

**Aurora  
Police Department**

**Officers'  
Property & Evidence Manual**

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## Table of Contents

<b>CHAPTER ONE</b>	<b>5</b>
I. GENERAL	5
II. RESPONSIBILITIES - RIGHT OF REFUSAL	5
<b>CHAPTER TWO</b>	<b>6</b>
I. CATEGORIES OF PROPERTY	
Evidence	6
Found Property	7
Personal Property	7
II. DOCUMENTATION & RECEIPT OF PROPERTY	7
Documentation of Property	7
III. PROPERTY FORMS	8
Property Report	8
Serialized Property Report	8
Non-Serialized Property Report	9
Property Coding	9
Report Routing	9
Evidence Packaging	10
Evidence Property Tag	10

<b>CHAPTER THREE</b>	10
I. ENTERING PROPERTY & EVIDENCE	10
II. PACKAGING PROPERTY & EVIDENCE	21
Marking & Packaging	21
Special Handling	24
Physiological Specimens	24
Firearms & Ammunition	25
Dangerous Weapons (knives, clubs, etc.)	27
Controlled Substances	27
Hazardous Materials / Devices	28
Bicycles	29
Alcohol	29
Money Packaging	30
Jewelry Packaging	30
<b>CHAPTER FOUR</b>	31
I. TEMPORARY STORAGE FACILITIES	31
Metal Storage Lockers	31
Drop Safe	32
Refrigerator / Freezer	32
Impound Lot / Warehouse	32
Bike Shed	32
<b>CHAPTER FIVE</b>	32
I. PROPERTY & EVIDENCE RELEASE GUIDELINES	32
Authorized Persons	33

Release Authority	33
Disposition Notices	33
II. INTERIM RELEASE GUIDELINES	34
<b>ATTACHMENTS:</b>	36
Appendix A – Evidence Retention Guidelines	36

## CHAPTER ONE

### I. GENERAL

The Property and Evidence Unit is placed organizationally in the Business Services Bureau. It is responsible for the receipt, storage, safekeeping, release and disposal of all property or evidence that comes under the control of the Police Department.

### II. RESPONSIBILITIES – RIGHT of REFUSAL

- A. The Property and Evidence Unit is open from 0630-1630, Monday through Friday. It is closed on Wednesdays to the public. The Property and Evidence Unit is open to Department members from 0630-0900 on Wednesdays.
- B. Property and Evidence Unit personnel shall not accept any submitted items that are not sealed, have been tampered with, or otherwise improperly submitted. Officers have 10 days to correct evidence. The Property Technicians can make minimal data entry changes to items but cannot open evidence envelopes and bags. The Property and Evidence Unit is “keepers of the property” whose mission is to intake, store, and dispose of property and evidence upon proper authority.
- C. The Property and Evidence Unit will send out disposition notices. The member has 15 days to complete the disposition notice and return it.
- D. The Property and Evidence Unit is required to store and package high security items (i.e. guns, drugs, jewelry, money) separately from other items.
- E. The Property and Evidence Unit stores and accounts for Found & Personal Property separately from Evidence items. These items need to be packaged separately from evidence and direct entered on a separate Property Report.
- F. Before submitting documents, members will make copies and submit them to Records for scanning.
- G. The following items are not accepted unless it is necessary for the prosecution of a case and is directed by a detective. If there is a question, please contact the Property Supervisor or on call staff member.

- Food
  - Liquids
  - Potentially Hazardous Items
  - Fireworks: Take a photo and deposit at AFD for destruction.
  - Vape Pens
  - Lighters
  - Gasoline or gasoline filled equipment
  - Wet Items: Must be dried through the Crime Lab
  - Bug infested items: Take a photo, document and dispose.
  - Unexploded Airbags (See section 8.9.17)
  - Items deemed hazardous by the Property Lieutenant, Custodian or Supervisor
  - Homeless encampments
- H. Items that are hazardous, accepted with prior approval, will be placed in the bike rack.
- I. Very large amounts of drugs (kilos), except marijuana and money over \$10,000 require notification of the Property Custodian at the time of submission.

## **CHAPTER TWO**

### **I. CATEGORIES OF PROPERTY**

For the purpose of these procedures, property taken into police custody is categorized and defined and follows:

- A. Evidence:  
Evidence is any property that comes into the custody of a Police Department employee when such property may tend to prove or disprove the commission of a crime, or the identity of a suspect, pursuant to an official criminal investigation. Use Status code "6" Seized for all items of evidence, excluding DNA and potential DNA. These items are retained until the officer or detective releases the item(s).
- B. DNA Evidence:  
For use by the lab, CSI and detectives only. Use Status code "X" for known DNA items. These are considered evidence.
- C. Possible DNA Evidence:  
Use Status code "Y" for items which might have possible DNA evidence.

D. Found Property:  
Found Property is any property of no evidentiary value whatsoever, which comes into the custody of a Police Department employee, and whose rightful owner may or may not, be known to the finder or the Department. Due diligence must be exercised to discover the rightful owner. If the owner cannot be located, the Department will dispose of the property in a time and manner prescribed by law. Property for Destruction falls under this category. Property for Destruction includes firearms and ammunition seized from or released by a citizen to the Police Department for disposal. Use Status code "B" for Found property items. These are not evidence. These items are subject to disposal after 30 days. If an owner is known, he/she must be listed so that proper notice may be sent.

E. Personal Property:  
Personal Property is any property of no evidentiary value surrendered to an employee of this Department for temporary custody with the understanding that the person surrendering the property has the legal right to do so, and that the property will be returned to the rightful owner(s) at the end of a specified period of time, unless disposition by the Department, in a manner prescribed by law, is requested by the owner(s). Use Status code "A" for Personal property items. These are not evidence. These are usually items for which the jail will not accept. These items are subject to disposal after 30 days. Owner information is required to be entered into MRE reports for all personal property so that proper notifications may be made.

*(Make sure to advise arrestees that any Personal Property you book will be disposed of in 30 days. They need to make arrangements for someone else to pick up their items if they are unable to do so before the 30 day deadline.)*

F. NIBIN Found: For CSI use only:  
For CSI use only, this is also evidence.

G. NIBIN Seized: For CSI use only:  
For CSI use only, this is also evidence.

## **II. DOCUMENTATION & RECEIPT OF PROPERTY**

- A. Documentation of Property
1. All property that is taken into custody and retained by the Police Department must be documented in a police report (General Offense) prepared by the Department member who accepted or

recovered that property. Who, what, when, where and how he/she came into possession, and the disposition of that property shall be described in that report.

2. The report must also provide a complete description of the property collected or seized, complete and accurate information of the person who found the property, or from whom it was seized or recovered.
3. All property retained by the Police Department shall be documented in an electronic Property Report per established guidelines.
4. The Property and Evidence Unit has the right of refusal on all evidence and property submitted to the Property and Evidence Section.

### **III. PROPERTY FORMS**

The following property forms are to be used only if the electronic Records Management System is unavailable due to power outage, etc.

*(Fill in all of the blocks on the form. Owner information is very important since what you put on the Property Report is used to notify owners. If no owner is listed on the Property Report, the item is disposed of upon disposition.)*

#### **A. Property Report:**

This two-part form serves as the primary instrument to record property listed in a police report. It is to be used when property of any classification is taken and booked into the Property and Evidence Unit.

