFORMATION (RANK IF MILITARY)		BUSINESS OR MILITARY ADDRESS, CITY, STATE, ZIP		BUSINESS PHONE	

### Instructions for filling out the EVID8 form

1. SDSO CASE #: To be used only for the Sheriff's case number.
2. PRIORITY: 1) Officer Involved Shooting, 2) Homicide, 3) Impending Arrest/Release, 4) Court Date, 5) Juvenile Case, 6) Routine.
3. DATE: Enter Court date, if known.
4. TODAY'S DATE: Write in current date.
5. CRIME DATE: Enter date of crime.
6. INCIDENT TYPE: Write the California Code for this crime or Incident.
7. DIVISION/OUTSIDE AGENCY: Write your agency name or initials
8. KEY CASE NUMBER/OUTSIDE AGENCY CASE #: Submitting Agency's case number
9. INCIDENT LOCATION: Write location of incident.
10. REPORTING OFFICER: Usually the person that collected the items being submitted.
11. ID: The A.R.J.I.S. or I.D. number of the person listed as reporting officer.
12. ASSIGNED DETECTIVE: Write the name of the assigned detective.
13. ID: The A.R.J.I.S. or I.D. number of the person listed as assigned detective.
14. PHONE NUMBER: Phone number of the assigned detective.
15. EMAIL: Email of the assigned detective.
16. FAX: Fax for the assigned detective.
17. MAIL STOP: Does not apply to agencies other than the S.D.S.O.
18. HAS OTHER EVIDENCE BEEN PREVIOUSLY SUBMITTED ON THIS CASE?: Check yes or no.
19. RELATED CASE # (IF ANY): Use if more than one case number is associated with this incident.

#### **PEOPLE AFFILIATED WITH THE LISTED PROPERTY (if more than 3, use EVID8A)**

20. AFFILIATE TYPE: Suspect, Victim, Witness, Reporting Party, Finder, or Owner.
21. AFFILIATE INFO: Name and DOB are the most important. Any other information is helpful.

#### **EVIDENCE INFORMATION SECTION (if more than 8 items, use EVID8A)**

22. ITEM NUMBER: Must match the item number on the item being submitted.
23. AFFILIATION: Person responsible for the property (Suspect, Victim, Witness, Reporting Party, Finder, or Owner)
24. SDSO BARCODE #: Enter the SDSO barcode number.
25. ITEM DESCRIPTION: Physical description of item being submitted.
26. EXAMINATIONS REQUESTED: Write what kind of lab work you would like done.

**NOTE: Lab requests will be rejected unless forms have been completed to include barcode number(s).**

**LABORATORY REQUEST FORM**  
San Diego Sheriff's Department

**SDSO Case # 1**



**AN INCIDENT REPORT MUST ACCOMPANY THIS FORM FOR TRACE AND DNA CASES**

**PRIORITY: (CHOOSE FROM DROP DOWN MENU, THEN FILL IN COURT DATE)**

**2**

**DATE: 3**

TODAY'S DATE <b>4</b>	CRIME DATE <b>5</b>	INCIDENT TYPE <b>6</b>	DIVISION / OUTSIDE AGENCY <b>7</b>	KEY CASE NUMBER / OUTSIDE AGENCY CASE # <b>8</b>
INCIDENT LOCATION <b>9</b>				
REPORTING OFFICER <b>10</b>	ID <b>11</b>	ASSIGNED DETECTIVE <b>12</b>	ID <b>13</b>	PHONE # <b>14</b>
E-MAIL <b>15</b>	FAX <b>16</b>		MAIL STOP <b>17</b>	
HAS OTHER EVIDENCE BEEN PREVIOUSLY SUBMITTED ON THIS CASE? <input type="checkbox"/> Y <input type="checkbox"/> N <b>18</b>				RELATED CASE # (IF ANY) <b>19</b>

**PEOPLE AFFILIATED WITH THE LISTED PROPERTY**

<b>20</b>	NAME (LAST, FIRST, MIDDLE)			
	RACE	SEX	DOB <b>21</b>	AGE
	NAME (LAST, FIRST, MIDDLE)			
	RACE	SEX	DOB	AGE
	NAME (LAST, FIRST, MIDDLE)			
	RACE	SEX	DOB	AGE

Item#	Affiliation	SDSO Bar Code#	Item Description	Returned to P/E (lab use only)
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	

**EXAMINATIONS REQUESTED :**

**26**

**LABORATORY REQUEST FORM**  
Continuation Page

**SDSO Case #**

**PEOPLE AFFILIATED WITH THE LISTED PROPERTY**

NAME (LAST, FIRST, MIDDLE)				
RACE	SEX	DOB	AGE	

NAME (LAST, FIRST, MIDDLE)				
RACE	SEX	DOB	AGE	

Item#	Affiliation	SDSO Bar Code#	Item Description	Returned to P/E (lab use only)
		I		
		I		
		I		
		I		
		I		
		I		
		I		
		I		
		I		
		I		
		I		
		I		
		I		
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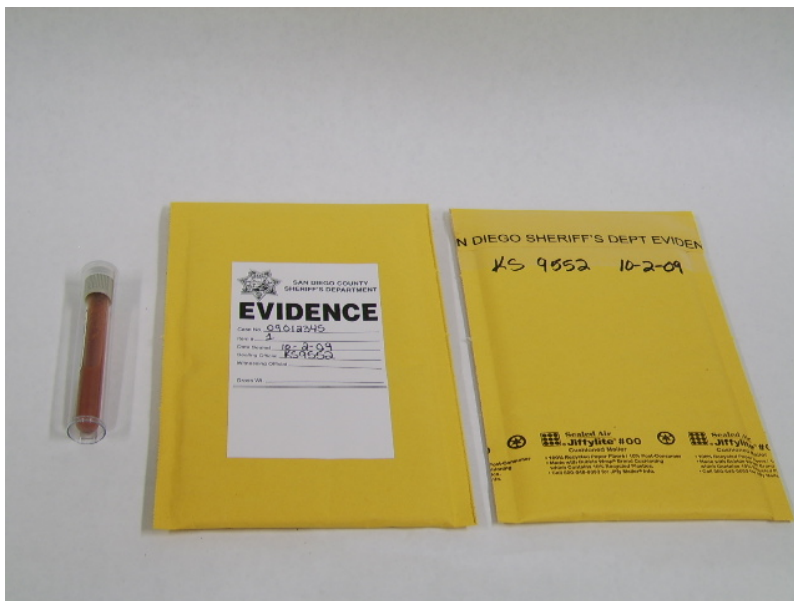
**EXAMINATIONS REQUESTED :**

# BIOHAZARD MATERIALS

Biohazard materials include blood, semen and all other body fluids in whole, wet, and dried forms. All biohazard evidence will be handled and packaged with *extreme caution* utilizing gloves, eye protection, and masks. *All biohazard materials must be identified with a **biohazard** label.*

## Blood

1. When packaging blood vials:
  - a. Indicate item number on blood vial and plastic protector.
  - b. Place the glass vial(s) into a plastic protector with a cap.
2. If applicable, place the vial(s)/protector(s) into an evidence envelope.
3. Use the label provided on the envelope. If the label is unavailable, mark the envelope with:
  - a. Case number
  - b. Date sealed
  - c. Sample number
  - d. Source of sample, to include whether it is from the suspect or victim
  - e. Person collecting sample and initials
4. Each blood vial must have a label affixed to the vial, not to the plastic protector.
5. All information must be printed legibly.
6. Identify with a **biohazard** label on the outside of the envelope.
7. Keep the suspect and victim evidence separate.





