



Policy 1401

Subject CONTROL OF PROPERTY AND EVIDENCE	
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By Order of the Police Commissioner

I. 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. The Evidence Control Unit (ECU) has the integral function of maintaining such standards and is responsible for the collection and security of such property/evidence. Additionally, the ECU is tasked with establishing procedures for retention, release, and disposal of all evidence during the criminal justice process.

II. 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 Office of the State's Attorney (OSA). (See also Federal Adoptive Seizure)

Biohazard Materials (Bio, Bio Material) — Materials, or materials contaminated with blood, body fluids, or other potentially infectious materials that present a potential risk of exposure to others.

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.

NOTE: 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.

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 — Any weapon which will or is designed to or may be readily converted to expel a projectile by the action of an explosive, to include a pistol, rifle, shotgun, starter pistol, or other portable gun.

Found Property — Any property that is not known by the officer to be reported as lost or stolen at the time it is found.

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

Found Property Box — Each district shall maintain a secure storage container, designated as a “Found Property Box,” for the safekeeping of items that have value but 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 property other than money, firearms or CDS.

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.

Recovered Property — Any property that is known by the officer to have been reported lost or stolen at the time it is found.

III. GENERAL

A. Submitting Property

1. All property seized/recovered by members of the BPD, not immediately returned to the lawful owner, shall be submitted to ECU for storage and safekeeping before the completion of the member's tour of duty. All property/evidence bearing a serial number shall be checked for stolen status through an NCIC query. For reporting purposes, property/evidence will 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 will be considered Found Property.

EXCEPTIONS: 1. Items that have value, but are not of any evidentiary value, may be submitted at the district in the “Found Property Box.” This includes found CDS (with no suspects or potential suspects). Items too large to fit in the “Found Property Box” or with potential evidentiary value shall be taken to ECU.

2. Evidence recovered out of BPD 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.

3. Vehicles recovered by members shall be towed to the Baltimore City Yard, located at 6700 Pulaski Hwy, for storage and safekeeping.

2. Prior to submission, members shall notify ECU personnel of any potentially Biohazard Materials, Hazardous Materials, damaged items, safety concerns, or other circumstances related to the item(s). Prior to leaving a scene members shall contact ECU for direction regarding items that pose a significant risk, or cannot be stored in ECU (e.g., explosives, chemical hazards, combustible materials, etc.).
3. Follow the direction of ECU personnel regarding the safe handling and proper submission of all items.

B. Seizing Property for Asset Forfeiture

1. When seizing property pursuant to forfeiture under the CDS laws (e.g., money, vehicles, weapons, jewelry, real property, etc.):
 - 1.1. Complete a Property Seizure Receipt, witnessed by a supervisor, at the time of seizure.
 - 1.2. Provide a copy of the completed Property Seizure Receipt, with property listing, to the person from whom the property has been seized.

NOTE: A Property Seizure Receipt does not need to be completed for the seizure of CDS or other contraband not subject to return to the owner.

- 1.3. Submit the original Property Seizure Receipt, along with any supporting field reports (e.g., Crime Incident, Supplement, etc.), to your supervisor. Maintain a copy for your records.
- 1.4. Submit the property as outlined in this policy.

C. Federal Adoptive Seizures

1. Seized property meeting the below conditions may be subject to forfeiture under the Federal Adoptive Seizure process. This property includes:
 - 1.1. Currency in excess of \$50,000,
 - 1.2. Vehicle(s) / Boat(s),
 - 1.3. Real Property (i.e., land, residential, or commercial properties), and
 - 1.4. Valuables with an estimated value in excess of \$50,000 (e.g., jewelry, artwork, electronics, rare coins, securities, etc.).
2. Submitting officers shall:
 - 2.1 Write "Federal Adoptive Seizure" across the Seized Property Form, if applicable to the seizure.
 - 2.2. Note within the narrative of all reporting whether the seized items are incident to gambling, narcotics, firearms, explosives, ammunition, or child pornography investigations.
 - 2.3. 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.).
 - 2.4. 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.

- 2.5. 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.

IV. REMOVING / RETURNING PROPERTY FROM ECU

1. Property may be removed from ECU under limited circumstances (e.g., court trial, further investigation/testing, press conferences, etc.). If a member wishes to remove property from ECU, ECU personnel shall obtain the following:
 - 1.1. A photocopy of the Departmental Identification Card of the requesting member;
 - 1.2. Authorization for Removal of Evidence Form, signed by a lieutenant or above, and
 - 1.3. A court summons or verification letter from:
 - 1.3.1. A prosecuting authority;
 - 1.3.2. The member's command; or
 - 1.3.3. The Media Relations Section.

NOTE: 24 to 48 hour notice is required to ensure all evidence is readily available.

2. Evidence removed for court may remain in the custody of the court during the duration of a continuing trial. However, upon completion of the trial, members who have removed evidence from ECU are ultimately responsible for either: (1) the return of the evidence to ECU; or, (2) providing a receipt to ECU from the Clerk of the Court, indicating that the evidence will remain in the custody of the state.

EXCEPTION: Firearms and CDS shall be returned to ECU at the conclusion of each day's court proceedings, and in no case later than 2000 Hrs.

3. When evidence is removed from ECU to be viewed by the media, the seizing member shall remain present to ensure the chain of custody is maintained.
 - 3.1. Only the seizing member shall handle the evidence.
 - 3.2. Upon completion of the display/media event, the seizing member shall immediately return the evidence to ECU.
4. All evidence removed from ECU shall be returned to ECU prior to the end of the member's tour of duty.
5. Evidence returned to ECU with the seal in-tact may be returned to ECU personnel without the need to resubmit the item.

