

P.O. 404 Evidence

Effective From:	10-10-2023	Effective To:	Current
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D. *P.O. 404 – Evidence*

1. REFERENCE

- i) The following procedures conform to LRS 14:402, LRS 15:41, 32:1700 et seq., 40:2601 et seq., CCRP 166, the International Association for Property & Evidence, LSP Forensic Lab Services Guide, Louisiana Administrative Code Title 55, Public Safety, and shall form the basis for the confiscation, storage, transfer, release, disposal of evidence or contraband, and property accepted for safekeeping.

2. PURPOSE

- i) The purpose of this policy is to establish the functions of the Evidence Control Unit (ECU). The personnel (technicians) assigned to ECU will be responsible for the collection of submitted evidence, within their assigned Troop and/or Region. ECU personnel will enter submitted evidence into evidence vaults and/or transport evidence to the Crime Labs.

3. DEFINITIONS

- i) Bin – Any shelf, cabinet, table, section of floor, or similar structure, located within a particular safe or vault, and used for the storage of evidence, property, or currency. In some cases, the terms bin and storage facilities are interchangeable. All bins are to be numbered or contain an alphanumeric sequential system and maintained in the Record Management System (RMS). The alphanumeric or number shall be permanently and clearly marked on the exterior of the bin.
- ii) Chain-of-custody – The chronological documentation of the seizure, custody, control, transfer (temporary or permanent), and disposition of evidence.
- iii) Crime Lab Evidence Intake Technician – Crime Lab personnel who have the responsibility of accepting, securing, safekeeping, and transferring of evidence at the Crime Lab.
- iv) Convenience Container – A uniform size envelope, bag, or box that contains several smaller size individually packaged evidence items from one case and groups them together for ease of storage and retrieval.
- v) Evidence – refers to material that has probative value in either tending to prove or disprove a material fact in a criminal or civil case.
- vi) Evidence Container – A uniform size evidence envelope, bag, box, or metal can provided by the Department for the packaging, storage, and safekeeping of evidence.
- vii) Evidence Label (Bar Code Label) – A sequentially numbered label placed on all evidence located within an evidence storage facility or submitted to any crime lab, and which provides a permanent identification and source of that item or package of evidence. This number shall be the same number as the case file number followed by sequential numbering. This number and label are obtained from the Mark43 RMS Evidence Management feature.
- viii) Evidence Control Technician – Officers who are charged with the responsibility of accepting, securing, safekeeping, transferring, and disposing of evidence or property.
- ix) Evidence Control Unit (ECU) – Personnel responsible for the processing, transferring, and storage of evidence.
- x) Records Management System (RMS) – The electronic system used by LSP for documenting all evidence. It will track the Chain-of-custody from intake, laboratory examination, and disposition of all evidence in LSP custody.
- xi) Evidence/Property Receipt (DPSSP 4731)/Computer Generated Receipts/etc.:
 - a) When DPSSP 4731 is utilized, copies shall be distributed as follows:
 - 1) Original - Maintained in the investigating officer’s case file.
 - 2) Receipt Copy - Provided to individual from whom evidence/property is seized/received, or to whom evidence/property is transferred/released.

