

Standard Operating Procedure

Controlled Document Denver Police Department Evidence and Property Section

Date: 04/02/2026

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Document Owner: Chief of Police or Designee

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Document Control

Summary of Changes

Version #	Version Date	Nature of Change	Approver	Date Approved
1.0	4/15/2013	Initial Version	Lt. Carney	4/15/2013
1.1	7/5/2013	Add Quality Assurance Manager Role	Lt. Carney	7/5/2013
1.2	9/5/2013	Add DUID triple felony blood draws Add Gun Storage for Private Parties Update Document Change Approvers	Lt. Carney	9/5/2013
1.3	05/10/2014	Update Gun Storage for Private Parties Receiving Evidence Sec 1(e) Labeling	Lt. Carney	05-10-2014
1.4	07/10/2014	Marijuana composting	Lt. Carney	07/10/2014
1.5	09/10/2014	Authorize Medical Examiner to withdraw Evidence	Lt. Carney	09/10/2014
1.6	6/23/2015	Packaging of clothing in Serious Crimes	Lt. Carney	6-23-15
		Add packaging of Pellets Guns for Trace Evidence Modify labeling boxes from 2 sides to 4 sides Manila Envelopes stored in Vault	Lt. Carney	6-23-15
		Director of Forensics and Evidence changed to Commander of Administrative Management Division Add #11 staff expectations to section C	Lt. Carney	6-23-15
		Revision of REL procedure Firearm bin locations	Lt. Carney	6-23-15
		Inventory Procedures 3.3 and Supervisor Responsibilities 4.2	Lt. Carney	6-23-15
1.7	6/24/2015	Add invoice item number written on packaging	Lt. Carney	6-24-15
	7/30/15	Addition of specified transport vehicle in Destruction of Narcotics	Lt Carney	7-30-15
	8/5/15	Revised comingled clothing documentation procedure	Lt Carney	8-15-15
	9/6/15	Revision of items "not for evidence, to be destroyed"	Lt Carney	9-6-15
	9/24/15	Revision of NCIC hits on firearms	Lt Carney	9-24-15
	10/28/15	Addition of NX box labeling	Lt Carney	10-28-15
	12/8/15	Revision of Drying Room Procedure to escort all people Revision of personnel approved to submit evidence	Lt Carney	12-8-15
	1/3/16	Revision of Sex Assault Kit storage	Lt Carney	1-3-16

1.7 Con't	1/16/16	Revision of Archive/Bio-Haz Cage to Archive Cage	Lt Carney	1-16-16
		Revision of required box size if stored in Vault	Lt. Carney	1-16-16
	1/25/16	Revision of types of drugs stored in Vault – Medical to Personal marijuana	Lt Carney	1-25-16
		Revision of perishable drugs storage location		
	2/9/16	“Property Management Bureau” updated to “Property Management Section”	Lt Carney	2-9-16
		“PMB” updated to “EPS” – entire document		
	2/17/16	Section G.6.3 updated to include verification of disposal authorizations for evidentiary firearms	Lt. Carney	2-17-16
	3/9/16	Section G.6.2.c – NCIC notifications on stolen firearms added	Lt Carney	3-9-16
		Sections D.10.7; D.11.16; D.13.n – Remove language regarding making copies of invoice for items in drop safes		
	Sections D.10.7 and D.10.8 – Revision of gun lockers in viewing room to Gun Safe			
	Section D.10.6 – guns bar-coded for “Vault” and not “below listed Vault locations”			
	Section D.5.13 – Blue evidence tape for Drying Room returns			
	Section D.13.f – Instructions for narcotics to be destroyed			
	Section G.7 – Revision of Release of Marijuana			
	Section G.6.2.b – Submitting Officer listed as authority for disposal for firearm			
	3/29/16	Section D.3 – Revision of Found/Personal Property	Lt. Carney	3-29-16
	5/7/16	Section D.13.i.2 and D.13.i.3 – packaging name updated to DPD23R	Lt. Carney	5/7/16
1.8	5/14/16	Section D.13.j.3 – Removal of holes being punched in packaging to facilitate drying	Lt. Carney	5/14/16
		Section D.1 – “Section” changed to “Bureau” for FBI and ATF		
		Section D.1 – Addition of Denver Sheriff Dept to those able to submit personal/found property		
	6/14/16	Section G.1.6 Added to require Unit Commander approval for disposal in S/A and Homicide Cases	Lt Carney	6/14/16
	9/26/16	Section G.5.6 and G.5.10 revised to include specific steps in the background process for firearm owners.	Lt Carney	9/26/16
	11/16/16	Section G.8 revised to reference section D.13(k)(1)	Lt. Carney	11/16/16

1.8 Con't	1/24/17	Section D.13.m.5 regarding Personal Property Marijuana storage (NPPM) deleted Section G Scope revised to say "Release of Medical/Personal Property Marijuana" Section G.7 EPS staff not to release marijuana to the public Section C.10.4 Remote Evidence Lockers revision	Lt. Carney	1/24/17
1.9	7/4/17	Section D.7 Urine samples to be stored in freezer	Lt. Carney	7/4/17
	9/21/17	Section G.1.6 disposal "received in writing by" unit Commander	Lt. Carney	9/21/17
	12/24/17	Section C.7 revised, removed language regarding key sign-out sheet and storage of that sheet and who keys are assigned to	Lt. Carney	12/24/17
	1/2/18	Section F.4.2.b deleted All references to F Drive changed to Y Drive	Lt. Carney	1/2/18
	1/24/18	Section D.10.7 and D.10.8 remove TL-GUN storage location code use Section D.11.6 remove TL-CASH storage location code use Section D.13.n remove TL-DRUG storage location code	Lt. Carney	1/24/18
	3/20/18	Section D.13 revised to remove language re: separation of narcotics from containers. Sub-section D.13.e deleted	Lt. Carney	3/20/18
	3/27/18	Section D.6 revised to include language re: evidence tape on sex assault kits	Lt. Carney	3/27/18
	5/23/18	Section G.5.4 revised to include copying form of identification Section D.2.b revised to include inspection of containers during intake	Lt. Carney	5/23/18
	6/1/18	Revise Destruction of Drugs G.8	Lt. Carney	6/1/18
	6/13/18	Revised G.8.3.a regarding transport of narcotics	Lt. Carney	6/13/18
	6/17/18	Section D.11.9 added re: Collector Coins	Lt. Carney	6/17/18
	8/1/18	Section D.7 subsections reformatted Section D.13.o formerly D.13.n Section D.13.n revised to include policy for drugs that do not fit in Viewing Room safe Update Document Change Approvers Command/supervisory officers and Document change approvers revised	Capt. Rubin	8/1/18
	1/28/19	Removal of ISO from all pertinent sections Replace Commander Patrick Phelan with Commander of Special Operations Division – entire document Section E.4.2 revised from 24 hours to 72 hours Section F.3.2.c.i revised to include notification of direct supervisor	Lt. Murray	6/12/19

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	1/28/19 con't	Section G.5.k revised from "under storage control" to "in storage control" Section D.4.1-2 revised language regarding co-mingled clothing	Lt. Murray	6/12/19
	2/6/19	Personal/Found property and evidentiary items approved to be released will be held for 60 days	Lt. Murray	6/12/19
	3/20/19	Section name change to "Evidence and Property Section," "PMS" to "EPS," entire document	Lt. Murray	6/12/19
	4/3/19	Section C.9 revised to include language regarding disparaging comment re: policies and procedures	Lt. Murray	6/12/19
	4/15/19	Section C.10.c.2 revised, oversight no longer required since districts close at 2100 and no one is present Reference to drop safes removed from entire document Section D.13.k revised to clarify evidentiary items kept Safety Technician title changed to Safety Manager, entire document Section F.1 revised from "inventory" to "inventories" and documentation now scanned by supervisor Section F.3.1.f.ii and F.3.2.b updated with supervisor storing reports on Y Drive Section G.2.7 language revised Section G.8.1.c revised from "initial and date" to "badge and date" Section G.9.2.i revised to reference GS Jewelry to section G.10 Section H.1 revised to include new forms used by EPS Section H.3 revised to include two freezers in the Vault Section D.7.3 deleted; D.7.4-6 renumbered as 3-5	Lt. Murray	6/12/19
	5/13/19	All subsections re-numbers and formatted, entire document	Lt. Martinelli	6/12/19
	5/15/19	Safes added as item not accepted in RELs Section G.5.k.1-2 added regarding release of ammunition	Lt. Martinelli	6/12/19
	5/22/19	Section D.7.a.6 added regarding DUI blood sample disposals	Lt. Martinelli	6/12/19
2.0	9/19/19	Section G Disposal process revised	Lt. Martinelli	
	11/27/19	Section D.7.b.(3-4) removed; D.7.b.5 renumbered to D.7.b.3.	Lt. Martinelli	
	1/7/2020	Section D.10.i.1 & D.10.vii.1 updated to not store gun cases & package guns in boxes	Lt. Martinelli	
	1/13/2020	Section F.1.a updated re: frequency of inventories in Vault/money bins	Lt. Martinelli	
	3/4/2020	Section C.8.c added	Lt. Martinelli	

	4/13/2020	Section D.11.c revised	Lt. Martinelli
		Section D.10.i revised	Lt. Martinelli
	7/27/2020	Section D.15: Food & Comestibles added	Lt. Martinelli
	8/5/2020	Section D.14.a revised re: butane lighters	Lt. Martinelli
	11/9/2020	Section D.2.a.7.ii added re: submission of items related to death cases	Lt. Martinelli
		Section D.2.a.3 revised to add officer signing evidence tape with badge number and date	Lt. Martinelli
	1/25/2021	Section A updated to include language re: biannual shift vote	Lt. Martinelli
	3/1/2021	Section G.6.d.2 & G.8.a.3 revised to include verification in firearm & drug pulls for destruction	Lt. Martinelli
2.1	11/03/2021	Section A revised to annual shift vote	Lt.McDaniel
	11/13/2021	Section A revised to seniority in EPS	Lt.McDaniel
	4/6/2022	Section C.11 revised to all three shift supervisors via email	Lt.McDaniel
	11/22/2022	Section C.11 revised to include policy regarding outside employment and reporting of criminal and traffic violations received	Manager Wallick
	1/11/2023	Section G.1.f.1 added re: overdose death authority for disposal	Manager Wallick
	5/8/2023	Section D.10.e revised re: ATF forms for officer duty weapons	Manager Wallick
	5/15/2023	Section C.6 revised re: safe codes	Manager
		Section C.7 revised re: removal of language re: stairwell keys	Wallick
		Section C.10.d.2 revised re: sergeant badge on invoice	
		Section D.5.j revised re: PR# and GO# on packaging	
		Section D.5.o revised re: cleaning solution used	
		Section D.10.a revised re: ammunition packaging	
		Section D.10.g revised re: vault access and firearm storage	
		Section D.10.l-m revised re: vault locations	
		Section D.11.f-g, h re: money locations and packaging	
		Section D.13.j.1 revised re: presumptive testing stickers	
		Section D.13.m revised re: vault access and drug storage	
		Section D.13.0 revised re: storage of fresh marijuana	
		Section D.14.c revised re: storage of fireworks	
		Section G.2 revised re: public release procedures by appointment	
		Section G.9.c-d revised regarding release of items to General Services	

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5/13/2023 con't.	Section G.11 revised re: shipping items to other agencies Section H.1 revised re: removal of Presumptive Drug Screening Form Section H.2 revised re: change of refrigeration units from two to one, and Detail 1 supervisor to log temperatures	Manager Wallick	
5/25/2023	Section C.4.a revised re: Visitor Log requirements Section D.10.i.6 revised regarding guns held for private individuals Section G.4.d revised regarding identification for firearm background checks Entire document updated with Manager in place of Commanding Officer Section C.4.l added re: alarm response Section C.10.c revised re: REL intake of knives and firearms Section D.1 revised re: DSD staff authorized to submit items to EPS Section D.10.a revised re: ammunition storage Section D.10.b revised re: firearm magazine storage Section D.10.h revised re: firearm storage location Section D.10.i.3 revised re: items authorized to be stored Section D.10.i.4 revised re: shipping and transfer of firearms Section D.10.i.6.vii.3 revised re: firearm storage location Section C.10 revised re: accepted items in Remote Evidence Lockers Section D.10.j added re: (T)ERPO firearms Section E.4 revised re: supervisor tasked with evidence not returned	Manager Wallick	
2.2	11/15/2023	Section C.11 revised to include subsections and add Time Keeping category	Manager Wallick
	12/14/2023	Section D.10.l modified to include starter pistols. Vault storage locations sections D.10.l-p list updated, section D.10.q added	Manager Wallick
	1/8/2024	Section C.8.c.6 added re: items held for Cold Case Unit from Offsite Warehouse	
	8/14/2025	Section D.10.b & e revised re: extended magazines and ATF forms	Manager Wallick
	9/4/2025	Section D.2.a.1 revised re: generating invoices and PR numbers for each submission Section G.1.g & h revised re: destruction of contraband Section C.11.d added	Manager Wallick

2.2 con't.	12/4/2025	Section D.4 revised re: co-mingled clothing Section D.10.d: revised re: firearm serial number verification Section G re-numbered due to duplicates Section D.8 revised re: Fraud Unit evidence Section D.5 revised re: Soiled & bloody clothing Section D.5.d revised re: Drying room liner Section D.7.b.3 revised re: urine sample storage	Manager Wallick
	4/2/2026	Section G.12 added re: identifying items authorized for disposal Entire Document: Storage Control updated to Property Storage	Manager Wallick

Controlled Document

Document Change Approvers*

Function
Division Chief of Administration or Designee
Evidence and Property Section Manager
Quality Assurance Manager

*Please see current Organizational Chart

Document Review Plans

This document will be reviewed and updated, if necessary, as defined below:

- As required to correct or enhance information content
- Following changes to the quality system standards
- Following any organizational changes or restructuring
- Following an annual review

Obtaining the most recent version of this document

The latest version of this document may be requested from the Chief of Police or Designee.

Document Distribution

This document is automatically distributed to all change approvers and upon request by the Division Chief of Administration.

Security Classification

The security classification (Denver Police Department Confidential) and the handling of this document, comply with the Denver Police Department's Additional Policy Agreement. A record of this agreement can be obtained from the Human Resources Department of the Denver Police Department.

Management Review

Management reviews and approves this procedure and any required changes. Management will review this once every year.

Review Date	Comments	Next Review Date
4-15-2013	Created	4-5-2014
5-10-2014	Revised	5-10-2015
5-5-2015	Reviewed for Revisions	5-5-2016
5-2-2016	Revised for Revision	5-2-2017
5-1-2017	Reviewed and Revised	5-1-2018
6-12-2019	Reviewed and Revised	6-12-2020
4-19-2021	Reviewed and Revised	4-19-2022
	Reviewed and Revised	

Related Reference Documents

Document Name	Document Purpose	Location
Denver Police Department, Operations Manual	Defines rules and regulations followed by all DPD personnel	See https://denvercity.sharepoint.com/sites/dpd/Pages/Home.aspx

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Section A: Evidence and Property Section Overview

The primary function of the Evidence and Property Section is to establish and maintain the “*Chain of Custody*,” and securely store and minimize the risk of contamination to evidence that the Denver Police Department receives. Chain of custody is defined as the moment an item becomes evidence, there exists a documented trail identifying each individual who had custody of the evidence. For evidence to be of value in a criminal case, the chain of custody must not be broken.

The Evidence and Property Section is a support section for all operational functions of the Denver Police Department. It also provides services to the Denver Police Forensics and Evidence Division, the Denver City Attorney and Denver District Attorney, Auraria Campus Police, Denver Public Schools and Colorado State Patrol. Each of these entities is a valued customer, and there is a focus on providing quality services to each one.

