

Policy 1401



Subject

CONTROL OF PROPERTY AND EVIDENCE

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By Order of the Police Commissioner

POLICY

It is the policy of the Baltimore Police Department ("BPD") to ensure the effective and efficient handling of all evidence and Property in accordance with the Federal Rules of Evidence and Maryland Statutes. The Evidence Management Unit ("EMU") has the integral function of maintaining such standards and is responsible for the collection, security, and preservation of such Property and evidence. Additionally, the EMU is tasked with establishing procedures for retention, release, and Disposition of all evidence during the criminal justice process.

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DEFINITIONS

Asset Forfeiture — A program in which certain Property of value (e.g., Money, vehicles, Jewelry, real estate, etc.) may be seized and confiscated by a government agency under Maryland law, if it was derived through illegal means. The Asset Forfeiture program is a partnership between the BPD and the Baltimore City Law Department Office of Legal Affairs.

Biohazardous Materials— Materials, or materials contaminated with blood, body fluids, or other potentially infections materials that present a potential risk of exposure to others.

Chain Of Custody — The process that tracks the movement of evidence through its collection, safeguarding, and analysis lifecycle by documenting each person who handled the evidence, the date/time transferred, and the purpose of the transfer.

Controlled Dangerous Substance (“CDS”) — Any substance (commonly illicit or prescription drugs) which has been scheduled by the Drug Enforcement Administration (“DEA”). These substances are scheduled (I – V) based on the accepted medical use, likelihood of diversion, and potential for abuse or addiction. Because CDS types change rapidly, CDS may also be, in the form of a substance that has not yet been identified and scheduled by the DEA.

Disposition —The final outcome of items, including release to an owner or designee, sale of unclaimed Property at auction, the diversion to the agency for public use, release to another authorized entity, or destruction.

Equitable Sharing Program — A Federal program in which certain Property of value (e.g., Money, vehicles, Jewelry, real estate, etc.) may be seized and confiscated by a government agency under federal law, if it was derived through illegal means. This program is a partnership between the BPD, the DOJ, and DOT to provide additional resources to state and local law enforcement agencies.

Evidentiary Property — Any item that an officer reasonably believes may have been used in the commission of an offense, a product of the commission of an offense, documentation of actions during

the commission of an offense, documentation of the veracity of an individual person, or some article or fact that could prove or disprove an allegation in a court of law.

EMU Deputy Director or Designee(s) — The EMU Deputy Director or Designee(s) are the agency employee(s) selected and trained to be the lead person(s) responsible for the overall daily operation of the evidence/property function with managerial authority over the routine functions and procedures and direct supervision over the unit staff. The EMU Deputy Director or Designee(s) report directly to the Director of Crime Scene & Evidence Management to communicate evidence/Property matters, resolve issues, receive direction, and assist with formulating policy.

Federal Adoptive Seizure — A program in which certain Property of value (e.g., Money, vehicles, Jewelry, real estate, etc.) may be seized and confiscated by a government agency under federal law, if it was derived through illegal means. The Federal Adoptive Seizure program is a partnership between the BPD and the United States Attorney's Office (USAO).

Firearm — A weapon that expels, is designed to expel, or can be readily be converted to expel a projectile by the action of an explosive. This includes a pistol, rifle, shotgun, starter pistol, frame or receiver of such a weapon, or other portable gun.

Found Property — Non-Evidentiary Property that has been determined to be lost or abandoned and is not known or suspected to be connected with any criminal offense.

Found Property Box — Each district shall maintain a secure storage container, designated as a Found Property Box, for the Safekeeping of items that do not have evidentiary value including CDS with no suspects or potential suspects. The following items regardless of whether there are suspects or potential suspects shall not be placed in the Found Property Box: Money, Firearms, and Jewelry.

General Property — All categories of Property that are not Money, Firearms, or CDS.

Hazardous Materials — Materials or goods which are radioactive, flammable, explosive, toxic, corrosive or oxidizers in any form, including solids, liquids, or gasses.

Jewelry — Personal ornaments, such as necklaces, rings, or bracelets, that are made from or contain jewels and/or precious metals.

Money — All currency, domestic and foreign, including checks and Money orders.

Personal Property — Property belonging to another which has been acquired by a law enforcement officer pursuant to his/her duties, which is not needed in any criminal prosecution.

Property— Money and goods which come into the custody of the Department and are classified as **Evidentiary Property, Found Property, Property for Safekeeping, Recovered Property, or Personal Property.**

Property for Safekeeping — Non-Evidentiary Property that is placed in the custody of BPD for temporary protection on behalf of the owner. The handling of Property for Safekeeping shall be consistent with the handling of other forms of Non-Evidentiary Property as outlined in this Policy.

Recovered Property — Any Property that is known by the officer to have been reported lost or stolen at the time it is found. These items are not considered **Found Property.**

Responsible Member (Case Investigator) — Sworn member who is responsible for the investigation of a case and subsequently, the Property that is submitted under that case.

EVIDENCE AND PROPERTY SUBMISSION

1. The BPD shall ensure Property in its possession is properly received and recorded, securely stored, and proper Disposition made according to law.
2. All Property seized/Recovered by members of the BPD that is not immediately returned to the lawful owner shall be submitted to EMU for storage and Safekeeping before the completion of the member's tour of duty.
3. All Property/evidence bearing a serial number shall be checked for stolen status through a National Crime Information Center (NCIC) query. For reporting purposes, Property/evidence shall only be considered Recovered Property if an active NCIC record is on file, or the owner has been identified. If no record of stolen Property is on file and no owner is immediately identified, the Property shall be classified as Found Property.
 - 3.1. **EXCEPTIONS:** Items other than those of evidentiary value, may be submitted at the district in the Found Property Box. This includes found Controlled Dangerous Substances (CDS) (with no suspects or potential suspects). Items too large to fit in the Found Property Box or with potential evidentiary value shall be submitted to EMU.
4. Evidence recovered out of the BPD's jurisdiction, or as part of a task force or cross jurisdictional case, may be submitted at the participating agency's evidence facility. This includes vehicles, boats, Money, and any other Property.
5. Vehicles recovered by members that require further processing for a case shall be towed to an available BPD District Station or the Crime Scene Unit (CSU) Forensic Bay (if approved by CSU). Vehicles not needed for a case shall be towed to the Baltimore City Yard, located at 6700 Pulaski Highway, Baltimore, MD 21237, for storage and Safekeeping. EMU does not record vehicles in the evidence management system.
6. Prior to submission, members shall notify EMU personnel of any potentially Biohazardous Materials, Hazardous Materials, damaged items, safety concerns, or other circumstances related to the item(s). Prior to leaving a scene, members shall contact EMU for direction regarding items that pose a significant risk, or those cannot be stored in EMU (e.g., explosives, chemical hazards, combustible materials, etc.).
 - 6.1. EMU Command and Supervision may refuse submitted items based on personnel safety, space allocations, and other extenuating circumstances.
 - 6.2. In the event of, or anticipation of, a large seizure or recovery, members are asked to notify EMU via phone (410-396-2048) or via email (EvidencSubmissions@baltimorepolice.org) to allow for the coordination of resources in efforts to accept items in a timely and efficient manner.
 - 6.2.1. EMU personnel may be requested to respond to a district, or designated site, to intake large seizures of items provided enough personnel are available. If this service is requested, members will contact EMU and provide a point of contact to include phone number, types and approximate number of items expected,

approximate date and time that EMU services are needed, and types of packaging needed.

7. Members shall follow the direction of EMU personnel regarding the safe handling and proper submission of all items as outlined in the policies and procedures for Property and evidence packaging contained in this policy and the EMU standard operating procedures.
8. At no time shall Property be disposed of unless it has been: (1) marked for disposal in BPD's evidence and Property tracking and management system; (2) held for no less than ninety (90) days; and (3) notice has been sent to the Property owner in accordance with Section V.5 (Property Retention and Disposal) of this policy. Under no circumstances shall Property of any type be retained by any command for Department use unless the command receives approval, in writing, from the Deputy Director of Crime Scene & Evidence Management or designee(s).
9. EMU shall not accept latent print lift cards nor known fingerprints taken for bedside commitments or identification purposes. Fingerprints for bedside commitments or identification purposes are to be taken to the Identification Unit.