##### **1. Serialized Property Report: (Clear items NCIC/CCIC)**

Use this form for anything with a serial number, even if defaced or unable to read (electronics, appliances, TV's, etc.).

Also use this form and the designated fill-in blocks for:

- License Plates
- Firearms
- Securities
- Bicycles
- Jewelry

*Note:* License plates that are needed for court as evidence of a crime may be entered as evidence. License plates that are seized due to

misuse only or other minor traffic related charges may be placed into the recycle bins for license plates found at each district. These may be recycled without a property form.

2. Non-Serialized Property Report:

Use this form for all other items and drugs.

B. Property Coding:

Use the codes on the back to complete the blocks on the form.

For "Status" Use Only:

"6" for Evidence, "A" for Personal, "B" for Found, "X" for DNA,  
"Y" for Possible DNA

*(Please do not use any other codes on this form.)*

Be consistent in documenting what kind of property you are submitting:

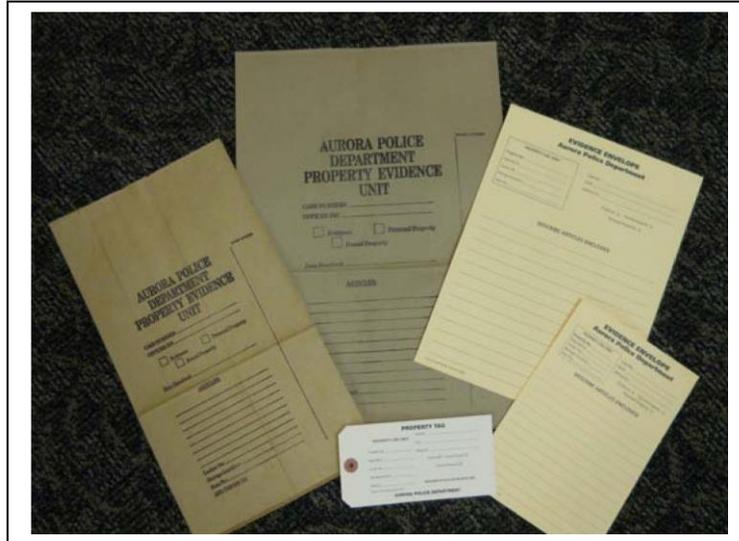
- If you are submitting "Evidence":
  1. Check "Yes" on the Property Report;
  2. Use Status "6" or "X"; and
  3. Check "Evidence" on the Envelope, Tag, Bag.
- If you are submitting "Personal Property":
  1. Check "No" on the Property Report;
  2. Use Status "A"; and
  3. Check "Personal Property" on the Envelope, Tag, or Bag.
- If you are submitting "Found Property":
  1. Check "No" on the Property Report;
  2. Use Status "B"; and
  3. Check "Found Property" on the Envelope, Tag, or Bag.

C. Routing:

Leave both copies together along with your property submission. Property will document the item numbers and locations, and then submit the copies to records.

D. Evidence Packaging:

In addition to the Property Report, the Evidence package needs to be completed. There are multiple sizes of envelopes, paper bags, and plastic bags. There are also boxes for firearms and weapons as well as syringe tubes. Use the smallest package possible for the item. Use evidence tape to seal the envelope. Initial the tape and date it.



E. Evidence Property Tag:

This form serves as the control tag for items logged into and retained in the property room. The tag will be used if the item being submitted is too big to fit into an evidence envelope. The tag is attached to the item or on the outside of a plastic bag containing the item. The tag can be attached directly to a very large item if needed.

## CHAPTER THREE

### I. ENTERING PROPERTY & EVIDENCE

It is the policy of the Aurora Police Department to log all property/evidence into the Records Management property system as soon after seizure as possible. All serialized items must be cleared through NCIC/CCIC prior to submission to the Property and Evidence Unit. Members must notify Records when stolen items are recovered so they can be removed from CCIC/NCIC.

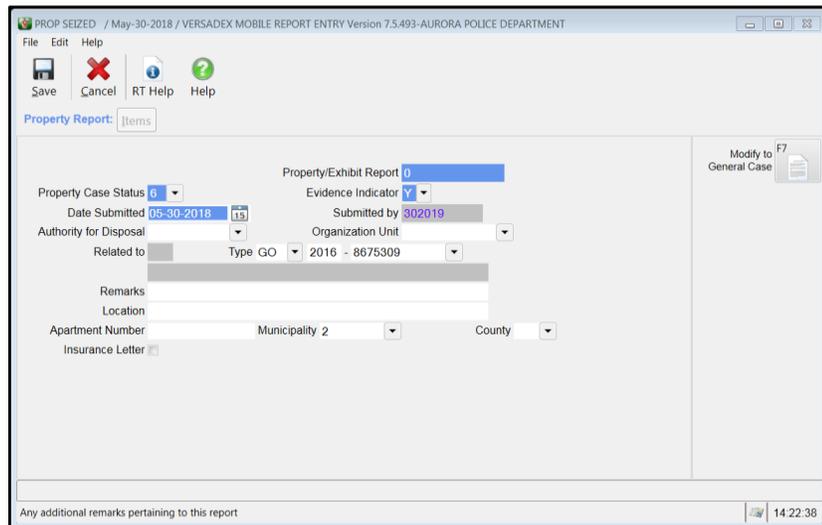
***Property is not to be secured in personal lockers, files or desks.  
Members must know and document what is being placed into the Property and Evidence Unit.***

A. Entering the Property via MRE:

1. Property Report (Cover Page): **\*\*Note that a different Property Report must be done when entering different property statuses (i.e. Personal, Found, Evidence).**
  - a. Log into MRE and MDT.
  - b. Click on the “Property” button.
  - c. Click on the Report Type you will be adding (Found/Personal/Seized). If you are entering DNA or Possible DNA, select the Property Seized category.



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- d. The Property Report screen will appear and automatically have the Case status and Evidence Indicator fields filled out based upon the Report Type you selected from step C. If you are entering DNA or Possible DNA, you will need to change the Case Status code. The current date will also prepopulate for you.



- e. Enter the case number in the GO fields.
  - f. If you are booking items for destruction, please notate that in the Remarks field.
  - g. You may enter the location of recovery in the Location field.
  - h. Press Save.
2. Adding Articles: (NON-HIGH SECURITY ITEMS: Anything that is not a drug, money, jewelry, firearm, or bicycle).
- a. Click "Items" button.
  - b. Click the "Article" button and the Article Property Form screen will appear (you will notice that the cursor is already in the item box).
  - c. The Item Status and Evidence Indicator should already populate to match the status you put on your cover page (ex. 6, A, B, etc.).
  - d. Go to the Item box and either press "**F2**" or the drop down arrow. This will bring up a search field. Begin typing the item you would like to add in the bottom of the search screen.
  - e. Once you find the item you are looking for, double click on the description.
  - f. Enter Make/Brand, Color, and Model, if known/applicable.
  - g. If known, enter the serial number in "Serial #1" field. If unknown, hit "**F10**" to automatically populate the word "UNKNOWN" (this is a mandatory field).
  - h. Enter a description of the item.
  - i. If more than one piece, enter quantity in the "Number of pieces" field.
  - j. Scroll down and go to the Owner/Related Person Details section and enter the owner name or Unknown (this is a mandatory field).
  - k. Press Save and you will be returned to the Items screen. If you have additional article items follow the above steps. If all information is the same as the last item entered, then select Article, and "Copy Last Property Item" to duplicate the previous information. Press Save and then exit.
3. Adding Money:
- a. Click "Items" button.
  - b. Click the "Security" button (this is only used for US currency – not counterfeit money, checks, or foreign currency).
  - c. The Item Status and Evidence Indicator should already populate to match the status you put on your cover page (ex. 6, A, B, etc.).
  - d. IBR Code: Always **20** for Money (this is a mandatory field).

