A. Policy

The Police Department shall be responsible for safeguarding and properly disposing of all property that comes into its custody. The department strives to maintain property in the same condition as received and to preserve the evidentiary value and integrity of property that has been received for possible court presentation.

1. Property seized by departmental personnel shall be properly booked and deposited with the Property Services Section before the agent ends their tour of duty. If a Property technician is not on duty, the property shall be secured and locked in a storage locker outside the Property Services Section.
   a. Larger property items may be secured in the exterior property release room. Access is gained by use of keypad. Evidence tape shall be used to seal the doors.

2. An employee shall not retain in his personal possession any property taken into custody.

3. Property booked shall be accompanied by a completed Property Evidence Report. When booked at the alternative storage location, the report will be forwarded to Property Services.
   a. Items booked shall have sequential numbers regardless of the number of reports completed.
   b. When the property owner is present during the evidentiary seizure of their personal property, a receipt copy of the property evidence report for those items shall be left with that person.

4. No property shall be destroyed or otherwise disposed of by departmental employees except in accordance with the following policies and procedures.

5. Property that is related to a crime or possible crime, or that might clear a person of a criminal charge, or that might implicate a person in criminal wrongdoing shall be booked as evidence. Each transfer of evidence shall be documented on the Property-Evidence Report to maintain chain of custody.

6. All other property shall be booked as non-evidence. Property booked as non-evidence shall be authorized for release or destruction by the booking employee.

7. Personnel are responsible for verifying the integrity of the booked property by physical inspection of all evidence packaging.

8. When a discrepancy is noted in the use of procedures, the Property Evidence Technician shall contact the on-duty Sector Commander for immediate resolution.
C. Rule

All property seized and its contents whether locked or unlocked shall be properly inventoried, booked and deposited with the Property Services Section before the agent ends their tour of duty.

4701 ALTERNATIVE STORAGE FACILITIES

B. Procedure

1. A bicycle rack is located in the police parking garage and shall be used to store bicycles.

2. The Property annex facility can be used for other large, bulky, or heavy items. Property personnel shall have access to this facility and shall respond to assist on a 24-hour-a-day basis if notified.

3. The Official Police Garage (OPG) shall be used for storage of motor vehicle parts, which by virtue of their size or weight cannot be stored in the Property room or one of the alternate storage facilities.
   a. A Property Evidence Report shall be filled out. The original shall be delivered directly to the Property Services Section.

4702 PACKAGING OF BOOKED PROPERTY

B. Procedure

1. All available means shall be utilized to protect booked property from contamination, alteration, destruction, and damage.

2. Depending upon the nature of the property being booked, it shall be:
   a. Wrapped with wrapping paper;
   b. Tagged;
   c. Placed in an evidence envelope or evidence bag.
   d. Heat sealed in a plastic bag.

3. Cartons and boxes shall not be wrapped unless necessary for their protection.

4. Controlled substances, suspected controlled substances, counterfeit controlled substances, prescription and nonprescription drugs, and money require special packaging and shall be packaged according to procedures contained herein.

5. Perishable items shall be stored in the evidence refrigerator. After 7 days the item may be photographed and disposed of in accordance with current department policies.
EVIDENCE CONTAINER SEALING

B. Procedure

1. When property is booked, all applicable sections of the evidence tag, evidence bag, evidence seal, or evidence label and barcode shall be completed by the booking employee and appropriately affixed to the property being booked.

CONTROLLED SUBSTANCES

B. Procedure

1. As used in this procedure, all controlled substances shall mean suspected controlled substances, counterfeit controlled substances, prescription and non-prescription drugs, and drug implements.

2. All controlled substances, found or confiscated by an employee of this department shall be submitted to the Property Services Section as soon as practicable.
   a. Drug implements such as hypodermic needles and syringes are bio-hazardous and if booked for destruction shall be listed on property report but will be deposited in the Sharps Container in the Property Unit booking area.

3. A separate Property - Evidence Report shall not be required for each type of controlled substance.
   a. A separate property evidence report will be completed though separating controlled substances from other types of non-drug related property.

4. If only one type of controlled substance is found or seized, it shall be placed in a heat-sealable bag (green marijuana in a paper bag). Minute quantities of controlled substances shall be inserted in glassine baggies prior to heat sealing.

5. If more than one type of controlled substance is found or seized, each type shall be placed separately in a heat-sealable bag. An evidence label shall be affixed to the outside of the plastic bag prior to weighing.