The Evidence and Property Section operates 24 hours a day, seven days a week to serve the needs of its customers.

Detail 1: 0500 to 1500

Detail 2: 1400 to 2400

Detail 3: 2030 to 0630 (10-hour shift)

Shift assignments are based on both seniority with the Evidence and Property Section as well as the business needs of the section. A shift vote will be conducted annually, and staff are required to participate. Additional votes may occur during exigent circumstances at the direction of the manager of the section.

In addition to written procedures for mission accomplishment, the Evidence and Property Section also performs routine audits of personnel and procedures with an emphasis on continued improvement of both. As a member of the Evidence and Property Section, employees will be continually evaluated as part of the audit process to ensure that all members of the team are completing their job as outlined in procedures.

This manual will not cover all activities or events that employees may encounter. When unusual situations arise, an Evidence and Property Section Supervisor should be consulted for guidance. Employees will use their best judgment based on experience and training to handle minor situations that arise when a supervisor is not available and to report those actions to their supervisor by email or other means so that, if warranted, similar situations can be addressed in future updates of this manual.

Section B: Roles and Responsibilities

This section describes responsibilities of employees delivering or supporting services provided by the Evidence and Property Section. The same individual might perform several roles. Responsibilities include, but are not limited to, those listed for each role.

Evidence and Property Section Manager

- Oversee section operations
- Maintain security protocols of the Evidence and Property Section
- Authorize release of evidence based on defined requirements
- Primary contact on handling and deposit of U.S. currency in large quantities
- Contact General Services reference items for inspection/release
- Approve standard operating procedures and form additions, changes, or retirement
- Maintain critical equipment list

Quality Assurance Manager

- Determine audit areas and personnel assigned to audits
- Report audit findings to Evidence and Property Section manager
- Conducts random audits of all staff assigned to the Evidence and Property Section to ensure that policy and procedures are understood and being adhered to.

Evidence and Property Section Supervisor

- Maintain security protocols of the Evidence and Property Section
- Act as Evidence and Property Section manager designee when assigned
- Investigate issues with evidence, as applicable
- Notify responsible persons of withdrawn evidence exceeding time allotment
- Audit inventories completed by staff within thirty (30) days of inventory
- Reconcile inventory reports
- Identify root causes of non-conformities

Evidence and Property Section Personnel

- Maintain security protocols of the Evidence and Property Section
- Conduct intake and release of evidence
- Where authorized, store specified evidence in vaults
- Follow Drying Room procedures for bloody or soiled clothing
- Respond to offsite warehouses as required
- Collect evidence at Remote Evidence Lockers
- Follow proper procedures for handling of guns, money, and narcotics
- Monitor evidence viewing area
- Conduct audits as assigned by the Quality Assurance Manager

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- Where authorized, dispose of evidence
 - Ship evidence to other agencies
 - Log refrigeration records
 - Notify appropriate personnel of alarms
 - Assist in cleaning and sanitization of work areas

Drug Technician

- Disposal of all drugs authorized for destruction
- Vault inventories as assigned
- Store evidence in specific vaults

Firearm Technician

- Release of firearms/guns
- Destruction of weapons
- Provide reports/forms to the proper authority for a background check
- Notify the requesting person of release status
- Update and attach documentation to RMS in accordance with procedure
- Store evidence in specific vaults

Money Technician

- Transfer property to General Services (Jewelry and Rare Coins)
- Store evidence in specific vaults
- Notify appropriate personnel of alarms

Section C: Evidence and Property Section

1. Introduction

When evidence is placed into the Evidence and Property Section (EPS), the chain of custody prior to acceptance has already been documented. Personnel assigned to the Evidence and Property Section are responsible for continuing that documentation utilizing the Records Management System (RMS) from the time evidence is in the Department's possession until its final disposition.

The EPS is required to store any property received that is not hazardous nor poses unwarranted health risks to staff. Hazardous material may include, but is not limited to, explosives, fireworks, poisons, or dangerous chemicals.

Items stored by the EPS are categorized by the following:

Evidence: any item that is received by EPS to aid in a criminal investigation. Items of evidence, depending on the circumstance and statute, may be kept indefinitely.

Personal property: any item that is received for safekeeping, not related to a criminal investigation, where the owner is **known**.

Found property: any item that is received for safekeeping, not related to a criminal investigation, where the owner is **unknown**.

Included in this procedure manual, are instructions for RMS data entry and procedures. These instructions are provided in addition to existing procedures required by the RMS. They are not intended to be comprehensive and must be understood within the context of this manual.

This Procedure manual does not cover all activities or events that employees of the Evidence and Property Section will encounter. At times best judgment based on experience and training will dictate how a situation should be handled. When unusual situations arise that are not covered in this manual an EPS Supervisor should be consulted for guidance when practical.

2. Integrity

All employees of the EPS are required to complete a comprehensive background check including financial reports, criminal history, and driver's license records as a condition of their initial appointment. All new employees must pass a drug test and polygraph examination.

Employees of the EPS are required to immediately report any suspicious activity that may compromise the integrity of evidence or the Evidence and Property Section to their supervisor, Evidence and Property Section manager, Division Chief of Administration or designee, or the Internal Affairs Division. Any employee making notification in good faith will not be retaliated against in any manner.

3. Confidentiality

- a. Staff of the EPS will treat all information regarding their position and duties with strict confidence.
- b. Information will only be shared with:
 1. Denver police officers/employees acting in their official capacity.
 2. Members of the City and District Attorney's Office acting in their official capacity,
 3. Persons or entities stipulated by the Denver Police Operations Manual.
 4. Persons including or designated by an Evidence and Property Section supervisor or manager, the Division Chief of Administration or designee, Deputy Chief of Police, or Chief of Police.

4. Evidence and Property Section Security

Any person not assigned to the Evidence and Property Section who enters the premises and proceeds beyond the manager's office must be escorted by EPS personnel and will be required to sign the visitor logbook. The logbook will record the date and time of entry, printed and signed name of the visitor, agency, section or contractor which the visitor represents, and the purpose for the visitor's entry into the section.

The following exception applies for city employees:

- a. Crime Lab personnel who have authorized badge access to the EPS Counter Door may enter without signing the visitor logbook.
- b. City employees assigned to Public Office Buildings (POB) and authorized vendors working for POB will be allowed access to Evidence and Property Section facilities provided they have been vetted for warrants and authorized access by the POB Facility Manager.
- c. The POB employee will call the Evidence and Property Section (EPS) at 720 913-6718 at least one hour prior to needing entry and arrange for an employee of the EPS to let them into the desired facility. The POB employee will be allowed to remain without an escort and can escort and monitor vendors contracted by POB.
- d. Approximately one hour prior to completing their work, the POB employee will call the Evidence and Property Section and request that an EPS employee return to secure the facility and set the alarms. The POB employee must remain at the facility until an EPS employee arrives and relieves them.
- e. The POB employee and all escorted vendors will be required to sign the visitor logbook indicating the purpose of their visit and the time they arrived and departed.

Some areas within the Evidence and Property Section are deemed higher security and considered "Restricted." These areas include the Vault, Gun Cages, the Destruction Cage, the General Services Cage, and the Archive/Biohazard Cage. Access to these areas must be approved by the Evidence and Property Section manager or his/her designee.

- f. Access to the Vault and Gun Cage are restricted to the Evidence and Property Section manager, police technicians and supervisors authorized by the Evidence and Property Section manager. Access to the Vault is controlled by an electronic employee recognition system and badge reader. Authorized personnel are also issued a key to bypass the electronic safeguards in case of emergencies. Access to the Gun Gage is controlled by key entry (see Keys).
- g. Access to the Gun Destruction Cage is restricted to the Evidence and Property Section manager and his/her designee, the police technician assigned to guns, and the day shift sergeant. Access to the Gun Destruct Gage is controlled by key entry (see Keys).
- h. The Archive Cage and Off-Site Warehouse are considered restricted areas. EPS personnel are authorized to work in these areas and to escort approved visitors. Access to the Archive Cage and Off-Site Warehouse is controlled by key entry (see Keys).
- i. The General Services Cage is considered a restricted area. EPS and General Services Department personnel are authorized to work and escort approved visitors in this area. Access to the General Services Cage is controlled by key entry (see Keys).

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- j. All EPS personnel are to be vigilant in ensuring authorized personnel are the only persons operating in restricted areas.
 - k. Persons under arrest are never allowed within the EPS.
 - l. All alarms will be reported all EPS supervisors and manager via email, including fire alarms. In the event of an evacuation, EPS staff will lock the deadbolt on the front lobby door and notify Dispatch that EPS is evacuating the building and unavailable. EPS staff will then forward the main telephone line to Dispatch using the following steps:
 - a. Press "Forward All" on the desk phone, ensuring the 3-6718 extension is selected.
 - b. Enter "3-2000" for Dispatch.
 - c. Press "Forward Off" upon return to the office.

5. Photographing Evidence

The news media will not be allowed to take any pictures or videotape in the Evidence and Property Section. No photos or videos showing evidence in the Evidence and Property Section will be made except for the Evidence and Property Section's security system and those authorized or made by the assigned detective/investigating officer or court investigator. No images from the security system will be released except with the written approval of the Evidence and Property Section manager, Division Chief of Administration or designee, Deputy Chief of Police, or Chief of Police.

If pictures of confiscated property are required, these photos should be taken prior to custodial processing by the Evidence and Property Section and away from operational areas of the Evidence and Property Section.

6. Safe and Alarm Codes

The TL-GUN Safe and Green Safe are controlled by electronic codes. The Evidence and Property Section manager is responsible for determining which personnel are authorized to have access codes and will change the codes on a yearly basis or when deemed necessary.

The Evidence and Property Section manager will maintain a log on the computer Y drive (Evidence and Property Section) documenting which individuals are issued access and dates that the safe codes are changed. The master reset code for all electronic locks will be stored by the Evidence and Property Section manager with a copy sent to the Division Chief of Administration or designee.

7. Keys

Keys to the EPS front door are kept on the keyboard in the front of the section to secure the section during exigent circumstances. The stairwells are controlled by electronic locks. In exigent circumstances, the door locks automatically unlock to allow staff to safely exit. Keys specific to assigned tasks are issued to each employee with the approval of the Evidence and Property Section manager. Employees will return all keys upon demand of their supervisor and copies of keys are prohibited unless authorized by the Evidence and Property Section manager.

Vault keys issued to employees are not to be used to bypass the electronic security device, except in instances where the security system fails. Bypassing the electronic entry system will trigger alarms that have to be reconciled by the Evidence and Property Section manager and Technology Services – Safety. Any officer/employee bypassing the electronic entry system by use of an assigned key must report the circumstances in an explanatory email to the Evidence and Property Section manager before completion of his/her shift.

8. Off Site Warehouses

The location of the offsite warehouses will not be disclosed to the public. The locations of these facilities shall be revealed on a need to know basis. The offsite warehouses are used for storage of evidence held for long periods (generally exceeding three years) and for large items. **Under no circumstances will the offsite warehouse be used to store drugs, guns, or currency.**

a. Alarm response

The Globeville warehouse is a secured facility, located adjacent to Traffic Operations/Traffic Investigations. The PADF (Former City Jail) is located at 1351 Cherokee Street. Both facilities are monitored with video cameras and secured by alarms equipped with motion detectors and door alarms that report directly to Denver 911.

If an alarm is activated, police will be dispatched to the location with a high priority and the EPS will be notified.

1. Globeville Warehouse

An employee from the Evidence and Property Section will notify police dispatch that they are also responding to the warehouse and will provide responding district officers with any necessary entry codes and/or entry cards to enable a search of the premises.

2. PADF

Responding district officers needing entry to the PADF facility will go to the Evidence and Property Section in B-1 to obtain any necessary entry codes and/or entry cards to enable a search of the premises.

Civilian Evidence and Property Section employees will not enter a facility where an alarm has been triggered until district officers have ensured it is safe to do so.

When accompanied by a district officer(s), an officer assigned to the Evidence and Property Section who is properly identifiable as a police officer and equipped according to department policy may enter and assist with searching the facility.

When a facility has been searched by sworn officers and determined to be safe for examination, Evidence and Property Section employees will check it for indications of illegal entry, burglary or tampering.

Following their examination of the facilities, civilian and sworn employees will immediately report to their supervisor any indications of illegal activity, including but not limited to illegal entry, burglary, or tampering.

The Evidence and Property Section manager will be notified by Denver 911 and the Evidence and Property Section of all alarms. When available and deemed necessary, the Evidence and Property Section manager will respond on alarms that occur between the hours of 2200 and 0600 or when there is not an EPS employee available to respond. If an EPS employee responds, he/she will notify the Evidence and Property Section manager by email of the circumstances surrounding each alarm prior to reporting off duty.

b. General usage

New items being placed in the EPS can be delivered directly to the offsite warehouse if the size or number of items dictate it. Examples may include evidence associated with marijuana cultivation cases (excluding drugs) or a large seizure of property relating to serial burglary arrests.

1. In all cases where evidence is delivered directly to the offsite warehouse:
 - i. An employee from the Evidence and Property Section will meet the transporting officer at the warehouse and ensure that the items are properly inventoried and tagged prior to storage.
 - ii. The invoice will be entered into RMS and bar codes will be printed and placed on the items within 24 hours of receipt.
2. The following procedures govern entry to the off-site warehouse and will be adhered to by all EPS Personnel:
 - i. At least one employee, assigned to the EPS, will be sent to the off-site warehouse for retrieval or placement of property. Where possible, the technician will be accompanied by a second member of the EPS for added safety.
 - ii. No visitors or unauthorized persons are allowed into the off-site warehouse without permission of the Evidence and Property Section manager. Authorized Visitors must be escorted by a member of the Evidence and Property Section.
 - iii. Following entry, the employee has 30 seconds to deactivate the alarm. After deactivating the alarms, the employee will complete an access entry logbook by documenting the purpose for entry and list his/her arrival and departure times.

c. Offsite Warehouse Transfers

1. Evidence & Property Section employees physically transferring items from the Globeville offsite warehouse will update the storage location from the bin location at Offsite to the temporary location in B1 (TL/OFFSITE)
2. Checkouts and returns in evidence continuity will be conducted per current policy & procedure.
3. Items waiting to be checked out will be stored on marked shelves near the intake counter. Items waiting to be returned to the Globeville warehouse will be stored on marked shelves near the GS area.
4. Evidence & Property Section employees physically returning items back to the Globeville offsite warehouse will update RMS again with the specific bin location at Offsite and store the item accordingly
 - a. New tags DO NOT need to be printed/affixed as the original tags will aid the technician in return storage
5. If a new item is submitted at EPS, and the case is currently stored at Offsite:
 - a. Evidence & Property Section employees will perform intake per current policy & procedure.
 - b. The associated 1999 case number will be entered into the associated GO# field first followed by the current GO#.
 - c. The item will be coded for TL/OFFSITE in **Property storage**.
 - d. Evidence & Property Section employees physically returning items back to the Globeville offsite warehouse will update RMS with the correct storage location at Offsite and print/affix a new tag.
6. **Items to be tested by the Lab as requested by the Cold Case unit will be coded for TL/COLD CASE and stored on the endcap shelves marked COLD CASE.**

9. Professionalism

All employees will treat coworkers, supervisors and customers with respect at all times. Evidence and Property Section staff will strive to provide exceptional service to all customers and be responsive to the needs of each.