6. If the seal is broken on evidence that is being returned to ECU (other than CDS evidence), ECU personnel shall inspect and determine if additional inspection/reporting is required to re-submit the evidence to ECU.

NOTE: If the seal is broken on CDS evidence, see the section concerning the Control of CDS in Court (Page 12).

V. PROPERTY RETENTION / DISPOSAL

1. Evidence related to homicide or rape cases shall be marked as “frozen” to ensure that the item is not moved or destroyed without an ECU supervisor’s approval. A supervisor may change the status to “unfreeze” allowing it to be placed on the disposal list or released to the claimant only if the investigating detective, responsible BPD member, or states attorney has notified an ECU supervisor that it can be authorized.

NOTE: Effective October 1, 2017, Maryland Law requires that evidence of sexual assault, to include rape kits, submitted to the BPD be properly maintained for a minimum period of twenty (20) years, with few exceptions. Authorization from the Director, ECU, or their designee is required prior to the disposal of any rape kit.

2. Evidence for any other crime shall be held until completion of the case, or until retention is no longer necessary.
 - 2.1. If a case results in a conviction, evidence shall be held pending completion of the appeals process, or until the completion of the sentence.
 - 2.2. If a case is dismissed, or the subject is found not guilty, evidence shall be held pending either: (1) a time period that coincides with the statute of limitations for that crime, as defined by the Maryland Annotated Code; or (2) direction from the Office of the State’s Attorney. In such cases that the OSA 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.

NOTE: It is the responsibility of the member who submitted an item to determine the need to retain that item in the ECU. ECU will send an Electronic Disposition Order (EDO) via departmental email to the responsible member to inquire about the retention or disposition of items. The responsible member is required to respond to the inquiry. If no response is received, it will be deemed that retention is no longer required, and the item may be disposed of.

3. Evidentiary property belonging to a victim shall be held by ECU until the conclusion of the criminal case.
 - 3.1. In such cases, at the conclusion of the criminal matter, at least one attempt will be made to contact the claimant/victim (typically, by mailing a certified letter to the claimant/victim’s address of record), expressly informing the identified claimant/victim that they have 90 days from the date of delivery to claim their property. If the property is not claimed within 90 days, or if no contact can be made (i.e., a certified letter is returned

as undeliverable, no response to communication by phone, no response to an email, etc.), the property shall be disposed.

4. Non-evidentiary property belonging to a victim shall be returned to the claimant/victim, if possible. Notification to the victim shall be made in the same manner as evidentiary property.
5. All property deemed non-evidentiary and not bearing any identifying information (e.g., hand tools, knives, wallets without identification, etc.) shall be discarded within 90 days.
6. 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.

VI. BIO HAZARDOUS MATERIALS

A. Dry Items

1. Package items that could be considered biohazardous prior to entering ECU, either in the field or in the designated Biohazard Room outside of ECU.
2. Place small items individually into small plastic bags before placing them into a Property Envelope.
3. Place larger items individually into brown paper bags. Items too large to fit into paper bags shall be labeled with a Property Tag without packaging, however, any obviously contaminated areas shall be covered.
4. Each bag of items shall be numbered as it corresponds to the items listed on the Property Receipt Form.
5. Affix an "All Items are Dry" sticker to each bag and initial the sticker.
6. Seal all paper bags with the tamper evident, red biohazard tape. Sign and date across the seal, ensuring that the signature is on both the tape and the paper bag.
7. All individual paper bags shall be placed inside of a larger red plastic Biohazard Bag by ECU personnel.

B. Wet Items

1. Place each item, individually into paper bags. Double or triple bagging of the items may be necessary to decrease potential penetration of the packaging and potential cross contamination.
2. If laboratory analysis of wet items may be requested or required in the future, complete and attach the Forensic Biology/Latent Print Processing Form to the outermost bag. Check **EVIDENCE PRESERVATION** under the Forensic Biology Section of the form. Wet evidence will not be dried by the laboratory unless the proper request has been filled out and attached.
3. Number each bag as it corresponds with the items listed on the Property Receipt Form.

4. Seal all paper bags with the tamper evident, red biohazard tape. Sign and date across the seal, ensuring that the signature is on both the tape and the paper bag.
5. All individual paper bags shall be placed inside of a larger red plastic Biohazard Bag by ECU personnel.

C. Latent Print and DNA Testing

1. To request Serology/DNA analysis and/or latent print processing, complete the Request for Examination - Forensic Biology/Latent Print Processing Form and submit it to the Forensic Biology Unit, located on the 10th floor of headquarters. Call 410-396-2675 with any questions.
2. To submit developed latent print lift cards, submit the lift card in an envelope and complete the Latent Print Unit Request Form and drop it off on the 10th floor of headquarters in the white mailbox. For assistance during regular business hours, call the Latent Print Unit at 410-396-2290; after hours, contact the Crime Scene Unit at 410-396-2280.

VII. GENERAL PROPERTY – SUBMISSIONS

A. Required Forms/Documents

1. All submissions of general property require:
 - 1.1. Property Receipt (See Appendix A for complete instructions),
 - 1.2. Property Envelope (for items small enough to fit inside of a Property Envelope), or
 - 1.3. Property Tag (for larger items like bicycles, televisions, etc., too large to fit in a Property Envelope or bag provided by ECU).

B. Arson-Related Items

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

NOTE: The paint can is necessary because it prevents leakage and/or spillage from saturated items, and preserves liquid accelerants/ignitable liquids for laboratory testing.