6. Heat-sealable bags shall not be sealed prior to weighing.

7. The electronic scale, in conjunction with a printer shall be used to weigh controlled substances, suspected controlled substances, counterfeit controlled substances, and prescription and nonprescription drugs.

8. The scale, printer, heat-sealer, and narcotic booking supplies shall be maintained in the agents' booking area within the Property Services Section.

9. Items shall be left in the container if the weight of the container does not significantly affect the total weight of the drugs.
Examples: dried marijuana in a plastic baggie, a wrapped kilo, a balloon of heroin, a glassine bag of cocaine, a snow seal of cocaine, a small gram vial of cocaine, etc.

10. If the container significantly affects the total weight, the loose drugs shall be inserted in a small glassine baggie, transferred to an unused heat-sealable plastic bag, and then weighed and witnessed. The original container shall be booked as a separate item on the same Property - Evidence Report. Containers need not be witnessed.

a. Examples: marijuana in a quart jar, a small amount of marijuana, a powdery substance in a vial or another substance contained in a metal box.

b. Paraphernalia, hash pipes, roach clips, water pipes, bong pipes, rolling papers, rolling machines, scales, etc., and all containers need not be weighed, but shall be heat-sealed and listed as separate items on the same Property - Evidence Report. Paraphernalia need not be witnessed.

11. Weights of suspected drugs to the nearest .10 gram, together with a description of the containers shall be entered on the Property - Evidence Report as a part of the item's description.

a. Weights shall be verified at the time of weighing by a police department supervisor or the Property Services Lead Technician. The witness shall sign the report verifying the weight, and the evidence label, which has been attached to each heat - sealed bag. The barcode shall be attached to the package only after it has been weighed.

12. If growing marijuana plants are to be seized the booking employee:

a. If less than 50 plants are seized, photographs of the plants shall be taken prior to removal from the container. After photographing, the plants shall be removed from their containers, packaged in paper bags, sealed with evidence tape, and weighed.

   (1) The containers shall not be booked into Property.
   (2) The film shall be forwarded to the Crime Lab.

b. If more than 50 plants are to be seized, the Narcotics Team shall be notified prior to taking any action.

C. Rule

1. Green marijuana or other plant material shall not be packaged in plastic bags or other packing which will prevent it from drying.
B. Procedure

1. All authentic and/or counterfeit negotiable currency, whether found or confiscated, requires special handling. This includes U.S. paper and coin currency, savings bonds, negotiable traveler checks and money orders, and foreign currency. Foreign currencies shall be packaged separately from U.S. currencies.

2. Cashier's checks and personal checks shall be treated as routine property.

3. The negotiable currency shall be counted in the presence of a sworn supervisor, senior agent, Crime Lab Supervisor, or Property Services Supervisor. The cash amount for negotiable currency shall be totaled and witnessed for each property bag and signed by the witness. Depending on the circumstances and the need for expediency, currency or coins may be totaled in the following manners:

   a. U.S. negotiable currency may be counted on the electronic currency counting machines. If the currency or coin counter is used, a one copy of the printed receipt shall be initialed, dated and included in the property bag. The second copy of the printed receipt will be initialed, dated and filed with your reports in Police Records. A printed PDF file for all U.S. paper currency, itemizing serial numbers will be forwarded to Police Records. If not printed on the page, the booking employee will record the case report number on each page in the top right corner.

   b. Each paper U.S. currency denomination shall be listed as a separate item. Individual serial numbers must either be recorded digitally by the currency counter, photocopied or listed individually in the narrative section of the property/evidence report. The booking process used, who completed the process and who witnessed the process, will be noted in the narrative section of the booking agent's report.

   c. Currency manually counted may be photocopied so the serial numbers are clearly visible. Bills shall be overlapped or a blank piece of paper inserted to partially cover the bill so that only the serial number and denomination is visible. Copies shall be forwarded to the Records Section with the incident report number in the upper-right corner of each page.

   d. Blue evidence tape will only be used for booking money.

4. The negotiable currency and coins shall be packaged in an 8 1/2" X 6" plastic ziplock bag, and shall be sealed with blue evidence tape insuring that both sides of the ziplock closure id sealed with tape. FOREIGN CURRENCIES SHALL BE PACKAGED SEPARATELY FROM U.S. CURRENCY. Initials and date shall be inscribed on the evidence seal including both sides, so that any tampering or resealing will be apparent.

5. The booking employee shall then affix an evidence label to the outside of the ziplock bag, entering the total amount of the negotiable currency on the evidence label and on the electronic property report. Description of the money shall be entered as the denomination numerically, then written, with the quantity
of each denomination, such as $10.00 ten dollars x 2 or for coins, $0.25 quarter x 3.