To maintain efficiency and a positive work environment, employees will not engage in disparaging or negative comments in the workplace relating to the Denver Police Department, the chain of command, section or department policies and procedures, supervisors or peers.

a. Telephones

Members of the Evidence and Property Section will answer department phones by first identifying the unit: "Evidence and Property Section" and then identifying themselves by their title and last name (Technician Garcia, Sgt Miller, etc.) to the caller. The caller will be treated with respect at all times and staff will endeavor to provide as much information as practical that does not otherwise violate confidentiality or compromise an ongoing investigation. Callers that are argumentative will be referred to a supervisor.

b. Email and fax Communications

All email and fax communications will address the recipient by title (Lt. Jones) or a general greeting such as "Good Day or To All Concerned" when the communication is directed to more than one individual. The contents of the communication should be concise stating the facts and not include opinion or speculation about how the recipient should respond or act. All emails should conclude with "Thank you", "Regards" or a similar ending.

10. Remote Evidence Lockers

Secure evidence lockers at police facilities throughout the city allow officers to submit evidence without responding to the Evidence and Property Section (EPS). The proper use of these lockers ensures that evidence continuity is maintained, and contamination risks minimized.

a. Remote Evidence Lockers (REL) cannot be used for the following items which must be transported directly to the Evidence and Property Section:

1. Bloody clothing that requires drying.
2. Any wet or soiled items that will leak through storage bags.
3. Sexual Assault kits collected from hospitals or clinics that require refrigeration.
4. Blood samples from DUI Cases that require refrigeration.
5. Any item that requires refrigeration to prevent spoilage.
6. Personal property belonging to prisoners. (These items are the responsibility of the Denver Sheriff Department.)
7. Bulk items that do not fit into the remote evidence lockers.
8. U.S. Currency exceeding \$5,000.00.
9. Safes
10. Firearms

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11. Fired shell casings
 12. Items 10 & 11 will not be automatically rejected by EPS staff. To prevent a delay in processing, they will be transported to EPS, and the EPS REL Coordinator will be notified via email. The EPS REL Coordinator is responsible for notifying district liaisons.
- b. Officers are required to follow all procedures for submitting evidence to the lockers as they would at the Evidence and Property Section and are encouraged to call the EPS at (720) 913-6718 regarding any questions about packaging or processing of evidence. Officers submitting evidence using the REL will:
1. Package each item of evidence or personal/found property as directed in the EPS Packaging Manual located near the evidence lockers.
 2. Place all evidence in envelopes, boxes, bags and other containers as outlined in the packaging manual. Each container must be sealed with evidence tape by the submitting officer to prevent contamination and ensure the integrity of the evidence.
 3. Complete a Property Invoice Form (DPD122), itemizing each item of property with the corresponding Item Number placed on the box, bag or envelope.
 - i. Detectives may return photo disks that have been checked out from the Evidence and Property Section by ensuring that evidence tape is applied to the envelope and dropping it in the mail slot used for single items. No invoice is needed since it is a return. The detective should check evidence continuity after 24 hours or submittal to ensure that the item was received by EPS and that the record accurately reflects the return.
 4. The submitting officer will place the completed Property Invoice and all items listed on the invoice inside one of the evidence lockers and press the lock button to secure it.
 5. Once secured, the only access to the locker will be by employees assigned to the Evidence and Property Section.
 6. The cylinder key that opens the evidence lockers is controlled and secured by the Evidence and Property Section unless it is checked out to the EPS employee assigned to retrieve evidence.
- c. Evidence and Property Section employees will process the items located in the Remote Evidence Lockers (REL) as follows:
1. Unless prevented by circumstances such as staffing issues, inclement weather, etc., an EPS employee will respond to the Remote Evidence Lockers daily between the hours of 2030 and 0030 to retrieve evidence and replenish supplies needed for evidence packaging.
 2. The EPS employee will process one locker at a time compare the contents of the locker with the Property Invoice to ensure that all listed items are accounted for. The EPS employee will note the locker number on the upper left-hand corner of the Property Invoice to assist with processing.
 3. EPS employees are authorized to break evidence tape on packaging to ensure the item is packaged in a manner that ensures the safety of those handling the item e.g. firearms and knives. The item will then be re-sealed with blue evidence tape and signed with the EPS employee's badge number and current date.

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4. After evidence is recovered, the EPS employee will clean the interior of the locker with sterilizing wipes and leave it in the unlocked position. The locker with the one-way slot will be locked by the EPS employee.
 5. The contents of each locker will be transported by EPS employees to the Evidence and Property Section and processed immediately. (See Intake Procedures)
 6. A copy of the Property Invoice will be scanned into RMS as an image to allow submitting officers to view it.
- d. Any discrepancies between the property invoice and items recovered from the locker or items that are not packaged properly will be handled as follows:
1. Additional item(s) stored in the locker not itemized on the Property Invoice:
 - A district sergeant will add the item and his/her name to the invoice.
 2. Items that are listed on the property invoice form but not found in the locker:
 - A district sergeant will write their badge number the Property Invoice, acknowledging that the item was not in the locker. The items present in the locker will be processed according to procedure and the missing item(s) will not be entered into RMS.
 3. When irregularities cannot be resolved by a district sergeant, or a district sergeant is not available, the following steps will be taken:
 - a. The EPS employee will:
 - i. Complete an REL Property Rejection Form describing the discrepancies.
 - ii. Forward a copy of the rejection form to the EPS REL Coordinator.
 - iii. Place the rejection form, Property Invoice and all associated property into a rejection locker and press the lock button to secure the locker containing the items.
 - iv. Once secured, the only access to the locker will be by the District Commander or designee.
 - b. The district commander or designee will check the rejection lockers daily and address discrepancies with officers. Once errors are corrected the evidence may be resubmitted to the REL or transported to the Evidence and Property Section.
 4. Any investigation regarding errors made or items missing will be the responsibility of the submitting officer's commander.

11. Staff Expectations

A. Punctuality and Timekeeping

Evidence and Property Section employees will arrive for work and be prepared to begin their shift at the assigned time. If an employee cannot report to work, he/she will call the Evidence and Property Section at (720) 913-6718 and speak to a supervisor no less than one hour prior to the start of their shift. If a supervisor is not available, the employee will speak to an EPS staff member, who will then notify all three shift supervisors via email and appropriate staff at the earliest reasonable time.

Staff are to adhere to their assigned scheduled hours and notify **all supervisors** when deviations occur. **Requests to leave early/report late must be approved by a supervisor either verbally or in writing (e.g. email or text message).** If no supervisor is present, staff must contact a supervisor utilizing the Telephone List that is posted at all EPS workstations to obtain approval.

Clocking in from any location that is not the Evidence & Property Section at the Police Administration Building (PAB), such as the PAB parking garage, or leaving EPS and then clocking out, is not acceptable. Additionally, a scenario that results in a schedule deviation, unauthorized overtime, or reporting time errors (e.g. punching in at 4:53 am but not arriving at EPS until 4:59 am), is not acceptable.

Per Career Service Rule 16-28: Grounds for Discipline:

1. *D: Any act of dishonesty, which may include, but is not limited to, lying, or improperly altering or falsifying records, examination answers, or work hours.*
2. *G: Failing to meet established standards of performance including either qualitative or quantitative standards.*
3. *N: Unauthorized deviation from scheduled shift including reporting to work after the scheduled start time of the shift, leaving work before the end time of the shift, or working unauthorized overtime.*

Violation the above Career Service Rule may be subject to disciplinary action which may include dismissal.

Supervisors may grant exceptions on a case by case basis, such as reporting directly to or departing from an offsite warehouse instead of PAB.

Employees are required to adhere to their assigned work schedule but may solicit a trade of days off with a coworker. Once an agreement is reached, employees desiring to trade shifts will submit a request via email to their supervisor at least seven days, if possible, prior to the desired day off. The supervisor will notify the employees via email of the results of their request at least 48 hours, if possible, prior to the day requested. This notification will be final.

In situations during a holiday week when an employee takes time off, they may not earn overtime/comp time unless their actual hours worked is greater than 32 hours. The intent of paying overtime/comp time during a holiday week is to compensate those employees who were not able to observe the holiday due to operational need. When an employee takes time off in the same week as a holiday, the holiday time of 8 hours will be used in lieu of their respective leave banks. Holidays observed by the City & County of Denver are listed under Career Service Rule 10-62.

B. Outside Employment

Staff who wish to obtain employment outside of the City & County of Denver while working in the EPS must complete form DPD 742 Report of Outside Employment or Business Activity and Request for Approval, per Denver Code of Ethics sec. 2-61 and 2-63, and Career Service Rule 15-51. This form must be submitted to the direct supervisor and receive approval from the Chief of Police or designee prior to beginning outside employment.

C. Criminal and Traffic Violations

Staff are required to report all criminal and traffic violations received, whether on or off duty, to their direct supervisor within 3 calendar days after the occurrence, per CS Rule 16-23. This includes traffic violations that may occur while driving a city vehicle.

D. Job Shadowing / Ride a Longs

Staff are highly encouraged to participate in job shadowing with either the Crime Scene Unit or a Denver Police officer during their time with EPS. It is also mandatory during initial training phases as staffing permits. It is highly encouraged that job shadowing occur on a regularly scheduled workday instead of a day off for liability purposes. Workers' Compensation may not cover injuries sustained if job shadowing occurs on a scheduled day off.

Controlled Document

Section D: Intake Procedure

This section summarizes the acceptance of evidence by the Evidence and Property Section by defining the intake procedure scope and objectives.

Scope

The procedure includes the following capabilities:

Individuals authorized to submit evidence to EPS

Receiving evidence

Acceptance of Found or Personal Property

Packing clothing from serious crimes

Bloody or soiled clothing packaging and preservation

Sexual Assault kits

Blood and urine samples

Checks or Fraud Unit paperwork

Edged weapons

Firearms

Money

Illegal Drugs or Narcotics handling

Objectives

The objectives of the Intake Procedure are to:

Outline acceptance policies

Detail receipt of evidence, found, or personal property based on the item type

1. Authorization to submit Evidence or Personal/Found Property to EPS

The following individuals are authorized to submit evidence or personal/found Property to the Denver Police Evidence and Property Section:

- Denver Police Officers
- Denver District Attorney Investigators
- Denver Police Forensics and Evidence Division employees
- Denver Fire Arson Investigators
- Denver Police Civilian Report Technicians
- Denver Police HALO Unit employees
- Denver Sheriff Department employees

Agents of the Drug Enforcement Administration (DEA), Alcohol Tobacco and Firearms Bureau (ATF), Federal Bureau of Investigation (FBI), and local law enforcement officers assigned to State task forces under the following conditions:

- The Property Invoice must include the badge number of a collaborating Denver police officer who will be responsible for notices regarding property,
- Agents must comply with all packaging requirements of the Evidence and Property Section and the Denver Police Forensics and Evidence Division, and
- Federal agents submitting evidence will provide EPS personnel with the agent's name and a contact phone number for entry into RMS under **Property storage**.

Members of the Denver Sheriff Department, Colorado State Patrol and Auraria Campus Police may submit personal/found property.

2. Receiving Evidence

EPS employees will only accept evidence that is properly documented and packaged as outlined in this manual. Evidence submitted through Inter-Department Mail or other property that is not properly packaged or documented on the Property Invoice Form and packaging material will be rejected. Questions regarding compliance with packaging or proper documentation will be referred to the on-duty Lead Property and Evidence Technician or to an Evidence and Property Section Supervisor.

Property Section Personnel will assist only one person at a time at the counter to ensure quality. Although it is inevitable that there will be times during which the demand for assistance exceeds the availability of personnel, all personnel will make themselves available at the counter during peak periods.

- a. Property Section employees are responsible for the processing of all item(s) and will:
 1. Review each invoice for completeness. **A new property report number will be generated for each invoice; items cannot be added on to invoices that have been previously submitted.**
 2. Attempt to physically inspect each submitted item to ensure proper packaging and seals. All containers, such as safes, must be opened and inspected.
 3. Ensure that all submitting officers protect the integrity of evidence by sealing items with evidence tape signed with badge number and current date; including envelopes, boxes, bags and other containers. **Item(s) not sealed with evidence tape, or items with evidence tape not signed with badge number and date, will not be accepted.**
 4. Apply bar-coded labels generated through RMS.

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5. Ensure that in addition to the bar-code label, the invoice and item number(s) are clearly written on the packaging.
 6. Ensure items packaged in boxes will have the General Offense number (GO), Invoice number (PR), item numbers and bin location written in black marker on all four sides. The type of offense will be indicated on at least two (2) sides of the box.
 - i. Narcotics boxes (NX) will have the General Offense number (GO), Invoice number (PR), item numbers, type of offense and bin location written in black marker on one side of the box.
 7. Affix a fluorescent Green "H" label to at least two sides of boxes containing evidence related to the following offenses: Homicide, Known Dead, Suicide, Officer Involved Shooting or Traffic Fatalities.
 - i. Sexual Assault evidence will have a fluorescent Pink "S/A" label affixed to at least two sides of the box.
 - ii. All items related to Homicide, Known/Unknown Dead, Suicide, or Traffic Fatalities will be submitted as evidence unless otherwise directed by a detective, per Major Crimes Division.
 8. Affix a sticker with the letter "V" to all items packaged in a manila envelope and stored in the Vault.
 9. Scan all associated paperwork into RMS under the associated Property Report number.
 10. Place the item(s) in the assigned storage location in the warehouse or appropriate location as outlined in this manual.
- b. Persons submitting or returning item(s) to the Evidence and Property Section are responsible for the item(s) until an EPS employee accepts them. The person submitting or returning item(s) is responsible for the integrity of evidentiary seal(s) and the accurate completion of invoices and other related paperwork.
- Controlled Document

3. Found/Personal Property

EPS employees accepting personal or found property will ensure that the recovering officer(s) has indicated the claimant/owner/finder/victim on the Property Invoice form (DPD 122). They will also ensure that the recovering officer(s) has notated on the invoice when the owner was notified and by whom. The EPS employee will mail the completed owner notification postcard (DPD 351) to the owner's last known address if requested by the officer(s).

4. Packaging of Clothing from Serious Crimes

In serious crimes against persons, such as homicide, aggravated assault, child abuse and kidnapping, each item of clothing will be bagged separately and listed as **individual line items** on the invoice and entered into RMS. However, the investigating detective or Crime Lab personnel may request that the clothing be co-mingled to preserve potential trace evidence regardless of the charge. In this case, the items may be packaged together **and listed as a single line item on the invoice**. Each piece of clothing **must be inventoried** on the invoice and be described as accurately as possible. The notation of "*Comingled per Detective or Crime Lab*" and badge number must **also** be written on the property invoice.

Clothing that is co-mingled in one or more sacks and is believed to have trace evidence that could be lost by improper handling will be accepted as submitted, **especially on sexual assault cases**. Each piece of clothing will be **inventoried** on the invoice and described as accurately as possible.

All clothing being submitted for any reason will be double-bagged.

5. Bloody or Soiled Clothing

Soiled clothing submitted as evidence **will be heat-sealed in plastic and frozen**. **Bloody clothing** will be taken to the Drying Room by the transporting officer and an EPS employee after the Property Invoice form has been completed. Access to the Drying Room is controlled by the Evidence and Property Section with procedural advice provided by the Forensics and Evidence Division. All personnel entering the Drying Room must be escorted by Evidence and Property Section personnel.

Drying Room Procedures Completed by the Transporting Officer and EPS Employee

- a. Item(s) sent to the Drying Room will be entered into Versadex as an Original Submittal and then checked out to the Drying Room. This ensures the chain of custody within the evidence continuity field.
- b. EPS employees will provide the transporting officer with a Drying Room Checklist (DPD 783) to complete and escort the officer to the Drying Room. It is the responsibility of the transporting officer to correctly arrange item(s) in the drying room. The EPS employee will assist the transporting officer as required to select the appropriate cabinet for evidence.
- c. Notation of completion of each step will be made by the officer on the checklist.
- d. The officer will line the drying cabinet, **both the bottom and any shelves used**, with at least **TWO** layers of clean white paper, or more layers if the item(s) are extremely wet.