2. Arson-related items shall be loosely placed (not packed) in the paint can, and the can shall not be filled to more than 60% of capacity.
3. Once the paint can is filled, ensure the lid is completely sealed to prevent vapors from escaping.

C. CDS Paraphernalia and Packaging Materials (clean)

Paraphernalia and packaging materials that are clean and do not contain suspected CDS or CDS residue shall be submitted as General Property. Backpacks, purses and other such carrying mechanisms for CDS shall be submitted as General Property.

D. Costume Jewelry

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

E. Electronics

Electronics shall be submitted as General Property. Larger items that cannot be bagged shall have a property tag affixed to them.

F. Fixed Blade Knives

Fixed blade knives shall be submitted as General Property in a knife box provided by ECU personnel. A property tag shall be affixed to the item.

G. Folding Knives

Folding knives shall be submitted as General Property and placed in a Property Envelope provided by ECU personnel. In the event a folding knife is broken and cannot be folded, or if it will open on its own, place it in a knife box for safety.

H. Special Storage Considerations

Items that must be preserved at cooler temperatures shall be refrigerated in ECU.

NOTE: Under no circumstance will ECU personnel accept perishable items (i.e., food, beverages, etc). Non-perishable items (such as canned or bottled beverages, etc.) may be accepted under certain circumstances.

I. Property of No Value

1. Property of no value shall be received as Found Property, and will be disposed of as trash/rubbish and/or may be refused by ECU personnel. The following criteria are to be considered when determining if an item has no value.
 - 1.1. Is the item non-evidentiary;
 - 1.2. Does the item have identifying information that would enable ECU to identify the property's rightful owner;
 - 1.3. Does the item have value to the Police Department; and
 - 1.4. Is the item harmful or hazardous to the public?

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

2. ECU personnel shall supply the submitting officer with an “Evaluation of Property as Having No Value Form.” The submitting officer and ECU personnel must agree that, in their best judgement, the property in question does not appear to have value and may be disposed of by the officer as “trash/rubbish/refuse.”

3. If the submitting officer disagrees with ECU personnel about an item's evidentiary value and/or the rightful claimant, the officer may submit an administrative report to the Commander, Crime Scene Sciences/Evidence Section (CSSES), requesting a review of the decision. This administrative report can be submitted directly to the Commander, CSSES; it does not require review by the submitting member's chain of command. The item shall be maintained by ECU pending a final decision from the CSSES Commander, who will notify both the member and ECU of the decision.

VI. MONEY/CURRENCY – SUBMISSIONS

A. Money/Currency Seized / Recovered

1. Determine if the money/currency seized pursuant to an arrest will be treated as evidence or as the arrestee's personal property.

- 1.1. If the money/currency is determined to be the arrestee's personal property, do not submit it to ECU. The money shall remain with the arrestee.

NOTE: Money/Currency determined to be evidence of a CDS offense that amounts to less than \$100.00, shall not be submitted to ECU, but shall be treated as personal property and returned to the suspect. Document the money/currency by photographing in the field, and noting same in the offense report.

- 1.2. 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 ECU according to 2 – 5 below.
2. When money/currency is seized, the member shall immediately notify a supervisor to respond to the scene and act as an inventory witness.
3. Conduct an inventory of the money/currency in the presence of the person from whom the money was seized. 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 2).
4. Promptly report all money/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:

U.S. 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			

5. Submit all seized money/currency to ECU.

EXCEPTION: Money/currency that is seized pursuant to a joint investigation with another agency may be submitted following the guidelines and procedures established by that agency.

B. Required Forms/Documents

1. All submissions of money/currency require:
 - 1.1. Property Receipt Form,
 - 1.2. Seized Property Form,
 - 1.3. Evidence Envelope, and
 - 1.4. A digital photograph of the currency.

NOTE: The photograph need not show the serial number of each bill submitted. Currency may be stacked by denomination and photographed, or laid out and photographed in a manner that shows how many of each denomination is submitted.

2. Verify the count and amount with ECU personnel, and place the money in the Evidence Envelope.
3. Seal the Evidence Envelope with blue tape, sign and date across the seal.

C. Recovered BPD Funds

1. When any member recovers money/currency that was originally BPD funds (e.g., undercover buy money, money used for gambling, etc.):
 - 1.1. Photocopy the money/currency, ensuring the denomination and the serial number on each bill is legible;
 - 1.2. Time stamp the photocopy; and
 - 1.3. Retain the photocopy as evidence of the currency recovery.
2. Return the recovered funds to the respective unit's Confidential Fund. Do not commingle these funds or submit them to ECU.

D. Special Considerations

1. Valuable coin and currency collections shall be separated from general money/currency submissions.
2. Foreign currency shall be considered General Property.

3. 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.
4. Money/currency that may be contaminated by blood or other biohazardous materials shall be submitted as General Property utilizing the biohazard precautions listed on page 5, General Property – Biohazardous Materials.

VII. CDS – SUBMISSIONS

A. Special Considerations

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

B. Required Forms/Documents

1. All CDS submissions require:
 - 1.1. Property Receipt Form,
 - 1.2. Photo envelope,
 - 1.3. Rectangular card board, and
 - 1.4. Laboratory Information Management System (LIMS) entry, if laboratory analysis is requested.

NOTE: Not all Controlled Dangerous Substance cases are analyzed by the Drug Analysis Unit. Determination as to whether analysis will be performed is on a case-by-case basis, and is determined by factors such as whether the case will be prosecuted and the circumstances of the arrest. Therefore, members submitting CDS who do not seek to have the CDS analyzed do not need to make LIMS entry.