## Wet Stain

1. Wet stain(s) of blood, semen or other body fluids present on bedding, clothing or other materials must be dried prior to submitting into evidence.
  - a. At the scene, protect stain by wrapping it in white paper, placing it into paper bag(s) and taping it shut. All items must be packaged separately.
  - b. At the station hang material in a protected, well-ventilated, and secure area. If no facility is available for drying at the station, contact the crime laboratory for instructions.
  - c. To repackage dry material(s):
    - i. Rewrap the item in white paper.
    - ii. Place each item into separate paper bag(s), with the original packaging, so as not to lose trace evidence.
    - iii. Seal the paper bag(s) with evidence tape.
2. Complete evidence label with:
  - a. Case number
  - b. Item number
  - c. Date sealed
  - d. Source of sample, to include whether it is from the suspect or victim
  - e. Person collecting and initials
3. Keep suspect and victim evidence separate.
4. Identify with a biohazard label.



## Dried Stain

1. Dried stain(s) of blood, semen, or other body fluids present on bedding, clothing, or other materials must be protected by wrapping in white paper, placing into a paper bag(s), and taping shut. All items must be packaged separately.
2. Complete the evidence label with:
  - a. Case number
  - b. Item number
  - c. Date sealed
  - d. Source of sample, to include whether it is from the suspect or victim
  - e. Collector's name and initials
  - f. All information must be printed legibly.
3. Keep the suspect and victim evidence separate.
4. Identify with a ***biohazard*** label.

Note: Monies, narcotics, jewelry and other items of high value found in clothing must be separated and processed according to applicable guidelines.



## Sexual Assault Evidence

Rape evidence shall be received in three categories. ***The Physiological Fluids***, including blood and urine; ***the Sexual Assault Kit***, including hair standards, swabs, smears, saliva and slides; and the ***Bedding and Clothing***.

1. ***Physiological Fluids (blood and urine)*** will be in two (2) 5"x7" envelopes. One will contain the suspect's samples; the other will contain the victim's samples. Identify with a **biohazard** label.



2. ***Sexual Assault Kit (hair standards, swabs, smears, and slides)*** will be in two (2) 5"x7" envelopes. One will contain the suspect's samples; the other will contain the victim's samples. Identify with a **biohazard** label.

**Note: Even though swab samples may contain liquid, the vial goes into the freezer once received at Main Evidence.**



3. **Bedding/Clothing** will be wrapped in white paper, placed in a paper bag, and taped shut.
  - a. All items will be packaged separately and given individual item numbers (except as described below). For wet and dried stained evidence, see appropriate guideline.
  - b. Keep the suspect and victim evidence separate.
  - c. Identify with a **biohazard** label.
  - d. If bedding/clothing is received directly from the victim and has not been separated into individual items, **KEEP BEDDING AND/OR CLOTHING TOGETHER**. Pieces of bedding/clothing received together should be packaged together and submitted as a single evidence item.
    - i. Note the circumstances of how the evidence was received by the Investigator on the Lab Service Request.
    - ii. If you have questions, **CONTACT THE CRIME LAB**.

**NOTE: All external packaging will be labeled with a biohazard label before submittal to property.**



## PHYSICAL PROPERTY

Includes: purses, suitcases, duffel bags, large quantities of evidence from search warrants, found property, or items for safekeeping.

1. Narcotics, any amount of monies, jewelry, items of high value, and items with serial numbers must be separated and packaged according to guidelines.
2. Identification cards (i.e. driver's license, credit card, social security card, etc.) must also be separately Kapak<sup>®</sup>ed from the physical property. All identification cards for one person can be submitted in a single Kapak<sup>®</sup>. However, the quantity of identification cards must be noted appropriately in the quantity box on the form.
3. Package bulk/physical property, as appropriate, in a box, brown paper bag or, on large items, place a wire tag.
4. Complete evidence label with:
  - a. Case number
  - b. Item number
  - c. Date sealed
  - d. Deputy's name or initials and ARJIS

NOTE: If bulk physical property is submitted in an unsealed condition, each person that handles the item must inventory the property.



## CLUBS/STICKS

To place into evidence, safekeeping or found storage, place in a bag or, if appropriate, attach a wire tag.

1. Place a completed evidence label onto the bag or mark wire tag with:
  - a. Case number
  - b. Item number
  - c. Date sealed
  - d. Deputy's name or initials and ARJIS



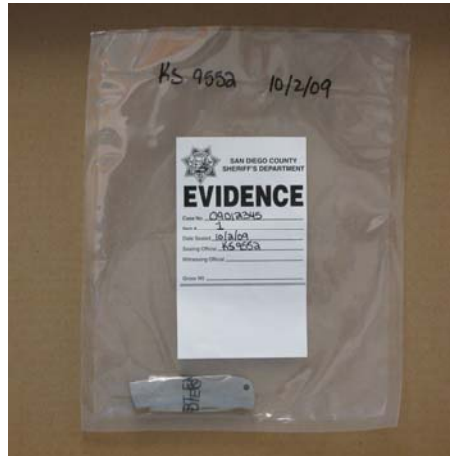
### Lab analysis required

1. Place the club, stick, bat, pry bar or other long object in a box,
  - a. Seal the box and affix completed evidence label.
  - b. Submit a Property and Evidence form with the requested lab analysis.



## KNIVES/SWORDS

1. For a sheathed knife or folding knife, secure blade in sheath or, for a folding knife secure in a closed position. Place knife into a bag or envelope for submission into evidence, safekeeping or found storage.
2. Complete evidence label with:
  - a. Case number
  - b. Item number
  - c. Date sealed
  - d. Deputy's name or initials and ARJIS
  - e. Indicate, if applies, found property or safekeeping.