GENERAL

Separation of Evidence from Non-Evidentiary Property

10. All evidence to be retained by the Department shall be sent to EMU. At no time shall found, Property for Safekeeping, or Personal Property be disposed of unless it has been marked for disposal in BPD's evidence and Property tracking and evidence management system and held for no less than 90 days. Exceptions may occur if a claimant advises EMU personnel that they no longer want the items(s). Under no circumstances shall Property of any type be retained by any command for Department use unless the command receives approval, in writing, from the EMU Deputy Director or Designee(s).
11. All Property submitted to EMU shall be designated by the submitting officer as evidence or other Property in accordance with the designation options provided in BPD's tracking and evidence management system.

Property Taken at Arrest or from Victim at Crime Scene

12. Evidentiary Property may not be taken into evidence without either a warrant permitting the seizure of that Property or an applicable warrant exception. If an officer determines that they may seize Property pursuant to an applicable warrant exception, the officer must document the warrant exception in his/her report as soon as possible. *See also* Policy 104, *Incident Reporting*; Policy 703, *Death and Serious Assault Investigations*.
13. Submit evidence to the Evidence Management Unit and complete required reporting – ensuring accurate documentation of chain-of-custody matters. Officers who collect Evidentiary Property shall complete a Property Receipt, Form 56, which shall contain the name and contact information of the person from whom the Property was taken, the Central Complaint Number (i.e., CC#), a complete itemized list of all Property taken, and a brief description thereof. A copy of the Property Receipt, Form 56 (See **Appendix A**), shall be provided to EMU and to all persons from whom Property was taken, whether that person is a victim and/or is also a suspect. *See also* Policy 1107, *De-escalation*.

Found Property

Acceptance

14. Items other than Money shall not be disposed of until properly marked in the system for disposal.
15. An entry in BPD's evidence and Property tracking and management system shall be completed identifying the Property as FOUND.
16. Items that are considered Found Property shall be submitted on a Disposable status.
17. Department members shall exercise judgment in determining whether to accept items that appear to have no value.

When Owner Identified

18. If EMU receives or otherwise discovers information relating to the identification of the lawful owner of Found Property, EMU shall:
 - 18.1. Add the name of the lawful owner to BPD's evidence and Property tracking and management system; and
 - 18.2. Contact the owner via regular mail and/or telephone and/or e-mail and arrange for release of the Property to the owner as soon as possible.
 - 18.3. Items shall be disposed of after 90 days if not claimed by the lawful owner or designee.
19. If BPD is unable to identify the owner of Found Property, and if the finder of the Found Property does not wish to take possession of it, BPD may dispose of the Found Property.

Found Property of No Value

20. Found Property of No Value, as defined in this subsection, shall be received pursuant to Section VII (General Property – Submissions) of this policy.
21. Property is considered to be Found Property of No Value if:
 - 21.1. It is Found Property;
 - 21.2. It is non-Evidentiary Property;
 - 21.3. Its owner is not known or it does not contain identifying information that would enable EMU personnel to identify and return the Property to the rightful owner;
 - 21.4. The submitting officer and/or EMU personnel do not reasonably believe that it would not have monetary or some other value, including sentimental value, to an objectively reasonable person; and
 - 21.5. Is not Biohazardous Material(s) or Hazardous Material(s).

22. Found cellphones should never be considered Property of No Value, regardless of whether the cellphone has any visible damage or will not power on.
23. Upon intake, EMU personnel shall supply the submitting officer with an Evaluation of Property as Having No Value, Form 279. If the submitting officer and EMU Supervision, or their designee (i.e., the EMU acting supervisor), agree that the Property in question lacks value to an objectively reasonable person, then EMU personnel or the submitting officer may dispose of the Property.
24. If the submitting officer disagrees with EMU personnel about an item's value, including but not limited to the item's evidentiary value, and/or the rightful claimant, the officer should submit an administrative report to a Commander of the Crime Scene Sciences/Evidence Section (CSSES) to request a review of the decision. This administrative report can be submitted directly to the Commander of CSSES and does not require review by the submitting member's chain of command. The item shall be maintained by EMU pending a final decision from the CSSES Commander, who shall notify both the member and EMU of the decision.

Seizing Property for Asset Forfeiture

25. When seizing Property pursuant to forfeiture under Maryland Criminal Procedure Title 12 (e.g., Money, vehicles, weapons, Jewelry, real Property, etc.):
 - 25.1. Complete a Property Seizure Receipt, (See **Appendix F**) Form 57/16, witnessed by a supervisor, at the time of seizure.
 - 25.2. Provide a copy of the completed Property Seizure Receipt, Form 57/16, with forfeited Property listed, to the person from whom the Property has been seized.

NOTE: A Property Seizure Receipt, Form 57/16, does not need to be completed for the seizure of CDS or other contraband that is not subject to be returned to the owner.
 - 25.3. Submit the original Property Seizure Receipt, Form 57/16, along with any supporting field reports (e.g., Crime Incident, Supplement, etc.), to your supervisor. Maintain a copy in the case file for your records.
 - 25.4. Submit the Property as outlined in this policy.
 - 25.5. Document if Property was seized as a part of the Equitable Sharing Program.

Federal Adoptive Seizures

26. Seized Money/items meeting the below conditions may be subject to forfeiture under the Federal Adoptive Seizure process. Determine that Money/items seized fits the criteria as a Federal Adoptive Seizure, per Maryland Criminal Procedure 12-212.
 - 26.1. Vehicle(s) / Boat(s),
 - 26.2. Real Property (i.e., land, residential, or commercial properties), and
 - 26.3. Valuables with an estimated value in excess of \$50,000 (e.g., Jewelry, artwork, electronics, rare coins, securities, etc.).

27. Submitting officers shall:
- 27.1. Write "Federal Adoptive Seizure" across the Seized Property Inventory. Form 178, if applicable to the seizure.
 - 27.2. Note within the narrative of all reporting whether the seized items are incident to gambling, narcotics, Firearms, explosives, ammunition, or child pornography investigations.
 - 27.3. Indicate the specific location of the monies at the time of the seizure in respect to the location of the gambling paraphernalia or CDS (i.e., right front pant pocket, hole in north exterior wall of location, etc.).
 - 27.4. Adhere to the submission and reporting procedures established by the specific federal agency when you are participating in joint cases with that agency under a formal agreement and Money is seized.
 - 27.5. Contact the Asset Forfeiture Unit (AFU) at 410-396-2621, during normal business hours, for any questions. Be guided by AFU as to additional reporting requirements necessary to process a Federal Adoptive Seizure case.

EMU Personnel Contact with Public Regarding Property

- 28. EMU personnel must be available to the public by phone at 410-396-2048, to make an appointment for the return of their Property between the hours of 9 a.m. to 5 p.m., Monday through Friday.
- 29. EMU shall maintain an e-mail address dedicated to receiving and responding to Property-related inquiries from the public.
- 30. The EMU Deputy Director or Designee(s) shall assign EMU staff to manage BPD's evidence and Property tracking and management system and respond to inquiries by the public.
- 31. In the event that a Property owner indicates that they are unable to personally retrieve their Property, EMU shall inform them that they have the option designate another individual to do so. EMU shall explain that the Property owner must execute a release of rights and direct the individual to BPD's website to obtain the form.