- b) DPSSP 4731 does not have to be utilized by ECU Technicians if using the RMS to transfer evidence.
 - xii) Property – refers to the generic term for personal property that does not have evidentiary value and comes into the possession of a law enforcement agency as found, safekeeping, or property for destruction. These items shall be treated in the same manner as evidence.
 - xiii) Safe/Vault – Any facility for the storage of evidence that is accessible only through combination, key, or security device such as a key fob or access card and rated against fire and burglary.
 - xiv) Seals – Tamper-evident tape that secures an evidence container. All seals must be initialed by the person sealing the evidence with a single inscription written on and off the tape.
 - xv) Temporary Evidence Storage Location – a secure safe/vault location used to temporarily house evidence until it can be transferred to the ECU Technician. The temporary storage of evidence should not exceed 14 days unless permission is granted by a supervisor.
4. RESPONSIBILITIES OF INVESTIGATING OFFICER
- i) The investigating officer, or designated officer, in each case shall have primary responsibility for the collection, packaging, and preservation of all evidence, with the advice and consent of his supervisor, as needed. The LSP Crime Lab Forensic Lab Services Guide serves as the official guidance on appropriately collecting, packaging, and preservation of evidence.
 - ii) All evidence shall be packaged with regard to the integrity of the individual case. Commissioned officers should seek the advice of an on-duty forensic scientist or ECU Technician if needed.
 - iii) Before submitting found property into the evidence control function, an officer must make reasonable efforts to identify and contact the owner or custodian of the property. Found property is considered an item not of evidentiary value related to an investigation.
 - iv) The investigating officer, or designated officer, while following the guidance of the LSP Crime Lab Forensic Lab Services Guide, shall:
 - a) Ensure the appropriate supervisor is notified of the fact that evidence has been confiscated.
 - b) Ensure each item seized is properly identified, labeled, secured, and sealed in an appropriate evidence container.
 - c) Complete an Evidence/Property receipt anytime an item is seized, and ensure all copies are properly distributed.
 - d) Ensure all hazardous or dangerous items and substances (syringes, fentanyl, weapons, etc.) are packaged safely, marked appropriately as such on the evidence container, and reported to the ECU Technician or Crime Lab before submitting.
 - e) Complete all informational blanks on the evidence container/envelope.
 - f) Complete a written report detailing the circumstances by which the evidence came into their possession along with a description of each item (e.g. arrest report, incident report, or intelligence report). Ensure that each item of evidence is entered in the Mark43 RMS Offense/Incident Report or the Evidence/Property Supplement.
 - g) Send an email to the ECU Technician notifying him/her that evidence has been placed in temporary storage and is ready for collection.
 - v) All evidence seized by an officer shall be placed in a Department-approved temporary evidence storage location by the end of the officer's tour of duty. If the evidence seized is not able to be placed in temporary storage by the end of the officer's tour of duty because time and distance may be a factor, supervisory approval is required. Upon the supervisor's approval, the officer shall provide a descriptive inventory of the evidence seized and how it will be safeguarded in the Mark43 CAD event. The CAD event entry shall be completed prior to the end of the officer's tour of duty.
 - vi) If an officer from another agency who is conducting a joint or parallel investigation makes a written request, evidence seized by the State Police may be released to that officer only

after approval is obtained by an LSP supervisor who deems it in the best interest of the case. The evidence must first be entered into RMS by the case officer or ECU Technician to record the transfer and proper chain-of-custody before releasing the evidence.

- vii) Once evidence has been submitted to a temporary bin, ECU personnel shall assume custody for processing and transfers.

5. DRUG SEIZURES

- i) Proper collection, packaging, storage, and submission of drug evidence help ensure the integrity of the evidence. Officers should adhere to the following guidelines:
 - a) Minimize the layers of evidence packaging.
 - b) All drugs must be separately packaged by drug category.
 - c) Ensure all syringes and bio-hazards are properly packaged and labeled.
 - d) The Crime Lab must be contacted for prior approval before any syringes are submitted for analysis.
- ii) As a general rule, major narcotic seizures should not be stored in a temporary evidence storage location. The investigating officer should contact an ECU Technician to discuss and assist in the storage of large narcotic seizures.
 - a) Whenever possible, investigative personnel shall attempt to secure court orders allowing for the destruction of large narcotic seizures.
 - b) Prior to destruction, all pertinent documentation necessary for the prosecution of the case will be obtained by the Crime Lab, ECU Technician, or Case Officer. The prosecutorial authority shall be consulted as to what is necessary in the case. This may include photographs, representative samples, official weight, etc.
- iii) When it becomes necessary to store large seizures of drug contraband in a temporary evidence storage location, the following guidelines shall be adhered to:
 - a) Evidence shall be placed in the smallest approved container.
 - b) The ECU Technician, the seizing officer, and at least one witness shall confirm the placement of all applicable seals and that the information is accurate.
 - c) All seals shall bear the initials or signatures of all parties involved.

6. FIREARMS SEIZURES

- i) General procedures for collecting, packaging, and submitting firearms
 - a) Handle and treat all firearms as if they are loaded even when they have been cleared and rendered safe. All firearms shall be unloaded and rendered safe prior to submitting to a Crime Lab. (Visually AND physically check the breech.) The firearm must have an empty chamber indicator in it (either a plastic zip-tie through the barrel or a plastic chamber flag inserted from the breech end). The outside packaging must have documentation on it that the firearm has been cleared or made safe. The name of the person certifying the firearm shall also be noted on the outside of the package.
 - b) If the firearm is to be processed for latent fingerprints or DNA, gloves and mask must be used when handling and packaging the weapon.
 - c) Other than the empty chamber indicator above, do not stick any object in the barrel of the firearm for any reason.
 - d) Ammunition that is unloaded from a firearm can be packaged in a separate envelope, sealed, and put inside the evidence container (gun box) containing the firearm. Per the Crime Lab, do not seal this envelope with evidence tape. If the firearm is to be submitted for NIBIN testing and entry only, it is not necessary to submit the evidence (ammo) that was contained in the firearm.
 - e) When possible do not download the magazines. They are to be placed in the box with the unloaded firearm. Exact bullet counts are not needed when submitting firearms. The lab will provide exact counts in any non-NIBIN report.
 - f) After packaging the firearm, verification that the firearm has been rendered safe and the officers who rendered the firearm safe must be written on the outside of the evidence container.