6. The witness shall attest to the total negotiable currency value by signing the Property - Evidence label and by placing initials and date across the blue evidence tape seal.

7. If a Property Technician is not available for receipt of the money, the property shall be placed in a storage locker outside the Property Services Section, and the locker shall then be locked.

8. Precious metals, gemstones, and valuable jewelry shall be packaged separately in an 8 1/2" X 6" ziplock bag for storage in the Property Room safe.

9. When currency counting machines are utilized in property/evidence booking, employees shall follow posted instructions as to their operation.

10. Electronic money counting machines are to be used for official operation only. No personal use of machines will be authorized.

4706 BICYCLES AND TRICYCLES

B. Procedure

1. The property tag shall be wired to bicycle or tricycle the Property - Evidence Report shall be delivered to the Property Services Section.

2. Bicycles and tricycles shall be secured by the booking agent in the bicycle rack located outside the first floor, Patrol - entrance door. Property Services Section shall be responsible for the upkeep of this rack. A Property Technician shall transport bicycles stored in this rack to the Property annex as they accumulate, or at least weekly.

4707 FIREARMS

B. Procedure

1. Firearms shall be made safe by removing the magazine or unfired shells.

2. Prior to booking, a diagram shall be prepared on a supplemental report by the booking employee showing the following:

   a. Direction of rotation of the cylinder.
   b. Position of each spent and unspent round in the cylinder or magazine.
   c. Brand and caliber of each round in the cylinder or magazine shall be noted.

3. When booked with other types of property, firearms shall be listed on a separate Property - Evidence Report. Whenever possible, firearms shall be tagged rather than placed in an evidence bag.
4. If a loaded or unloaded firearm is identified as possibly requiring latent processing or other scientific examination, it shall be unloaded and booked under the direction of Criminalistics technicians.

5. If any departmental employee, while booking a firearm, experiences difficulty in making the firearms safe, or unloading it, he shall contact the Criminalistics Unit for assistance.

6. When firearm(s) taken into custody during the investigation of a domestic violence call are booked as either evidence or non-evidence, the agent booking the firearm(s) shall make a notation indicating the case is related to domestic violence. The firearm(s) will be held for at least 30 days and the case reviewed by a detective prior to the release of the firearm(s).

C. Rule

1. Loaded firearms shall not be accepted for booking by the Property Services Section.

4708 AMMUNITION

B. Procedure

1. Cartridges shall be packaged separately to avoid denting or bending, and are identified as "live" or "expended" on the Property - Evidence Report.

2. Live ammunition, which is seized in an original ammunition container, need not be packaged separately.

3. Cartridges seized from weapons shall be individually packaged in small cardboard evidence boxes.

4. Loose cartridges are packaged together in a standard ammunition container available from the Property Services Section.

5. Each cartridge container shall be marked with an appropriate marking indicating what is in the box.

6. Packaged cartridges seized together shall be booked together in a larger evidence container.

4709 EXPLOSIVES

B. Procedure

1. All explosive substances other than fireworks, railroad flares, fuses, or ammunition less than .50 caliber shall be considered unsafe and shall require special handling.
2. The Investigation Division shall be notified prior to handling, removal and transport of explosives or devices, and has responsibility for follow-up investigation.

3. The Denver Bomb Squad, Jefferson County Bomb Squad, or the 764th Explosive Ordnance Detachment at Fort Carson may be called upon to assist in the destruction, neutralization, or transportation of explosives.

4710 DOCUMENTS

B. Procedure

1. All original documents of evidentiary value such as checks, money orders, bank drafts or notes, contracts, and rental agreements shall be booked in the as evidence.

2. Documents booked as evidence may at some time have to be scientifically examined. Care shall be taken to keep documents in the same condition as when they were received. Documents shall not be folded, crumpled, or bent. Plastic protectors shall be used whenever possible. Manila envelopes with evidence labels affixed rather than paper bags shall be used for document storage.

4711 WET ARTICLES

B. Procedure

1. No articles that are wet or damp shall be packaged and booked until the items have air dried completely.

2. No articles that are damp with blood or other body fluids shall enter the police department proper except by, or under the direction of Crime Lab.

3. Located in the police garage are two large lockers available to air-dry articles. To avoid the potential of cross-contamination, one locker shall not contain articles of more than one person or one case report.