### If Lab analysis is required or if knife blade is exposed

1. To protect trace or fingerprint evidence, wrap blade with white paper.
  - a. Place in a knife box.
  - b. Seal the box and affix a completed evidence label with the following information:
  - c. Case number
  - d. Item number
  - e. Date sealed
  - f. Deputy's name or initials and ARJIS



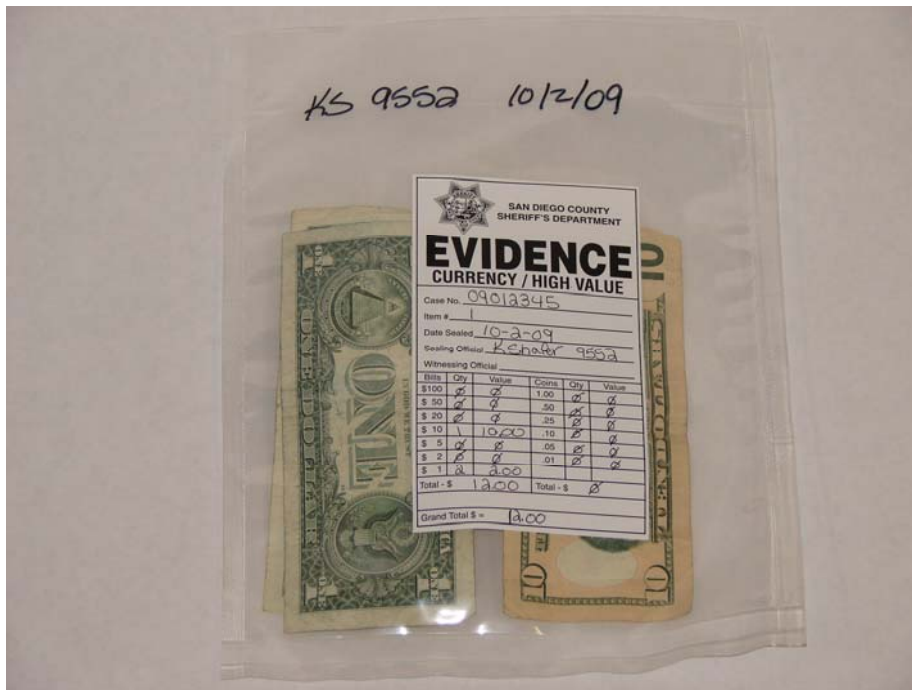
## CURRENCY AND HIGH VALUE ITEMS

All currency (to include counterfeit and foreign monies), other items of obvious high value (negotiable bonds, safe deposit key, etc.) will be packaged separately from other evidence and sealed in a Kapak<sup>®</sup> bag(s).

1. A currency label will be placed on the sealed Kapak<sup>®</sup> bag(s) with the following information:

- Case number
- Item number
- Date sealed
- Deputy's name or initials and ARJIS
- Itemized inventory of currency, monies and high value items in Kapak<sup>®</sup> bag(s).

Currency/Coin shall be broken down by individual denominations and a total amount recorded. All spaces shall be completed. In those spaces under currency/coin that are not used, place a "0".





## DOCUMENTS

Documentary evidence is of two classes: 1) documents that are *questioned* as to their age, source, content or authenticity and 2) documents that are used in comparative examinations, i.e., *specimens* such as handwriting or machine-printed (e.g. laser printer, fax, type written, etc.) exemplars.

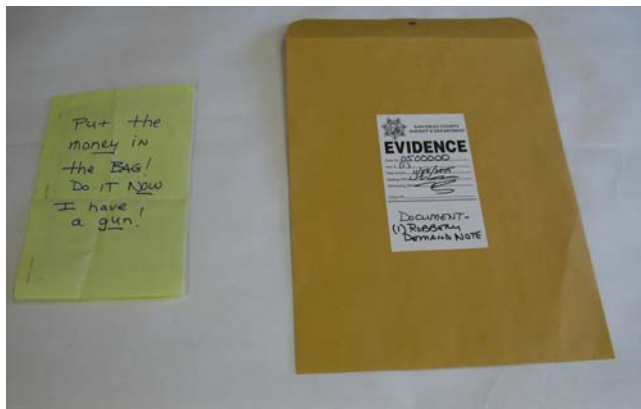
### Miscellaneous Documents

As with any item of evidence, questioned documents must be preserved in the condition in which they were obtained. To that end, particular attention must be given to the following:

1. Initial the documents in a corner on the reverse side except those documents that are submitted for latent fingerprint processing or indented impression analysis.
2. Place the documents to be processed for prints in a check protector(s).
3. Preservation of documents:
  - a. Do not handle the documents to be processed for latent fingerprints with bare hands.
  - b. Do not handle the documents excessively.
  - c. Do not introduce any additional folds or creases.
  - d. Do not staple, puncture, tear or deface in any manner.

**NOTE: Envelopes should be marked before placing contents inside to avoid introducing impressions on the documents.**

4. Place questioned documents in individual appropriately sized envelopes. Each group or set of specimen documents should be placed in a single envelope.
5. Complete evidence label with:
  - a. Case number
  - b. Item number
  - c. Date sealed
  - d. Deputy's name or initials and ARJIS
6. If applicable, envelopes should also be marked with the "HOLD FOR PRINTS" sticker.



## Burned and Charred Documents

The fragile nature of burned and charred documents requires special care and judgment as to their collection, packaging and handling.

1. Extremely fragile (crumbling) documents should be lifted by first sliding a stiff sheet of paper beneath the document. The document is then slid onto an appropriate size piece of cardboard.
2. Protect document(s) from wind, drafts or other air circulation, which might cause damage. After lining the bottom of a large box with cotton, carefully place document inside.
3. In red ink, mark the outside of the box, “FRAGILE EVIDENCE” or use a “FRAGILE” sticker.
4. Complete evidence label with:
  - a. Case number
  - b. Item number
  - c. Date sealed
  - d. Deputy’s name or initials and ARJIS



## Flash Paper

Flash paper is a paper that has been chemically treated with a mixture of concentrated sulfuric and nitric acids. Flash paper will ignite with a bright yellow flame leaving little or no ash and has been known to ignite spontaneously.

Flash paper is legitimately manufactured in the United States on a very small scale for novelty use in tricks performed by magicians. Flash paper can also be made by anyone with the appropriate knowledge and such “homemade” flash paper can be extremely unstable. The “homemade” flash paper appears yellowish in color, brittle and has a pungent odor.