C. Packaging CDS

1. Package CDS prior to arrival at ECU, when practicable. To package CDS:
 - 1.1. Separate CDS on a flat surface based on:
 - 1.1.1. The container type (e.g., clear plastic bag, brown paper bag, false bottom container, etc.),

- 1.1.2. The individual CDS packaging type (e.g., glass vials, gelatin capsules, Ziplock baggies, etc.), and
 - 1.1.3. The appearance of the substance (e.g., white powder, tan powder, white rocks, etc.).
 - 1.2. Arrange the containers and CDS to be distinguishable as individual items (See Appendix C, Illustration for Packaging CDS).
 - 1.3. 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 number of the item on the Property Receipt.
 - 1.4. On a piece of cardboard, write the submitting officer's name, sequence number, central complaint number, date and unit of assignment.
 - 1.5. Take two photographs of the CDS and the cardboard and write the submitting officer's name on the lower section of the photographs. Be sure the photographs show the CDS count clearly.
 - 1.6. Place 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. Heat seal the large bag or use blue evidence tape to seal the bag and sign across the heat seal or evidence tape.
 - 1.7. Staple one photograph, the completed cardboard, and the Property Receipt, to the outer plastic bag above the heat seal or blue evidence tape. The second photograph is to be maintained in the case file.
 2. Submit the CDS to ECU counter personnel.
- NOTE:** Non-evidentiary CDS may be submitted in the district's Found Property Box.
3. If laboratory analysis is requested, complete a LIMS entry.
 4. Deposit the CDS submission into the "CDS mailbox" when instructed to do so by ECU personnel.

D. Control of CDS in Court

1. The CDS evidence seal shall not be broken unless it is in the best interest of the case.

NOTE: 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. Whenever possible 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.

2. CDS is to remain in the custody of the member who removed the CDS from ECU at all times. If the court or the Assistant State's Attorney requests the release of 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 ECU personnel.
3. CDS shall not be left in court overnight, it shall be returned to ECU immediately following the day's proceedings, and no later than 2000 Hrs. Personnel who have not returned CDS prior to 2000 Hrs. are subject to disciplinary action.

VIII. FIREARMS SUBMISSIONS

A. Rendering the Firearm Safe

1. Prior to arrival at ECU or the ECU gun box, all firearms must be rendered safe by removing any ammunition, and opening the action.
2. Utilize a zip-tie to ensure the firearm is unloaded, the action is clear, and it cannot chamber ammunition.
3. ECU personnel shall visually and physically inspect all firearms to ensure that they have been rendered safe.

NOTE: If the firearm is damaged, or the submitting officer is unable to render the firearm safe, immediately notify the Emergency Services Unit (ESU) for assistance. If ESU is unable to respond, contact the Firearms Unit at: 410-396-2666. During regular business hours, ECU Gun Vault personnel are available to assist with firearms, and will take temporary custody of the firearm if it is unable to be rendered safe (See Policy 409, *Firearm Regulations* for safe handling procedures).

B. Required Forms/Documents

1. All submissions of firearms require:
 - 1.1. Property Receipt,
 - 1.2. Firearms Envelope,
 - 1.3. Property Tag,
 - 1.4. Small white envelope (for ammunition), and
 - 1.5. Request for Firearms Examination,

C. Latent Fingerprints and DNA

If DNA and latent print analysis is desired, requests shall be done in the following order to limit potential cross contamination, and to maximize the likelihood of the successful collection of DNA and latent print evidence:

1. Request Forensic Biology/Latent Print Processing, Form 4788-3
2. Latent Print Unit Request Form, LPQA- 11

NOTE: When requesting a fingerprint analysis for comparison, members **shall** include name, SID number, and date of birth of the subject of the analysis.

3. Request for Firearms Examination/ Inventory, Form FAQA-23

D. Firearms Submission / Ammunition Submission

i. Handguns

1. Ensure the handgun is unloaded.
2. Place any loose ammunition into the small white envelope.
3. Place the handgun and any magazines into the completed Firearms Envelope.
4. Place a Property Tag and any ammunition into the Firearms Envelope.
 - 4.1. If ammunition is in the original box or container, place it into the firearms envelope with the handgun.
 - 4.2. If the ammunition box or container is too large to fit in the Firearms Envelope, place it into a separate brown paper bag. Complete a Property Tag and affix it to the brown paper bag.

ii. Long Guns

1. Ensure the firearm is unloaded.
2. Place any loose ammunition into the small white envelope.
3. Affix the Property Tag to the firearm.

iii. Bulk Ammunition

Bulk ammunition or additional ammunition not accompanying a firearm submission shall be submitted as General Property.

E. Firearm Retention / Disposition

i. Return to Claimant

1. After adjudication in certain circumstances, or with a court order, firearms may be returned to a claimant if the claimant:
 - 1.1. Can be identified,

- 1.2. Wishes the firearm to be returned, and
- 1.3. Is not prohibited from possessing a firearm, as determined through a background investigation.
2. The claimant must comply with ECU's requests for documentation to have their firearm(s) returned.
 - ii. Destruction
 1. Firearms submitted to ECU will be destroyed in the following circumstances:
 - 1.1. After adjudication resulting in a conviction, or if forfeiture of a firearm is ordered by the court;
 - 1.2. The claimant is prohibited from possessing a firearm;
 - 1.3. The claimant cannot be identified or contacted after reasonable attempts (e.g., correspondence is undeliverable, or the claimant does not respond to ECU's correspondence within 90 days); or
 - 1.4. The claimant wishes the firearm to be destroyed.
 - iii. Conversion to BPD Property
 1. When there is a need, firearms and ammunition that would otherwise be destroyed may be converted to BPD property. These items may be used for:
 - 1.1. Reference firearms in the Firearms Unit collection;
 - 1.2. Training implements (e.g., red handle handguns and shotguns);
 - 1.3. Operability testing; and
 - 1.4. Any other lawful purpose.