4. When placing articles in the lockers to air dry, the booking agent shall complete a property report and place it in the Crime Lab box, mounted on a door across from the armory. The booking agent shall affix a BIOHAZARD warning label on the "PROPERTY" copy of the report. The booking agent shall provide completed evidence bags in the locker with the items.

5. If the wet article is too large for the lockers or requires special attention, the on-call Criminalist shall be contacted.

4712 VOLATILE FLUIDS
B. Procedure

1. Regardless of the amount of volatile fluid of evidentiary value, only 8 ounces shall be retained in a safe container as evidence.

2. An 8-ounce metal container shall be used to store volatile fluids.

3. The Property - Evidence Report shall indicate the amount of fluid involved in the offense.

4. Fluid in excess of 8 ounces shall be destroyed.

C. Rule

1. All volatile fluids, compressed gases, items which may be contaminated by body fluids and property which may be infectious shall be deposited in the hazardous property storage lockers located just inside the entrance of the police garage. Infectious or contaminated controlled substances may be packaged in zip lock bags without weighing but shall be witnessed and secured with evidence tape.

2. All property suspected of being infectious shall be identified with a "biohazard" label affixed to the evidence bag.

4713 ALCOHOLIC BEVERAGES AND NONVOLATILE FLUIDS

B. Procedure

1. Unopened containers shall be booked in the original container.

2. Opened containers shall have a sample drawn and placed in an airtight container. If necessary as evidence, the empty container shall then be booked together with the airtight container.

3. Beer kegs shall be photographed and authorized for release back to the distributor.

4714 KNIVES

B. Procedure

1. When the blade of a knife contains evidence, which may be destroyed if the blade is closed, the blade shall be left open.

2. The knife shall be attached to a piece of cardboard by means of string and shall be taped securely in a cardboard box, or otherwise rendered safe by proper packaging.
3. Switchblade knives shall be booked so that the blade is taped closed unless it contains evidence.

4715 RAZORS AND RAZOR BLADES

B. Procedure

1. Razor blades shall be placed in a square cardboard evidence box and sealed.
2. If the blade of a straight razor must be left open, it shall be booked as in "knives" above.

4716 SHARP OR POINTED OBJECTS

B. Procedure

1. Sharp or pointed objects shall be rendered safe by proper wrapping and packaging.
2. Care shall be exercised to prevent the destruction of trace evidence.

4717 GLASS

B. Procedure

1. Glass recovered from different areas shall be packaged separately.
2. Glass pieces shall be packaged in rigid containers and care shall be taken to protect broken or fractured edges from any additional damage or breakage.
3. All glass shards shall be rendered safe by proper packaging.
4. The word GLASS shall be written across the booking container or bag.

4718 HUMAN BODY PARTS

B. Procedure

1. The booking of human body parts is generally discouraged. If it is essential that human body parts be booked, the parts shall be booked in such a manner as to preserve the evidentiary value.

C. Rule

1. Any body part that is not properly packaged or is subject to decay, noxious odors, or poses a health hazard shall not be accepted for booking.
2. Body parts shall always be booked under the direction of Criminalistics technicians.

4719 SEXUAL ASSAULT CLOTHING AND EXAMINATION KIT

B. Procedure

1. All victim or suspect clothing items, including inner and outer garments, shall be kept separate and each item shall be placed in a separate property evidence bag sealed and inspected by the booking agent.

2. The pockets of clothing items shall be checked, and items found in pockets shall be booked separate from the clothing items, i.e., money, wallet, identification cards, etc.

3. Sexual assault examination kits shall be placed in the locked property - evidence refrigerator to preserve contents.

4720 UNSAFE PROPERTY

B. Procedure

1. All property considered unsafe shall be photographed and destroyed under the direction of a sworn supervisor or Criminalistics Technician provided that the process can be accomplished without endangering any person.

2. Unsafe property, incapable of being photographed and destroyed because of the risk involved, shall be released to the care and control of a resource that is able to safely handle the property.

3. When unsafe property is photographed, 2 photographs shall be taken at a minimum.
   a. One photograph shall be of the material alone.
   b. One photograph shall include in the picture the responsible employee and a clearly visible case report number.

4. The film shall then be transmitted to the Crime Laboratory.

C. Rule

1. All property considered unsafe shall not be booked.

2. In all cases where the property is destroyed or released to the care and control of a capable resource, the incident shall be appropriately documented on an Incident or Property Report.