1. Place flash paper in a fireproof, vented clean paint container(s)
2. In red ink, mark the outside of the container, “FLASH PAPER – FLAMMABLE”
3. Complete evidence label with:
  - a. Case number
  - b. Item number
  - c. Date sealed
  - d. Deputy’s name or initials and ARJIS
4. (see 1 above)
5. (see 2 above)

## **FILM**

All film should be sent to a trusted photo lab for developing. The Property/Evidence Unit recommends Cartographics, a County office. The Crime Lab no longer develops film.

## **REPRINTS**

All film should be sent to a trusted photo lab for reprints. The Property/Evidence Unit recommends Cartographics, a County office. The Crime Lab no longer creates reprints.

## FIREARMS

Includes all handguns, rifles, shotguns, and toy firearms used in the commission of a crime or received as property.

Firearms must be rendered safe prior to placing into evidence locker or submitting to the station /sub station evidence clerk. This is done by removing ammunition and securing all cylinders, bolts, and slides in an "open" position with plastic handcuffs. (Note: Nothing should be placed in the barrel of a firearm.)

### Firearms submitted for storage only

All firearms submitted for safekeeping must have a wire tag attached to the trigger guard with:

1. Complete evidence label with:
  - a. Case number
  - b. Item number
  - c. Date sealed
  - d. Deputy's name or initials and ARJIS
  
2. A wire or plastic tag with a "rendered safe" sticker attached to the trigger guard with :
  - a. "Rendered safe" Deputy's name, ARJIS number, and date
  - b. "Checked by" Sergeant/Deputy's name, ARJIS number, and date
  
3. Firearms must be described with the following information on the barcode form
  - a. Manufacturer
  - b. Caliber
  - c. Serial number
  - d. Type (handgun, rifle, or shotgun)



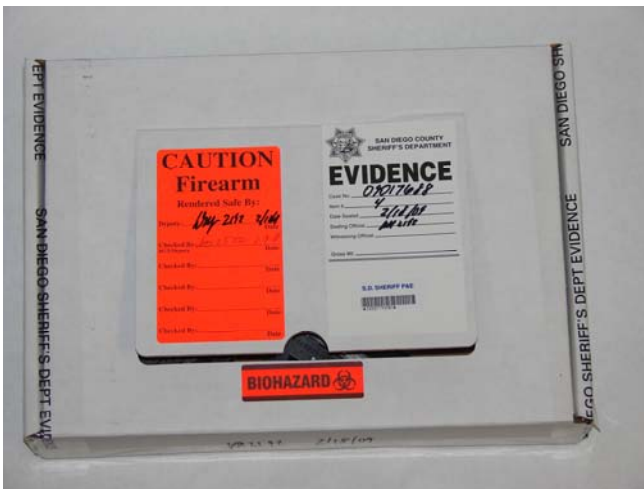
**NOTE: Loaded magazines for fingerprint analysis must be submitted and packaged separately from firearm.**

## Firearms submitted for crime lab analysis

Do not remove or disassemble any parts on firearms, to include assault weapons, submitted for lab analysis.

Firearms must be packaged in a sealed box with:

1. Completed evidence label:
  - a. Case number
  - b. Item number
  - c. Date sealed
  - d. Deputy's name or initials and ARJIS
2. Rendered safe tag with:
  - a. "Rendered safe" Deputy's name, ARJIS number, and date
  - b. "Checked by" Sergeant/Deputy's name, ARJIS number, and date
3. Using Evidence tape, seal across box flap, with the date and initials of the deputy across the seal and onto the box with a permanent marker.
4. Firearms must be described with the following information on the evidence form
  - a. Manufacturer
  - b. Caliber
  - c. Serial number
  - d. Type (handgun, rifle, or shotgun)
5. Firearms submitted for fingerprint development must have "Hold for Prints" label affixed on the window box.
6. Firearms with biohazard material present must have a **biohazard** label affixed to the box.



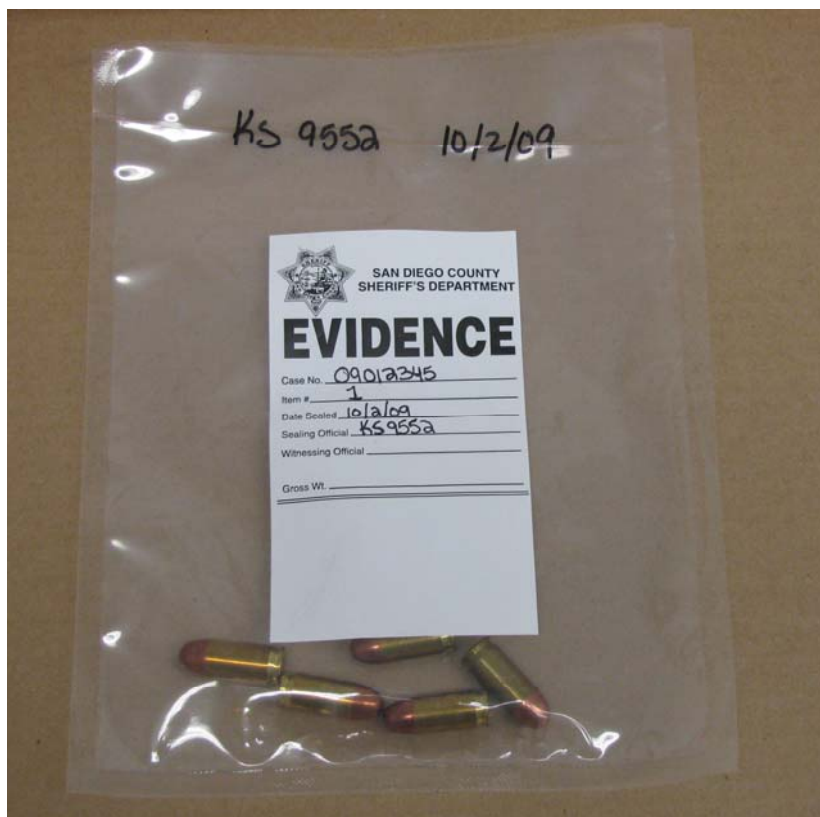
## AMMUNITION AND CASINGS

Ammunition must be packaged separately from firearms.

### Ammunition submitted for safekeeping

Ammunition may be packaged in a paper bag, Kapak<sup>®</sup> bag, envelope, or box with:

1. Completed evidence label:
  - a. Case number
  - b. Item number
  - c. Date sealed
  - d. Deputy's name or initials and ARJIS
2. Seal across the box or envelope flap, or folded end of the bag, with evidence tape.
  - a. Initial and date across the seal and onto the package with a permanent marker.
  - b. If a Kapak<sup>®</sup> is used, the bag should be heat sealed, and the date and initials of the deputy should be placed across the heat seal with a permanent marker.