IX. REQUIRED ACTION

Evidence Control Unit Member

Submit to a polygraph examination, as directed by the Commanding Officer of the Evidence Control Unit.

Commanding Officer, Evidence Control Unit

Ensure all personnel, assigned to Evidence Control Unit, are given polygraph examinations annually.

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ASSOCIATED POLICIES

Policy 706, *Hazardous Material Incidents*

Policy 1403, *Use of Non-Evidentiary Controlled Dangerous substances for K-9 and Crime Laboratory Section Training*

Policy 1407, *Prescription Return Boxes*

RESCISSIONS

Remove and destroy/recycle Policy 1401, *Control of Property and Evidence*, dated 22 April 2011, Amendments dated: 30 September 2013 and 24 February 2014, Policy 1402, *Management of Evidentiary Controlled Dangerous Substance*, dated 30 January 2014, along with PCM 16-03, *Seizure of Property*, dated 1 October 2016.

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		CC# 1	AC#
Type of Case 2		Date Received 3	Page _____ of _____		
Responsible District, Division, Section/Unit 4					
Responsible Officer 5		Rank	Seq.	Assignment	
Submitting Officer 6		Rank	Seq.	Assignment	
Signature of Responsible Officer 7				Date Prepared 8	
IN MISDEMEANOR CASES BOTH SUSPECT AND CLAIMANT MUST BE IDENTIFIED OR EVIDENCE CONTROL SECTION WILL DISPOSE OF THE PROPERTY AFTER 90 DAYS					
FOR INFORMATION CONCERNING THE SEIZED PROPERTY IN THIS CASE, CONTACT THE EVIDENCE CONTROL SECTION OF THE BALTIMORE POLICE DEPARTMENT AT 410-396-2048					
9 Arrestee / Suspect	Last, First, MI		D.O.B.	Arrest Date	Type Of Case
	Street Address		City, State, ZIP		
10 Victim / Claimant	Last, First, MI		D.O.B.		
	Street Address		City, State, ZIP		
11 Finder	Last, First, MI		D.O.B.		
	Street Address		City, State, ZIP		
----- Fold Here ----- Fold Here ----- Fold Here -----					
12 Comments					
Property Type (Check All That Apply) 1. Currency <input type="checkbox"/> (Amount _____) 2. Vehicle <input type="checkbox"/> 3. Weapons <input type="checkbox"/> 4. Other <input type="checkbox"/>					
13	Item	QUANT	SERIAL #	DETAILED DESCRIPTION	STATUS
ECS Member		Date Received	Total Money Received	Total Items	
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 60 DAYS.					
IF YOU ARE NOT THE PROPERTY OWNER, THE PROPERTY OWNER, IF KNOWN, SHALL BE SENT, BY FIRST CLASS MAIL, WRITTEN INFORMATION PROVIDING (1) THE LOCATION AND DESCRIPTION OF THE SEIZED PROPERTY, AND (2) CONTACT INFORMATION FOR THE EVIDENCE CONTROL SECTION OF THE BALTIMORE POLICE DEPARTMENT WHICH CAN PROVIDE FURTHER INFORMATION CONCERNING THE SEIZED PROPERTY, INCLUDING INFORMATION ON HOW THE PROPERTY MAY BE RETURNED.					
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					
RENUNCIATION -- I hearby renounce all claim and title I may have to any property under AC# _____				Signed: _____ Date: _____ 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 ECU 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 ECU 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 ECU 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 ECU. (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 ECU 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

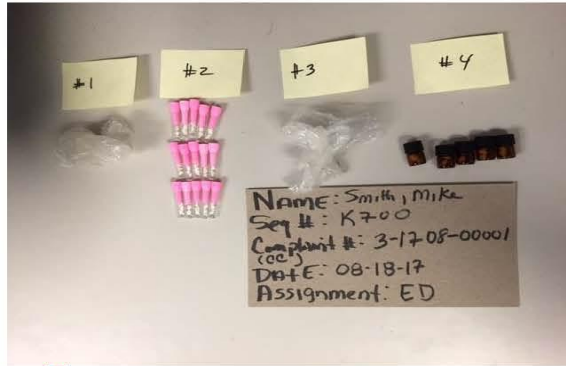
PACKAGING CDS – STEPS 1.1. – 1.7.

1.1. Separate CDS

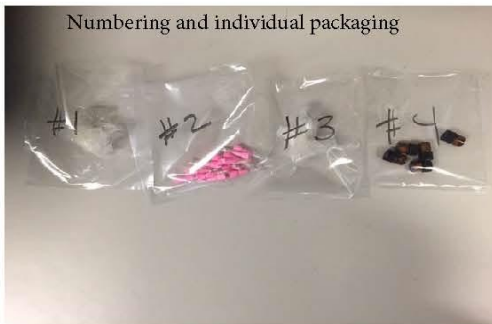
1.2. Arrange individually

1.3. Use number markers to ID each item

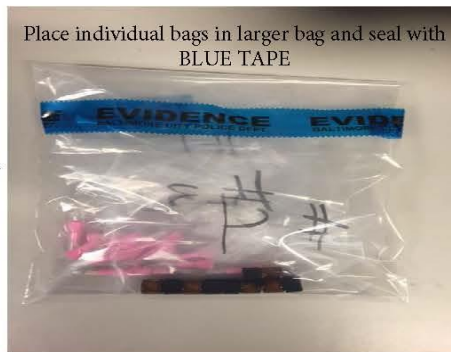
1.4. Make sure cardboard has the following information: name, sequence #, cc#, date and assignment



(1.1. -1.4.)