4722 CRIMINALISTICS SECTION ANALYSIS OF PROPERTY

B. Procedure
1. A Criminalistics Request Form shall be completed in all cases requiring the processing of evidence by the Crime Lab and may be initiated by an agent or Crime Scene Technician at any point in an investigation. The request shall include a description of the evidence to be processed and the nature of the processing requested.

2. Prior to completion of a request for processing, agents shall weigh the anticipated value of the evidence to be processed against the anticipated time and cost required to complete the processing. If there are questions concerning the feasibility, value or cost of processing, the Agent may contact a Criminalistic Supervisor.

3. Evidence expected to be examined by a Criminalist shall be packaged separately from property that is not expected to be examined.

4. The Crime Lab shall notify concerned department units and individuals of the results of evidence processing.

C. Rule

1. The Crime Lab shall perform only specifically requested examinations upon evidence as indicated on a completed Criminalistics Request Form, unless the investigating agent addresses concerns about other possible evidentiary value or techniques to the Criminalistics Unit prior to the commencement of the processing.

2. A representative of the Crime Lab shall be listed as a witness when the analysis was obtained by the unit.

3. The Criminalistics Technician responsible for the analysis shall complete a Criminalistics Report form or a continuation/supplement report documenting the findings of the analysis.

4723 CBI ANALYSIS OF PROPERTY

B. Procedure

1. The property shall be packaged in separate containers numbered to correspond with the Property - Evidence Report.

2. The booking employee or assigned investigator shall be responsible for completion of the CBI request form. The CBI request form shall include a corresponding Police Department item number.

3. Transportation of the evidence to CBI shall be the responsibility of the Property Services Section.

C. Rule

1. The Crime Lab shall be responsible for obtaining the CBI computer generated reports from the CCIC system and making the required distribution.
B. Procedure

1. The process of preparing transmittal reports, mailing or transporting the evidence to the FBI shall be the responsibility of the Crime Lab who shall be assisted by the investigator assigned to the case.

2. The transmittal report shall contain a request for related analysis reports to be mailed to the Crime Lab.

C. Rule

1. The Crime Lab shall be responsible for making the required distribution of the FBI findings report.

B. Procedure

1. The criteria for removing property from Property Services Section custody are as follows:
   a. Return to owner.
   b. Transfer to purchasing.
   c. Legitimate destruction.
   d. Court presentation.
   e. Investigative purposes.
   f. Scientific examination.
   g. Training purposes.
   h. K-9 narcotic "warm up."

2. Whenever property is checked out of the Property Services Section, the appropriate chain of custody section of the Property - Evidence Report shall be completed jointly by the Property Technician and the employee physically removing the property.

B. Procedure

1. The agent or Criminalistics technician scheduled to appear at court shall be responsible for physically checking the evidence out of the Property Services Section, and shall be responsible for transporting the evidence to court.

2. Exceptions: Property Services Section personnel shall not routinely be responsible for transporting evidence to court, but shall assist with transportation in emergency situations.
3. Property personnel shall be responsible for transporting Intoxilyzer logs when they are required to testify in DUI cases where blood alcohol determinations were made on the basis of breath tests.

4. The agent or Criminalistics Technician scheduled to appear at court shall check with the Property Services Section several days in advance of the court date to ensure that the needed evidence is still in our custody.

5. When property is checked out for court presentation, a court receipt shall be completed by the Property Technician.

6. The court receipt shall accompany the removing employee to court, and shall be signed by an officer of the court if the property is retained by the court.

7. Property removed for court shall be returned the same day, unless a receipt signed by the concerned court is returned to the Property Services Section indicating that the property has been retained by the court.

8. During periods when the Property Services Section is closed and property is to be returned from court, the employee shall place the property in one of the property lockers, with the court receipt attached.

4727 REMOVAL OF CONTROLLED SUBSTANCES

B. Procedure

1. Controlled substances and drug implements shall not be released to a departmental employee unless for a specific purpose.

2. When obtaining the release of controlled substances or drug implements, the employee removing the property shall show the date and time the property is removed, the corresponding item numbers of the Property - Evidence Report, its signatures, and for what purpose the items are being removed in the appropriate chain-of-custody section of the Property - Evidence Report.

3. Criminalistics technicians qualified to scientifically identify marijuana or its derivatives shall be authorized to check such evidence out of the Property Services Section.

4. The sergeant assigned to the Vice/Narcotics Team of the Investigation Division or his designee shall be authorized to check out controlled substances and drug implements from the Property Services Section. These controlled substances and drug implements shall only be used for the training of police agents in the academy or in-service training courses. The controlled substances and drug implements utilized for this purpose shall be restricted to those authorized for destruction under Drug Destruction Task Force procedures.