- e. Security Type: Always **FR** for Federal Reserve (this is a mandatory field).
  - f. Tab to “denomination” and then click on the denomination button on the far right side of the screen. A new window will appear and you will fill out the denomination details of each bill/coin. Hit “Enter”.
  - g. The total amount of money will automatically populate in the “denomination” and “value” fields.
  - h. Country/Issuer: Enter US (this is a mandatory field).
  - i. In the Serial number field hit “**F10**” for UNKNOWN.
  - j. Enter the total money amount again in the Description field.
  - k. Scroll down and go to the Owner/Related Person Details section and enter the owner name or Unknown (this is a mandatory field).
  - l. Press Save and you will be returned to the Items screen. If you have additional security items follow the above steps. If all information is the same as the last item entered, then select Security, and “Copy Last Property Item” to duplicate the previous information. Press Save and then exit.
4. Adding Firearms:
- a. Click “Items” button.
  - b. Click the “Firearm” button.
  - c. The Item Status and Evidence Indicator should already populate to match the status you put on your cover page (ex. 6, A, B, etc.)
  - d. Firearm Item: Hit “**F2**” and select the item you’re entering from a prepopulated list (this is a mandatory field).
  - e. Type: Hit “**F2**” and select the appropriate option from a prepopulated list (this is a mandatory field).
  - f. Serial number: Enter the serial number if known. Otherwise hit “**F10**” for the word “UNKNOWN” to populate (this is a mandatory property requirement field).
  - g. Make: Hit “**F2**” and select the appropriate option from a prepopulated list (this is a mandatory field).
  - h. Model: Enter information if known.
  - i. Caliber: Enter information if known (do not put any letters or special characters; this field should only have numerical values) (this is a mandatory field).
  - j. Barrel & Finish: Enter information if known.
  - k. Description: Enter a description of the item.
  - l. Scroll down and go to the Owner/Related Person Details section and enter the owner name or Unknown (this is a mandatory field).

- m. Press Save and you will be returned to the Items screen. If you have additional firearm items follow the above steps. If all information is the same as the last item entered, then select Firearm, and "Copy Last Property Item" to duplicate the previous information. Press Save and then exit.
5. Adding Jewelry:
  - a. Click "Items" button.
  - b. Click the "Jewelry" button.
  - c. The Item Status and Evidence Indicator should already populate to match the status you put on your cover page (ex. 6, A, B, etc.).
  - d. Jewelry Item: Hit "**F2**" and select the item you're entering from a prepopulated list (this is a mandatory field).
  - e. Gender: Hit "**F2**" and select the appropriate option from a prepopulated list (this is a mandatory field).
  - f. If Type of Metal, Type of Stone, No. of Stones, Engraving Marks/Serial number, etc. are known, enter that information.
  - g. Description: Enter a description of the item (this is a mandatory field).
  - h. Scroll down and go to the Owner/Related Person Details section and enter the owner name or Unknown (this is a mandatory field).
  - i. Press Save and you will be returned to the Items screen. If you have additional jewelry items follow the above steps. If all information is the same as the last item entered, then select Jewelry, and "Copy Last Property Item" to duplicate the previous information. Press Save and then exit.
6. Adding Bicycles:
  - a. Click "Items" button.
  - b. Click the "Bicycle" button.
  - c. The Item Status and Evidence Indicator should already populate to match the status you put on your cover page (ex. 6, A, B, etc.).
  - d. Make: Enter information (this is a mandatory field).
  - e. Model: Enter information if known.
  - f. Type: Hit "**F2**" and select the appropriate option from a prepopulated list (this is a mandatory field).
  - g. Style: Hit "**F2**" and select the appropriate option from a prepopulated list (this is a mandatory field).
  - h. If Color, Speed, Serial number, etc. are known, enter that information.
  - i. Description: Enter a description of the item.

- j. Scroll down and go to the Owner/Related Person Details section and enter the owner name or Unknown (this is a mandatory field).
  - k. Press Save and you will be returned to the Items screen. If you have additional bicycle items follow the above steps. If all information is the same as the last item entered, then select Bicycle, and "Copy Last Property Item" to duplicate the previous information. Press Save and then exit.
7. Adding Drugs:
  - a. Click "Items" button.
  - b. Click the "Drug" button.
  - c. The Item Status and Evidence Indicator should already populate to match the status you put on your cover page (ex. 6, A, B, etc.).
  - d. Type: Hit "F2" and select the appropriate option from a prepopulated list (this is a mandatory field).
  - e. Form: Hit "F2" and select the appropriate option from a prepopulated list (this is a mandatory field).
  - f. Enter the Quantity/Weight (this is a mandatory field).
  - g. Unit: Hit "F2" and select the appropriate option from a prepopulated list (this is a mandatory field).
  - h. Analysis: Select NO.
  - i. Description: Enter a description of the drug item, i.e. 5.7 GM Cocaine.
  - j. Scroll down and go to the Owner/Related Person Details section and enter the owner name or Unknown (this is a mandatory field).
  - k. Press Save and you will be returned to the Items screen. If you have additional drug items follow the above steps. If all information is the same as the last item entered, then select Drug, and "Copy Last Property Item" to duplicate the previous information. Press Save and then exit.

B. Sending Property to the RMS:

Once all items that will be placed into the Property and Evidence Unit have been entered, they must be sent to the RMS via the MDT. The Property Report will skip Transcription. Please note, once you send these items you will NOT be able to modify or change anything you have added.

1. Select the Exit button to return to the Property Report Screen for the case.

2. Select the Send button.
3. Select MDT when the Select Path window opens (make sure you are already logged in to the MDT prior to selecting this). Then press Send again.
4. You will see a message indicating your report has been sent through the MRE as well as an Upload complete message from the MDT.
5. Once you have received these confirmation messages, press Enter.

C. Entering Property through the RMS:

1. Property Report (Cover Page): \*\*Note that a different Property Report must be done when entering different property statuses (i.e. Personal, Found, Evidence).
  - a. Log into the RMS.
  - b. Click on the "Property" tab.
  - c. Click on the "Get Property Report".
  - d. Query the case number to see if you have already added property into Versadex under this case number.
  - e. If you have already added items into Property under the case number, a list of submissions will appear. If the Status (Evidence, Personal, Found, DNA) of the new items you are adding match pre-existing statuses entered by you, then double click the corresponding entry.
  - f. If you search the case number and the results are blank or if you are adding property for the first time under this case, go ahead and select the ADD button.
  - g. The "Property #" field will automatically generate a unique number for that case.
  - h. Enter Property Case Status code (ex. 6, A, B, etc.).
  - i. Check the "Evidence" box if it is evidence (a status of 6, X, Y).
  - j. Tab to "Date Submitted" and hit **F10** to enter today's date (this is a mandatory field).
  - k. Enter Submitting Officer's ID number in "Submitted By" (this is a mandatory field).
  - l. If you are the lead investigator on the case, enter your ID number in "Authority for Disposal".
  - m. If case is connected to another GO, when in the "Related to" field, add the connecting case number.
  - n. Recovered Location: This is the only screen where you are allowed to enter recovery information.
  - o. Leave "Retention" field at the default of 60.
  - p. Hit "enter".
  - q. If the following screen pops up, just say "No".