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- e. *The officer must ensure that evidence from different sources (victims, suspects, etc.) is placed in separate cabinets. Under no circumstances will item(s) from different sources be co-mingled in the same cabinet.*
 - f. Item(s) should be placed in the cabinet in a manner to maximize airflow. Care should be taken to avoid contact with the sides of the cabinet. Item(s) that are tightly packed will not dry properly.
 - g. The escorting EPS employee will ensure that the transporting officer locks the cabinet doors and turns ON the power to the cabinet.
 - h. The completed evidence bag(s) for the item(s) will be left outside and in front of the cabinet containing the evidence.
 - i. If the officer received the item(s) in another bag, which means that trace evidence may have been transferred, the original bag will be placed and left inside of the completed Property Section Evidence Bag.
 - j. The transporting officer will complete a double layered evidence bag for each item that is to be dried with the appropriate property report number, general offense number, item number, and item description listed on the outer bag. The item description must be complete and detailed enough to identify the specific item in the cabinet.
 - k. Barcode labels will be affixed, by EPS employees, to the empty bags placed in the Drying Room.
 - l. The Drying Room Checklist will be placed in the "Completed Drying Room Checklist Folder" for later processing by EPS employees.
 - m. EPS employees will package the items in the assigned bag(s) and seal the bag(s) with **BLUE** evidence tape. The technician will write his/her badge number and date on the evidence tape and then return the item(s) to the Evidence and Property Section, placing them in the assigned storage location.
 - n. The transfer of the item(s) from the Drying Room to the Evidence and Property Section will be completed in Versadex and the checklist will be scanned into RMS under the associated property report number.
 - o. The technician completing the transfer will clean the drying cabinet with the designating disinfecting agent after each use.

6. Sexual Assault Kits

- a. Evidence and Property Section personnel will store Sex Assault **SANE** kits in the Freezer. Personnel assigned to the Forensics and Evidence Division will provide direction on the proper long-term storage of these kits after completing their examination. The transporting officer will affix Denver PD evidence tape and sign with his/her name, badge number, and date, so as not to obscure the SANE nurse's evidence tape.
- b. Sexual Assault Kits with blood and/or urine samples will be stored in the **CHILLER (CH/SEX)** after the appropriate bar code is affixed to the sample. Once tested, or after 60 days, the sample will be stored in the **FREEZER (FZ/SEX)** for long term storage.
- c. Used prophylactics must be frozen.

7. Blood and Urine Samples

- a. DUI blood samples will be processed in the following manner:
 1. The invoice must show item #1 - the box with the blood samples, item #2 - the blood tube for the Forensics and Evidence Division testing and item #3 - the blood tube available for testing by the Defendant.
 2. The bar codes for the box will be stapled to the blood kit box (Containing their backing paper) and placed into the refrigerator.
 3. The second blood sample is retained by a state certified laboratory performing tests for DUI defendants. When releasing blood samples, a receipt (DPD 10) will be completed and signed by the person receiving the sample.
 4. The form will be scanned into RMS and the sample shown as disposed with the appropriate notation.
 5. After one year, any remaining blood samples will be destroyed according to Colorado Department of Health rules. The purging of these items will be documented within the **Property storage** section of RMS.
 6. Employees assigned to dispose of DUI blood samples will review the intake date documented on each vial to ensure that one year or more has elapsed prior to disposing of the DUI blood samples.
- b. DUID and triple draw felony blood samples:
 1. When a DUI officer or detective from Traffic Investigations submits a DUID or a Triple draw felony blood sample, he/she will inform the Evidence and Property Section employee that it is evidence in one of the two listed offenses.
 2. The receiving technician will code the items for **CH / DUID** and store them separately from the regular DUI blood samples.
 3. Urine samples will be stored in the **Freezer** after **being returned from the Crime Lab**.

8. Check/Fraud Unit Paperwork

All evidence for the Check/Fraud Unit will be submitted to the Evidence & Property Section per the policies outlined in this manual.

The Evidence and Property Section does not inventory or enter this evidence in Versadex. The Check/Fraud Unit is responsible for paper evidence placed in their box.

9. Edged Weapons

The following procedures will be observed handling edged weapons:

- a. EPS employees will ensure that all knives or edged weapons with an exposed sharp surface have a piece of cardboard folded over the blade, then secured. The weapon will then be placed in a separate box. Place the barcode label directly on the side of the box and write the Invoice number on one end.
- b. EPS employees will as needed provide officers with information regarding the potential for trace evidence on edged weapons and their proper handling. Trace evidence such as body fluids, fibers, or hairs may adhere to the surface of these weapons. Proper handling will preserve the evidence for later examination.

10. Firearms Procedures

All firearms shall be checked by the submitting officer and re-checked by the intake evidence technician to ensure that they have been unloaded and are safe for storage. The following intake procedure applies to all firearms processed by Evidence and Property Section Staff:

- a. All firearms will be stored with the ammunition removed from the magazines; ammunition will be stored in a heat-sealed plastic bag. Exception: ammunition to be fingerprinted will be sealed in a small paper envelope and not heat sealed in plastic.
- b. Only one magazine may be stored in the same box as the weapon.
 1. Additional magazines will be invoiced separately.
 2. Extended magazines will be invoiced separately and packaged separately from the firearm.
- c. Firearms brought to the Evidence and Property Section for storage must be rendered safe by the use of nylon straps through the action, whenever the strap will fit. If a nylon strap will not fit, the evidence technician will follow procedures in determining the most appropriate manner of rendering the weapon safe.
- d. It is **not** the responsibility of the intake technician to verify the serial number on **guns inventoried into the RMS system. Serial number verification will be done by Crime Lab personnel.**
- e. The submitting officer is required to complete a Firearm Detail Information form for ATF prior to leaving the section.
 1. Exception: duty weapons of Denver Police Department officers do not require an ATF form to be completed.
 2. Form will be scanned as an additional page to the invoice into Versadex with description "Invoice w/ ATF Form" and placed into the Completed folder in the EPS lobby. Attachment type is "Invoice."
- f. Once an invoice is completed, the firearm will be barcoded for storage in the Vault.

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- g. If access to the Vault is unavailable, the firearm will be barcoded for the appropriate bin location and placed in the black firearm safe in the Viewing Room or on the designated Vault Cart.
 - h. A vault technician will remove the weapons from the black firearm safe in the Viewing Room and store the item(s) in the correct location in the Vault. Hot guns will remain in the safe until rendered safe by Crime Lab personnel.
 - i. Guns Held for Private Individuals:
 1. CRS 13-14-105.5 mandates that individuals who are the subject of certain types of restraining orders must arrange for storage of their weapons and ammunition with a licensed firearms dealer or their local police (If the local police department agrees to provide the service).
 2. The law also stipulates that if individuals are incarcerated when the order is given, they cannot be released from incarceration until they relinquish their weapons and ammunition. Currently, this is being accomplished by Denver District Attorney's Office investigators.
 3. Denver has decided to provide this service but only for guns. **No ammunition. Only one case/bag will be accepted per firearm.** Please read the attached Public Information Notice that has been distributed to the courts and district stations.
 4. The Denver Police Department Evidence and Property Section will provide the following services:
 - i. Storage of firearms for Denver District Attorney's Office investigators when they procure them under these conditions.
 - ii. Firearms will be stored for a period in accordance with personal property, and longer when specified by court order and/or statute.
 - iii. Storage is limited to one empty magazine with each gun. We will not store extra magazines or associated firearm cases/carry bags beyond the initial one per firearm.
 - iv. Ammunition may be accepted and stored when seized as evidence in relation to a criminal investigation but will not be accepted and stored as personal property.
 - v. Unless requested by the Denver District Attorney's Office and accompanied by a court order, the Evidence and Property Section will not transfer firearms.
 - vi. Evidence and Property Section personnel are responsible for boxing and preparing the weapon(s) for shipping.
 5. Copies of court orders and supporting documents will be maintained by the Evidence and Property Section by electronic attachment with the appropriate DPD property record.
 6. All persons requesting this service (respondents of protection orders) will be directed to call during weekday business hours (8:30 AM to 2:30 PM) and arrange for delivery of the gun(s) to the Evidence and Property Section. The day shift will complete the following steps:
 - i. Advise the Respondent that they must bring the gun(s) to police headquarters and arrange for a specific date and time for the transfer. The Respondent will be advised to bring valid photo ID and the court order as well as the weapon (s). In scheduling the transfer, EPS personnel should be sensitive to the fact that the court order to

surrender the weapon(s) may stipulate as little as 24 hours for the Respondent to comply.

- ii. The Respondent will be instructed to ensure the gun is unloaded and placed inside a case or box before bringing it to police headquarters so that it does not appear to be a threat.
- iii. Once inside police headquarters the Respondent is to notify an Information Desk Officer that he/she is here to surrender a gun for storage. The Respondent will comply with all directions given by the officer.
- iv. A police technician will respond to the lobby, obtain from the submitting person a copy of court forms JDF688 and JDF690 forms, and present the submitting person with a copy of the Agreement Form DPD 802 that the Respondent must agree to and sign. Once the documentation is verified, the police technician will inspect the gun and **ensure** that it is safe. If a police technician is not available, an officer assigned to the Information Desk will transport the firearm to EPS and complete the appropriate steps as outlined here.
- v. The technician will photocopy the court orders, the signed agreement form, and the Respondent's identification. The signed agreement advises the Respondent the firearm(s) will be disposed of per section policy if not reclaimed within the stipulated time limits.
- vi. The technician will obtain a CAD number and complete a Property Invoice. The technician will also:
 1. Provide a copy of the Property Invoice to the Respondent as a receipt.
 2. Make a copy of the agreement form and provide a copy to the Respondent.
 3. Make a copy of the Respondent's court orders and identification.
- vii. The technician will transport the paperwork and gun to the Evidence and Property Section and complete the intake process:
 1. The gun will be listed as Personal Property and packaged in a box.
 2. Disposal authorization is documented with the badge number of the Evidence and Property Section manager and the date is (1) year.
 3. Storage Location will be **GC/HOLD**.
 4. The signed agreement, with the court order and the copy of the photo ID, will be scanned into RMS as "Disposal Authorization."
- viii. An additional court order is required to release the firearm to the owner.
- ix. Firearm(s) will be disposed of per section policy if not reclaimed within the stipulated time limits.

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- j. Firearms submitted related to (Temporary) Extreme Risk Protection Orders, or (T)ERPO, be entered as Personal Property with corresponding (T)ERPO paperwork attached to the Property Report in RMS. Any firearm not properly documented will be destroyed after 60 days. A court order or court property disposition form DPD 805 will be required to release the firearm to the owner.
 - k. Packaging of Pellet Guns for Trace Evidence
 - 1. Pellet guns will be boxed, bagged or otherwise sealed in order to preserve possible trace evidence in all **FELONY** cases. This can be done with an envelope, box or bag. Note: any item held for prints cannot be packaged in plastic.
 - 2. If the case is not a felony, the pellet gun should be tagged by the submitting officer. In this instance, the officer must notate "not held for trace" on the invoice along with officer's badge number.
 - l. **Starter pistols are to be stored in the Vault entered in RMS as they appear, such as a pistol revolver or semi-auto pistol. An ATF form needs to be completed.**

Vault Locations:

- m. **KA-KW**: Bin locations for handgun evidence only. Reserved for most types of handguns to 11 inches in overall length. Firearms for these bins will be stored in the appropriate gun boxes.
- n. **KP**: Bin location for found and personal property handguns only. Reserved for most types of handguns to 11 inches in overall length. Firearms for these bins will be stored in the appropriate gun box.
- o. **PPRACK**: Bin location for personal property and found long guns, stored shelf of the corresponding month. These items are placed in the Gun Caged area on the north side (area marked as PPRACK) without the need to be placed in gun boxes.
- p. **GC #1-116**: Long guns will be stored in numerical order. Firearms in these bins will be stored in gun boxes.
- q. **GC/ HOLD and GC/ ERPO**: Used to store guns held for private individuals

11. Money

Money brought to the Evidence and Property Section for safekeeping will be invoiced on DPD Form 122.

- a. Officers will list currency and/or coins as the first entry on the Invoice whenever possible.
- b. The submitting officer will list the quantity of each denomination on the tamper-evident moneybag. It is not necessary to repeat this on the face of the Invoice.
- c. No EPS employee or supervisor will be party to the verification of coin or currency. This includes the physical handling of unpackaged money, unless otherwise instructed by the manager of the section.

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- d. The submitting officer must seal all U.S. coin and/or currency inside a tamper-evident moneybag.
 1. When the amount of money being submitted is at least three hundred dollars (\$300.00) but less than five thousand dollars (\$5,000.00), the signature of a second officer as a witness must appear on the tamper-evident money bag.
 2. When the amount of money being submitted is five thousand dollars (\$5,000.00) or more, the signature of the submitting officers' supervisor must also appear on the tamper-evident moneybag along with the submitting officer and a witness.
 - e. The serial number of the tamper-evident moneybag will be written in the designated section of the Invoice by the submitting officer and on the face of the blue envelope.
 - f. If access to the Vault is unavailable, the currency will be bar-coded for the appropriate bin location and placed on the designated Vault Cart or the black gun safe in the Viewing Room. The next available EPS employee with access to the Vault will remove the currency from the black safe and store it in the proper Vault location.
 - g. Foreign money will not be placed in the same envelope with U.S. coin or currency. It will be placed inside a plain plastic bag, initialed and sealed. The bag will be placed into a manila paper Evidence/Personal Property Envelope and stored as with any other property.
 1. Large quantities of foreign money can be stored in SAFE4 at the discretion of:
 - i. The Money Technician assigned to currency, or
 - ii. An Evidence and Property Section supervisor, or
 - iii. The Evidence and Property Section manager.
 - h. In cases where there is no Vault access and the currency is in excess of \$25,000.00 or packaged in such a manner that it will not fit in the black Viewing Room safe, the evidence technician will confer with their supervisor or the Evidence and Property Section manager.
 1. The currency will be placed on the counter of the Viewing Room to enable monitoring by cameras until the Evidence and Property Section manager or designee places it in the Vault. There will be no access granted into the Viewing Room during this time.
 2. The Evidence and Property Section manager or designee will respond to the Evidence and Property Section and secure the currency in the Vault.
 - i. Coin(s) considered "collectible" will not be placed in the same envelope with U.S. coin or currency. It will be put into a plain plastic bag, initialed and sealed. The bag will be placed into a paper Evidence/Personal Property manila envelope and stored in SAFE4.
 1. Though the value will not be documented on the invoice or envelope, the submitting officer will have indicated that the true value is greater than its original face value, making it a collector coin.
 2. The item will be labeled as "collector coin(s)" on the invoice and envelope and coded as KCOIN in RMS.

12. Counterfeit Money

Officers submitting counterfeit money will be instructed to follow procedures outlined in the

Denver Police Operations Manual, Sec 106.01(1)(b) which reads: "Altered or counterfeit U.S. currency is to be mailed directly to the U.S. Secret Service. See also OMS 301.24.

- a. Counterfeit currency held for evidence for criminal state forgery charges filed by the Fraud Unit may be secured in the Fraud Unit's locked evidence box.
- b. The address for the U.S. Secret Service is:
U.S. Secret Service
5619 DTC Pkwy, Suite 400
Greenwood Village, CO 80111

13. *Illegal Drugs/Narcotics Handling Procedures*

For the purposes of this section, all illegal drugs, narcotics, prescription medication, or suspected controlled substances brought to the Evidence and Property Section for analysis, safekeeping, or destruction, are referred to as "drugs."