WITHDRAWAL AND RETURN OF PROPERTY AND EVIDENCE

- 32. Evidence can be removed from EMU custody under limited circumstances (e.g., court trial, further investigation/testing, press conferences, etc.). EMU personnel requires 24 to 48 hour notice to ensure all Property and evidence is readily available as some items are stored at an offsite facility. Advanced requests for evidence shall be forwarded to the group email, EvidenceSubmissions@baltimorepolice.org.
 - 32.1. Members who are on a suspended status shall not remove Property from EMU.
- 33. The member removing the Property shall provide the following documentation to EMU personnel:
 - 33.1. Departmental Identification Card of the requesting member;

- 33.2. Authorization for Removal of Evidence, Form 435, shall be Generated by evidence personnel and signed by a lieutenant or above; and
- 33.3. A court summons or verification letter from:
- 33.3.1. A prosecuting authority;
- 33.3.2. The member's command; or
- 33.3.3. The Media Relations Section.
- 33.4. In the event a Lieutenant is not physically available to sign the Authorization for Removal of Evidence Form, a permanent rank supervisor (Lieutenant or above) shall send an email to EvidenceSubmissions@baltimorepolice.org that acknowledges the member removing evidence. This email must be received prior to the item leaving EMU custody.
34. Evidence removed for court purposes may remain in the custody of the court during the duration of a continuing trial. Upon completion of the trial, members who have removed evidence from EMU are ultimately responsible for either:
- 34.1. The return of the evidence to EMU; or
- 34.2. Providing a receipt to EMU from the Clerk of the Court that indicates the evidence shall remain in the custody of the court.
- 34.3. EXCEPTION: Firearms and CDS packages shall be returned to EMU custody at the conclusion of each day's court proceedings, no later than 2000 hours (8:00 pm).
- 34.4. Members who fail to return any evidence to EMU or provide a receipt from the Clerk of the Court are subject to disciplinary action.
35. When items of Property and evidence are removed from EMU to be viewed by the media, the Responsible Member who removed the item is ultimately responsible for the Property and shall remain present to ensure that Chain of Custody is maintained.
- 35.1. Only the Responsible Member shall handle the item(s).
- 35.2. Upon completion of the display/media event, the Responsible Member shall immediately return all items to EMU. Care shall be taken when handling and displaying Firearms and CDS to ensure all parties are safe.
36. Members removing items from EMU custody for investigation purposes shall return the items within 30 days. If items are needed for a longer timeframe, the member shall provide an update to EMU via departmental email.
- 36.1. Once an item(s) has been submitted to EMU, all transactions concerning the release of items to a claimant shall be handled by EMU personnel only.
- 36.1.1. Exception: Cellphones that have been authorized for consent to search may be returned to the owner at the conclusion of analysis. The Property release shall be documented on a Property Receipt (Form 56) and the form returned to EMU.

37. EMU personnel are not authorized to remove items from a submitted package. If an item needs to be removed from a package that contains multiple items, the responsible officer must respond to EMU to repackage and resubmit the items in accordance with EMU procedure.

PROPERTY RETENTION AND DISPOSAL

38. The retention of Property and evidence in BPD custody is the responsibility of the case investigator or Responsible Member in a case. The member shall review all Property submitted in connection with their cases to determine whether the Property must be retained or may be disposed. If the member determines that the Property should be disposed, the member shall promptly request an electronic Disposition order from EMU and return the completed order to EMU.
- 38.1. Responsible Members must review all items within thirty (30) days of the start of a case to determine if any collected items are no longer needed as evidence (ie. Personal Property).
39. If EMU sends a Disposition inquiry via departmental email to the member to request a status update (retention/disposal) to items submitted in a case, the member shall respond within thirty (30) days.
40. If no response is received to the Disposition inquiry within thirty (30) days, it should be deemed that retention is no longer required and the item(s) be marked for disposal.
41. When release of Property is authorized, EMU shall contact the Property owner identified on the Property Receipt, Form 56, using the most updated contact information available from either the EMU tracking and management system and/or the Disposition order and send notice via regular mail to the last known address of record. EMU shall also attempt to contact the Property owner via the e-mail address and/or telephone number, if any, provided on the Property Receipt, Form 56. If, after ninety (90) days, no claim is made for return of the Property, EMU staff shall place a note on the item in BPD's evidence and Property tracking and management system authorizing disposal of the Property.
42. Members separating from BPD must complete their open Disposition orders prior to their separation date. Members who will be on leave from BPD for longer than ninety (90) days must complete their open Disposition orders in accordance with the procedures and policies of the unit to which they are assigned. Separating members, or members on leave for longer than ninety (90) days, shall contact the group email EvidenceDisposition@baltimorepolice.org to obtain their open Disposition orders.
- 42.1. Exception: If a member is not able complete their open Disposition orders prior to separation or an extended leave of longer than ninety (90) days, the responsibility shall transfer to the separating member's most recent Administrative Command for completion.
- 42.2. Personnel must advise EMU if a new Responsible Member is assigned to a case for purposes of item Disposition.
43. Disposition Orders for Property and evidence that are related to homicide or sex offense cases shall be authorized by a Responsible Member, a Lieutenant or above in the Homicide or Sex Offense Unit, and a member of EMU Command, respectively.

- 43.1. Effective October 1, 2023, Maryland Law requires that evidence of sexual assault, to include Sexual Assault Forensic Examination (SAFE) Kits, submitted to the BPD be properly maintained for a minimum period of seventy-five (75) years, with few exceptions. Authorization for the disposal of any Sex Offense evidence must include: the Responsible Member, a member of Sex Offense Unit Command, and a member of EMU Command.
44. Evidence for any other crime shall be held until completion of the case, or until retention is deemed no longer necessary.
- 44.1. If a case results in a conviction, evidence shall be held pending completion of the appeals process, or until the completion of the sentence.
- 44.2. If a case is dismissed, or the subject is found not guilty, evidence shall be held pending either:
- 44.2.1. A time period that coincides with the statute of limitations for that crime as defined by the Maryland Annotated Code; or
- 44.2.2. Direction from the State's Attorney's Office ("SAO"). In such cases that the SAO requests retention of the evidence, inquiries shall be made as to the continued hold. Not receiving a response to an inquiry regarding such a continued hold shall be deemed authorization to dispose of the evidence.
45. Evidentiary Property belonging to a victim shall be held by EMU until the conclusion of the criminal case.
- 45.1. If Property can be released, EMU shall attempt to contact the claimant/victim (via electronic mail or postal mail to the claimant/victim's address of record), expressly informing the identified claimant/victim that they have ninety (90) days from the date of delivery to claim their Property.
- 45.2. If the Property is not claimed within ninety (90) days, or if no contact can be made (i.e., a letter is returned as undeliverable, no response to communication by phone, no response to an email, etc.), the Property shall be disposed of accordingly.
46. Non-Evidentiary Property belonging to a victim shall be returned to the claimant/victim pursuant to this policy, Policy 703, and any other applicable BPD policies or procedures. Notification to the victim shall be made in the same manner as Evidentiary Property.
47. General Property lawfully forfeited, or Property otherwise eligible for destruction, may be converted to departmental use by the BPD, or auctioned/sold by the BPD.

BIOHAZARDOUS MATERIALS

Dry Items

48. Package items that are considered biohazardous prior to entering the EMU intake area, either in the field or in the designated Biohazard Room outside of the EMU receiving counter.
- 48.1. If there is any uncertainty about whether an item is biohazardous, it should be treated as biohazardous and handled with the appropriate precautions.

49. Place small items individually into small Property Envelopes before placing them into a larger Property Envelope. Include the applicable case information and write a brief description of each item on the envelope. Place a small piece of red biohazard tape on the outermost envelope to identify the package is biohazardous.
50. For larger items, place them individually into brown paper bags. Items too large to fit into paper bags shall be labeled with a Property Tag (See **Appendix D**), Form 72/242, without packaging, however, any obviously contaminated areas shall be covered and secured with brown paper.
51. Each bag of items shall be numbered as it corresponds to the items listed on the Property Receipt, Form 56.
52. Affix an All Items are Dry sticker (See **Appendix H**) to each bag and initial the sticker to verify that all items are dry.
53. Seal all paper bags a strip of tamper evident evidence tape. Clear packaging tape may be used for larger bags, but a strip of tamper evident evidence tape must cover the packaging tape. Sign and date across the seal, ensuring that the signature is on both the tape and the paper bag.
54. Place all bags for that individual submission into a larger paper bag. Place a small piece of red biohazard tape on the outermost bag to identify the package is biohazardous.