2. Adding Articles: (NON-HIGH SECURITY ITEMS: Anything that is not a drug, money, jewelry, firearm, or bicycle).
  - a. Click “Items” button.
  - b. Click the “Article” button and the Article Property Form screen will appear (you will notice that the cursor is already in the item box).
  - c. The Item Status and Evidence Indicator should already populate to match the status you put on your cover page (ex. 6, A, B, etc.).
  - d. Go to the Item box and either press “**F2**” or the drop down arrow. This will bring up a search field.
  - e. Select the Search button in the bottom right of the search screen for a more extensive search of Versadex. Begin typing the item you would like to add.
  - f. Once you find the item you are looking for double click on the description.
  - g. Enter Make/Brand, Color, and Model if known/applicable.
  - h. If known, enter the serial number in “Serial #1” field. If unknown, hit “**F10**” to automatically populate the word “UNKNOWN” (this is a mandatory field).
  - i. Enter a description of the item.
  - j. If more than one piece, enter quantity in the “Number of pieces” field.
  - k. Hit Enter (or the Owner button on the far right) to bring up the Owner/Finder section and enter the owner name or “**F10**” for Unknown (this is a mandatory field).
  - l. Hit Enter or “OK”.
  - m. If the Evidence Continuity Screen appears, bypass it by selecting Cancel.
  - n. Select the back button to bring you back to the “Items Screen”.
  - o. Add your additional items following the above listed steps. If all information is the same as the last item entered, then select the property category and hit “Alt + D” to duplicate the previous information.
  - p. Any item with a serial number must be cleared through NCIC/CCIC prior to depositing with the Property and Evidence Unit.

3. Adding Money:
  - a. Click “Items” button.
  - b. Click the “Security” button (this is only used for US currency – not counterfeit money, checks, or foreign currency).
  - c. The Item Status and Evidence Indicator should already populate to match the status you put on your cover page (ex. 6, A, B, etc.).
  - d. IBR Code: Always **20** for Money (this is a mandatory field).
  - e. Security Type: Always **FR** for Federal Reserve (this is a mandatory field).
  - f. Tab to “denomination” and then click on the “denomination details” button. A new box will appear and you will fill out the denomination details of each bill/coin.
  - g. The total amount of money will automatically populate in the “denomination” and “value” fields.
  - h. Country/Issuer: Enter US (this is a mandatory field).
  - i. In the Serial number field hit “**F10**” for UNKNOWN.
  - j. Enter the total money amount again in the Description field.
  - k. Hit Enter (or the Owner button on the far right) to bring up the Owner/Finder section and enter the owner name or “**F10**” for Unknown (this is a mandatory field).
  - l. Hit Enter or “OK”.
  - m. If the Evidence Continuity Screen appears, bypass it by selecting Cancel.
  - n. Select the back button to bring you back to the “Items Screen”.
  - o. Add your additional items following the above listed steps. If all information is the same as the last item entered, then select the property category and hit “Alt + D” to duplicate the previous information.
  
4. Adding Firearms:
  - a. Click “Items” button.
  - b. Click the “Firearm” button.
  - c. The Item Status and Evidence Indicator should already populate to match the status you put on your cover page (ex. 6, A, B, etc.).
  - d. Firearm Item: Hit “**F2**” and select the item you’re entering from a prepopulated list (this is a mandatory field).
  - e. Type: Hit “**F2**” and select the appropriate option from a prepopulated list (this is a mandatory field).
  - f. Serial number: Enter the serial number if known. Otherwise hit “**F10**” for the word “UNKNOWN” to populate (this is a mandatory field).

- g. Make: Hit “**F2**” and select the appropriate option from a prepopulated list (this is a mandatory field).
  - h. Model: Enter information if known
  - i. Caliber: Enter information if known (do not put any letters or special characters; this field should only have numerical values) (this is a mandatory field).
  - j. Barrel & Finish: Enter information if known.
  - k. Description: Enter a description of the item.
  - l. Hit Enter (or the Owner button on the far right) to bring up the Owner/Finder section and enter the owner name or “**F10**” for Unknown (this is a mandatory field).
  - m. Hit Enter or “OK”.
  - n. If the Evidence Continuity Screen appears, bypass it by selecting Cancel.
  - o. Select the back button to bring you back to the “Items Screen”.
  - p. Add your additional items following the above listed steps. If all information is the same as the last item entered, then select the property category and hit “Alt + D” to duplicate the previous information.
  - q. Any firearm with a serial number must be cleared through NCIC/CCIC prior to depositing with the Property and Evidence Unit.
5. Adding Jewelry:
  - a. Click “Items” button.
  - b. Click the “Jewelry” button.
  - c. The Item Status and Evidence Indicator should already populate to match the status you put on your cover page (ex. 6, A, B, etc.).
  - d. Jewelry Item: Hit “**F2**” and select the item you’re entering from a prepopulated list (this is a mandatory field).
  - e. Gender: Hit “**F2**” and select the appropriate option from a prepopulated list (this is a mandatory field).
  - f. If Type of Metal, Type of Stone, No. of Stones, Engraving Marks/Serial number, etc. are known, enter that information.
  - g. Description: Enter a description of the item (this is a mandatory field).
  - h. Hit Enter (or the Owner button on the far right) to bring up the Owner/Finder section and enter the owner name or “**F10**” for Unknown (this is a mandatory field).
  - i. Hit Enter or “OK”.
  - j. If the Evidence Continuity Screen appears, bypass it by selecting Cancel.
  - k. Select the back button to bring you back to the “Items Screen”.

- l. Add your additional items following the above listed steps. If all information is the same as the last item entered, then select the property category and hit "Alt + D" to duplicate the previous information.
    - m. Any item with a serial number must be cleared through NCIC/CCIC prior to depositing with the Property and Evidence Unit.
  
6. Adding Bicycles:
  - a. Click "Items" button.
  - b. Click the "Bicycle" button.
  - c. The Item Status and Evidence Indicator should already populate to match the status you put on your cover page (ex. 6, A, B, etc.).
  - d. Make: Enter information (this is a mandatory field).
  - e. Model: Enter information if known.
  - f. Type: Hit "F2" and select the appropriate option from a prepopulated list (this is a mandatory field).
  - g. Style: Hit "F2" and select the appropriate option from a prepopulated list (this is a mandatory field).
  - h. If Color, Serial number, Frame size, Wheel size, etc. are known, enter that information.
  - i. Speed: Enter information (this is a mandatory field).
  - j. Description: Enter a description of the item.
  - k. Hit Enter (or the Owner button on the far right) to bring up the Owner/Finder section and enter the owner name or "F10" for Unknown (this is a mandatory field).
  - l. Hit Enter or "OK".
  - m. If the Evidence Continuity Screen appears, bypass it by selecting Cancel.
  - n. Select the back button to bring you back to the "Items Screen".
  - o. Add your additional items following the above listed steps. If all information is the same as the last item entered, then select the property category and hit "Alt + D" to duplicate the previous information.
  - p. Any bicycle with a serial number must be cleared through NCIC/CCIC prior to depositing with the Property and Evidence Unit.
  