All drugs brought to the Evidence and Property Section for analysis, safekeeping, or destruction will be properly identified and described on the Invoice and Receipt, DPD 122 and must be properly packaged for storage.

- a. Drugs and accompanying container will be packaged and heat-sealed in a plastic bag.
- b. Place the heat sealed plastic bag into the Red EPS envelope, with one item of contraband drugs per envelope only.
- c. Neither Paraphernalia w/residue nor paraphernalia will be placed in the narcotics vault, with the exception of loaded syringes, that will be made safe by securing in a protective syringe tube.
- d. When the submitting officer identifies evidence as Over the Counter Medication (**OTC**) it will be stored with general evidence and not be placed in the narcotics vault.
- e. Any contraband drugs brought to the Evidence and Property Section for destruction will have the notation "***Not for Evidence - To be Destroyed***" with the submitting officer's badge number on the invoice only, not the envelope. The technician receiving the evidence will use the submitting officer's badge number and authorize the item for destruction.
- f. If the submitting officer also presents a Request for Presumptive Screening (DPD 194), he/she must place all copies of the Request with the item.
- g. Multiple items related to the same General Offense may be written on the same Request for Presumptive Screening (DPD 194).
- h. All drugs brought to the Evidence and Property Section will be stored as follows:
 1. Relatively small quantities of "dry" drugs such as cocaine, crack cocaine, heroin, LSD, methamphetamine, pills, capsules, etc., will be sealed in a plastic bag with the date and the submitting officer's badge number written on the inside of the plastic bag. The bag will be heat sealed across the officer's information.
 2. The sealed package shall be placed inside a completed "Red" Narcotics Evidence/Personal Property Envelope (DPD 23R). Evidence tape must be placed across the flap signed with the submitting officer's badge number and the date.

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3. Larger quantities or several small packages can be put into a large paper sack (DPD 23R) or a clean box. All envelopes placed in a paper sack or box must be sealed with evidence tape with the submitting officer's badge number and date. Individual items within the bag or box must be clearly marked identifying the item number.
- i. Dry Marijuana must be packaged in such a way as to ensure its preservation.
 1. Small quantities of dry marijuana, debris, cigarettes or roaches (marijuana cigarette butts) will be properly sealed in plastic bags and placed inside red envelope.
 2. Large compacted bales of marijuana that are dry may be left in their original packaging for storage. They must be placed in boxes, no larger than 10" x 10" x 20." The submitting officer must seal the box with plastic tape and affix evidence tape with his/her badge number and the date.
 3. Freshly harvested marijuana, frozen marijuana, any marijuana suspected of being wet, KHAT, or mushrooms must be placed in a paper container (sack or box). These containers will then be sealed with evidence tape that is signed by the submitting officer with his/her badge number and the date.
 - j. All "Fresh" material must be removed from any growing medium and containers. Mushroom cultivation containers and growing medium should not be brought into the Evidence and Property Section for storage due to the potentially hazardous nature of the spores associated with maturing mushrooms. The investigating officer will arrange for the disposal of these items through The Department of Environmental Health.
 1. Items to undergo presumptive testing will have a "T" sticker affixed at time of submission. Forensics and Evidence Division personnel will obtain samples and the bulk items returned to the Evidence and Property Section and bar coded as "SR." The bulk material of fresh grow items will be destroyed at the earliest possible time.
 - i. Freshly cultivated marijuana may be disposed of at a designated facility by composting with a minimum dilution ration of 1:2.
 - ii. Documentation of the destruction will mirror that of all destroyed drugs outlined in Section G(8)(e)(3).
 2. Samples obtained from the bulk materials submitted by Forensic and Evidence Division personnel shall be entered as additional items and stored in the vault.
 3. The Evidence and Property Section shall not accept growing marijuana plants. The plant(s) must be cut off at the stalk or pulled from the soil and the dirt removed from the roots. The plant(s) will then be placed in a properly sized box or bag.
 - k. Perishable evidentiary items, such as food products suspected of containing drugs, will be stored in the Narcotics Freezer, located within the Vault.
 - l. The Following are authorized storage areas within the Vault for drugs:
 1. Narcotics in bags shall be entered as (VT) **NB**.
 2. Narcotics in boxes (20x10x10) shall be entered as (VT) **NX**.
 3. Narcotics in red envelopes shall be entered as (VT) **N###**

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4. Personal property prescription medications shall be entered as (VT) **NP**.
 5. Drugs for Destruction Items shall remain as (VT) **SR**.
 6. Perishable drugs items shall be listed as (VT) **NFZ#**
- m. If access to the Vault is unavailable, the drugs will be bar-coded for the appropriate bin location and placed in the black safe in the Viewing Room or on the designated Vault Cart. The next available EPS employee with access to the Vault will remove the drugs from the black safe and store them in the proper Vault location.
 - n. If access to the Vault is unavailable, and the quantity of drugs submitted does not fit inside the gun safe in the viewing room, they will be stored in the viewing room allowing for video monitoring until a vault technician places them in the proper vault location. There will be no access granted into the Viewing Room during this time.
 - o. With approval of the Evidence and Property Section manager or designee, large amounts of fresh marijuana can be stored in the PADF facility using the code VT/N560. The method and level of security implemented for this short-term storage will be determined by the on duty supervisor after conferring with the Evidence and Property Section manager or designee.

14. Chemical or Hazardous Materials

Section 42-85 of Denver Revised Municipal Code allows for the immediate destruction of property that is a sanitary or health hazard. Destruction of any items under this code must have the approval of an Evidence and Property Section supervisor. The following is a list of items that will not be accepted or will be handled differently from other evidence or personal property:

- a. Evidence and Property Section Personnel will not accept any known hazardous chemicals, gasoline, propane, propane tanks, flammable liquids or explosives. EXCEPTION: Pocket-sized, butane lighters will be accepted as evidence and stored in designated areas. Personal and found property lighters will be listed for immediate disposal. Butane lighters will be disposed of in the proper butane disposal container located next to the Fire Safes.
- b. Power equipment such as lawn mowers, chain saws, and similar items will not be allowed into the Evidence and Property Section unless the gasoline tanks have been drained.
- c. Officers needing storage for fireworks will be referred to the Denver Fire Department, or the nearest district station if applicable. Officers may photograph the fireworks and place the photo disk in as evidence.
- d. Automotive batteries contain acid and pose a hazard to staff as they decay and become unstable; therefore, it is necessary to remove automobile batteries from storage areas of the Evidence and Property Section as soon as possible.
 1. Officers submitting batteries as personal or found property will be required to complete an Owner's Notification Card and print the following on the card, "Battery will be disposed of after 10 days."

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2. Officers submitting a battery as evidence will be informed that it will be disposed of after 10 days and instructed to photograph it and authorize its release to the owner as soon as possible.
 3. In no instance will an automotive battery be kept for more than ten days before the disposal process begins.
 4. The Evidence and Property Section safety technician will contact the Department of Environmental Health and arrange to have all automotive batteries removed from the Property Section after 10 days.

15. Food & Comestibles

- a. Food items will only be accepted as evidence per Detective's request or if it is to be tested by the Crime Lab. If food items are received in GLASS container it shall be placed in the CHILLER and if it is received in a PLASTIC container it shall be placed in the FREEZER.
- b. Food items suspected of containing drugs, will be stored in the Narcotics Freezer, located within the Vault.

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Section E: Evidence Withdrawal, Viewing, and Release Procedures

This section details the procedures when evidence leaves the Evidence and Property Section on a temporary or permanent basis.

Scope

The procedure includes the following capabilities:

- Individuals authorized to withdraw evidence
- Evidence requiring special approval for withdrawal
- Withdrawal procedure
- Time limits for withdrawn evidence
- Evidence not returned in a timely manner
- Return process
- Evidence viewing

Objectives

The objectives of the Evidence Withdrawal, Viewing, and Release Procedure are to:

- Define withdrawal procedures
- Define evidence viewing
- Define release procedures

1. Individuals Authorized to Withdraw Evidence

Evidence may be withdrawn from the Evidence and Property Section (EPS) for court, laboratory analysis or any authorized reason specified in the Denver Police Operations Manual Section 106.04. Evidence cannot be withdrawn directly by external agencies but may be released to external agencies when authorized by an individual outlined in this section.

The following persons may withdraw evidence from EPS:

- a. The officer that originally submitted the evidence to the EPS,
- b. The investigating officer assigned to the case as listed in Versadex,
- c. Personnel assigned to the Forensics and Evidence Division,
- d. Prosecutors from the Denver District Attorney's and City Attorney's Office,
- e. Investigators assigned to the Denver District Attorney's Office,
- f. A supervisor or command officer assigned to the division conducting the investigation,
- g. Investigators from the Denver Medical Examiner's Office (Suicide and Known Dead Investigations only)
- h. Any person with written consent from the Chief of Police, Deputy Chief of Police or the division chief or commander of the division conducting the investigation, or
- i. Persons under conditions specified in a valid court order.

2. Evidence Requiring Special Approval for Withdrawal

Certain classifications of evidence require specific approval to be withdrawn from the Evidence and Property Section. The following restrictions apply:

- a. Currency amounts exceeding \$5,000.00 may only be withdrawn with the written approval of a command officer assigned to the unit conducting the investigation.
- b. Denver police officers may only withdraw illegal narcotics for transport outside the EPS with written authorization of their manager or upon presentation of subpoena for the items from a court having jurisdiction.
 1. Written authorization for withdrawing illegal drugs must include the purpose for the withdrawal, the detective/officer authorized to make the withdrawal and the expected date that the item will be returned.
 2. In exceptional cases, approval from an individual authorized in section E(1)(a-i) above or an officer of the court can be accepted by phone. In all cases the EPS employee will note the identity of the authorizing individual and contact number in the **property storage** section of RMS under the associated Property Report Number.
 3. Currency stored in the Green Safe that is subject to a Temporary Restraining Order cannot be withdrawn for any purpose without the written permission of the Evidence and Property

Section manager. A copy of the authorization will be scanned into RMS under the associated Property Report Number.

3. Withdrawal Procedure

Evidence and Property Section employees will discharge evidence to individuals authorized in Individuals Authorized to Withdraw Evidence. The EPS employee completing the transaction will inform the withdrawing person of restrictions relating to the return of the evidence specified in Time Limits for Withdrawn Evidence.

Evidence and Property Section Personnel will record all relevant information regarding the transaction within Versadex. The process will include:

- a. Reviewing the request to ensure that the requesting person is authorized as outlined in Individuals Authorized to Withdraw Evidence and Evidence Requiring Special Approval for Withdraws. If the requesting person is not authorized as outlined in sections E(1-2) the request will be denied.
- b. Retrieving the requested evidence from its storage location and ensuring that items are intact and that the evidence is properly sealed. (See Intake Procedure, Receiving Evidence)
 1. If the evidence seal is not intact an Evidence and Property Section supervisor will be notified. The supervisor will investigate the occurrence and determine the additional steps to be taken, noting those steps within the **property storage** section of Versadex.
 2. If the evidence tape is intact the item may be released as requested.
- c. An evidence technician will scan the requested item(s) in the "Evidence Continuity" section of Versadex and complete the required fields within Versadex to document the withdrawal.
- d. The requesting person will be required to enter their password into Versadex to validate the process and accept custody for the evidence.

4. Evidence Not Returned in a Timely Manner

The day shift EPS supervisor or designee will obtain a bi-weekly report from RMS and review items that have been withdrawn. Evidence that has not been returned within the appropriate times will be handled in the following manner:

- a. The Evidence and Property Section supervisor or designee will send an email notification to the responsible person and his/her commanding officer informing them that the responsible person is in violation of section 106.04 of the Denver Police Operations Manual.
 1. The email will request that the evidence be returned immediately or an explanation citing the reason for its retention.
 2. The commanding officer has the authority to request an extension for the withdrawal of the evidence. The written authorization will include the reason for the extension and the expected return date of the evidence.
- b. Notices that are not responded to within seventy-two (72) hours will be forwarded for further action to the Internal Affairs Division for members of the Denver Police Department or, when applicable, the Chief Deputy District Attorney overseeing investigators assigned to his/her office. A copy of the notice will also be sent to the Evidence and Property Section manager.

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- c. All notifications and correspondence will be printed and scanned into RMS under the applicable Property Report Number for future reference.

5. Return Process

The EPS employee will inspect all evidence that is returned to the Evidence and Property Section to ensure that the item is properly sealed (See [Intake Procedure](#), [Receiving Evidence](#)). If everything appears to be in order, the EPS employee will accept the evidence and complete the following:

- a. Scan the barcode of the item(s) into RMS under the “Evidence Continuity” section and validate the transfer of the evidence from the person with custody back to the Evidence and Property Section.
- b. Check the **property storage** section to ensure that the storage location has not changed since the item(s) were checked out. Storage locations for the item(s) will be updated and the item returned to the new location if applicable.
- c. Return the item(s) to their assigned locations.

6. Evidence Viewing

EPS employees will monitor all viewing of evidence to ensure that items are accurately accounted for during the process. All viewings will be conducted in the Viewing Room located within the Evidence and Property Section. Evidence will be withdrawn for viewing only after all requested forensic testing is completed.

Evidence viewing by defense attorneys and their experts will only be allowed when the Denver District Attorney, a Denver deputy district attorney, or a Denver district attorney investigator is present. The withdrawn evidence will be handled only by the Denver district attorney, Denver deputy district attorney, or Denver district attorney investigator who is assisting with the viewing. Prosecutors or defense attorneys may request the investigator handling the evidence to move or manipulate the item for a complete viewing.

Electronic equipment (phones, computers, etc.), will remain in the condition in which they were received for viewing. Specifically, if the item was deactivated or in the “off” position, it will not be activated or turned on or vice versa. If the persons determine it is necessary that data from such an item be retrieved, an appropriate request will be made that it be examined by a computer forensics laboratory.

The following procedure will be followed when evidence viewing is conducted:

- a. The EPS employee will require that all persons involved in the process print their name on a Viewing Form that shows the date and time of the viewing and the GO number of the case.
- b. The Evidence and Property Section will provide gloves, filtrated masks, and white paper to cover work areas for each item of evidence.
- c. The EPS employee will check out one item at a time to the viewing area.
- d. The bar code for each item will be scanned as it is checked out to document the time and order that each item of evidence was reviewed.
- e. The item will be returned with a proper and intact seal before another item is checked out. At the conclusion of the viewing, all items will be scanned as returned in RMS and a copy of the Viewing form scanned into RMS under the applicable property report number.

Section F: Inventory and Audit Procedures

This section defines the inventory and audit procedures concerning evidence in the custody of the Evidence and Property Section.

Scope

The procedure includes the following capabilities:

Types of inventory

Inventory methods

Reconciling inventory reports

Supervisory review

Reporting procedure

Quality Assurance audits

Objectives

The objectives of the Inventory and Audit Procedures are to:

Provide guidelines when conducting inventories

Provide guidelines when conducting audits

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1. Types of Inventory

All inventories and audits are completed internally with staff assigned to the Evidence and Property Section under policies described within this section. Nothing in this policy precludes independent audits using inventory sampling methods for the purposes of certification or independent review as directed by the Division Chief of Administration or designee, the Deputy Chief of Police, the Chief of Police or anyone authorized by law.