Wet Items

55. Place each item, individually, into separate paper bags. Double or triple bagging of the items may be necessary to decrease potential penetration of the packaging and potential cross contamination.
56. Each bag of items shall be numbered as it corresponds to the items listed on the Property Receipt, Form 56.
57. Seal all paper bags with a strip of tamper evident evidence tape. Clear packaging tape may be used for larger bags, but a strip of tamper evident evidence tape must cover the packaging tape. Sign and date across the seal, ensuring that the signature is on both the tape and the paper bag.
58. All individual paper bags shall be placed inside a larger paper bag. Place a small piece of red biohazard tape on the outermost bag to identify the package is biohazardous.
 - 58.1. EMU personnel shall supply a red plastic Biohazard Bag for submission, if needed.
59. If laboratory analysis of wet items is requested or required in the future, members shall complete and attach a Request for Examination Forensic Biology/Latent Print Processing Form(Document 4788-4) and forward to the Forensic Laboratory Section Casework Manager on the 8th floor of headquarters. Check EVIDENCE PRESERVATION (wet evidence shall be dried) under the Forensic Biology Unit Section of the form. Wet evidence should not be dried by the Forensic Biology Unit unless the proper request has been completed and attached.
 - 59.1. Preservation requests must be submitted to the Laboratory Casework Manager within 72 hours of the submission of evidence to the Evidence Management Unit. Requests to preserve wet evidence shall be declined in the following situations:

59.1.1. There is no described evidentiary value to the item(s).

59.1.2. The laboratory is unable to perform analysis on the item(s).

59.1.3. The request for preservation is made more than 72 hours after the date of incident.

59.1.4. The item(s) likely contain a large amount of decomposed human tissue.

59.1.5. The item(s) likely contains a large amount of insect fauna or other organisms that are difficult to contain.

GENERAL PROPERTY – SUBMISSIONS

Required Forms/Documents

60. All submissions of General Property require:

60.1. Property Receipt, Form 56 (see **Appendix B** for complete instructions);

60.2. Property Envelope (for items small enough to fit inside of a Property Envelope); or

60.3. Paper bag (for items too large for a Property Envelope), or

60.4. Property Tag, Form 72/242 (for larger items like bicycles, televisions, etc., too large to fit in a Property Envelope or other container provided by EMU).

ARSON-RELATED ITEMS

61. Items submitted to EMU related to an arson investigation shall be placed in a paint can provided by EMU personnel or the Crime Scene Unit.

NOTE: The paint can is necessary to preserve liquid accelerants/ignitable liquids for laboratory testing as well as to prevent leakage and/or spillage from saturated items.

62. Arson-related items shall be loosely placed (not packed) in the paint can, and the can shall not be filled to more than sixty percent (60%) of capacity.

63. Once the paint can is filled, ensure the lid is completely sealed to prevent vapors from escaping.

64. Place a strip of tamper evidence tape across the paint can seal. Place the paint can(s) into a larger paper bag and seal with a strip of tamper evident tape. Clear packaging tape may be used for larger bags, but a strip of tamper evident tape must cover the packaging tape.

Clean CDS Paraphernalia and Packaging Materials

65. Paraphernalia and packaging materials that are clean and do not contain suspected CDS or CDS residue shall be submitted as General Property.

66. Backpacks, purses, and other such carrying mechanisms for CDS shall be submitted as General Property and not included with the CDS submission.

Costume Jewelry

67. Jewelry that is known to be costume or fake shall be submitted as General Property.

Electronics

68. Electronics shall be submitted as General Property. Larger items that cannot be bagged shall have a Property Tag, Form 72/242, affixed to them.
69. Each electronic device (e.g., mobile device, computer, etc.) shall be treated as a separate submission to facilitate analysis and final Disposition (i.e., Property returned to claimant).
- 69.1. All devices shall be placed in airplane mode, if possible. If the device cannot be placed in airplane mode, members shall place the device on silent mode, if possible.
- 69.2. All mobile devices (cell phones, tablets, etc.) that are submitted and need to be examined for evidentiary data extraction are to be solely processed by the Digital Forensic Unit, unless otherwise requested by, or transferred to, a federal agency.
- 69.3. All electronic devices must be inspected upon submission for damage. If there is any damage present, EMU personnel shall indicate such damage on Form 56. If no visible damage is noticeable, EMU personnel shall place a "There is NO visible damage to this electronic device" sticker on the device (See **Appendix I**, No Visible Damage Sticker).

Knives

70. Fixed blade knives shall be submitted as General Property in a cardboard knife box provided by EMU personnel. Members shall secure the knife inside the cardboard knife box with a zip-tie.
71. Folding knives shall be submitted as General Property and placed in a Property Envelope provided by EMU personnel. Folding knives that are broken and cannot be folded or can open on their own shall be treated like a fixed blade knife and packaged in cardboard knife box.

Automated Teller Machine (ATM)

72. ATMs that are recovered at crime scenes shall be transported to the recovering district station. Members must complete a Property Submission Form, Form 56 for each ATM machine and submit the form to EMU. Appropriate labels shall be provided to the submitting officer to affix to the ATM machine.
73. All ATMs shall be submitted on a disposal status to be destroyed after ninety (90) days.
74. EMU personnel shall coordinate the pickup of ATMs with district personnel once they have been added to the Property and evidence management system and labeled accordingly.

Special Storage Considerations

75. Items that must be preserved at cooler temperatures shall be refrigerated in EMU. Submitting personnel shall be guided by EMU personnel as to items requiring refrigeration.

76. EMU personnel shall not accept perishable items (i.e., food, open beverages, etc.). Non-perishable items (such as canned or bottled beverages, etc.) may be accepted under certain circumstances but must be approved by EMU Supervision.

Property of No Value

77. Property of no value shall be received as Found Property and disposed as trash/rubbish and/or may be refused by EMU personnel. The following criteria are to be considered when determining if an item has no value.

77.1. Is the item attached to a case;

77.2. Is the item non-evidentiary;

77.3. Does the item have identifying information that would enable EMU to identify and return the Property to the rightful owner;

77.4. Does the item have value to the Police Department; and

77.5. Is the item harmful or hazardous to the public?

Note: Generally, Found Property having no monetary value would fall into this category.

78. Found Cellphones shall never be considered Property of no value.
79. EMU personnel shall supply the submitting officer with an Evaluation of Property as Having No Value Form (See **Appendix E**). The submitting officer and EMU supervision, or their designee, must agree that, in their best judgement, the Property in question does not appear to have value and shall be immediately disposed of by the officer as trash/rubbish/refuse.
80. If the submitting officer disagrees with EMU personnel about an item's evidentiary value and/or the rightful claimant, the officer should submit an administrative report to the Commander of the Crime Scene Sciences/Evidence Section (CSSES) to request a review of the decision. This administrative report can be submitted directly to the Commander of CSSES and does not require review by the submitting member's chain of command. The item shall be maintained by EMU pending a final decision from the CSSES Commander, who shall notify both the member and EMU of the decision.

Latent Print and DNA Testing

81. To request Serology/DNA analysis and/or latent print processing, complete a Lab Request for Analysis, Form 51946-1, and submit it to the Forensic Division Case Manager located on the 8th floor of the BPD Headquarters building, 601 E. Fayette Street, Baltimore, MD 21202. Members with additional questions should contact Laboratory Case Management at 410-545-6501 or 410-396-2383.
82. Developed latent print lift cards are to be submitted in an envelope to the white mailbox on the 10th floor of BPD Headquarters building, 601 E. Fayette Street, Baltimore, MD 21202. A Lab Request for Analysis, Form 51946, must be completed and attached to the envelope. Members

with additional questions should contact Laboratory Case Management at 410-545-6501 or 410-396-2383.