5. The K-9 training agent responsible for the training and certification of the K-9 shall be authorized to check out controlled substances and drug implements from the Property Services Section. Prior to checking out substances from the Property Services Section, the K-9 training agent shall notify his sergeant and receive approval to conduct the narcotics detection training.
These controlled substances and drug implements shall be used only for the warm-up, training, and certification of the K-9 and shall be restricted to those controlled substances and drug implements authorized for destruction under Drug Destruction Task Force procedures.

6. Controlled substances or drug implements shall be re-booked into the Property Services Section following training exercises. The weight of controlled substances utilized for training purposes rebooked into the Property Services Section will undoubtedly change from the weight recorded by the original booking employee. During K-9 training, a dog's saliva may penetrate the training bag causing an increase in the weight of the controlled substance or a dog may tear open a training bag causing an irretrievable loss of the controlled substance.

During academy or in-service training, employees may be given the opportunity to have hands-on experience at field-testing the controlled substances causing a loss in weight. Weight at the time the substance is rebooked shall be noted on the Property Evidence Report.

7. K-9 warm-up drugs are distinct from controlled substances used for training. Warm-up drugs are used by K-9 handlers in the pre-search preparation of their dogs in the field, and may be maintained in accordance with K-9 Team procedures by the handlers specifically assigned to drug detection teams. Warm-up drugs shall be checked back into the Property Services Section and replaced at least twice annually.

8. Controlled substances must be re-weighed and witnessed by a supervisor upon return to the Property Services Section when the original seal has been broken. The new weight will be documented on the Property Report with the date, and time the controlled substances were returned.

C. Rule

1. Employees removing controlled substances from the Property Services Section for testing or training purposes shall make every effort to preserve and protect these substances from unnecessary losses.

2. For controlled substances that have been identified to be held for warm-up and training purposes, a chain of custody shall be maintained. Each item stored shall have a log recording date, time, weight, and signatures for release to and return from the K-9 training agent or narcotics sergeant.

4728 MONEY REMOVAL

B. Procedure

1. When money is checked out of the Property Services Section, the appropriate chain of custody section of the Property - Evidence Report shall be completed by the employee physically removing the money.
B. Procedure

1. Property in the custody of the Police Department shall be disposed of in accordance with municipal ordinances, or in certain instances, as directed by the Chief of Police who is defined by municipal ordinances as the "official property custodian."

2. Disposal of property shall be defined as the permanent release of property from the custody of the Property Services Section. The following actions constitute disposal under this definition:
   
a. Release of property to lawful owners.
   b. Release of property to the finders of lost or abandoned property as specified by municipal ordinances.
   c. Transfer of property to the Purchasing Division for purposes of auction.
   d. Transfer of property (money) to the general fund of the City.
   e. Transfer of property to a court of record for purposes of permanent retention as ordered by the court.
   f. Destruction.
   g. Transfer of specific items of property to other divisions or departments of the City, in accordance with procedures of the Purchasing Division. For the transfer of specific items of property to other divisions within the Police Department, the following conditions shall be met:

   (1) An action memorandum shall be submitted via the proper chain of command of the Police Department. The action memorandum shall state the case report number, specific items requested, the purpose for requesting the property, and who shall retain custody of the property. Format shall be supplied by the Property Services Section Manager.

   (2) Original signed memorandum shall be submitted to the manager of the Property Services Section prior to release of stated property. The manager of the Property Services Section shall coordinate the physical transfer and ensure completion of appropriate documentation of the transfer. This documentation shall include a master log entry recording the transfer.

   (3) In conjunction with the annual audit of all booked property, an annual audit shall also be conducted on all narcotics and firearms property transferred to other units within the Police Department. The commander of the appropriate division shall be responsible for tracking property released to his division.

   When the transferred items are no longer needed by the department, they shall be returned to the Property Services Section for disposal pursuant to municipal code.

3. Procedures for the release or destruction of property that is booked as evidence may generally be initiated after the expiration of the statute of limitations for the concerned crime.
4. Departmental employees shall be aware that certain crimes, i.e., homicide and forgery have no statute of limitations, and that items booked relative to title III wire tap evidence shall be held for 10 years.