The results of each inventory described within this section will be scanned by the supervisor of the employee completing it and stored on the Y Drive under "Property – Command – Inventories."

a. Vault Inventories

Police technicians assigned to vault duties will conduct a mandatory inventory of all drugs and guns in the custody of the Evidence and Property Section at least twice each calendar year. The first inventory will be completed by July 1st with the second inventory being completed no later than December 15th of the same year. Effective January 2020: inventories of U. S. currency will occur quarterly in March, June, September, and December of each calendar year.

b. Warehouse Inventories

General inventories of evidence in storage areas outside the Vault will be conducted by property and evidence technicians. The goal is to inventory 10% of the total items in the warehouses each year. The locations to be inventoried will be determined yearly by the Evidence and Property Section manager based on evidence sensitivity and staffing considerations.

c. Secondary Control Audits

Each supervisor assigned to the Evidence and Property Section will conduct audits of inventories completed by their staff on a minimum of three bins each month, one of which was inventoried within the previous thirty days.

d. Internal Audits

This audit reviews adherence to the Evidence and Property Section Standard Operating Procedures and the Quality Assurance Manual and is part of the quality assurance process.

2. Inventory Methods

All inventory and reconciliation activities will be completed utilizing one of these methods built into RMS.

a. Scanning barcodes to produce an exception report.

1. All Items within a bin will be scanned into a Versadex database using a portable hand scanner.
2. The scanned data will generate a PDF file showing the total number of items that are reported in the respective bin. The file displays items that do not belong in the bin in addition to items that are missing from the bin without authorization.
3. If there are no exceptions (missing or additional items) listed on the report the PDF file will be saved on the "Y" Drive within the Inventory folder of the current year.

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4. If exceptions are noted the technician will follow procedures outlined in Reconciling Inventory Reports.
- b. Manual confirmation of items listed within Versadex by bin location.
 1. In cases where scanning of the individual barcodes is not practical, the technician/supervisor will print a list of items located within the bin and manually check that each item is accounted for.
 2. If there are no exceptions (missing or additional items) on the report the PDF file will be signed by the technician/supervisor and scanned onto the Y Drive within the Inventory folder of the current year.
 3. The technician/supervisor will follow procedures outlined in Reconciling Inventory Reports if exceptions are noted.

3. Reconciling Inventory

The technician / supervisor conducting the inventory will be guided by the following procedures when items are determined to be missing or located in a bin where they are not assigned:

- a. Items missing during the inventory
 1. The technician conducting the inventory will check the scanned bin area to ensure that the item was not missed.
 2. The technician will research each item listed in an attempt to locate them, including continuity of the item to determine its prior movement.
 3. All related PR numbers assigned to the GO will be searched to determine if the items were incorrectly filed.
 4. The bin locations in the immediate vicinity of the assigned bin will be checked to determine if the items were filed out of order.
 5. If the item is located, it will be placed in the assigned storage location and a handwritten notation describing where the item was located will be made on the Inventory Report which will be scanned into RMS as described in Inventory Methods. The notation will include the technician's badge number and date the notation was made.
 6. The technician will complete the following steps if the item is not located:
 - i. Update Versadex to reflect that the item is UTL (Unable to Locate) and show it as disposed, Code L (Unable to Locate / Undocumented Disposal).
 - ii. Scan the results of the bin inventory into Versadex as described in Inventory Methods with a copy of the report sent via email to his/her supervisor. The supervisor will store the report under "Property – Command – Inventories."
- b. Items that are located within bins they are not assigned to
 1. The technician will remove the item from the scanned storage location and note on the Inventory Report that the item was moved to its assigned area.
 2. Scan the results of the bin inventory into RMS as described in Inventory Methods with a copy of the report sent via email to his/her supervisor. The supervisor will store the report under "Property – Command – Inventories."

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3. The technician will search Versadex for the item and determine if it has been reported as a UTL as described in Reconciling Inventory Reports.
 - i. If the item has been listed as missing, the technician will remove the disposal information and list the item as active. A notation will be made within the **Property storage** section of RMS describing the location, date and time that the item was found and returned to its assigned location. The technician's direct supervisor will then be notified.
 - ii. If the item was not previously determined to be missing, the technician will return the item to its listed location and make a notation in the **Property storage** section of RMS describing the date, time and location the item was located and returned to its assigned location.
 - c. Vault Items
 1. During biannual inventories it is understood that some reconciliation reports will list missing items that are located and returned to their correct storage locations at a later time. In these circumstances the responsible Vault Technician will make a copy of the reconciliation report and provide it to his/her supervisor. As the items are located and reconciled the technician will update the supervisor so that the item can be checked off their list as accounted for.
 2. If a missing item is not located at the conclusion of an inventory process the technician will notify his/her supervisor and the Evidence and Property Section manager via email of the circumstances and steps taken to locate it.
 3. The Evidence and Property Section manager will notify the Division Chief of Administration or designee and the Internal Affairs Division in writing within 24 hours detailing all relevant information surrounding the event.

4. Supervisory Review

Supervisors assigned to the Evidence and Property Section will review all Inventory Reports completed by staff assigned to them. The primary purpose of the review is to determine if there are patterns or trends associated with missing items and evaluate the quantity of inventory completed by their staff.

Supervisors will attempt to determine the root cause for each failure and take appropriate actions to prevent a reoccurrence of the same type of error. These measures could result in preventative or corrective actions to eliminate or reduce the potential for reoccurrence.

a. Document Review of Inventory Reports

The reviewing supervisor will open the PDF file containing the individual inventory report and review them for completeness and accuracy.

b. Vault Audit

Within 60 days of the biannual inventory being completed, the supervisor of the Vault Technician will randomly select 5% of the drug bins and conduct a second inventory of the items previously reported as accounted for by the Vault Technician. The results will be reported in writing to the Evidence and Property Section manager within 24 hours.

c. Document Action taken

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1. The supervisor will note all exceptions on an Excel Spread Sheet stored on the Y Drive under Property Section/Command/Inventory Exceptions. The information will include:
 2. The PR number of the item in question.
 3. The date the error was discovered and made, if known.
 4. The type of error that occurred.
 5. The name of the employee who made the error.
 6. A brief description of the action taken. This could include counseling the employee, citing that a preventive or corrective action was taken, or in some cases no action because of a lack of viable information.
 7. If a preventive or corrective action is taken, the action number will also be listed for reference. Corrective and preventive actions will be stored on the Y Drive under "Property Bureau/Command/Actions/Corrective Actions or Preventive Actions."

5. Reporting Procedure

The Evidence and Property Section manager will issue a written report within thirty days of the conclusion of the Vault inventory to the Division Chief of Administration or designee. The results of all other inventories will be submitted by the Evidence and Property Section manager to the Division Chief of Administration or designee by January 30th of each year following the inventory year in question.

The inventory reports will contain the following information:

- a. Total number of items inventoried.
 1. The Vault inventory will describe the total number of guns, U.S. currency and drugs that are in the custody of the Evidence and Property Section. The report will also detail cash deposits in addition to the drug and gun destruction information for the reporting period.
- b. The percentage of the overall evidence that was inventoried.
- c. The number and types of errors that were discovered.
- d. The type of actions taken to address the errors.
- e. The reports will be stored electronically on the Y Drive under "Evidence and Property-Command-Reports"

6. Internal Audit

Materials

- Quality Assurance Manual
- Evidence and Property Section Procedure Manual
- Internal Audit Report Template

Procedures

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- a. The Quality Assurance Manager will schedule the internal audit and set the review dates based on the schedule defined in the Quality Assurance Manual.
 - b. The Quality Assurance Manager will work with the Evidence and Property Section manager to assign the auditors.
 - c. Auditors are responsible for the following standard operating procedures:
 1. An assigned intake process.
 2. Tracking **property storage** and continuity of evidence to include the physical inspection of items.
 3. Money deposits and documentation.
 4. Drug disposal and documentation.
 5. Gun destruction and documentation.
 - d. The auditors will document all non-conformities and concerns in the Internal Audit Report template provided by the Quality Assurance Manager.
 - e. One auditor will be assigned to review adherence to the Quality Assurance Manual.
 - f. Auditors will send an electronic version of their report to the assigned Evidence and Property Section supervisor and discuss the findings with them.
 - g. Once the report is final, the auditor will send an electronic copy and provide a signed copy to the Quality Assurance Manager.
 - h. The Quality Assurance Manager will schedule a meeting with all supervisors, lead workers and upper command to discuss the findings.
 - i. The supervisors will work with the Quality Assurance Manager to create corrective and preventive actions for all non-conformities.
 - j. The audit will be closed once all corrective and preventive actions have been documented and approved with target closure dates.

Section G: Disposal of Property or Evidence Procedure

This section defines the disposal of property or evidence in custody of the Evidence and Property Section.

Scope

The procedure includes the following capabilities:

Definition of individuals authorized to release evidence

Documentation requirements for release

Public release

Release of guns

Destruction of guns

Release of medical/personal property marijuana

Destruction of narcotics

Transfer of property to General Services, including jewelry and rare coins

Shipping evidence to other agencies

Objectives

The objectives of the Disposal of Property or Evidence Procedure are to:

Provide guidelines for releasing evidence

Provide guidelines for disposal of evidence

1. Authority to Release

- a. All evidence must be maintained according to department policy, 106.05. Once eligible for disposal or release, authority for its disposal or release must be received in writing from one of the following individuals / entities:
 - 1. The officer or detective assigned to the case as listed in Versadex.
 - 2. The supervisor or command officer of the section or district having authority over the detective or officer assigned to the case as listed in Versadex.
 - 3. A representative of the City Attorney's or District Attorney's Office
 - 4. A court order issued by a court of record within the state of Colorado.
 - 5. A court order issued by the U. S. District Court for the state of Colorado.
 - 6. Written order issued by the Chief of Police or designee.
- b. Colorado law has a statute of limitations for prosecuting offenses (CRS 16-5-401) and the Evidence and Property Section adopted similar guidelines for retaining physical evidence. Evidence being held for the following offenses will be purged according to the applicable timetable:
 - 1. Petty offense evidence to be destroyed after six (6) months following its original submittal date. (Non-firearm offense).
 - 2. Petty offense firearm evidence to be destroyed after three (3) years following its original submittal date.
 - 3. Misdemeanor evidence to be destroyed after eighteen (18) months following its original submittal date.
- c. Blood samples and the related packaging materials held for a DUI will be purged after one year following their original submission date in accordance with the Colorado Department of Health Rules and Regulations Concerning Testing for Alcohol and Other Drugs.
- d. Personal and Found Property that is not claimed will be disposed of after sixty (60) days per Denver Revised Municipal Code sections 42-78(b) and 42-83.
- e. The Evidence and Property Section manager has the authority to dispose of evidence being held for Unified Summons and Complaint cases whenever the recovering officer has separated from the Classified Services and/or the statute of limitations regarding the offense has expired.
- f. The disposal of all evidence related to homicide or sexual assault cases must be reviewed and approved by the manager of the homicide or sex assault division or designee authorizing the disposal.
 - 1. Exception: The disposal of all evidence related to a drug overdose death must be reviewed and approved by the sergeant of the associated district narcotics unit or designee.
- g. **Items considered contraband in the DRMC or CRS will not be returned to owners and be disposed/destroyed.**
- h. **Evidence and Property Section employees with questions concerning the disposition of evidence should contact their supervisor for direction.**

2. Documentation for Release of Evidence / Personal Property

- a. All releases authorized in Authority to Release must be documented and preserved for future reference. The written authorization must thoroughly describe the property report number, specific item(s) to be released and the method of disposal or release. If the items(s) are to be released to an individual or another agency, the authorization form must contain the person/agency's contact information. The forms must also contain a legible signature or the printed name of the person authorizing the release.
- b. The following methods for authorizing the release or other disposition of evidence are approved for EPS staff soliciting evidence dispositions:
 1. Members of the Evidence and Property Section will conduct evidence disposition inquiries and communication as part of their duties and responsibilities.
 2. In accordance with all stipulations of DPD OMS 106.05, employees of the Evidence and Property Section will research the evidence in question using resources including Versadex, court records, and the City and District Attorney's Offices.
 3. Members of the Evidence and Property Section will initiate contact with the assigned officer/detective by requesting a disposition of evidence.
 - i. In accordance with DPD OMS 106.05, officers and detectives will have 20 calendar days to respond with a final disposition.
 - ii. Employees of the Evidence and Property Section will inform their immediate supervisor whenever an officer fails to respond within the 20 calendar days.
 - a. The applicable Evidence and Property supervisor will contact the involved officer's chain of command for a resolution, starting with the first line supervisor and moving up the chain if needed.
 - iii. If the officer defers to the City Attorney or District Attorney office for final disposition:
 1. In cases involving municipal ordinance violations, the City Attorney's Office prosecution section will be contacted to determine whether evidence can be disposed. An email or written response is required.
pacepropertydispo@denvergov.org
 2. In cases involving State statute violations, the District Attorney's Office will be contacted to determine whether evidence can be disposed. An email or written response is required.
PropertyDisposition@denverda.org
 - iv. Once a disposition for disposal is received from either the officer/detective or City/District Attorney, Evidence and Property Section Employees will contact the City Attorney's Office litigation section to determine whether evidence can be disposed. An email or written response is required.
CivilLitPropertyDispo@denvergov.org
 4. Evidence will be retained by the Evidence and Property Section at the direction of **ANY** of the **City Attorney and District Attorney contacts, including the litigation section.**
 5. If either the City Attorney or District Attorney defer to the officer for final disposition:
 - a. Evidence and Property Section employees will inform the designated officer or detective and include the information provided by the City and District Attorney's Office.

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- b. In accordance with DPD OMS 106.05, officers and detectives will have 20 calendar days to respond with a final disposition.
 - c. Employees of the Evidence and Property Section will inform their immediate supervisor whenever an officer fails to respond within the 20 calendar days.
6. Assets (money, etc.) will be retained in accordance with civil forfeiture protocols when directed by the District Attorney's Office and managed by the manager of the section or designee.
- c. Documentation
- Evidence and Property Section employees will scan all documents concerning the disposition of evidence and attach them electronically to the original case within Versadex. Such documents may include but are not limited to court orders, letters, release forms, and emails, and will include the Property Invoice number or General Offense number.
- d. **Unsolicited evidence dispositions received from officers:**
- 1. Officers requesting the **destruction** of evidence will do so in writing.
 - a. Officers may contact the above listed entities at the applicable attorney office for guidance in responding to the disposition request sent by Evidence and Property Section employees.
 - b. The officer submitting the completed Property Disposition Form (DPD 804) or communicating a disposition of evidence via email will be responsible for consulting with the City Attorney's Office, District Attorney's Office, or Civil Litigation.
 - 2. If an officer authorizes the **release** of evidence, he / she will submit a completed Property Disposition Form (DPD 804).
 - a. Evidence and Property Section employees will notify the owner utilizing the most recent information available.
 - b. No additional authorization/notification by Evidence and Property Section employees is required.
- e. Unsolicited evidence dispositions received from the City Attorney's Office, District Attorney's Office, Courtrooms, or any other approved entity must be submitted in writing.

3. Public Release Procedures

The Evidence and Property Section is open for releases by appointment on Tuesdays, Wednesdays, and Thursdays from 0800 to 1500 except for public holidays. Most releases will be accomplished during these hours. After hours releases will be governed by reasonable necessity to provide better service to the community.

- a. Evidence and Property Section personnel will refer releases outside regular hours to their supervisor for persons who cannot reasonably respond between 0800 and 1500.
 - 1. The day shift supervisor or designee will coordinate the release of property after regular hours.
 - 2. There will be no releases between 1800 hours and 0800 hours without exigent circumstances and only with the approval and presence of a supervisor or the Evidence and Property Section manager.