Ammunition submitted for crime lab analysis

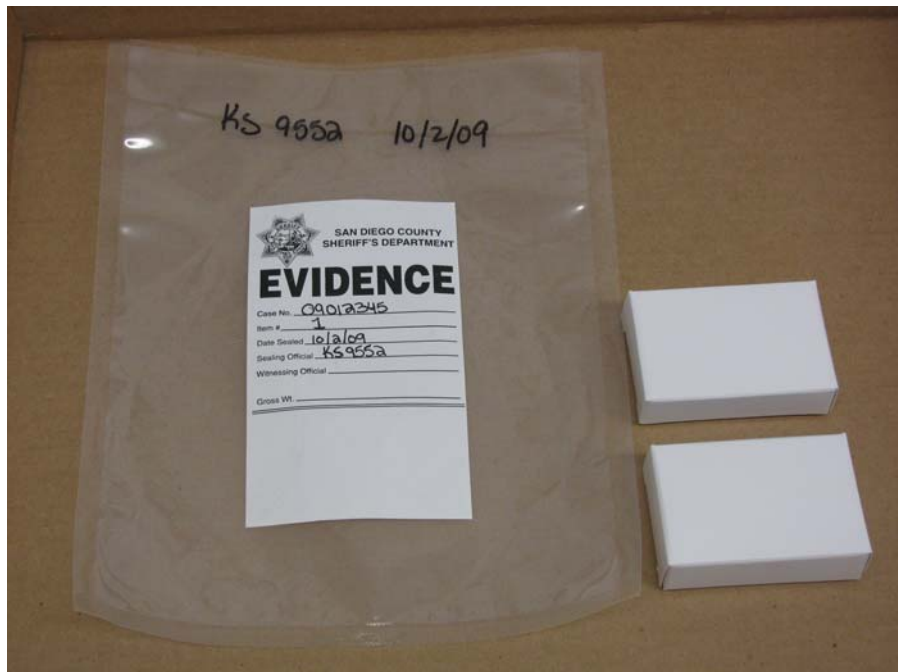
Expended casings and bullets must be packaged as follows:

*Inner packaging (coin envelope, small cardboard ammunition evidence box):*

Expended casings and bullets must be placed into coin envelopes or small boxes (one casing or bullet per envelope) and properly sealed. Coin envelopes or boxes must then be placed into larger outer packaging, such as a paper bag, envelope, or Kapak<sup>®</sup> bag.

*Outer packaging (paper bag, Kapak<sup>®</sup> bag, or 6" x 9" or larger envelope)*

1. Completed evidence label:
  - c. Case number
  - d. Item number
  - e. Date sealed
  - f. Deputy's name or initials and ARJIS
2. Seal across the box or envelope flap, or folded end of the bag, with evidence tape.
  - a. Initial and date across the seal and onto the package with a permanent marker.
  - b. If a Kapak<sup>®</sup> is used, the bag should be heat sealed, and the date and initials of the deputy should be placed across the heat seal with a permanent marker.
3. Expended casings and bullets submitted for fingerprint development must have "Hold for Prints" label affixed to packaging.
4. Expended casings and bullets with biohazard material present must have a **biohazard** label affixed to the packaging.



Unexpended cartridges (rounds) may be packaged in a paper bag, Kapak<sup>®</sup> bag, envelope, or box with:



1. Completed evidence label:
  - a. Case number
  - b. Item number
  - c. Date sealed
  - d. Deputy's name or initials and ARJIS
2. Seal across the box or envelope flap, or folded end of the bag, with evidence tape.
  - a. Initial and date across the seal and onto the package with a permanent marker.
  - b. If a Kapak<sup>®</sup> is used, the bag should be heat sealed, and the date and initials of the deputy should be placed across the heat seal with a permanent marker.
3. Unexpended cartridges submitted for fingerprint development must have "Hold for Prints" label affixed to packaging.
4. Unexpended cartridges with biohazard material present must have a biohazard label attached to the packaging.
5. When multiple firearms of different calibers are submitted, package ammunition separately by caliber.

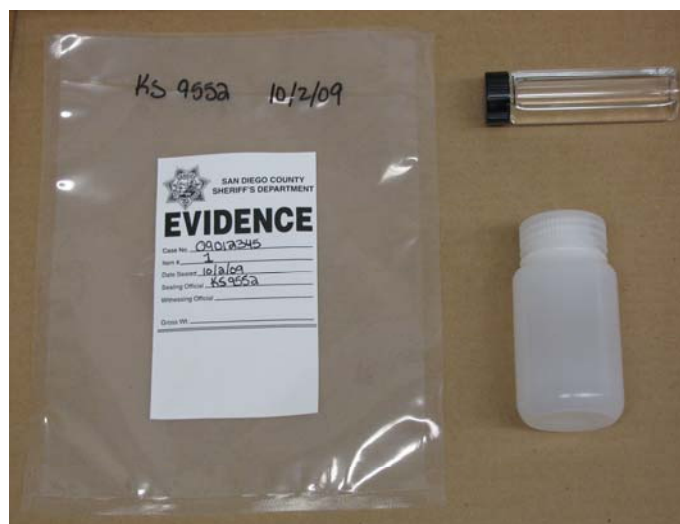
## HAZARDOUS MATERIALS AND CHEMICALS

Includes suspected controlled substances and other suspected hazardous solids and liquids, such as abrasives, acid, and alkalis.

Note: Upon encountering an incident where hazardous materials may be present, the appropriate Department P&P should be followed so the proper HazMat authorities are notified. Only properly trained and equipped personnel should directly handle the material collection and only from these authorities should an officer obtain samples for evidence submission.

1. If samples are to be taken for lab analysis, HazMat personnel should collect no more than 40 milliliters (ml) of the liquid.
2. Samples will be placed in screw cap glass vials with a Teflon cap for a stopper.
3. The glass vials should be placed in a plastic Nalgene® type urine container to prevent breakage.
4. The Nalgene® container should be placed in a Kapak®.
5. Label both the glass vial with the material and Kapak® with:
  - a. Case number
  - b. Item number
  - c. Date sealed
  - d. Deputy's name or initials and ARJIS
  - e. Type of sample (i.e., acid, alkali, abrasive)
6. The remainder of the sample should be handled by the HazMat unit and be disposed of in accordance with local, State, and Federal regulations relating to hazardous materials. No more than 40 ml. per item should be submitted as evidence.

Also, refer to the Controlled Substances section of Deering's California Health and Safety Codes section.



## Abrasives

Abrasives include sand, emery, and carborundum.