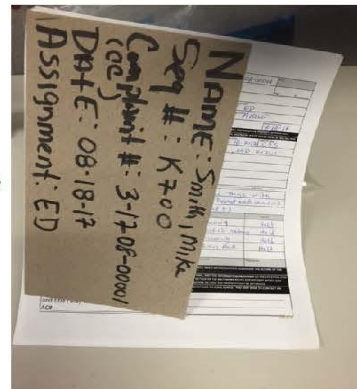
Place individual bags in larger bag and seal with BLUE TAPE



(1.5.-1.6.)



(1.7.)



APPENDIX D

Firearms Claimant Form, Form 306

Baltimore Police Department
Handgun Review Officer
242 W. 29th Street
Baltimore, MD 21211

Reference No. # 16009788

PLEASE COMPLETE AND RETURN. PRINT ALL INFORMATION

Full Name of Claimant: _____

Address: _____

City/State: _____ Zip Code: _____

Home Phone: () _____ Cell Phone: () _____ Business: () _____

Gender: _____ Race: _____ Date of Birth: _____ / _____ / _____
Month Day Year

Social Security Number: _____ Driver License #: _____ State: _____

CHECK APPROPRIATE BOX:

- ☐ I am the legal owner and desire the return of my property.
- ☐ I obtained this weapon from:
Name: _____
Address: _____
Phone: _____
- ☐ I am the legal owner and **DO NOT** WISH THE RETURN OF THIS PROPERTY AND GIVE PERMISSION TO THE BALTIMORE POLICE DEPARTMENT TO DESTROY SAME.
- ☐ I AM NOT THE LEGAL OWNER AND HAVE NO knowledge/information regarding ownership of this property.
- ☐ The weapon in question belongs to:
Name: _____
Address: _____
Phone: _____
- ☐ I disposed of this weapon to:
Name: _____
Address: _____
Phone: _____

CIRCLE ONE: **SOLD** **GIFT** **OTHER (SPECIFY)**

Along with this form you **MUST** include, by **NOTARIZED LETTER**, any additional information you wish us to consider in our investigation of this property.

Signature: _____

Address/Zip Code: _____

Date: _____

NOTARY REQUIRED:

APPENDIX D

Firearms Claimant Form, Form 306, Pg. 2

POLICE DEPARTMENT
BALTIMORE, MARYLAND**PLEASE COMPLETE AND NOTARIZE THIS AND RETURN THE FULL PACKET WITHIN 60 DAYS**

1. Are you less than 21 years of age or have you participated in a straw purchase of a regulated firearm? (Straw purchase means any sale of a regulated firearm where the individual uses another purchaser to complete the application to purchase a regulated firearm, take initial possession of the firearm, and subsequently transfer that firearm to the individual.)
☐ YES ☐ NO
2. HAVE YOU EVER BEEN CONVICTED OF A CRIME OF VIOLENCE? (The term means: abduction; arson in the first degree; assault in the first or second degree; burglary in the first, second or third degree; carjacking and armed carjacking; escape; kidnapping; voluntary manslaughter, maiming; mayhem; murder in the first or second degree; rape in the first or second degree; robbery; robbery with a dangerous or deadly weapon; sexual offense in the first, second or third degree; an attempt to commit any of the aforesaid offenses; or assault with the intent to commit any of the aforesaid offenses or any offense punishable by imprisonment for more than one year.)
☐ YES ☐ NO
3. Have you ever been convicted of any violation classified as a felony; any violation classified as a misdemeanor that a statutory penalty of more than 2 years; or any violation classified as a common law offense regardless of the sentence imposed? (Example of a common law offense include but not limited to : assault, battery, resisting arrest, obstructing and hindering a police officer, false imprisonment.)
☐ YES ☐ NO
4. Have you ever been convicted in any court of a misdemeanor crime of domestic violence? (This includes any misdemeanor conviction involving the use or attempted use of physical force committed by current or former spouse, parent, or guardian of the victim or by a person with a similar relationship with the victim. For further explanation, see definition contained in the Bureau of Alcohol, Tobacco, and Firearms form 4473.)
☐ YES ☐ NO
5. Are you a respondent against whom a current ex-parte civil protective order has been entered?
☐ YES ☐ NO
6. Have you ever been adjudicated mentally defective or have you been committed to a mental institution?
☐ YES ☐ NO
7. Are you under indictment for a crime punishable by imprisonment for a term exceeding one year or are you a fugitive from justice?
☐ YES ☐ NO
8. Are you a habitual drunkard or are you an addict or habitual user of any controlled dangerous substance? (Habitual drunkard means any person who has been found guilty of 3 alcohol offenses, one of which occurred within the past year. Habitual user of controlled dangerous substance means any person who has been found guilty of 2 controlled dangerous substances, one of which occurred within the past 5 years.)
☐ YES ☐ NO
9. Have you ever served in any U.S. Armed Services?
☐ YES ☐ NO
10. Have you ever been discharged from the Armed Forces under dishonorable conditions; have you ever renounced your United States Citizenship; or are you illegally or unlawfully in the United States?
☐ YES ☐ NO

I, THE BELOW SIGNED, CERTIFY THAT THE ABOVE ANSWERS ARE TRUE AND CORRECT AND THAT I AM NOT PROHIBITED BY LAW FROM POSSESSING A REGULATED FIREARM.