- 82.1. EMU shall not accept latent print lift cards nor known fingerprints taken for bedside commitments or identification purposes.

Clothing

83. All articles of clothing must be inspected upon submission for items within pockets. If there are any items located within pockets of clothing, the submitting member shall indicate such items on Form 56, inventory the items and clear the pockets. Once all pockets have been cleared, EMU personnel shall place a "All pockets are checked & cleared" sticker on the article of clothing (See **Appendix J**, Pockets Cleared Sticker).

MONEY/CURRENCY AND JEWELRY – SUBMISSIONS

Money/Currency Seized/Recovered

84. Determine if the Money/currency seized pursuant to an arrest should be treated as evidence or as the arrestee's Personal Property.
- 84.1. If the Money/currency is determined to be the Personal Property of the arrestee or victim, do not submit it to EMU. The Money shall remain with the arrestee or victim. If the Money/currency is Personal Property of the arrestee or victim and it cannot remain with their person, it shall be submitted on a release status.
- 84.2. Money/Currency determined to be evidence of a CDS offense that amounts to less than \$100.00, shall not be submitted to EMU, but shall be treated as Personal Property and returned to the suspect. Members shall document and photograph the Money/currency in the field and notate same in the offense report. A Property Receipt, Form 56, shall be used as a receipt for returning the Money/currency in the field. The white copy must be returned to EMU so the case record can be updated in the evidence management system.
- 84.3. If the Money/currency is a victim's Personal Property, seized as evidence of a crime (e.g., robbery, burglary, etc.) and cannot be immediately returned to the victim, it shall be submitted to EMU according to Section VIII.A.2-5 (Money/Currency Seized/Recovered) of this policy.
85. When Money/currency is seized, the member shall immediately notify a supervisor to respond to the scene and act as an inventory witness.
86. The seizing sworn member shall make every effort to conduct an inventory of the seized Money/currency in the presence of the individual who was in possession. If it has been seized for potential forfeiture pursuant to the CDS laws, complete a Property Seizure Receipt Form, as described above (Seizing Property for Asset Forfeiture Page 6).
- 86.1. It should be noted that under some circumstances it may not be safe to conduct the inventory of the seized currency immediately upon discovery and should be conducted at a different location. In such circumstances the officer must note:

86.1.1. on their BWC the location that it was found;

86.1.2. the sworn members that are present upon seizure; and

86.1.3. the location of where the sworn member(s) shall take an inventory of the seized currency safely.

86.2. The member who is in the possession of the seized currency must have their BWC recording upon discovery and until the completion of the inventory.

86.3. A permanent rank supervisor must still be notified of the seizure and the circumstances of why it cannot be inventoried on scene in order to authorize the inventory being conducted elsewhere.

87. Promptly report all currency seized and/or recovered (except the Personal Property of arrestees) on the appropriate Incident Report to include the total amount, denomination, and quantity, using the following format:

Currency and Coin Seized/Acquired			
	<u>Amount</u>	<u>Denomination</u>	<u>Quantity</u>
	\$200.00	100's	2
	50.00	50's	1
	40.00	20's	2
	10.00	10's	1
	.75	Quarters	3
	.20	Dimes	2
\$300.95 – Total Amount			

88. Submit all seized currency to EMU.

88.1. Currency that is seized pursuant to a joint investigation with another agency may be submitted to that agency by following the guidelines and procedures established by that agency.

Required Forms/Packaging

89. All submissions of Money require:

89.1. Property Receipt, Form 56;

89.2. Seized Property, (See **Appendix G**) Form 178 (if applicable);

89.3. Evidence Envelope or paper bag; and

89.4. A digital photograph of the currency.

90. Photographs of the paper Money shall be via the EMU Money counter at time of submission. The Money counter will screen for counterfeit bills as well as photograph each bill.

91. Verify the count and amount with EMU personnel.

92. Place the Money in the Evidence Envelope or paper bag and seal the package with blue tape and sign and date across the seal.

Special Considerations

93. Valuable coin and currency collections shall be separated from general Money/currency submissions.
94. Foreign currency shall be treated in the same manner as Section VIII.A (Money/Currency Seized/Recovered) of this policy.
95. Currency that is used as an immediate container of CDS, or for directly administering the substance (e.g., CDS that is wrapped in currency, or the currency has been used as a snorting tube and has CDS residue) shall be submitted as a listed item with the CDS.
96. Money/currency that is suspected of being contaminated by blood or other Biohazardous Materials shall be laid out and photographed in the EMU biohazard room. EMU personnel should assist the submitting member during this documentation and packaging process. The photograph shall be uploaded to the applicable case number on Evidence.com. Contaminated Money/currency shall be submitted utilizing the biohazard precautions listed in Section VI (Biohazardous Materials) of this policy.

Jewelry and Watch Submissions

97. Jewelry and watches shall be photographed by EMU personnel and packaged in a Property envelope.
98. Jewelry and watches that are, or that appear to be, contaminated by blood or other Biohazardous Materials shall be photographed in the EMU biohazard room by the submitting personnel. This photograph shall accompany the item submission.

CDS – SUBMISSIONS

Special Considerations

99. CDS of like appearance or container type shall not be combined into one submission if found in different locations on an individual or Property.
100. Individual CDS submissions shall be made when CDS is recovered from multiple individuals in the same incident.
101. One submission shall be made if CDS belongs to more than one defendant (i.e., constructive possession).

Required Forms/Packaging

102. All CDS submissions require:
 - 102.1. Property Receipt, Form 56;
 - 102.2. Rectangular cardboard; and

102.3. Photograph of the CDS (member shall upload to Evidence.com)..

Packaging CDS

103. When practicable, package CDS prior to arrival at EMU. To package CDS:

103.1. Separate CDS on a flat surface based on:

103.1.1. The container type (e.g., clear plastic bag, brown paper bag, false bottom container, etc.);

103.1.2. The individual CDS packaging type (e.g., glass vials, gelatin capsules, Ziplock baggies, etc.); and

103.1.3. The appearance of the substance (e.g., white powder, tan powder, white rocks, etc.).

103.2. Arrange the containers and CDS to be distinguishable as individual items (See **Appendix C**, Illustration for Packaging CDS).

103.3. Use a numbered marker to identify each item/group of items (e.g., Item #1: Clear plastic bag containing green plant material; Item #2: 25 – Clear gelatin capsules containing a tan powder substance; Item #3: Brown paper bag containing, Item #4: 10 – Red top vials with white rock substance; etc.) consistent with the item number on the Property Receipt, Form 56. Accurate CDS amounts are necessary to avoid any item discrepancies during analysis. The physical amount must match the amount included on the Property Receipt Form.

103.4. On a piece of cardboard, write the submitting officer's name, sequence number, Central Complaint Number (i.e., CC#), date of recovery, and unit of assignment.

103.5. Take a photograph of the CDS with corresponding cardboard and be sure the photographs are focused and clearly show the CDS count. Members shall upload the photographs to the applicable case in Evidence.com.

103.6. Package each numbered item(s) into plastic bags. Mark each plastic bag with the number that corresponds with the numerical identifier in the photograph. Place each bag into a larger plastic bag.

103.7. Place the completed cardboard into the large plastic bag so the writing is visible. Heat seal the large bag or use blue tamper evident evidence tape to seal the bag. Sign across the heat seal or evidence tape.

103.8. Affix the Property Receipt to the outer plastic bag above the heat seal or blue evidence tape.

104. Submit the CDS to EMU counter personnel. Non-evidentiary CDS may be submitted in the district's Found Property Box.

104.1. See Policy 1407, *Prescription Return Boxes*, for guidelines and procedures on the weekly clearing of each district's Found Property Box.