5. It shall be the responsibility of the Support Services Manager to properly handle such exceptions.

6. Before evidence can be "disposed of" as herein defined, any evidence shall be authorized for release by a sworn agent of this department, an investigative technician, the Legal Advisor, or by a signed order of the court. The Criminalistics supervisor, the Animal Control Supervisor and the Environmental Manager shall be authorized to release any evidence booked on cases pertaining to their respective sections. Authorization for release shall be accomplished by either one of two methods:

   a. Signing the release authorization section of the Property - Evidence Report.
   
   b. Signing and appropriately completing the property disposition section of a property - control notice, or by e-mail.

7. When property - control notices are forwarded by the Property Services Section to agents or assigned investigators, trace dates set forth on the notice shall be met.

8. When initially completing a Property-Evidence Report, the release authorization section of the report shall be appropriately completed by the booking employee when:

   a. The property booked is classified as non-evidence.
   
   b. The property is available for immediate release.

C. Rule

1. No property shall be destroyed, transferred, or released to a finder without the knowledge and consent of the Property Services Manager.

2. Before being destroyed, transferred, or released to a finder property bearing serial numbers (U.S. currency excepted) shall be checked via CCIC/NCIC for wants.

3. Investigators shall take all reasonable measures to ensure that recovered and evidentiary property is authorized for final disposition within 6 months after legal requirements have been satisfied.

4. Investigators shall review all recovered and evidentiary property with the assigned prosecutor to determine the advisability of photographing and releasing said property.

5. Investigative Technicians shall not release or dispose of any firearm.
A. Policy

Preservation of electronic evidence presents unique problems, as well as unique opportunities. Proper collection and handling of electronic devices, data and/or imaging files will protect the integrity of various forms of potential evidence which may not be apparent but which may later be developed through expert analysis. Electronic devices may themselves be evidence of a crime, tools of an offense, or may simply be used as storage of evidence. It is important that the Police Department recognize, protect, seize and search electronic devices in accordance with applicable statutes, best practices, and guidelines.

B. Procedure

1. Computers
   a. Preserve for potential fingerprints.
   b. Immediately restrict access to computer(s) and isolate from phone lines.
   c. If computer is “OFF”, DO NOT TURN ON.
   d. If computer is “ON”, either consult a computer specialist if available or:
      (1) Photograph screen, then disconnect all power sources.
      (2) Place evidence tape over each drive slot.
      (3) Photograph/diagram and label back of computer components with existing connections for later reassembly.
      (4) Package and transport as fragile, and keep away from hostile environments such as magnets and radio transmitters.
   e. If the computer is on a network or a business computer, consult a computer specialist since pulling the plug could severely damage the system, disrupt legitimate business, or create liability.
   f. Seize computer peripherals such as manuals, monitor, disks, printer, scanner, cables, and other devices connected to Computer Processor Unit.

2. Electronic/Digital Media (Media [other than film] used for the recording and storage of computer files, images, video or other electronic formats).
   a. Electronic/Digital media, seized as evidence, shall be packaged securely and booked into the Property Section.
   b. Prior to any other usage, processing, reproduction, or analysis of seized electronic/digital media, designated Criminalistics Personnel shall archive (record in unalterable format) electronic/digital media prior to the creation of a working copy. Original evidence will be returned to the Property Section.
   c. “Working copies” of archived data may be obtained through established Criminalistics request procedures. Working copies may be retained in the Criminalistics Unit or by assigned investigators.
d. Techniques applied to working copies of electronic/digital media for enhancement purposes and later court presentation will be accomplished by or requested through the Criminalistics Unit.

e. A history of applied techniques used in electronic/digital processing, enhancement, or analysis will be recorded and stored with the Criminalistics Unit.

3. Wireless Telephones

   a. Unless an emergency exists, do not access the device. In emergency situations, document actions associated with the manipulation of the device.

   b. If the device is “ON”, do not turn it “OFF”. Turning it off could activate lock-out feature. Write down or photograph all information on display. Power down prior to transport and take any power supply cords present.

   c. If the device is “OFF”, leave it “OFF”. Turning it on could alter evidence.

   d. Locate and seize any instructional manuals concerning the device.

   e. Potential evidence from a wireless telephone includes: numbers called, speed dial numbers, caller ID for incoming calls, information in memory such as names, addresses, pin numbers, voice mail access number and passwords, debit and calling card numbers, and E-mail/Internet access information.

4. Paging Devices

   a. Potential evidence contained in paging devices includes numbers, text messages, voice messages, incoming and outgoing messages.

   b. Once the paging device is no longer in proximity to suspect, turn it off. Continued access to electronic communications over pager without proper authorization can be construed as unlawful interception of electronic communication.

   c. Locate and seize device manuals.