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- b. All found Identification cards, keys, and driver licenses turned into the Evidence and Property Section are stored in the property release section and are not inventoried.
 - c. The Evidence and Property Section maintains a file cabinet for non-invoiced items described in Public Release Procedures.
 1. Identification cards and driver licenses will be filed alphabetically by last name and purged after sixty (60) days per a verbal agreement between the Denver Police Department and the Colorado Coalition for the Homeless.
 2. Found keys will be filed by the date they are received and purged after sixty (60) days if not claimed.
 - d. The property technician will complete a DPD 10 Receipt for all invoiced items released. No receipt is required for non-invoiced Identification cards, keys and driver licenses.
 1. The receipt will itemize the property released to the claimant.
 2. Evidence and Property Section personnel must check the identification of all persons retrieving released property to ensure that the correct individual is receiving the item.
 3. As part of the release process the technician will include the person's photo identification type and number on the receipt.
 4. The technician completing the release will scan an image of the release form into RMS under the applicable property report number and update the disposal information under the property **property storage** section.

4. Deposit of US Currency

The Evidence and Property Section deposits money into one of the three accounts after it has been held for a requisite period of time. The three methods of deposit are described in the following sections:

- a. **Custodial Account:** U.S. Currency received as *evidence* will be held for at least 120 days from the date it was submitted and then deposited into a custodial account at a designated bank, managed by the City and County of Denver. The 120-day hold allows prosecutors and defense attorneys to request extended holds on the actual currency for further investigation. If an extended hold is not requested the money will be deposited as follows:
 1. The information on the barcodes located on the envelope containing the currency will be scanned into a spreadsheet. The scan captures the Property Report Number (PR) and the listed amount of currency.
 2. The Evidence and Property Section manager or designee and at least one witness will open each envelope and verify the listed amount of money on the envelope and tamper-evident bag containing the money. The actual amount will be listed on the spreadsheet in a column next to the stated amount.
 3. The difference between the actual and listed amounts will be recorded on the spreadsheet with an explanation if known, i.e. "*Obvious Math Error*" or "*Mutilated Currency.*"

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4. Unexplained errors between the listed and actual amounts greater than \$100.00 will be referred to the Internal Affairs Division for investigation. Errors less than \$100.00 may be referred to the Internal Affairs Division as deemed appropriate.
 5. In all cases where the actual amount of currency is different from the listed amount, RMS will be adjusted to reflect the actual amount deposited with the reason for the change stated in the remarks box under the property **property storage** section.
 6. At the completion of the money count, a deposit slip will be completed listing the amount of coin and currency being deposited. The cash and the original deposit slip will be sealed inside a tamper-evident deposit bag supplied by the Finance Section.
 7. The Evidence and Property Section manager or designee will complete a City and County of Denver cash receipts journal with the account numbers provided by the Finance Section.
 8. The cash journal will be signed by the two persons who conducted the count and are submitting the currency for deposit.
 9. The cash receipts journal, a copy of the deposit slip and the deposit bag containing the currency will be delivered to the Finance Section for processing.
 10. The Finance Section will provide a receipt for the currency.
 11. The spreadsheet, Finance Section receipt, copies of the deposit slip and cash receipts journal will be maintained in the office of the Evidence and Property Section manager for a period of seven (7) years.
 12. RMS will be updated to show that the U.S. Currency was disposed of via deposit to the "Custodial Account."
- b. **General Fund:** U.S. Currency received as *found* or *personal* property will be held for at least 60 days from the date submitted and if not claimed is subject to deposit into the General Fund of the City and County of Denver. The process will be completed in the same manner as the custodial account, except that step I will show a deposit into the "General Fund."
 - c. **Confiscation Fund:** The Evidence and Property Section manager is the affiant on all affidavits and motions originating from the Denver District Attorney's Office in asset forfeiture cases. The process can take several months to complete and occurs as follows:
 1. Initial Process:
 - i. The Denver District Attorney's Office will send a Temporary Restraining Order (TRO) to the Evidence and Property Section manager along with a request to complete a pre-count on the currency listed in the order.
 - ii. The Evidence and Property Section manager or designee and at least one witness will verify the amount of the money contained in the item(s) listed in the TRO and verify the amount with the district attorney's office.
 - iii. Unexplained errors between the amount listed on the envelope and the actual amounts greater than \$100.00 will be referred to the Internal Affairs Division for investigation. Errors less than \$100.00 may be referred to the Internal Affairs Division as deemed appropriate.
 - iv. Once the pre-count is completed, the Evidence and Property Section manager or designee will move the counted money to the "GRNSAFE" where it is segregated from

other currency. Access to this safe is limited to the Evidence and Property Section manager and designated Evidence and Property Section supervisors.

- v. The Evidence and Property Section manager or designee will scan the TRO into RMS under the proper PR number and update the storage location.

2. Motions, Affidavits and Final Orders:

- i. The Evidence and Property Section manager will receive an affidavit and motion from the district attorney's office to complete for the recovery of applicable expenses relating to a seizure.
- ii. The affidavit and motion for expenses will be completed by the Evidence and Property Section manager and returned to the District Attorney's Office for further processing. The Evidence and Property Section manager may designate a supervisor to assist with preparation of the affidavit and motion.
- iii. The Evidence and Property Section manager will receive a copy of the final court order for seizure of the currency.
- iv. Some court orders direct that a portion of the currency must be returned to an attorney on behalf of their client. In these cases, the Evidence and Property Section manager will retrieve the stated amount from the envelope and use the proceeds to purchase a cashier's check.
- v. The cashier's check and a letter regarding the court order will be sent to the attorney listed on the order
- vi. The court order and a copy of the cashier's check will be scanned into RMS under the proper PR Number.

d. Depositing Asset Forfeiture Currency:

- 1. The Evidence and Property Section manager or designee will arrange a date and time to make deposits with the Clerk of the Denver District Court.
- 2. The Evidence and Property Section manager, accompanied by another sworn officer, will deliver the envelopes containing the seized currency to the court clerk who will open the envelopes in the presence of the Evidence and Property Section manager and verify the amount.
- 3. The clerk will issue a receipt that lists the total amount of the deposit for each order.
- 4. The Evidence and Property Section manager or designee will return the receipt to the Property Section and scan it into RMS under the appropriate PR Number.
- 5. RMS will be updated by the Evidence and Property Section manager or designee showing that the currency was deposited to the "Confiscation Fund."

e. Mutilated Currency

U.S. Currency that is contaminated, mutilated or otherwise unfit to be deposited as defined in this section will be left in the original packaging, when possible, and sent via certified mailed to the U.S. Treasury as follows:

Department of the Treasury

Section of Engraving and Printing
Office of Compliance
Mutilated Currency Division
P.O. Box 37048
Washington DC 20013

The Evidence and Property Section manager or designee will include a letter of explanation and request that replacement funds as determined by the Treasury be sent to the Denver Police Finance Section for deposit to the General Fund.

All correspondences related to this process, including copies of checks received from the U. S. Treasury, will be scanned and stored on the Y drive under "Property Bureau/Command/Money Deposits/year.

Controlled Document

5. Release of Guns

The following procedure will apply when any person makes a request to obtain a firearm held by the Evidence and Property Section:

- a. The person will complete a Request for Firearms Release Form (DPD 350). This form can be provided in person, faxed or emailed to the requesting person.
- b. The property technician that provides the Request for Firearms Release to the requesting person is responsible to update the "Disposal Authorized Date" in RMS, adding an additional 60 days.
- c. When the form is returned, the firearms technician will verify that the "Disposal Authorized Date" has been extended and begin the background investigation.
- d. Acceptable identifications for this process are a Colorado state issued driver's license or Colorado state issued identification card with picture. Out of state identification will not be accepted. Military identification and U.S. passports are no longer accepted by the Colorado Bureau of Investigation (CBI). A legible copy of the front and back of the identification will be made by Evidence and Property Section staff or provided by the requesting person and included with associated paperwork. Colorado residents with out of state identification will be encouraged to obtain Colorado state identification through the Colorado Department of Revenue.
- e. The requesting person will be advised that a background check is being completed and provided with a projected completion date.
- f. The firearms technician will forward the information to CBI using the RERC mask in NCIC. The associated paperwork will be placed in the folder marked "Backgrounds Pending."
- g. If the owner has provided a notarized release for a third party to retrieve the gun, a background check will be completed on both the owner and the third party.
- h. Once the background is approved, the firearms technician will notify the requesting person by telephone when they may pick up the weapon and advise them that they have a maximum of 60 days to claim the item or it will be subject to destruction.
- i. The firearms technician will reset the disposal date in RMS for an additional 60 days after the final notification is made to the owner.
- j. If the person is determined to be a "Prohibited Person", as defined by CBI, the firearms technician will notify the requestor by telephone, if possible, and will in every instance send a Property Owner's Notification Card (DPD 351). The card will be stamped "Prohibited Person" and warn that the gun will be destroyed if no additional action is taken within 60 days in accordance with DRMC Sec. 42-81. The notification will be noted in the comments section of RMS under the proper PR number. A copy of the denied background check will be kept in the "Backgrounds Denied" folder pending any additional action by the owner and scanned into the proper PR number.
 1. The firearms technician will scan all background documents and CBI reports into RMS under the proper PR number and update the remarks section under **property storage** to reflect that the weapon is not to be released to the requesting person. The firearms technician will set the disposal authorization date for 60 days from the date the notice was made to the owner.
- k. A background check is required to release ammunition.

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1. Ammunition will not be released on the same day as the firearm.
 2. A "Prohibited Person," as communicated by CBI, is not eligible to have ammunition released to their possession.

6. Destruction of Guns

The firearms technician will destroy weapons that are authorized for destruction by ordinance, court order or by the officer or detective assigned to the case as listed in RMS. Extreme care will be exercised by the firearms technician to ensure that weapons being destroyed are accurately and properly designated for destruction by adhering to the following:

- a. The firearms technician will only select guns for destruction that appear on a Disposal Authorization Report (DAR) within RMS that is less than 12 hours old.
- b. The firearms technician will clear the weapons on the disposal list through NCIC prior to their disposal.
 1. Weapons that show a hit will be placed back into evidence.
 2. The submitting officer will be listed as the authority for disposal for personal and found firearms and the disposal review date will be set for sixty (60) days from the date of intake.
 3. A notification of the NCIC hit will be sent to the originating jurisdiction for further processing by the Firearms Technician.
 4. If the weapon has not been claimed by the owner or originating jurisdiction within 60 days from the date the disposal review was updated, the firearms technician will notify his/her supervisor and the Evidence and Property Section manager by email.
- c. The firearms technician will verify all disposal authorizations for evidentiary firearms.
- d. The following procedure will be followed once a gun has been selected for destruction:
 1. The gun will be transferred to the Gun Destruct Area (GD) by the Firearms Technician and stored in one of several boxes marked BOX01 through the number required or in one of the shelves marked as DISPOSE.
 2. The firearm technician will have the selected guns that have been pulled for destruction verified by a second individual, and this individual will write his/her badge number and date on the attached manifest (see #3).
 3. The technician will fill one box at a time beginning with BOX01 and then seal the box with evidence tape and attach a manifest to the outside for audits or inspections.
 4. Long guns that do not fit into the disposal boxes will be placed into one of the disposal barrels. Once a barrel is full a manifest will be attached to the outside for use with audits or inspections.
 5. The storage location in RMS will be updated by the Firearms Technician to reflect the new parent location; GD and will include the specific box or barrel number where the gun resides as it awaits destruction.
- e. Guns selected for destruction will remain in the designated storage area until their actual disposal. Access to the GD Area is limited to the Firearms Technician, day shift supervisor and the Evidence and Property Section manager. If a gun needs to be retrieved from the GD area prior to disposal the following must occur:
 1. The person with access will verify the location of the gun and retrieve it from the assigned location.

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2. The box that the gun came from will be resealed with evidence tape and initialed by the retrieving officer/person. The retrieving officer will also make a notation on the manifest identifying the gun removed, the person removing it, his/her badge number and the date.
 3. The gun will then be relocated to the appropriate storage location.
 4. The new storage location will be updated in RMS and a new disposal authorization date set.
 5. If the day shift sergeant or Evidence and Property Section manager removes the gun from the GD area, they are required to notify the Firearms Technician via Email of their action.
- f. On the scheduled day of the firearm destruction the firearm police technician will:
1. Generate a Disposal Authorization Report (DAR), searching for any item(s) located in Storage Area GD with a listed authorization date later than the current date.
 2. Investigate and take appropriate action if a gun is discovered on a new DAR that is located in the GD area with a disposal date later than the current date.
 3. Load all weapons and other materials onto the transport vehicle.
 4. Be accompanied by at least one witness, transport the weapons to the designated metal shredding facility and observe that all guns are destroyed.
 5. Update RMS reflecting that the guns listed in the GD were destroyed and noting the witness information and time of destruction in the **property storage** section following destruction.

7. Release of Medical/Personal Property Marijuana

The Denver Police Department Evidence and Property Section will not release marijuana to the public. All marijuana will be disposed of as outlined in SOP section G.8.

8. Destruction of Narcotics / Marijuana

The drug technician will dispose of all drugs authorized for destruction in addition to those outlined in section D(13)(j)(1) and the below paragraph.

Other than designated samples of the Marijuana retained for evidentiary and trial purposes, once presumptive drug screening is completed the remainder of the marijuana will be scheduled for destruction by the Denver Police Evidence and Property Section.

Extreme care will be exercised by the Drug Technician to ensure that the drugs being destroyed are accurately and properly designated for destruction by adhering to the following procedures:

- a. The drug police technician will:
1. Only select drugs for destruction that appear on a DAR within RMS.
 2. Transfer the selected drugs to the Pending Destruction area within the vault and stored in one of several boxes marked ND01, ND02, and so on. ND40 is specifically reserved for marijuana destroyed through composting.
 3. Have the selected drugs that have been pulled for destruction verified by a second individual, and this individual will write his/her badge number and date on the attached manifest (see #5).
 4. Fill one box at a time beginning with ND01 and then seal the box with evidence tape, marked with his/her badge number and the date.
 5. Attach a manifest to the outside of the sealed box for audit or inspections, containing information generated from Versadex listing the PR number and description of the individual items contained within.

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6. Update the storage location in Versadex to include their new storage location as they await destructions
- b. Drugs selected for destruction will remain in the designated storage area until they are processed for disposal.
 - c. Drugs selected for incineration, excluding freshly cultivated marijuana, will be transported to a designated and authorized disposal facility.
 1. The transportation of drugs across state lines by law enforcement officers as part of their official duties is regulated by the Drug Enforcement Agency under Title 21 U.S. Code, section 1301.24 that reads in part:

“The requirement of registration is waived for the following persons in the circumstances described in this section:

(2) Any officer or employee of any State, or any political subdivision or agency thereof, who is engaged in the enforcement of any State or local law relating to controlled substances and is duly authorized to possess controlled substances in the course of his/her official duties.”
 - d. The Evidence and Property Section manager or designee will ensure the following:
 1. Coordination with the Finance Section and the Division Chief of Administration or designee to arrange for:
 - i. Drug incineration with the designated and authorized disposal facility
 - ii. Any necessary funding for the transport
 - iii. Proper staffing
 2. Obtaining a letter from the Chief of Police or designee authorizing delivery of drugs from the Denver Police Department to the designated and authorized disposal facility. The letter will include:
 - i. Names of transport officers
 - ii. Transport dates
 3. Preparing hotel reservations and travel arrangements (when applicable).
 4. Securing an appropriate cargo vehicle for drug transport, with a secured and enclosed cargo area.
 5. Preferably no sooner than one day prior to departure, arrange for loading of the cargo vehicle with the drugs to be destroyed.
 6. Securing the cargo vehicle with an Evidence and Property Section padlock and park at a designated location.
 7. Verification during the loading process that all drug container seals are intact.
 - i. If a seal is broken, the drug technician will complete an inventory comparing the contents of the box with the manifest in the presence of an Evidence and Property Section supervisor or the section manager or designee.
 - ii. If all items are located, the box will be resealed, and the loading process will continue.
 - iii. If any items within the box cannot be located, the loading process will stop, and the Evidence and Property Section manager will be notified.
 1. An internal review of RMS records, video recordings and any other material available will occur to resolve the situation and account for the missing item.