7. Adding Drugs:
  - a. Click "Items" button.
  - b. Click the "Drug" button.

- c. The Item Status and Evidence Indicator should already populate to match the status you put on your cover page (ex. 6, A, B, etc.).
- d. Type: Hit "F2" and select the appropriate option from a prepopulated list (this is a mandatory field). Once this information is entered, it will automatically populate the drug name in the Name field.
- e. Form: Hit "F2" and select the appropriate option from a prepopulated list (this is a mandatory field).
- f. Enter the Quantity/Weight (this is a mandatory field).
- g. Unit: Hit "F2" and select the appropriate option from a prepopulated list (this is a mandatory field).
- h. Analysis: Select NO (this is a mandatory field).
- i. Description: Enter a description of the drug item, i.e. 5.7 GM Cocaine.
- j. Hit enter (or the Owner button on the far right) to bring up the Owner/Finder section and enter the owner name or "F10" for Unknown (this is a mandatory field).
- k. Hit Enter or "OK".
- l. If the Evidence Continuity Screen appears, bypass it by selecting Cancel.
- m. Select the back button to bring you back to the "Items Screen".
- n. Add your additional items following the above listed steps. If all information is the same as the last item entered, then select the property category and hit "Alt + D" to duplicate the previous information.

## II. PACKAGING PROPERTY & EVIDENCE

*Members must know and document what is being placed into the Property and Evidence Unit. Members must document, separate and package drugs, money, firearms and jewelry from other items.*

### A. Marking and Packaging:

All property that is collected or seized shall be marked for identification and packaged to avoid contamination and to ensure the integrity of the evidence.

1. There are a variety of containers and materials that can be used to package physical evidence and other property. Officers should strive to use the appropriate size and type of material of the container for the type of property logged. An assortment of packaging materials and supplies for this purpose will be maintained near the property

processing counter outside of the Property room and at the District stations.

- a. Always use new, clean containers to prevent contamination.
  - Minimally, members will mark on the outside of all packaging with:
    - i. The case number;
    - ii. Members name and ID number;
    - iii. Sign or initial and date the heat seal; or evidence tape;
    - iv. If the item is recovered stolen property, the appropriate stamp must be included on the outside packaging.
- b. Plastic envelopes are suitable for small, dry objects.  
**WARNING: DO NOT PLACE DAMP OR BIOLOGICAL EVIDENCE IN PLASTIC BAGS.**
  - Wet items need to be given to CSI for the item to be dried prior to being submitted to the Property and Evidence Unit.
- c. Put folded paper bindles containing small powdery material inside plastic zip-lock type bags. Then put them into an evidence envelope.

In the property intake areas there are various sizes of packaging material. CSI has additional packaging material if needed.

- d. Larger items such as safes, vehicle bumpers, etc., that require further forensic processing can be wrapped in paper, plastic or cardboard, secured with tape, and an evidence tag with a bar code attached.



Suitable containers used to store arson evidence and hazardous materials samples are available by contacting the Aurora Fire Department.

- e. Plastic tubes are used to store hypodermic syringes or other sharp objects.

**WARNING: DO NOT USE PAPER OR PLASTIC BAGS TO PACKAGE ANY SHARP WEAPON OR OBJECT WITHOUT WRAPPING IT IN CARDBOARD FIRST.**

**\*\*Knife boxes are provided at each property location for storing unprotected fixed blade knives.**



- f. Clearly label biohazard evidence on the packaging.
  - g. Place crack pipes and small glass items in a plastic zip-lock bag and then put that package into the Evidence Envelope.
  - h. Limit the number of items to 3 in the small envelopes and 6 in the large envelopes.
2. Do not over-seal a package or container. One piece of evidence tape is sufficient to prove a seal is not broken. If a package needs to be sealed, use cellophane or packaging tape. Limit the use of multiple staples. Never staple a plastic bag containing fine particles of material.



3. Keep items of evidence separate if cross-contamination is a factor. Every item secured from different locations should be packaged separately. Every item belonging to different owners should also be packaged separately.

B. Special Handling:

Several types of property require special handling and/or packaging to ensure the safety of property personnel and the integrity of the evidence.

1. Physiological Specimens

All Department members will adhere to reasonable precautions in the handling of physiological specimens or items contaminated with physiological fluids, even when dried, to avoid contaminating themselves or others with infectious agents.

- a. Bodily Fluids:

Dry out bodily fluids or wet articles before packaging them in paper evidence bags. The Crime Lab has drying racks if needed. In the event property or evidence needs drying and a CSI Technician is not available, the Patrol Commander will notify the Crime Lab Commander/Supervisor. No wet items will be accepted by the Property and Evidence Unit.

- b. If paper bags of evidence are obtained from an outside agency, place them in our evidence bags for processing through our department.

- c. Urine must be refrigerated and cannot be left in an evidence locker.

**DO NOT PLACE STAINED OBJECTS INTO PLASTIC BAGS.**

*Caution: If not **completely** dried before packaging, decomposition will occur which may prevent complete testing.*

2. Each clothing item involving a Sex Assault should be packaged in a separate paper bag.

*Clearly labeled biohazard evidence on the package SANE Kits can be deposited to the Property and Evidence Unit in the*

*envelope they are retrieved in. They do not need to be packaged in an APD envelope.*

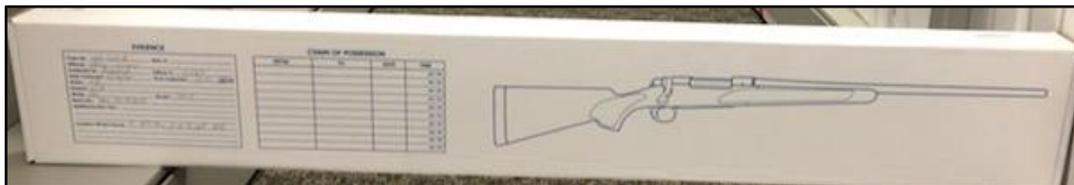
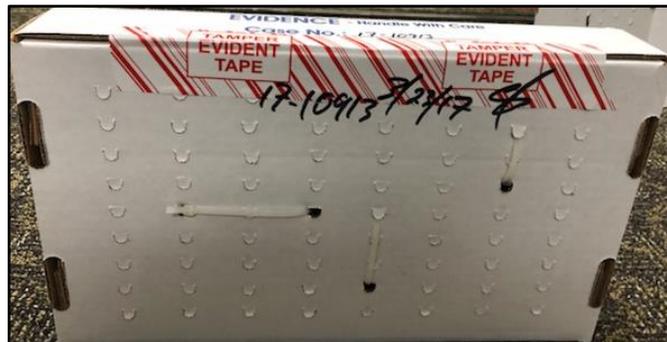
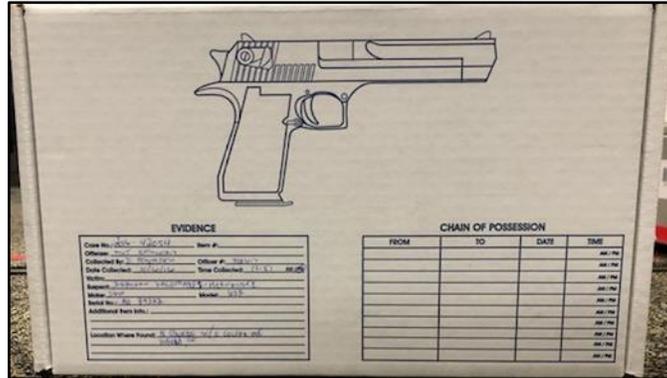
C. Firearms Evidence (Clear NCIC/CCIC):