5. Facsimile Machines

   a. Fax machines may contain: speed dial lists, stored faxes, fax transmission logs, header line information, and clock settings.

   b. Record telephone line number fax is plugged into. Header line should be the same as the phone line, however, the user may have different header for illicit purposes.

   c. Locate and seize device manuals.

   d. Powering down may cause loss of last number dialed or stored faxes.
6. **Caller ID Devices**
   a. Document all stored data prior to seizure or loss of data may occur.
   b. Caller ID devices may contain telephone and subscriber information from incoming phone calls.

7. **Smart Cards (plastic card holding a microprocessor chip or magnetic information).**
   a. Photograph card and record characteristics. Examine for alteration or tampering.
   b. Be suspicious when numerous cards are located or when cards are located in the presence of a computer or other electronic devices.
   c. Ask:
      - Who is card issued to?
      - Who issued the card?
      - What are the uses of the cards?
      - Why does the person have numerous cards?
      - Can this computer or device alter the card?

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**CONVENTIONAL AND ELECTRONIC IMAGE RECORDING MEDIA**

**B. Procedure**

1. A chain of custody must be maintained for the film, videotape or image files upon which original images are recorded. For digital images, the chain of custody should document the identity of the personnel who had custody and control of the digital image file from the point of capture to archiving. Once the file has been archived, the chain of custody should document the identity of the personnel who had custody and control of the archived image.

2. Original photographs, obtained by department personnel, will be identified with standard information regarding their creation including; photographer, case number, date, and location.

3. Unprocessed film and digital storage media will be turned over to the Criminalistics Unit for processing, archiving and filing by case number.

4. Image files will be archived prior to any other image handling. After archiving, working copies can be made, for image processing, analysis, and reproduction, from the archived file.

5. A history of techniques applied in image processing and analysis will be recorded and stored with processed image files.

6. Film and image storage media obtained from others working on behalf of this department, i.e. AOA, SANE, etc., will be booked into the Property Section and
released to the Criminalistics supervisor, or his designee, for processing and archival storage.

7. Film and image storage media seized as evidence will be booked into the Property Section and will be available for check out by personnel responsible for processing, analysis, and reproduction. Prior to any other image handling, image files will be archived, in accordance with departmental policy. The original film or image files will be returned to property for storage and disposition.

4732 RECOVERED PROPERTY BY DEPARTMENT VOLUNTEERS

A. Policy

Lakewood Police Department volunteers are recognized as members of the police department and their service is recognized in many areas. Supervisory guidance by Patrol, Communications and the Property Section will assist in this area.

B. Procedure

1. Volunteers are allowed to recovery property except for the recovery of drugs, money, firearms and known items of evidence.

2. The Communication Center will receive citizen requests to retrieve property that is not of evidentiary value. A complaint clerk will inform the caller that they may make an appointment to bring the property directly to the Property Section.

3. If the citizen is unable or unwilling to bring the property to the Property Section, the citizen will be informed that someone from the police department will respond to pick up the property on Monday, Wednesday, or Friday between 1000 and 1500 hours.

4. The Communications Center will obtain a general description of the property and where it can be retrieved.

5. The assigned volunteers will contact dispatch to obtain contact and pick up information. The pick up will be done as soon as possible.

6. A patrol agent will respond when called upon to assist with property identification or assist with lifting of the item into the van or truck.

7. The recovered property will be transported to the Police Property Section.

8. A civilian volunteer will be responsible for the completion of a property/evidence report.

4733 LICENSE PLATES

B. Procedure

1. License plates seized for misdemeanor traffic charges shall be documented for court in the following manner.
a. The license plate shall be photocopied.

b. The case report number shall be affixed to the photocopy and it will be submitted to Records for inclusion with the case report and/or summons.

c. Metal license plates shall be cut in half and placed in the license plate disposal barrel in the Patrol Report Writing Room. Paper license plates shall be shredded in one of the department paper shredders.

2. License plates recovered as found property and not designated to be returned to an owner shall be documented in the following manner.

a. The license plate shall be photocopied.

b. The case report number shall be affixed to the photocopy and it will be submitted to Records for inclusion with the case report and/or summons.

c. Metal license plates shall be cut in half and placed in the license plate disposal barrel in the Patrol Report Writing room. Paper license plates shall be shredded in one of the department paper shredders.

3. License plates seized for felony cases, any non-traffic cases or for return to an owner shall be booked into the Property Control Unit in the following manner.

a. A property report shall be completed.

b. The license plate shall be tagged or bagged and submitted to the Property Control Unit.