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2. Verbal notification will be made to the Internal Affairs Division if the item cannot be located, and written documentation regarding the storage history and steps taken to locate the missing item.
- e. Transport convoys for extended trips will consist of no fewer than three armed police officers, with a minimum of two in the cargo vehicle and one following in a department vehicle.
 1. If stops are made during transport, at least two officers will always remain with the cargo vehicle.
 2. Prior to departing the disposal facility, transport officers will observe and confirm that the drugs are destroyed to a point they cannot be retrieved for any use.
 3. Following disposal, the drug technician will update RMS reflecting that the drugs listed in the pending destruction bins were destroyed, noting the witness information, date, time and method in the **property storage** section.
 4. Extended trips:
 - i. Officers will change positions at two-hour intervals to ensure that no person drives longer than four hours.
 - ii. Upon securing the cargo vehicle at a pre-determined site, officers may then proceed to a designated hotel or location and be relieved from duty until they proceed to retrieve the vehicle.
 - iii. Upon retrieving the cargo vehicle, officers will proceed directly to the designated disposal facility at the appointed time.
 - iv. Following disposal, officers will deliver the cargo vehicle to a designated location and return to Denver using the support vehicle.
 5. Freshly cultivated marijuana will be transported to a designated and authorized composting facility by the drug technician and at least one member of the Evidence and Property Section. All procedures for disposal outlined in Section G(8)(d)(1-7) will be followed.

9. Transfer of Property to General Services

Evidence technicians are responsible for processing property designated facility for transfer to General Services (GS). Items that are authorized for purging and determined to have a resale value of at least \$5.00, per General Services policy, will be placed in the GS Processing Area following the below process:

- a. Technicians will:
 1. Retrieve the item and change the storage location to GS within RMS.
 2. Place the item in one of several boxes identified as Cell Phones, Small Electronics, or other general categories that have a designated box.
 3. Place large items or those that have no appropriate box in the General Services Cage, in the area designated for GS items.
 4. Clear the item via NCIC/CCIC, update its location to the GSCAGE, and physically place it in the GS Cage for future transfer to General Services.

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5. Invoice items that were not previously invoiced under GO# 2012-381453 and enter into RMS.
- b. The following property will not be sent to General Services:
 2. Drugs and money (for jewelry, see section G.10)
 3. Pocket knives and/or hunting knives
 4. Other types of contraband deemed to be a weapon
 5. Guns
 6. Used clothing
 7. Any broken or non-working items INCLUDING ELECTRONICS
 8. Suspected pornographic material
 9. Drug paraphernalia
 10. Food of any kind
 11. Keys
 12. Used toys
 - c. 24 hours prior to the planned transfer of property to General Services, the GS Technician will print an inventory list of all items ready for transfer as follows:
 1. The GS technician will generate an itemized list for all items in location code "GSCAGE" that are ready for delivery to General Services.
 2. The technician and a witness releasing the items to General Services will provide an original and copy of the printed list which will serve as a receipt to a representative from General Services:
 3. The General Services Division representative will acknowledge receipt of the items by signing the inventory list.
 4. The inventory list receipt must contain the signature and legible name of the accepting person.
 5. A copy of the inventory list will be left with the General Service Division Representative.
 6. The technician delivering the items to General Services will return to the Evidence and Property Section and provide the Evidence and Property Section manager or designee with the receipts.
 7. The Evidence and Property Section manager will maintain the inventory list and receipts in a binder titled GS for a period of three years. Records older than three years will be purged.
 - d. The GS technician will be responsible for completing the group deletion of items listed in storage locations "GSCAGE." In the remarks section for storage/deletion control the technician will include the name of the General Services Representative who accepted the items and the names of the technician and witness who released the property.

10. *Transfer of Property to General Services (Jewelry and Rare Coins)*

Jewelry, rare coins, and precious metals that are held in the vault shall be released to the General Services Division in the following manner:

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- a. The money technician assigned to the vault will run a DAR for valuables stored in "Safe 4".
 - b. Items that appear on the list will be transferred to one of four boxes located in Vault # 2, Bins **GSJ01** through **GSJ04**.
 - c. Once the box has reached capacity, the money technician will seal each box with evidence tape, marked with his/her badge number and the date.
 - d. The money technician will attach a manifest to the outside of the sealed box for audit or inspections, containing information generated from Versadex listing the PR number and description of the individual items contained within.
 - e. The storage section in Versadex will be updated to show that the items were staged in the listed GS boxes and ready for transfer to General Services.
 - f. The Evidence and Property Section manager or designee will contact a representative from General Services throughout the year and advise him/her of the quantity of items ready for inspection.
 - g. The General Services representative will schedule an appointment to have the items appraised and take custody of all items at the time of the appraisal.
 1. The money technician will generate an itemized list from RMS for all items in location code "GSJ*" that are ready for delivery to General Services.
 2. The General Services representative will be provided an original and copy of the printed list detailing the items within the GSJ boxes for review.
 3. The General Services representative will review the itemized list and accept all items and sign the inventory list which will serve as a receipt.
 4. The signed inventory list/receipt will be maintained by the Evidence and Property Section manager in a binder titled GS for a period of three years. Records older than three years will be purged.
 5. The money technician will update the **property storage** to reflect that the items were disposed of, indicating "Released to General Services" and including the name of the General Services representative that took possession of the items.
 6. Once the **property storage** has been updated to show that all items have been released to General Services, the money technician will complete a query of non-disposed items within the GSJ locations to ensure that no items remain.
 7. If all GSJ locations are clear, the process can begin again.

11. Shipping Evidence to Other Agencies

Shipping evidence that may require forensic testing to outside jurisdictions must be approved by the Division Chief of Administration or designee. The following steps will be followed to ensure proper evidence handling and chain of custody.

- a. Written instructions will be sent to the Evidence and Property Section, including the GO and Property Report numbers, and describing the item(s) to be shipped. The instructions will contain:
 1. The contact name and agency that the items are to be shipped to.
 2. Special shipping or packaging instructions if applicable.
 3. Signature of the Division Chief of Administration or designee.
- b. The property technician will ship the item(s) as instructed using United Parcel Service (UPS) making sure that box is checked for return receipt requested, recipient signature required.
- c. The authorization form and a copy of the UPS shipping label will be scanned into RMS under the associated Property Report number.

12. Identifying and Verifying Items for Disposal

All items that have been authorized in writing for disposal will be identified in the following manner:

- a. A Disposal Authorization Report (DAR) will be generated as outlined in the Evidence & Property Section Reference Manual.
- b. The property technician will verify that all items listed on the DAR have written authorization uploaded into Versadex. Any discrepancies will be reconciled, and the DAR updated, prior to proceeding.
- c. The property technician will physically pull all items listed on the finalized DAR from the warehouse.
- d. A second property technician will verify that all items pulled from the warehouse match those listed the DAR. Both technicians will sign their badge numbers on the DAR and submit it the first technician's direct supervisor for verification.
- e. The first property technician will perform a mass storage transaction in Versadex, disposing of all pulled items.
- f. The supervisor will scan the DAR onto the Y: Drive for record keeping purposes.

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Section H: Equipment, Logs, and Forms Procedures

This section defines equipment, logs, and forms utilized by Evidence and Property Section.

Scope

The procedure includes the following capabilities:

Forms used by the Evidence and Property Section

Refrigeration and freezer units

Critical equipment

New equipment

Logging equipment failure

Cleaning and sanitizing the general work area

Objectives

The objectives of the Equipment, Logs, and Forms Procedure are to:

Provide guidelines on paperwork and equipment utilized by the EPS

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1. Forms Used by Evidence and Property Section

Forms used in the Evidence and Property Section will be identified by DPD Number and reviewed yearly. Changes will be approved by Evidence and Property Section manager and recorded in the Document Control Log located on the Y drive; Property Bureau-Command-Master Document List.

All paper records utilized in the Evidence and Property Section after January 1, 2007 will be scanned into RMS and maintained as part of the case. All paper records utilized by the Evidence and Property Section prior to January 1, 2007 will be maintained as follows:

- a. Relating to Personal/Found Property: Will be held for three (3) years after the items were purged from RMS.
- b. Relating to Misdemeanor Petty Offenses: Will be held for three (3) years after the items were purged from RMS.
- c. Relating to Felony Offenses: Will be scanned into the RMS under the converted Property Report number and maintained with the case. The paper records can be disposed after they are scanned.

The following are the most frequently used forms in the Evidence and Property Section.

Admission of Liability Form

DPD 778

Acknowledge that the firearm(s) was obtained from a person who is prohibited. States the receiving party will not sell, transfer, convey or give the firearm to this person or anyone believed to be a prohibited person.

Agreement for Storage of Weapons Private Party

DPD 802

Form is completed when accepting firearms mandated to be relinquished per court order.

ATF Form

DPD 779

Form is completed with every firearm received and information is related to the ATF.

Court Ordered Property Disposition Form

DPD 805

Communicate specific items that are to be held, released or disposed per authorizing person.

DPD Request for Firearm Release

DPD 350

Person requesting firearm to be returned and background check to be conducted.

Drying Room Checklist

DPD 783

Acknowledge that procedures were followed by the submitting officer when placing items into the Drying Room.

Envelopes

DPD 23

Brown Kraft	All other items
Entry Red	Drug
Celestial Blue	Money

Evidence, Personal Property, and Found items are placed in envelopes.

Escheatment Request Form **DPD 803**

Form to escheat seized items for utilization within the Denver Police Department.

Invoice **DPD 122**

This form is filled out whenever property is turned into EPS

Paper Bags **DPD 3B**

Large and Small

Evidence, Personal Property, and Found items are placed in bags.

Evidence Tag **DPD 308**

Placed on items that are not boxed.

Personal Property Tag **DPD 309**

Placed on items that are not able to be boxed.

Property Owner's Notification **DPD 351**

Mailing to notify owner that DPD has property belonging to them.

Property Disposition form **DPD 780**

Form is completed to have property disposed of, to place a hold or released.

Evidence and Property Section Access Log **DPD 784**

Log is completed when persons not assigned to the Evidence and Property Section are present in the section.

DPD Receipt **DPD 10**

Signed acknowledgment that a person is the owner or entitled to possession of the property being released to them.

Temperature Log **DPD 785A / 785B / 785C**

Log used to record refrigerator temperature in the refrigeration unit that houses DUI Blood samples and Vault freezer units that houses edibles with a suspected narcotic substance.

REL Rejection Form **DPD 831**

Completed when items in the remote evidence lockers are not documented or packaged correctly and left in an associated rejection locker.

2. Refrigeration Units

The Evidence and Property Section has one refrigeration unit located near the front administrative offices. This unit is utilized to store DUI blood samples and for the initial storage of sexual assault kits as defined in Sexual Assault Kits.

Sexual assault kits described above may contain glass sample tubes which could crack if frozen. They will not be placed in the freezer until they are examined by staff assigned to the Forensics and Evidence Division and a determination is made as to the best long-term storage temperature for the sample.

Colorado Health Department rules require that DUI blood samples be stored at a temperature of 2 to 8 degrees C or 35.6 to 46.4 degrees F. The refrigeration unit is alarmed to notify Evidence and Property Section personnel if temperatures within the units go outside the accepted limits. In addition to the alarms, the Detail 1 supervisor or designee is required to physically inspect the temperature reading and document it on the refrigeration log once per week. Logs are maintained for inspection for a period of five years on the Y drive.

The backup refrigeration unit is not utilized unless the primary unit needs to be taken off line for maintenance. If the backup unit is utilized, all procedures that apply to the primary unit are in effect. The dates and times that the backup unit was utilized will be noted in the equipment failure report as outlined in section H(6).

The thermometers in each unit will be certified using a NIST standard each calendar year. The certificates will be scanned and stored under the critical equipment folder outlined in section H(4).

3. Freezer

The Evidence and Property Section has four freezers, two in the main office area and two in the Vault. One is utilized for storing DNA samples and other items that require frozen storage. This primary freezer is located near the front administrative office and the backup unit is located through the Training Coordinator's office. This secondary freezer is a small unit and used for the initial storage of items that may contain bed bugs or other parasites in addition to items with extreme odors.

Two freezers in the Vault are used to store edibles that contain a suspected narcotic substance.

Temperatures in the first two freezers units are maintained at -18°F (-28°C). The primary freezer is set to sound an alarm if the temperature goes outside the range of -25 and 0°F (-31.66C to -17C). Any issues regarding temperatures outside the listed range will be immediately addressed by Evidence and Property Section staff.

For any unexplained alarm where the temperature is outside accepted limits, on-duty Evidence and Property Section staff will immediately contact Operations Support and the Evidence and Property Section manager so that the situation can be addressed as soon as possible.

Alarms that cannot be resolved by simply sealing the door will be noted in the equipment failure report as outlined in the Equipment Failure Log.

4. Critical Equipment

Critical equipment is defined as equipment requiring certification to verify its accuracy. A list of this equipment and test dates will be maintained in a computer log located in the Y Drive under "Evidence and Property Bureau-Command-Critical Equipment." All entries to this log will be made by the Evidence and Property Section manager or designee and maintained for the life of the equipment and an additional four (4) years after its removal from service.

The log will contain the following information:

- a. Description of the equipment.
- b. Serial number.
- c. Date of service, calibration or certification.
- d. Date that new equipment was placed into service.
- e. Date that the equipment is disposed of.

5. New Equipment

Certifications required of designated newly acquired equipment and prior to their utilization will be completed by a qualified vendor using an NIST standard. The new equipment and certification will be added to the critical equipment list outlined in Critical Equipment and documentation of any failures or routine service actions will be stored as outlined in the equipment failure log.

6. Equipment Failure Log

A computer log will be maintained on the Y drive under "Property Bureau-Command-Equipment Failure." The log will document the circumstances and dates that equipment listed under Critical Equipment failed or required servicing.

The Log will contain the following information:

- a. Equipment type
- b. Serial number of the failed equipment, if applicable.
- c. Date of failure
- d. Any known circumstances contributing to the failure.
- e. Steps taken to correct the failure.
- f. Date the equipment was returned to service.

7. Cleaning and Sanitizing

It is the responsibility of all Evidence and Property Section staff to assist in the cleaning and general sanitizing of the work area. The following are minimum standards for cleaning specific locations:

- a. Stainless Steel Counters (Intake Area): Will be cleaned with a disinfecting agent at a minimum of three times per day. This will be done at the beginning of each shift or after any visible contamination.
- b. Viewing Area Stainless Steel Table: This table will be cleaned with a disinfecting agent prior to and immediately after each viewing or after any visible contamination.
- c. Drying Room Cabinets: The cabinets will be cleaned with a disinfecting agent after each use by the technician removing evidence from them.

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Glossary

Chain of custody: documented movement and location of evidence from the time of collection until its disposal

Critical equipment: equipment which requires certification to verify its accuracy

Evidence: any item that is received by the Evidence and Property Section (EPS) to aid in a criminal investigation. Items of evidence, depending on the circumstance and statute, may be kept indefinitely

Personal property: any item that is received for safekeeping, not related to a criminal investigation, where the owner is known

Found property: any item that is received for safekeeping, not related to a criminal investigation, where the owner is unknown

RMS: Records Management System, also referred to as Versadex, the computer program used to track information for the Denver Police Department

EPS: Evidence and Property Section

End of Document

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