1. Place as much as you have, up to 40 ml, into a sealable glass vial.
2. Label outside of vial with:
  - a. Type of material, including possible identification (i.e., brand or other identifying information).
  - b. Source of sample
  - c. Case number
  - d. Initials/I.D. number
3. Place labeled container in a plastic Nalgene<sup>®</sup> type urine container to prevent breakage. Seal Nalgene<sup>®</sup> container in a Kapak<sup>®</sup> bag.
4. Label outside of Kapak<sup>®</sup> bag(s) with:
  - a. Case number
  - b. Item number
  - c. Date sealed
  - d. Deputy's name or initials and ARJIS

## Acids

Acids include hydrochloric, sulfuric, nitric, acetic and other corrosive chemicals. The name of an acid always ends in "-ic." Some acids can behave as an explosive, such as picric acid; CALL BOMB/ARSON IMMEDIATELY - DO NOT TOUCH! Except hydrofluoric acid, HF, (see procedure below): All other acids must be packaged as follows.

Place as much as you have, up to 40 ml, into a glass vial with a Teflon cap. IF UNCERTAIN, CALL THE CRIME LAB.

To collect hydrofluoric (HF) acid, use a plastic vial with a Teflon cap and use extreme caution; HF is highly corrosive and dissolves glass.

1. Label outside of bottle/vial with:
  - a. Type of material
  - b. Source of sample
  - c. Case number
  - d. "Acid - Corrosive" in red ink
  - e. Initials/I.D. number
2. Place labeled container in a plastic Nalgene<sup>®</sup> type urine container to prevent breakage. Seal Nalgene<sup>®</sup> container in a Kapak<sup>®</sup> bag.
3. Label outside of Kapak<sup>®</sup> bag(s) or box with:
  - a. Case number
  - b. Item number
  - c. Date sealed
  - d. Deputy's name or initials and ARJIS
  - e. "Acid - Corrosive" in red ink

## Alkalis

Alkalis include caustics, lye, potash, ammonia, soda, "oven-off," sodium hydroxide, or other basic chemicals (pH>7). All alkalis must be packaged as follows.

Place as much as you have, up to 40 ml, into a plastic bottle and Teflon cap, or a glass bottle with a Teflon cap. IF UNCERTAIN, CALL THE CRIME LAB.

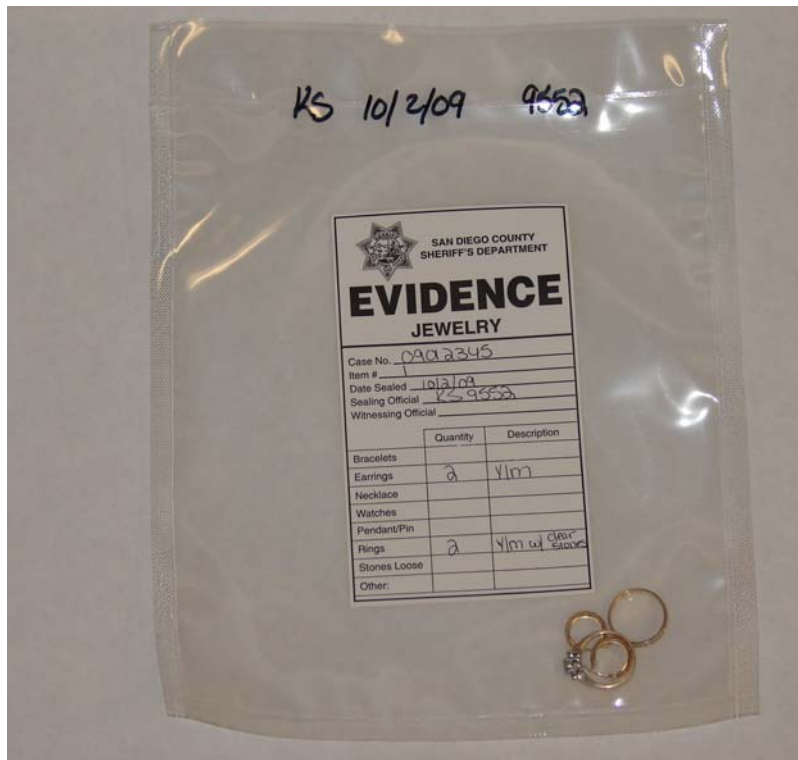
1. Label bottle(s) with:
  - a. Type of material
  - b. Source
  - c. Case number
  - d. "Caustic" in red ink
  - e. Initials/I.D. number
  
2. Place labeled container in a plastic Nalgene<sup>®</sup> type urine container to prevent breakage. Seal Nalgene<sup>®</sup> container in a Kapak<sup>®</sup> bag.
  
3. Label Kapak<sup>®</sup> bag(s) or box with:
  - a. Case number
  - b. Item number
  - c. Date sealed
  - d. Deputy's name or initials and ARJIS
  - e. "Caustic" in red ink

All information will be printed legibly.

# JEWELRY

All jewelry, both costume and valuable, will be packaged separately from other evidence and sealed in a Kapak<sup>®</sup> bag(s). Exception: If jewelry is to be processed for possible evidence, it should remain in a sealed condition with the other items in the case until that process is completed.

1. A jewelry label will be placed on the sealed Kapak<sup>®</sup> bag(s) with the following information visible:
  - a. Case number
  - b. Item number
  - c. Date sealed
  - d. Deputy's name or initials and ARJIS
  - e. Witnessing official's name/ARJIS number and initials
  - f. Itemized inventory of all jewelry in Kapak<sup>®</sup> bag(s)



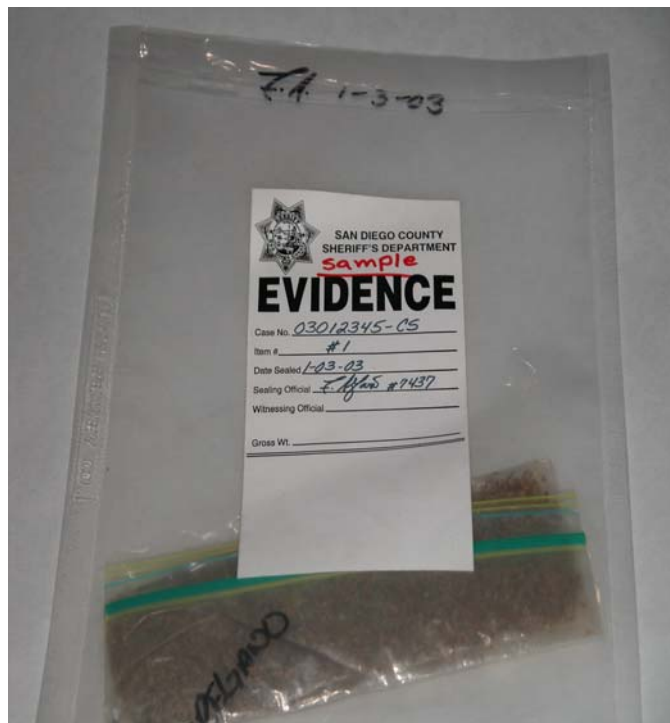
## CONTROLLED SUBSTANCE

Includes all known illegal substances, suspected illegal substances, prescription and over-the-counter medicines.