Signature: _____ Date: ____/____/____

NOTARY REQUIRED: _____

APPENDIX E

GUN Vault 1 Letter

Charles Smith
5023 Baltimore National Pike
Baltimore, MD 21229

12 January, 2017

According to our records, the firearm described below is in the possession of the Baltimore Police Department Evidence Control Unit under PROPERTY # 15033840, 42

Please review the statements indicated below:

- (X) Under Maryland Law, you may be the legal owner of the above described firearm. If you do not want the firearm returned, please complete the appropriate space on the Form 306 enclosed, HAVE IT NOTARIZED, and return it to the address indicated on the form.
- (X) If you do desire the return of this firearm, please complete and HAVE NOTARIZED Form 306 and the enclosed questionnaire, provide a NOTARIZED letter explaining how the firearm left your possession, and proof of ownership. We will then determine your eligibility for the return of this firearm and advise you accordingly.
- (X) If the firearm was stolen, you must send a copy of the police report. If you were reimbursed by an insurance company for the loss of this firearm, you may no longer have a claim to it.
- (X) If you served in the U.S. Military, you must provide a copy of your "DD214" discharge forms with this packet. Failing to comply fully will result in the forfeiture of your weapon(s).

All correspondences should be mailed to:

242 W. 29th St.

Evidence Control

Handgun Review Officer

Baltimore MD 21211.

If you need additional information, you may telephone the Handgun Review Officer at 410-396-2048.

FAILURE TO COMPLY WITH THESE INSTRUCTIONS WITHIN NINETY (90) DAYS OF THE DATE OF THIS LETTER WILL RESULT IN THE FORFEITURE OF THE FIREARM TO THE STATE OF MARYLAND UNDER APPLICABLE LAW.

Thank You,

Name

Rank

Baltimore Police Department
Evidence Control Unit
Gun Vault

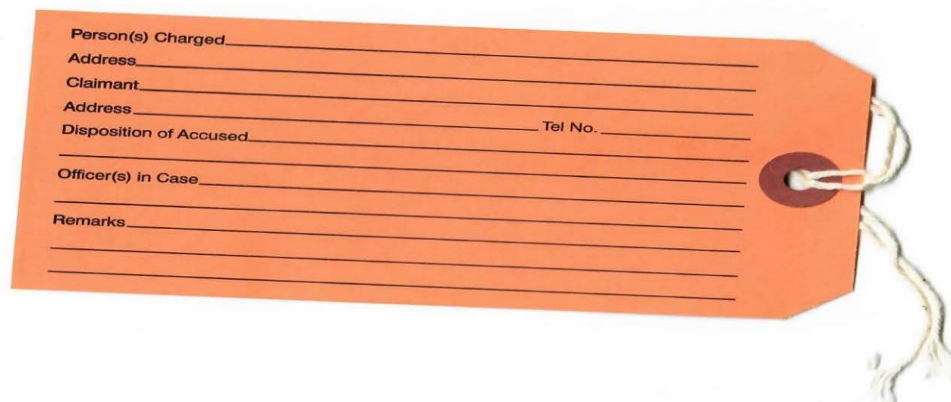
APPENDIX F

Property Tag, Form 72

PROPERTY TAG - FRONT

The front of the orange property tag features the following fields and instructions:

- 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

The back of the orange property tag features the following fields:

- Person(s) Charged _____
- Address _____
- Claimant _____
- Address _____
- Disposition of Accused _____ Tel No. _____
- Officer(s) in Case _____
- Remarks _____

APPENDIX G

Request for Firearms Examination/ Inventory, Form FAQA-23

Forensic Science and Management Services Division
Request for Firearms Examination/ Inventory
Document ID: 10321-1
Published: 01/03/2018

**POLICE DEPARTMENT
BALTIMORE, MARYLAND**

CC#:	Property #:	Gun #: <i>For Lab Use Only</i>
If Non-Evidentiary Check One: <input type="checkbox"/> Ex Parte/Final Protective Order/DV Safe Keeping <input type="checkbox"/> Found Firearm/Ammo		
Location:	Date of Request:	
Incident Date:	Offense:	
Recovered From (Full Name , If Known):	Sex:	Race: DOB:
Victim's Full Name:	Sex:	Race: DOB:
Defendant's Full Name:	Sex:	Race: DOB:
Defendant's Street Address:		
City:	State:	Zip:
Recovering Officer (Name):	Seq #:	Assignment:
Responsible Officer (Name):	Seq #:	Assignment:
Make:	Model:	Barcode Label
Caliber:	Serial #:	
# of Magazines:	# of Fired Projectiles:	
# of Live Cartridges:		
# of Fired Cartridges:		
Additional Items:		
NCIC Information: Stolen <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Checked		
NIC #:	OCA #:	County: State:
By requesting services from this laboratory, you acknowledge that this laboratory reserves the right to determine the scientific scope, course, and method of analysis based on the type of evidence and information available.		
For Laboratory Use Only Below This Line		
Rec'd/Reviewed: <input type="checkbox"/> Accepted <input type="checkbox"/> Declined	Name:	Date:
Reason Declined:		
Processed by Crime Scene Unit (Check all that apply) : <input type="checkbox"/> Latent Prints <input type="checkbox"/> DNA		
CSU Tech Name:	Seq #:	Date:
Make:	Additional Evidence:	
Model:		
Caliber:		
Serial # :		
Type:		
GRC:	Comments:	
Country:		
Importer:		
Barrel:		
Capacity:	Test Fired For NIBIN: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Finish:	Work Area Decontaminated Prior to Inventory: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Preliminary Inventory Performed By:		Date:

APPENDIX H

Request for Forensic Biology/Latent Print Processing, Form 4788-3

Forensic Science and Evidence Management Division
Request for Examination
Forensic Biology/Latent Print Processing
Document ID: 4788-3 Published: 08/07/2017

POLICE DEPARTMENT
BALTIMORE, MARYLAND

Place of Occurrence:		CC#:
Date of Occurrence:		Date of Request:
Victim's Full Name:	Sex:	Race: DOB:
Suspect's/Defendant's Full Name:	Sex:	Race: DOB:
Requesting Officer (Name):	Seq#:	Assignment:
Contact information:		
By requesting services from the BPD Laboratory Section, you acknowledge that the Laboratory Section reserves the right to determine the scientific scope, course, and method of analysis based on the type of evidence and information available. Certain requests may also require a case review meeting prior to acceptance.		
FORENSIC BIOLOGY		
<input type="checkbox"/> EVIDENCE PRESERVATION (Wet evidence will be dried)	<input type="checkbox"/> FORENSIC BIOLOGY ANALYSIS <input type="checkbox"/> Additional Request	<input type="checkbox"/> STANDARDS FOR COMPARISON <input type="checkbox"/> CODIS Confirmation <input type="checkbox"/> Forensic Paternity
Property Number	Description of Item	Origin (ex. Crime scene, suspect's home)
LATENT PRINT PROCESSING		
Property Number	Description of Item	Origin (ex. Crime scene, suspect's home)
BRIEF DESCRIPTION OF SCENARIO/COMMENTS:		
<input type="checkbox"/> Received (Name/Date)	<input type="checkbox"/> Reviewed/Accepted (Name/Date)	
<input type="checkbox"/> Reviewed/Declined (Name/Date)	Reason:	

APPENDIX I

Latent Print Unit Request Form, Form LPQA-11,

Laboratory Section Latent Print Unit Request for Examination LPQA-11 (Issued 12/1/2013)		Police Department Baltimore, Maryland		CC Number	
				Date of Request	
				Offense	
Requested By:		Sequence Number:		District/Division:	
Place Of Occurrence:				Date Of Occurrence:	
Victim's Full Name:		Sex: M <input type="checkbox"/> F <input type="checkbox"/>		Race:	
Victim's Address:				DOB:	
Vehicle: Year		Vehicle: Make		Tag Number:	
				VIN:	
COMPLETE APPROPRIATE SECTION		By requesting services from the BPD Laboratory Section, you acknowledge that the Laboratory Section reserves the right to determine the scientific scope, course, and method of analysis based on the type of evidence and information available.			
SECTION 1 - REQUEST FOR COMPARISON		Full name of person to be compared – Provide SID Number if applicable			
1.)		2.)			
3.)		4.)			
SECTION 2 - LATENT LIFT SUBMISSION		(Enter Item from which print was lifted)			
1.)		2.)			
3.)		4.)			
5.)		6.)			
7.)		8.)			
9.)		10.)			
11.)		12.)			
SECTION 3 - PHYSICAL EVIDENCE PROCESSING		Property Number:		(ONLY ONE PER FORM)	
Description of Items:					
FOR LABORATORY USE ONLY					
<input type="checkbox"/> Received (Name/Date)		<input type="checkbox"/> Reviewed/Accepted (Name/Date)			
<input type="checkbox"/> Reviewed/Declined (Name/Date)		Reason: See Below			
		Previously determined: No suitable partial latent print(s) were observed/developed; See report sent:			
		Previously determined: Partial latent print(s) were eliminated and/or identified; See report sent:			
		No Prints			
		Previously compared; See report sent :			
		Previously processed; See report sent:			
		Incomplete information			
		Duplicate submission			
		Other:			

APPENDIX J

Evaluation of Property as Having No Value, Form 279

Evidence Control
Form 279

BALTIMORE CITY POLICE DEPARTMENT

Evidence Control Unit
Evaluation of Property as Having No Value

This certifies that the undersigned officer presented the below described property to the undersigned Evidence Control Unit (ECU) personnel for evaluation as to its acceptability by ECU personnel as property of value within the meaning of the Policy 1401, *Control of Property and Evidence*. The submitting officer and ECU personnel agree that in their best judgment the property does not appear to have value, and may be disposed of as trash/rubbish/refuse.

Location Found/Recovered: _____

CC#, If any: _____

Property Description

Recovering Officer's PRINTED Name_____
ECU Personnel's PRINTED Name_____
District/Unit Assignment_____
ECU Personnel's Signature_____
Date and Time of Evaluation_____
2nd ECU Personnel's PRINTED Name_____
Recovering Officer's Signature_____
2nd ECU Personnel's Signature

APPENDIX K

Property Seizure Receipt, Form 57

Form 57/16	Date:	Time:	
Baltimore Police Department Property Seizure Receipt	CC#:	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 L

Seized Property, 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 L

Seized Property, 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 M

Authorization for Removal of Evidence, Form 435

AUTHORIZATION FOR REMOVAL OF EVIDENCE 78 / 435		POLICE DEPARTMENT BALTIMORE, MARYLAND		Property Number	
District or Division				Date	
Central Complaint No.	Type of Case		Nature Of Property (Evidence/Personal)		
Description Of Property To Be Removed					
Reason(s) For Removal Of Property					
Commanding Officer's Written Signature And Date			Requesting Officer's Signature, Soc. Sec. No. And Date		
Above Described Property Given To Requesting Officer By: _____ (SIGNATURE)			Above Described Property, Returned To E.C.S. By Requesting Officer And Received By: _____ (SIGNATURE)		
DATE		TIME		DATE	
				TIME	

1160-27-7