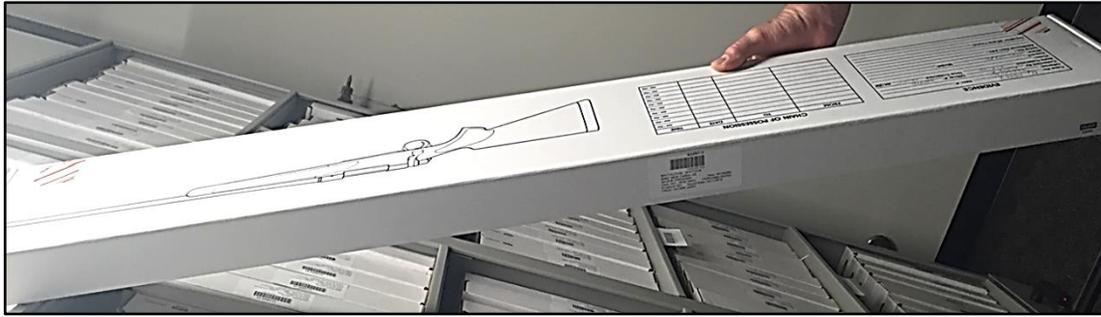
Firearms are involved, collected and retained in a significant number of criminal and non-criminal cases. Due to the very nature of these items, **extreme care must be taken to ensure the safe handling of the weapon and preservation of its evidentiary value. All firearms with serial numbers must be cleared through NCIC/CCIC prior to depositing the item with the Property and Evidence Unit.**

**EVERY EFFORT MUST BE MADE TO ENSURE ONLY SAFE AND UNLOADED FIREARMS ARE PLACED INTO AN EVIDENCE STORAGE LOCKER. IN THE INSTANCE WHEN A FIREARM MAY NOT BE MADE SAFE, THE MEMBER WILL TRANSPORT IT TO THE ARMEROR AT THE RANGE TO MAKE THE FIREARM SAFE. IF THE RANGE IS CLOSED. THE MEMBER WILL PLACE A RED MAGNET INSIDE THE LOCKER TO NOTIFY THE PROPERTY TECHNICANS OF THE STATUS OF THE FIREARM.**

1. Weapons may be packaged with one empty magazine. All other items (ammunition, holsters, gun cases, etc.) must be packaged separately. *Members must enter the magazine as its own item in the RMS, creating its own barcode label.*
2. Before submitting, make the weapon safe with cable ties. (For court, cable locks or zip ties are available in the Property and Evidence Unit.)
3. Place firearms into the provided cardboard gun boxes. \*Please note that BB guns/Air soft guns are NOT to be packaged in firearms boxes as these are considered Articles and not Firearms.
4. Secure the firearm in place with the provided cable locks or zip ties placed through the bottom of the box and around the gun. The empty magazine must also be secured within the box. Do not secure the firearm through the barrel as this can alter/damage the ability to process forensically.
5. Place the barcode label on the long end of the box for each size firearm box (see illustration).

AURORA POLICE DEPARTMENT  
 OFFICERS' PROPERTY & EVIDENCE MANUAL (11/06/2018) Published 02/19/2019



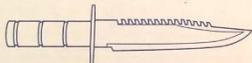
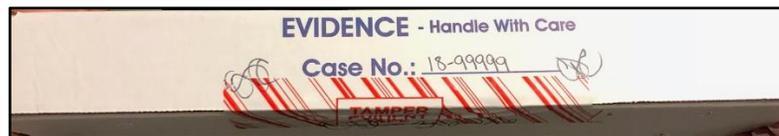


D. Dangerous Weapons (Knives, Clubs, Stun Guns, etc.):

1. NEVER submit a charged Taser, Stun Gun or other type of electronic weapon or device that could accidentally be activated or discharged. Remove or disconnect the battery(ies) from the unit prior to entering into evidence.
2. ALWAYS package sharp objects in a “Sharps” container to avoid injury to the person handling the item.
3. Place tape or cardboard around the knife blade and place into a knife box. If the knife is too large for an envelope, such as a machete or Rambo style knife, tape the blade, and place a tag around the handle. No tape is needed for folding knives if the blade is not exposed. *(Avoid using evidence tape to secure.)*



EVIDENCE		CHAIN OF POSSESSION			
Case No. 18-99999	Item #. 102846 - 10	FROM	TO	DATE	TIME
Officer: 212676	Officer # CAMP				AM / PM
Date Collected: 01/20/18	Time Collected: AM / PM				AM / PM
Witness:					AM / PM
Suspect:					AM / PM
Additional Item Info:					AM / PM
Location Where Found: Bedroom					AM / PM
* made safe *					AM / PM

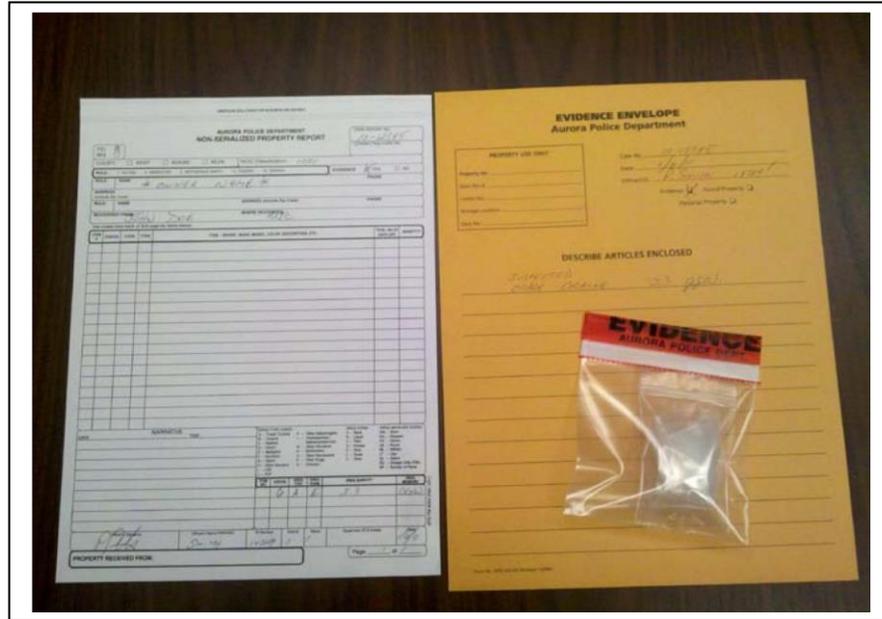



E. Controlled Substances:

Special precautions must be taken when handling known and unknown substances believed to be narcotics. All employees are encouraged to

wear protective gloves and/or use forceps when handling all suspected drugs.