- g) If arresting a felon in possession of a firearm and DNA testing is requested, a reference swab from the suspect must be obtained.
- h) NCIC queries shall be conducted on all firearms. If the firearm is stolen, the NCIC information shall be documented in the Mark43 Property/Inventory Report.

7. CURRENCY SEIZURES

- i) All currency shall be counted twice by two different officers; a supervisor shall confirm the count. Once an accurate count has been made and verified, the officers shall seal the currency in an evidence container, sign, and document the count in the "Additional Information" section of the evidence container. The names of both officers shall be clearly printed. A completed and signed Double Count Sheet shall be placed inside the evidence container with the currency.
- ii) Generally, the Department shall not maintain seized currency in its original form, unless it has evidentiary value beyond its financial value. When currency is seized, and has no evidentiary value beyond its financial value, it shall be photographed and converted into a cashier's check. All documentation shall become a permanent part of the investigative case file.
- iii) The cashier's check shall be maintained by the ECU Technician in the currency bin until such time as the case has been adjudicated, has been ordered released by a court of competent jurisdiction, or seized pursuant to a warrant for forfeiture.
 - a) If the appropriate prosecuting attorney requests that currency be maintained in its original form, every attempt shall be made to relinquish custody of the currency to that agency.
 - b) If the appropriate prosecuting attorney refuses to accept custody of currency not subject to forfeiture, the ECU Technician may, at their discretion, maintain custody of the currency in the Section's Safe/Vault.
- iv) If the seized currency is subject to forfeiture in State Court, the currency will be deposited into the appropriate parish District Attorney's Office Asset Forfeiture Account. A signed receipt shall be received after the transaction is complete. All documentation shall become a permanent part of the investigative case file.
 - a) If the District Attorney's Office is unavailable, for an unreasonable amount of time, the currency shall be placed into the Department's Forfeiture Escrow Account. A signed receipt shall be received after the transaction is complete. All documentation shall become a permanent part of the investigative case file.
- v) If the seized currency is subject to forfeiture in Federal Court, the currency will follow the applicable federal agency's counting policy. A signed receipt shall be received after the transfer of the asset to the federal agency is complete. All documentation shall become a permanent part of the investigative case file.
 - a) If the US Attorney's Office or the designee is unavailable for an unreasonable amount of time, the currency shall be placed into the Department's Forfeiture Escrow Account. A signed receipt shall be received after the transaction is complete. All documentation shall become a permanent part of the investigative case file.
- vi) Any expenses involved in the purchase of a cashier's check shall be paid from the Investigative Expense fund. Under no circumstances shall any seized or taken for safekeeping funds be utilized for these expenses.

8. BLOOD/URINE KIT SEIZURES

- i) Blood From Live Subjects
 - a) An officer must personally observe the blood being drawn from the subject by a physician, physician's assistant, emergency medical technician, nurse practitioner, chemist, registered nurse, certified phlebotomist, or any other qualified technician.
 - b) The Department-approved kit shall be used to draw blood for the purposes of determining the alcoholic content and/or presence of drugs.
 - c) Seals and forms supplied with the kit are to be used in accordance with the instructions