1. It is recommended that the controlled substance material be submitted in its original packaging. If it is necessary to remove the controlled substance from the original packaging, (i.e. to obtain net weight), place substance into a 2x2" sq. or sandwich size zip lock baggie.
2. Place each "category" of controlled substance into a separate Kapak<sup>®</sup> bag(s) and seal. If the material has been removed from its original packaging the packaging material should be Kapak<sup>®</sup> bagged and listed separately from the controlled substance.
3. DO NOT place green and/or wet marijuana or wet mushrooms in Kapak<sup>®</sup> bag(s), since this will cause the substance to mold. See procedure below for proper handling of wet substances.
4. Complete evidence label with:
  - a. Case number
  - b. Item number
  - c. Date sealed
  - d. Deputy's name or initials and ARJIS
  - e. Gross weight

Narcotics submitted for printing must be packaged appropriately and marked with "Hold for Prints".

Note: All bundles of marijuana must be individually marked with an item number, a case number, and a weight for identification. Also, large volumes of liquid-type drugs will not be accepted into evidence. See Hazardous Materials and Chemicals section. Contact HazMat for destruction. Sample vials will be used for lab analysis.



## Wet Narcotics

Green and/or wet marijuana or wet mushrooms must be dried before they can be submitted to Property/Evidence.

This can be accomplished by taking the following steps:

1. Lay the items on a flat surface in a secure area that has been lined with paper.
2. If the items are marijuana plants, make sure to turn the plants to make sure the plant is completely dry.
3. Once the item/s are dry, package them in paper bags along with the paper they were drying on, and submit them into Evidence.

If there is not a secured area for drying at your facility, please call the Property/Evidence Unit to make arrangements.



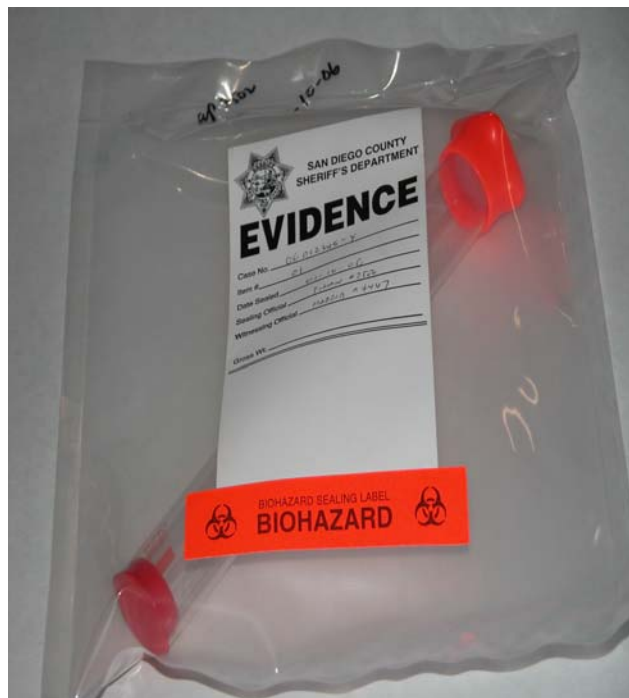
# SYRINGES

All syringes will be put into biohazard container(s) using the "one handed" technique. Package syringes containing liquid narcotics separately from empty syringes.

1. Remove stopper from biohazard container(s) and pull out security strip.
2. Insert syringe(s) into the tube; needle first, to stick into the foam.
3. Replace stopper and seal with security strip over stopper.
4. Label the biohazard container with:
  - a. Deputy's name/ARJIS number and initials
  - b. Case number
  - c. Date sealed
5. Label sealed Kapak<sup>®</sup> with:
  - d. Complete evidence label with:
  - e. Case number
  - f. Item number
  - g. Date sealed
  - h. Deputy's name or initials and ARJIS
6. Identify with ***biohazard*** sticker

All biohazard container(s) with unused syringes can be packaged with other narcotic paraphernalia. If syringes are in a sealed manufacturer's plastic bag, it is not necessary to repackage.

**NOTE: All biohazard receptacles containing syringes with narcotics must be placed in a Kapak<sup>®</sup> bag and sealed.**





# PRINTS

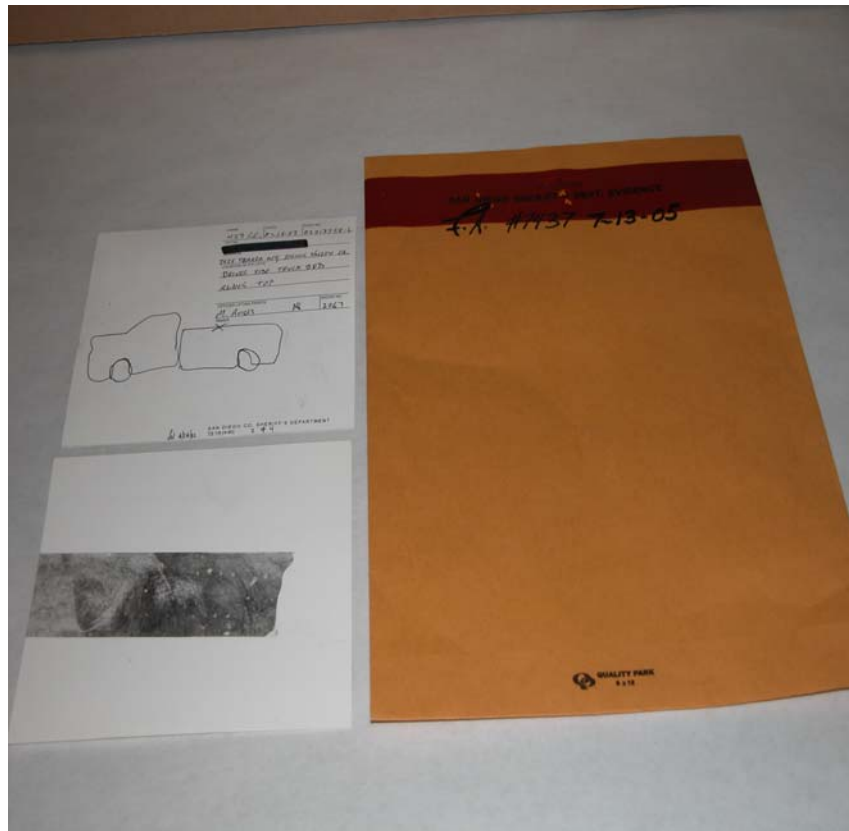
Prints include known, latent, and shoe/tire impressions.