1. Items for examination should be packaged and marked separately. Paraphernalia and original packaging (boxes, etc.) are to be packaged separate from the drugs. It should be "DRUGS ONLY" (along with the necessary plastic zip-lock bag and evidence tape) in the envelope or bag.



2. Needles should ALWAYS be capped and placed with the needle facing down in a plastic tube to prevent accidental injury to persons handling the item.
3. Officers submitting suspected controlled substances are responsible for examining, weighing, packaging and submitting them.
4. The item must be gross weighed (item + packaging supplies) then placed into an evidence envelope or evidence bag. This process is required as well for unknown substances. (*Count pills.*)
5. To avoid molding, fresh plant material (such as Marijuana) should not be packaged in plastic bags. It should be packaged in paper bags or in an envelope after it is air-dried.

F. Hazardous Materials/Devices:

1. NEVER transport or store in or about the Police facility any unexploded (or suspected unexploded) device. If the Bomb Squad does not take the evidence, all evidence recovered from an exploded device should be photographed as found prior to removal, collected and packaged in separate containers.

2. **The Property and Evidence Unit does not take fireworks. Turn them over to the Aurora Fire Department.**
3. All hazardous items that you must put into Property should be limited. The fire department should be dealing with most hazardous materials.
4. Only if necessary, place items like gas powered engines in the Bike Rack at the Central Shops with an attached property tag.

G. Bicycles:

1. All Evidentiary bicycles, or portions thereof, that are retained by the Police Department will be transported to and placed into the bicycle rack at the Central Shops.
2. Place an evidence tag on the item, lock it up in the officer/intake area of the Bike Shed, and drop the Property Report in a drop safe.
3. Non-evidentiary bicycles may be placed into one of the bicycle racks located in or near the property rooms at each district.
4. All bicycles with serial numbers must be cleared through NCIC/CCIC prior to depositing with the Property Unit.

H. Alcohol:

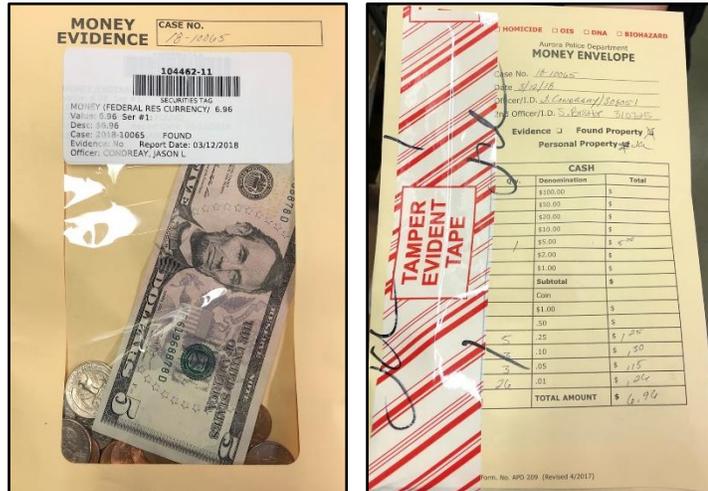
1. Open containers of alcohol shall not be logged into the property room. A sample of the liquid may be saved in a plastic bottle and the rest discarded.
2. No bottles or cans will be accepted by the Property and Evidence Unit.
3. No food items, including alcohol can be submitted.



I. Money:

Money is defined as US coin and/or currency. Checks, credit cards, foreign currency or other negotiable items need to be placed into a standard evidence envelope and entered as Articles.

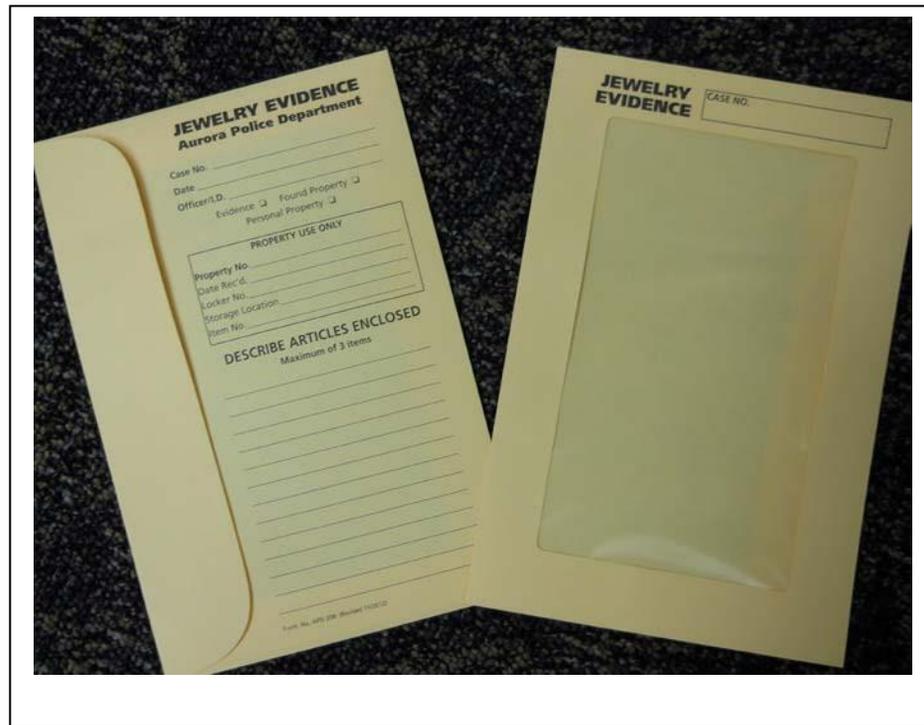
1. Money is to be itemized on the Money envelope by denomination listing subtotals and total amounts.
2. Counterfeit bills have no cash value; therefore, they should be packaged in a regular evidence envelope. Make a notation on the outside of the envelope reflecting that the contents contain counterfeit bills.
3. Foreign currency is treated as an Article; therefore, it should be packaged in a regular envelope. The outside of the envelope should reflect the contents contain foreign currency. (*Separate foreign from U.S. money.*)



J. Jewelry:

Jewelry of **VALUE** is to be packaged in a jewelry envelope.

1. Jewelry is to be itemized on the Jewelry envelope, to a maximum of three items per envelope.
2. Costume jewelry (low value/non-precious) is considered an Article and should be placed into a standard Evidence Envelope. Precious metals or stones are considered to be jewelry of value. Plastic or “junk” jewelry is considered Costume.



## CHAPTER FOUR

### I. TEMPORARY STORAGE FACILITIES

After property is marked for identification and packaged to avoid loss or contamination, a bar code shall be attached to the envelope or other container. The property will then be deposited into one of the following appropriate temporary storage areas then secured.

