

# Police Department Policy and Procedure Manual

## Chapter 4 — Operations

**Section Number:** 4-5-11  
**Section Title:** Exculpatory Evidence  
**Most Recent Update:** 01/18/2023

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### I. Policy

- A. The Clive Police Department strives to be professional, transparent and thorough in every facet of its practices. The discovery and reporting of exculpatory evidence is one of those facets and is exceptionally important. It is crucial to make sure no one is prosecuted without all of the facts presented to the prosecuting and defense attorneys.

### II. Purpose

- A. To give Clive police department employees a clear method of reporting the discovery of potential exculpatory evidence.

### III. Definitions

- A. Exculpatory evidence-Evidence, such as a statement or discovery of evidence tending to excuse or justify, or absolve the alleged fault or guilt of a defendant.

### IV. Procedures

- A. When a Clive police department employee discovers evidence that is potentially exculpatory in nature, the employee will follow the below procedure:
  1. Immediately document what was discovered by authoring a supplemental or an inter-office memorandum and forwarding that documentation to the criminal investigation commander.
  2. Upon receipt of the potentially exculpatory evidence documentation, the criminal investigation commander will conduct a thorough investigation of the new evidence. Once completed, no matter if the criminal investigation commander believes the evidence is exculpatory or not, the investigation documentation will be forwarded to the appropriate county attorney for their review.

A handwritten signature in blue ink, appearing to read "Michael G. Venema". The signature is fluid and cursive, with the first name "Michael" and last name "Venema" clearly legible.

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Michael G. Venema  
Chief of Police