## Latent Prints

1. Place the tape lift on white lift card(s). (S.D.S.D. T/S 1/6 (4-80)).
2. Identify the source, location, orientation, case number, Deputy's name/ARJIS/ initials and date sealed on back of lift card.
3. Place in 9 1/2" x 12 1/2" envelope(s).
4. Complete evidence label with:
  - a. Case number
  - b. Item number
  - c. Date sealed
  - d. Deputy's name or initials and ARJIS

## Known Prints

1. Place one set of known suspect or victim's ten prints per envelope(s), size 9 1/2" x 12 1/2".
2. Complete evidence label with:
  - a. Case number
  - b. Item number
  - c. Date sealed
  - d. Deputy's name or initials and ARJIS



### Shoe Prints

Includes both plaster impressions and impressions left by suspect/vehicle on other material. Plaster cast(s)

1. Wrap dried plaster cast(s) in white paper.
2. Place wrapped prints in a box.
3. Impressions on other material should be packaged in a manner that protects the impression.
4. Complete evidence label with:
  - a. Case number
  - b. Item number
  - c. Date sealed
  - d. Deputy's name or initials and ARJIS

### Other Material(s)

Protect print by wrapping in white paper or placing in an envelope, being careful not to smudge print.

1. Place print(s) in a box if applicable.
2. Complete evidence label with:
  - a. Case number
  - b. Item number
  - c. Date sealed
  - d. Deputy's name or initials and ARJIS

## **FOUND PROPERTY**

Found Property is property that is not associated with a crime or known owner. Please indicate "found" in the crime code section. There is no victim or suspect. Package according to evidence type.

## **SAFEKEEPING**

Safekeeping is property that is not associated with a crime, but has a known owner. The crime code section is "SK". There is no victim or suspect. Package according to evidence type.

Note: For both found property and property held for safekeeping, do not submit a request for lab service. Since there has been no crime committed, there is no need for additional evidence processing at this time.

## **TRACE EVIDENCE**

Includes hair, glass fragments, fibers, soil, paint, tape lifts, etc.

1. Collect all that is available. If possible bring in the whole item to the crime lab.
2. Package in paper bindle(s) only. Do not place evidence directly into plastic bag. If tape lifts are used for trace evidence collection, (do not collect paint using tape lifts), place tape lift on the inside of a check protector. Do not collect paint on tape lifts. If tape analysis is requested do not put tape on a paper backing.
3. Place bindles or check protectors in envelope(s).
4. Complete evidence label with:
  - a. Case number
  - b. Item number
  - c. Date sealed
  - d. Deputy's name or initials and ARJIS
  - e. Source of sample

**Note: If recovering tape for prints, place tape on the surface of a white latent print card(s) (S.D.S.D. T/S 1/6 (4-80)). Label container only.**

## VOLATILE SUBSTANCES

Volatile substances include paint, flammable, ignitable, odorous, explosive and arson materials. If you have any questions on method of collection, proper container type, or you have any unknown substances, contact bomb/arson or lab personnel.

### Spray Paint Cans

Includes both empty cans and cans with paint.

1. Collect the spray can(s), remove spray nozzle head, and tape onto side of can(s).
2. Place the lid on top of the can, if lid is available.
3. Place the spray can(s) into a paper bag and seal with tape.
4. Complete evidence label with:
  - a. Case number
  - b. Item number
  - c. Date sealed
  - d. Deputy's name or initials and ARJIS

### Flammable/Odororous

Includes clothing or rags soaked in petroleum and ignitable products and arson materials.

1. Flammable/Odororous evidence is stored in unused paint cans provided by the Bomb/Arson Unit.
2. Contact bomb/arson for pick-up at scene. The bomb/arson investigator will package and transport evidence.

# EXPLOSIVES

## Fireworks only

Fireworks include Chinese Safe and Sane, Friction, Mexican, and California seal devices. These are rated from extremely dangerous to relatively safe, respectively.

1. If it is a small amount of fireworks, package in a paper bag and seal with evidence tape.
2. Label paper bag with the evidence label:
  - a. Case number
  - b. Item number
  - c. Date sealed
  - d. Deputy's name or initials and ARJIS
  - e. Type, if known
  - f. "Danger - Fireworks" in red ink
3. Place paper bag inside station's fireworks box. Reminder: FIREWORKS ONLY, no other explosives should be placed into box.
4. All information will be printed legibly.
5. For a large quantity of fireworks (or if you have questions), contact the bomb/arson unit for pick-up at the scene. The bomb/arson investigator will package and transport evidence.
6. Photograph of explosive material is recommended.

## All other explosives

Includes high explosives like C4 and det cord, blasting caps, pipe bombs, marine sea flares, grenades, dynamite, and all ordnance mm or larger. For information regarding package of small caliber ammunition, reference firearms.

1. **Do Not Transport!!** S.O.P. states, with the exception of a small box for fireworks, that no explosives are allowed inside County facilities or vehicles.
2. Contact bomb/arson unit for pick-up at scene. The bomb/arson investigator will package and transport explosive(s).
3. Photograph of explosive material is recommended.

## **PRESSURIZED GAS CYLINDERS**

The following is the procedure for evidence submission of pressurized gas cylinders:

### To Retain As Evidence

The Property/Evidence Unit will no longer accept pressurized gas cylinder(s) containing any type of pressurized gas material as evidence for storage.

1. The Deputy/Detective, at the scene, will determine if the pressurized gas cylinder(s) and content(s) needs to be submitted as evidence.
2. If so and after pictures are taken of the evidence, County HAZMAT will be called to the scene to determine gas type.
3. County HAZMAT will then take custody of the tank w/contents and transport to their facility to determine gas quantity and remove gas from cylinder(s).
4. The pictures taken at the scene will be stored as evidence. County HAZMAT will provide a written report of contents to the Case Detective.

### Non-Evidence

If the tank(s) w/ content(s) does not need to be retained as evidence, pictures can be taken of the cylinder(s).

1. The owner of the tank (Airgas or other private providers) will be notified to recover their property at the scene or shortly thereafter by the Deputy/Detective.

**Do not transport any size of pressurized gas cylinder!**