Control of CDS in Court

105. The CDS evidence seal shall not be broken unless it is in the best interest of the case.
- 105.1. Due to the inherently dangerous nature of CDS, and the development of new, more potent, CDS, prior to the opening of any CDS in court, the member shall advise the court of the potential for unintentional exposure that could be dangerous, even in very small amounts.
- 105.2. Whenever possible, members shall recommend to the Court/State's Attorney that a photograph of the CDS evidence be used, rather than bringing the evidence to or opening the evidence in court.
- 105.3. Evidence containing Fentanyl and Carfentanil should not be transported to court due to the extremely dangerous nature of the substances.
106. CDS shall remain in the custody of the member who removed the CDS from EMU at all times. If the court or the SAO requests the control of CDS (e.g., if you are sequestered, or if the evidence seal is broken, etc.) submit an Administrative Report, explaining the circumstances and the Chain of Custody, to EMU personnel.
107. CDS shall be returned to EMU immediately following the daily court proceedings, no later than 2000 hours. Personnel who have not returned CDS prior to 2000 hours are subject to disciplinary action.

CDS Retention and Destruction

108. For safety reasons, all CDS, to include prescription medication, shall not be returned to a claimant and shall be destroyed, regardless of the results of adjudication.

FIREARMS SUBMISSIONS**Rendering the Firearm Safe**

109. Members shall render all Firearms safe prior to transferring them from the location where the item was recovered. All ammunition must be removed from the Firearm. See Policy 409, *Firearm Regulations* for safe handling procedures.
- 109.1. If the Firearm is unable to be rendered safe, members shall make a citywide broadcast to see if an on-duty officer has knowledge of and can assist in rendering the Firearm safe. The Firearms Analysis Unit should be contacted during regular business hours at 410-396-2666 to assist.
- 109.2. In the event the Firearm cannot be rendered safe, members shall notify EMU or the Crime Scene Unit at 410-396-2280 to obtain a Firearm safety box for item submission.
110. A zip-tie shall be utilized to verify the Firearm is unloaded, the action is clear, and the Firearm cannot chamber ammunition.
111. EMU personnel shall visually and physically inspect all Firearms to ensure that they have been rendered safe.

- 111.1. Members are subject to disciplinary action if a submitted Firearm is found to be live after submission and not placed into a Firearm safety box.

Required Forms/Envelopes

112. All submissions of Firearms require:
- 112.1. Property Receipt, Form 56;
 - 112.2. Firearms Envelope or Rifle Bag;
 - 112.3. Property Tag;
 - 112.4. Small white coin envelope (for ammunition); and
 - 112.5. Firearms Evidence Submission Form (Document 10321-3).

Firearms Submission/Ammunition Submission

113. Handguns
- 113.1. Ensure the handgun is unloaded.
 - 113.2. Place any loose ammunition into the small white coin envelope.
 - 113.3. Place the handgun, any magazines, and any ammunition that came out of the Firearm into the completed Firearms Envelope.
 - 113.4. Affix the Property Tag, Form 72/242, to the Firearm.
114. Long Guns
- 114.1. Ensure the long gun is unloaded.
 - 114.2. Place any loose ammunition into the small white coin envelope.
 - 114.3. Place the rifle, any magazines, and any ammunition that came out of the Firearm into a paper Rifle Bag.
 - 114.4. Affix the Property Tag, Form 72/242 to the Firearm.
115. Bulk Ammunition
- 115.1. Bulk ammunition or additional ammunition not accompanying a Firearm submission shall be submitted in an appropriate container corresponding to the amount and weight of the submission. Cardboard boxes are encouraged for larger amounts of submitted ammunition.

Firearm Retention/Disposition

116. Return to Claimant

116.1. Firearms may be returned to a claimant under the following circumstances:

116.1.1. After the case has been adjudicated,

116.1.2. If forfeiture of the Firearm is ordered by the court, or

116.1.3. If the Responsible Officer has determined the Firearm is no longer needed for the case.

116.2. EMU personnel shall complete a background investigation on all in-state claimants to verify their eligibility to be in possession of a Firearm(s).

116.3. Firearms that are determined to be owned by an out of state claimant must be shipped to a law enforcement agency in the state where the claimant resides or shipped to a Federal Firearms License (FFL) dealer.

116.4. All identified claimants must comply with EMU's policy and procedure which require documentation for the return of their Firearm(s).

116.5. Firearms that are not released shall be destroyed or converted to departmental use as outlined in Section X.E.2. of this policy (Firearms Submissions).

117. Destruction

117.1. Firearms submitted to EMU shall be destroyed under the following circumstances:

117.1.1. After adjudication that results in a conviction or if forfeiture of the Firearm is ordered by the court;

117.1.2. The claimant is prohibited from possessing a Firearm in accordance with Maryland State Law;

117.1.3. The claimant cannot be identified or contacted after reasonable attempts (e.g., correspondence is undeliverable, or the claimant does not respond to EMU's correspondence within ninety (90) days); or

117.1.4. The claimant requests the Firearm to be destroyed.

117.2. All Firearms destroyed by EMU shall be reported to the Maryland State Police in accordance with Maryland State Law.

118. Conversion to BPD Property

118.1. Firearms that are eligible for destruction may be converted to BPD Property for the use of:

118.1.1. Reference Firearms in the Firearms Analysis Unit collection;

118.1.2. Training implements (e.g., red handle handguns and shotguns);

118.1.3. Operability testing; or

118.1.4. Any other lawful purpose.

119. Ammunition Disposition

119.1. Ammunition may be released to an identified claimant/owner provided they are not prohibited from being in possession of a Firearm.

119.1.1. If no owner can be identified or contacted, and the ammunition is determined to be in acceptable condition, the ammunition shall be converted for departmental use for use in the:

- Firearms Analysis Unit; or
- Any other lawful purpose.

119.1.2. Ammunition that is not in an acceptable condition for conversion shall be destroyed through applicable means.

APPENDICES

- A. Property Receipt, Form 56
- B. Instructions for Property Receipt, Form 56
- C. Illustration on Packaging CDS
- D. Property Tag, Form 72/242
- E. Evaluation of Property as Having No Value, Form 279
- F. Property Seizure Receipt, Form 57/16
- G. Seized Property Inventory, Form 178
- H. All Items Are Dry Sticker
- I. No Visible Damage Sticker
- J. Pockets Cleared Sticker

ASSOCIATED BPD POLICIES

Policy 104, *Incident Reporting*
Policy 409, *Firearm Regulations*
Policy 703, *Death and Serious Assault Investigations*
Policy 1107, *De-escalation*
Policy 1407, *Prescription Return Boxes*

RESCISSIONS

Rescind Policy 1401, *Control of Property and Evidence*, dated 19 March 2018.

COMMUNICATION OF POLICY

This Policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.