- A. Metal Storage Lockers:  
Individual metal property lockers are located in each of the district property rooms.
- i. At District One lockers, secure the lock.
  - ii. At District Two, lock with key and deposit key in the key hole of the locker the item(s) is deposited in.
  - iii. At District Three, secure the locker and deposit the key into the safe.
  - iv. At Headquarters, the button must be pushed after the item(s) is placed into the locker.



1. Use the smallest locker that your articles will fit into. When depositing only one envelope, drop it in the slot to the drop box as long as the item fits.
  2. Locker #2 at HQ is for money that an officer wants dog sniffed.
- B. Drop Safe/Drop Box:  
All evidence envelopes should be dropped into the safe or locker door marked "Drop Box" with the exceptions of glass or breakable items, and Firearms. Reserve the lockers for large items. Do not put any paper or plastic bags in the Drop Safe/Drop Box as they clog the mechanism. Envelopes only. *(No firearms or liquid goes in the Drop Safe/Drop Box.)*
- C. Refrigerator/Freezer:  
Cooled and frozen articles are stored in the refrigerators and freezers. If you need Evidence cooled or frozen outside of Property and Evidence Unit's business hours, contact CSI who have cooling ability in the Crime Lab.
- D. Impound Lot / Warehouse:  
Large items may be taken directly to the warehouse or Impound Lot evidence storage bays with the coordination of the Property Custodian. Contact the Watch Commander who will call the Property and Evidence Unit on call staff member.
- E. Bike Rack:  
Large items can be placed inside the bike rack area at the Central Shops if no other temporary storage areas are available outside of the Property and Evidence Unit business hours.

## CHAPTER FIVE

### I. PROPERTY & EVIDENCE RELEASE & DISPOSITION GUIDELINES

- A. Authorized Persons:

1. The following persons may authorize the release or disposal of property that has been placed in the Property Room under the provisions of this manual:
  - The investigating officer;
  - Assigned investigator;
  - Unit supervisor;
  - Commissioned officer;
  - The Property Custodian or designee;
  - Property Lieutenant
  - Property Agent;
  - A magistrate or judge;
  - The District Attorney's Office;
  - The City Attorney's Office.

B. Disposition Notices

1. ALL RESPONSIBILITY FOR DISPOSITION OF PROPERTY LIES ON THE SIGNING MEMBER.
2. Special attention is needed when authorizing the disposal of the following: money, guns, jewelry, recovered stolen property, biological evidence and other high value evidence/property evidence.
3. When members receive a Disposition Notice they will:

County or District Court Notices

- Look up the case in Versadex.
- Find out where the case was filed.
- Look up the case disposition in Colorado State Courts Data Access or contact the DA.
- Check for Co-Defendants
  - If there are Co-Defendants, ensure these cases are closed as well prior to authorizing the disposition of property/evidence.
  - Use the guidelines in Appendix A to make a determination on the retention of the evidence in your case.
  - On the Disposition Notice, indicate which item numbers are to be disposed of, or released to owners and sign the form.
    - o WHEN AUTHORIZING THE RELEASE OF PROPERTY TO THE OWNER, THE NAME AND ADDRESS MUST BE PROVIDED ON THE DISPOSITION NOTICE.

- On the Disposition of Property notice, when the member believes or has reason to believe that the owner of the property is incarcerated, this incarceration information must be provided.
- Recent legislation requires the District Attorney to authorize the disposition of DNA evidence. The Property and Evidence Unit will screen cases as much as possible and send DNA disposition notices directly to the District Attorney.
- If the member discovers that the item in question for his/her disposition is DNA evidence, he/she will notify the Property and Evidence Unit for referral to the appropriate DA's office.
- Return the form to the Property and Evidence Unit.

## **II. INTERIM RELEASE OF PROPERTY GUIDELINES**

To facilitate the need for officers to temporarily remove evidence from the Property Room for further investigation, examination, court, etc., the following procedures have been established:

- A. The officer will e-mail the Property and Evidence Unit at least 48 hours (weekends and holidays excluded) in advance of when the property will be needed.
- B. Officers checking out evidence (court, etc.) will be required to sign for all evidence released.
  - i. Evidence will need to be checked out by the lead investigator.
  - ii. If the lead investigator is not available to retrieve the evidence, then written notification from the lead investigator or his/her supervisor must be provided naming who the property should be released to.
  - iii. Extenuating circumstances can be approved by a Property Supervisor or designee.
- C. Officers shall immediately return all evidence to the Property Room, unless held by the court. If held by the court, or turned over to another agency, the officer must obtain a receipt. (See Directive 8.9.8 & 8.9.9.)
- D. Property shall be repackaged and resealed by the re-submitting member as necessary to ensure the integrity of the item.

- E. The Property and Evidence Unit shall track evidence checked out for court and its return. After 10 days, notification shall be given to the officer who has not returned the property and his/her supervisor.

## ATTACHMENTS

# APPENDIX A

## Aurora Police Department Evidence Retention Guidelines

*Compiled, Adopted, and Adjusted for simplicity from the Recommended Law Enforcement Guidelines from the 18<sup>th</sup> Judicial District Attorney's Office.*

### Section 1 – Introduction

These recommendations are for evidence concerning criminal matters. Calculate the evidence retention for the highest class crime in the case. When completing a disposition for a non-death penalty case, please keep in mind that a defendant usually gets up to 75 days after the case is settled for Appeals.

Many of the time periods for retention of evidence may be specifically set or extended by the courts. Before disposing of any evidence, always check to determine if one of these court orders exist. Specific rules exist for DNA evidence. Please refer DNA evidence to the Property Unit as DNA must be preserved for the life of the defendant.

Make sure to check the status for all defendants in the case.

### Section 2 – Convictions, Acquittals, Dismissals with Prejudice

#### Convictions:

Class 1 Felony	<i>Retain Evidence Indefinitely</i>
Sex Offense for indeterminate sentencing	<i>DNA retained for life of Defendant Other evidence – 3 years after appeals</i>
Felony – Other than those above	<i>Completion of Sentence For Juveniles – after 18<sup>th</sup> birthday</i>

#### Acquittals and Dismissals:

*30 days after case is settled*

### Section 3 – Unfiled Crimes

AURORA POLICE DEPARTMENT  
OFFICERS' PROPERTY & EVIDENCE MANUAL (11/06/2018) Published 02/19/2019

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Murder, Kidnap, Treason, Forgery Sex offense against a child Sex Assault if reported to police within 10 years and if a defendant was identified with DNA	<i>Retain Indefinitely/No Statute of Limitations</i>
Economic Crimes (other than Forgery)	<i>Felony – 3 years from date of discovery</i>
Theft	<i>Misdemeanors – 18 months from date of discovery</i>
Government Operations and Tax Evasion	<i>6 years from date of commission of offense</i>
Sex Offense, with a victim 15 years of age or older	<i>10 years after the victim turns 18* (Retain indefinitely if a suspect is identified from DNA.)</i>
Misdemeanor Sexual Contact	<i>10 years*</i>
Felonies not mentioned above	<i>3 years from the commission of the offense*</i>
Misdemeanors	<i>18 months from the commission of the offense*</i>
Petty Offenses	<i>6 months from the commission of the offense*</i>
Traffic	<i>1 year from the commission of the offense*</i>

*\*Add 5 years if suspect is out of state.*