APPENDIX A - PROPERTY RECEIPT, FORM 56

Property Receipt Form 56		BALTIMORE POLICE DEPARTMENT Baltimore, Maryland		District ID #	CC#	Container #
Type of Case				Date Recovered	Related CC#	Page _____ of _____
Offense Recovery Location & Time (10-23)						
Responsible Officer		Rank	Seq.	Assignment		
Submitting Officer		Rank	Seq.	Assignment		
Submitting Officer Signature					Date Submitted	
IN MISDEMEANOR CASES, BOTH SUSPECT AND CLAIMANT MUST BE IDENTIFIED IN THIS FORM OR EVIDENCE MANAGEMENT UNIT WILL DISPOSE OF THE PROPERTY AFTER NINETY (90) DAYS. IF YOU ARE SEEKING THE RETURN OF SEIZED PROPERTY, PLEASE CONTACT THE EVIDENCE MANAGEMENT UNIT OF THE BALTIMORE POLICE DEPARTMENT AT 410-396-2048 OR EVIDENCESUBMISSIONS@BALTIMOREPOLICE.ORG. IF YOU BELIEVE THAT YOUR PROPERTY WAS SEIZED IMPROPERLY, YOU MAY LEARN MORE ABOUT PURSUING A CLAIM OR DISPUTE BY VISITING HTTPS://LAW.BALTIMORECITY.GOV/ .						
Circle One: A - Arrestee S - Suspect V - Victim C - Claimant F - Finder						
Last, First, MI				D.O.B.	Arrest Date	SID # CBIF #
Street Address, City, State, ZIP				Phone Number / Email Address		
Circle One: A - Arrestee S - Suspect V - Victim C - Claimant F - Finder						
Last, First, MI				D.O.B.	Arrest Date	SID # CBIF #
Street Address, City, State, ZIP				Phone Number / Email Address		
Circle One: A - Arrestee S - Suspect V - Victim C - Claimant F - Finder						
Last, First, MI				D.O.B.	Arrest Date	SID # CBIF #
Street Address, City, State, ZIP				Phone Number / Email Address		
Circle One: A - Arrestee S - Suspect V - Victim C - Claimant F - Finder						
Last, First, MI				D.O.B.	Arrest Date	SID # CBIF #
Street Address, City, State, ZIP				Phone Number / Email Address		
CHARGE: Felony <input type="checkbox"/> Misdemeanor <input type="checkbox"/> N/A <input type="checkbox"/> SHOTSPOITER <input type="checkbox"/> CUSTODY REASON: Evidence <input type="checkbox"/> Personal Property <input type="checkbox"/> Safekeeping <input type="checkbox"/> Found Property <input type="checkbox"/> ITEM STATUS: HOLD <input type="checkbox"/> RELEASE <input type="checkbox"/> DISP <input type="checkbox"/>						
ITEM #	QUANTITY	SERIAL #	DETAILED DESCRIPTION OF ITEM(S) (There is additional space to list items on Page 2 if necessary)			
EMU Receiving Member			Date Submitted	Total Currency Type / Amount Received		Total Items Received
IF YOU ARE A PROPERTY OWNER, YOU MAY MAKE A WRITTEN REQUEST FOR RETURN OF THE SEIZED PROPERTY, AND A DETERMINATION REGARDING THE RETURN OF THE PROPERTY WILL BE MADE WITHIN SIXTY (60) DAYS. IF YOU ARE UNABLE TO PERSONALLY RETRIEVE YOUR PROPERTY, YOU MAY DESIGNATE ANOTHER INDIVIDUAL TO OBTAIN YOUR PROPERTY. TO DO SO, YOU MUST EXECUTE A RELEASE OF RIGHTS, WHICH YOU CAN ACCESS AT HTTPS://WWW.BALTIMOREPOLICE.ORG/CLAIM-PROPERTY/ . IF YOU ARE NOT THE PROPERTY OWNER, BPD WILL PROVIDE THE PROPERTY OWNER, IF KNOWN, WITH WRITTEN INFORMATION VIA FIRST CLASS MAIL PROVIDING (1) THE LOCATION AND DESCRIPTION OF THE SEIZED PROPERTY, AND (2) CONTACT INFORMATION FOR THE BPD EVIDENCE MANAGEMENT UNIT, WHICH CAN PROVIDE ADDITIONAL INFORMATION ABOUT THE PROPERTY IN BPD CUSTODY, INCLUDING HOW TO SEEK RETURN OF THE PROPERTY.						
SEIZURE AND FORFEITURE OF PROPERTY IS A LEGAL MATTER. NOTHING IN THIS DOCUMENT MAY BE CONSTRUED AS LEGAL ADVICE. YOU MAY WISH TO CONTACT AN ATTORNEY CONCERNING THIS MATTER.						
<input type="checkbox"/> RENUNCIATION - I hereby affirm that I DO NOT wish to have my property returned and renounce all claim and title I may have to any property listed herein. NOTE: This renunciation should ONLY be signed IF THE CLAIMANT DOES NOT seek return of ANY of the property described in this form.				Signature:		
				Date:		
<input type="checkbox"/> RELEASE - I received the above listed property from the above BPD Officer.				Witness:		

APPENDIX B - INSTRUCTIONS FOR PROPERTY RECEIPT, FORM 56

Box 1
CC#. All Property Receipt forms shall include a ten digit Central Complaint Number (CC#). (Example: 6-170800001)
Box 2
Type of Case. The incident name is placed in this field. (Example: CDS, Robbery, Homicide, etc.)
Box 3
Date Received. The date of submission is placed in this field.
Box 4
Responsible District, Division, Section/Unit. (Example: Southern District, Citywide Robbery, RATT, etc.)
Box 5
Responsible Officer. The information of the officer responsible for the submission will go in this field. If there is a Detective investigating the incident, his/her information shall be entered instead. In cases of CDS submission, ensure that the Responsible Officer and the Submitting Officer are the same person for chain-of-custody purposes.
Box 6
Submitting Officer. The information of the officer who responds to EMU to submit the property/evidence is placed in this field.
Box 7
Signature of Responsible Officer. The Submitting Officer will certify the document in this field.
Box 8
Date Prepared. The submission date will be placed in this field.
Box 9
Arrestee/Suspect. The information of the person who is taken into custody for the crime, or suspected of committing the crime and/or being responsible for the incident, shall be placed in this field. If there is no arrestee/suspect information, victim information may be placed in this field by drawing a line through "Arrestee/Suspect." "Victim" will be written above that line.
Box 10
Victim/Claimant. The information of the individual who has the legal right to respond to EMU and retrieve the property shall be placed in this field. Sometimes there is no claimant to report. In instances such as this, the victim's information may be used if there are either; multiple victims, or, there is an Arrestee/Suspect to report in the first field. There are also times when multiple arrestees and/or suspects exist. In such instances, their names may be placed in this field as well.
Box 11

Finder. The information of the individual who found the property will be listed in this field. If there is no finder, this field may be used for arrestee/suspect or victim information as well. Be guided by EMU personnel for other uses of this field.

Box 12

Comments. Notations relative to the submission may be made in this field. In cases where the submitting officer has no comments, this section may be used to list arrestee/suspect and/or victim information as well.

Box 13

Item: Number the item(s) being catalogued. (Example: "1," for the first item, "2" for the second item, etc.)

Quantity. Insert the total number of each specific item being catalogued or submitted to EMU. (Example: "1" Glock Handgun, "14" .40 caliber rounds, etc.)

Serial #. List all serial numbers contained on property submitted.

Items with serial numbers may include firearms, laptops, televisions, etc. Detailed Description. Describe the item(s) being catalogued or submitted.

Status. List the status of the items catalogued or submitted. All items shall be marked either "Hold," meaning the item shall remain in the custody of EMU for investigative, prosecution, or other lawful purpose. "Release," meaning the item may be returned to the claimant, or "Dispose," meaning the item is no longer of evidentiary value and may be destroyed.

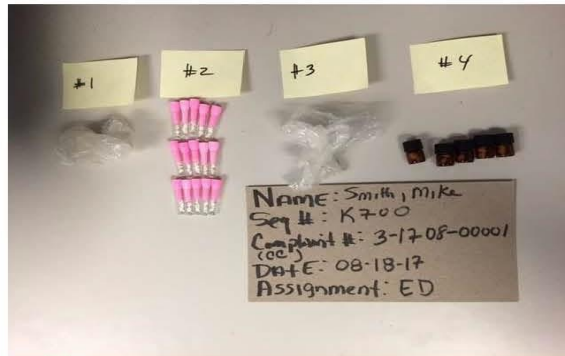
APPENDIX C - ILLUSTRATION FOR PACKAGING CDS**PACKAGING CDS – STEPS 1.1. – 1.7.**

1.1. Separate CDS

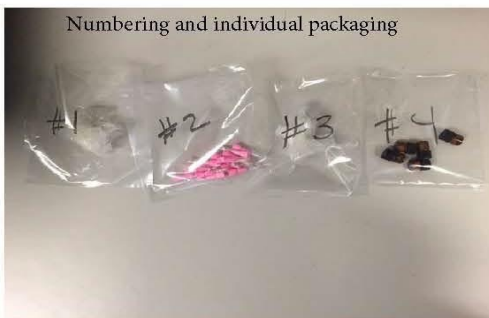
1.2. Arrange individually

1.3. Use number markers to ID each item

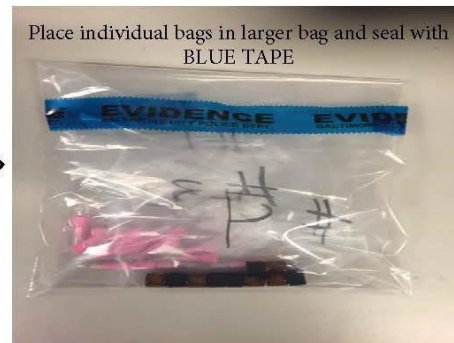
1.4. Make sure cardboard has the following information: name, sequence #, cc#, date and assignment



(1.1. -1.4.)



Numbering and individual packaging



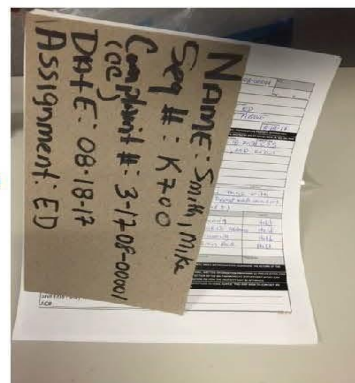
Place individual bags in larger bag and seal with BLUE TAPE

(1.5.-1.6.)



Staple the following together: Photo, Form 56, Carboard and Evidence Bag

(1.7.)



APPENDIX D - PROPERTY TAG, FORM 72/242**PROPERTY TAG - FRONT**

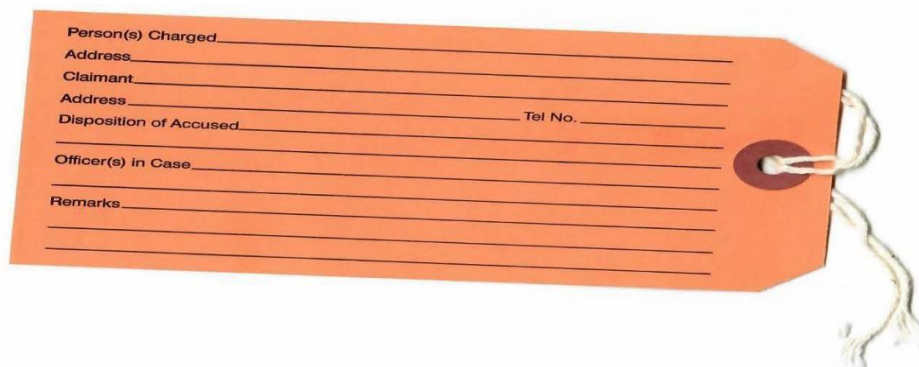
POLICE DEPARTMENT Baltimore, Maryland
PROPERTY DIVISION
Evidence and/or Property Tag
Form 72 / 242 (PRINT OR TYPE)

Complaint Number _____ District _____ Property Number _____

Type of Case _____
Description of Property _____

Date of Recovery _____
From Whom Recovered _____
Address _____

CHECK ONE Evidence ☐ Other Property ☐

PROPERTY TAG - BACK

Person(s) Charged _____
Address _____
Claimant _____
Address _____ Tel No. _____

Disposition of Accused _____

Officer(s) in Case _____

Remarks _____

APPENDIX E - EVALUATION OF PROPERTY AS HAVING NO VALUE, FORM 279

Baltimore Police Department
Evidence Management Unit
Evaluation of Property of No Value Form

This Form certifies that the undersigned officer presented the below described property to the undersigned Evidence Management Unit (EMU) personnel for the purposes of evaluating the property as having no value as defined in BPD Policy 1401, Control of Property and Evidence.

Date Item Recovered:

Location Item(s) Recovered from:

CC# (if assigned):

 Copy

The Recovering Officer and EMU personnel are in agreement that the below described item(s) meet the criteria listed below of property of no value and may be disposed of by the officer as trash/rubbish/refuse.

- Item must not be attached to a case
- Item must be non-evidentiary
- Item does not have value to BPD
- Item must not be harmful or hazardous to the public
- Item does not have any identifying information that would enable the item to be returned to the rightful owner

Item Description

Recovering Officer Name and Sequence #:

Recovery Officer Signature:

EMU Personnel Name and Sequence #:

EMU Personnel Signature:

2nd EMU Personnel Name and Sequence #:

2nd EMU Personnel Signature:

Date of Evaluation:

Time of Evaluation:

APPENDIX F - PROPERTY SEIZURE RECEIPT, FORM 57/16

Form 57/16 Baltimore Police Department Property Seizure Receipt	Date: _____ CC#: _____	Time: _____ Property#: _____
Property Type (please check all that apply): 1. <input type="checkbox"/> Currency (Amount \$ _____) 2. <input type="checkbox"/> Vehicle 3. <input type="checkbox"/> Weapon(s) 4. <input type="checkbox"/> Other		
Detailed description of property seized:		
Seizing Officer:	Rank:	SEQ#:
Contact Number:		
Seizing Officer's Signature:	Assignment:	
Date Seized:		
Witnessing Supervisor:	Rank:	SEQ#:
Contact Number:		
Witnessing Supervisor's Signature:	Assignment:	
Date Seized:		
Person From Whom Property Seized:		
Address:	Email Address:	
ID/OLN:	Contact Number: () -	
Property Owner? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Owner's Name:	Contact Number: () -	
Address:		
IMPORTANT NOTICE:		
If you are the owner of the seized property, you have the right to request in writing that your property be returned to you. Such a request should include proof of ownership. Email requests to seizedproperty@Baltimorepolice.org .		
Within 60 days after receipt of your written request, the Baltimore Police Department will make a determination as to whether it will seek forfeiture of the property, continue holding the property as evidence, or release/return the property.		
Seizure and forfeiture of property is a legal matter. Nothing in this document may be construed as legal advice. You may wish to consult an attorney concerning this matter.		

APPENDIX G - SEIZED PROPERTY INVENTORY, FORM 178

Police Department
Baltimore, Maryland
Seized Property Inventory

Form 178

Property Seized:

☐

Yes

☐

No

Central Compliant Number: _____

Date: _____

Officer(s) Name and Assignment: _____

Property Number(s): _____

Property Owner(s) Name and Address: _____

_____Person(s) from whom property Seized/to be Seized: _____

Location and Date of Seizure: _____

Date of Arrest: _____

Amount of Currency Seized/to be Seized: _____

Detailed Description of Contraband Seized/to be Seized: _____

_____Specific Location of Contraband at time of Seizure/Prior to Seizure: _____
_____Description Registered property Seized/to be Seized: _____
_____Specific Location of Contraband at time Seizure/ Prior to Seizure: _____
_____Describe Registered Property Seized/to be Seized: _____

APPENDIX G - Seized Property Inventory, Form 178, Pg. 2

Police Department
Baltimore, Maryland
Seized Property Inventory

Form 178

Describe Registered Property Seized/to be Seized: _____

Describe real Property (Business, House, Land) Seized/to be Seized: _____

Additional Information: (Use Reverse Side of this Form)

APPENDIX H - ALL ITEMS ARE DRY STICKER

ALL ITEMS ARE DRY

APPENDIX I - NO VISIBLE DAMAGE STICKER

There is NO visible damage to this
electronic device

APPENDIX J -POCKETS CLEARED STICKER

All pockets are checked & cleared