- included in the kit. The consent form, although desirable, is not necessary if the person is being tested under the Implied Consent Law.
- d) Under no circumstances should other types of blood tubes be substituted for the tubes in the Department approved kit.
 - e) Officers must ensure that the blood tubes are gently inverted five (5) or more times to mix the anticoagulant with the blood to prevent clotting.
 - f) Refrigeration of the sample is not necessary; however, it is desirable to prevent the degradation of certain drugs when a drug screen is being requested. Officers should not expose the sample to excessive heat where solidification and degradation may occur.
 - g) All kits shall be submitted to the Crime Labs within ten (10) calendar days from the time of collection.
- ii) Blood From Deceased Subjects
- a) Officers should make every effort to witness the taking of the sample by a physician, physician's assistant, emergency medical technician, nurse practitioner, chemist, registered nurse, certified phlebotomist, or any other qualified technician.
 - b) The Department-approved kit shall be used to draw blood for the purposes of determining the alcoholic content and/or presence of drugs.
 - c) Seals and supplies in the kit are to be used with no substitutions.
 - d) Refrigeration of the sample is not necessary; however, it is desirable to prevent the degradation of certain drugs when a drug screen is being requested. Officers should not expose the sample to excessive heat where solidification and degradation may occur.
 - e) All kits shall be submitted to the Crime Labs within ten (10) calendar days from the time of collection.
- iii) Urine From Live Subjects
- a) For purposes of drug determinations, a urine sample obtained in addition to a blood sample is highly desirable. Urinalysis for the purpose of determining alcohol levels is not presently recognized in Louisiana.
 - 1) Samples must be given voluntarily.
 - 2) The officer must personally observe the sample being provided by the subject.
 - 3) The sample must be collected with the urine specimen container provided in the Blood Kit No. 4000 or similar Department-approved kit.
 - (i) In situations where the investigation is not related to traffic enforcement (i.e. rape, murder), other containers may be substituted. Officers should contact the Crime Lab to discuss exceptions.
 - 4) Refrigeration of the specimen is not necessary; however, it is desirable to prevent the degradation of certain drugs.
 - b) All kits shall be submitted to the Crime Labs within ten (10) calendar days from the time of collection.
- iv) Urine From Deceased Subjects
- a) The officer should witness the taking of the sample by qualified medical personnel.
 - b) The urine container or blood tubes from the Department approved kits may be used for the collection of the urine specimen.
 - c) Refrigeration of the specimen is not necessary; however, it is desirable to prevent the degradation of certain drugs.
- v) For any case where there is a fatality, and a blood kit is generated, denote this fatality on the Crime lab submittal form "Request for Scientific Analysis" ([DPSSP 4606](#)).
- vi) Expired kits shall not be used for the collection of either blood or urine samples for the purposes of determining alcohol content and/or the presence of drugs.
- vii) A lab permitted by the Department shall perform the analysis of blood for alcohol content.
- viii) Any sample obtained for analysis shall be submitted to a permitted lab within ten (10) days

following the shift during which the sample was taken.

- ix) Blood samples taken for analysis shall be maintained at room temperature, and shall not remain in the custody of the investigating or collecting officer beyond the end of the shift during which the sample was taken, unless time and distance is a factor and prior approval is obtained from the shift supervisor. A desk log entry shall be made.
 - a) The officer may deliver the sample directly to the State Police Crime Lab; however, prior notification to the Crime Lab must be given or it may be delivered to the ECU Technician.
 - b) If blood kits are not hand delivered to the Crime Lab, shipping must be via a carrier that can track the shipping status. This may be USPS certified mail, Fed-Ex, UPS, etc. They must be shipped using an option that requires a signature upon receipt.
- 9. SUBMITTING EVIDENCE TO THE CRIME LAB
 - i) The investigating officer is ultimately responsible for deciding what evidence is submitted for forensic examination, and should complete all forms requesting analysis. If a designee is used, the investigating officer should still review the request being made.
 - ii) Only items of evidentiary value that actually need scientific analysis should be submitted to the Crime Lab. Extraneous items should not be submitted as part of the request for analysis.
 - iii) All evidence submitted to the LSP Crime Lab for examination must be accompanied by a completed "Request for Scientific Analysis" ([DPSSP 4606](#)) or an electronic equivalent. A reasonable supply of these forms is to be maintained by each command and is available from DPS Supply (forms are available at http://lsp.org/pdf/Lab_Evidence_Submittal_Form.pdf). If DNA analysis is requested, a "DNA Submittal Form" must be submitted.
 - iv) All items of evidence must be prepared in a manner such that material will arrive at the lab in a condition conducive to performing the analysis desired. Advice in a particular instance may be obtained from the Crime Lab. Each item submitted must bear:
 - a) A statement of the type of material enclosed and the place from which it was collected.
 - b) The time and date the material was secured for evidence purposes.
 - c) The signature of the officer collecting the evidence.
 - v) The chain-of-evidence shall be carefully preserved.
 - vi) Evidence is typically submitted to the Crime Lab by an ECU Technician on an appointment basis.
 - vii) Evidence may also be collected directly by LSP Crime Lab CSI Analyst personnel at the scene of an incident.
 - a) If the Request for Scientific Analysis ([DPSSP 4606](#)) is completed by the forensic scientist/analyst collecting the evidence, a submittal number will be obtained and it will be provided to the investigating officer along with a copy of the Request for Scientific Analysis Form.
 - b) The investigating officer shall be responsible for ensuring all evidence is entered into RMS and properly labeled.
 - c) All other forms and evidence not submitted to a crime lab are then to be delivered to the ECU for proper placement.
 - viii) In special circumstances such as cases with, blood, body tissue, body fluids, or cases of an exigent nature, evidence may be taken directly to the Crime Lab. However, the Crime Lab and ECU personnel must be made aware that this submission will be coming in off-schedule, and agree to accommodate the investigation.
 - a) Upon receipt of the Crime Lab submittal number, the officer shall deliver a copy of the Request for Scientific Analysis to the Evidence Custodian within two (2) working days.
 - ix) When evidence is submitted directly to the State Police Crime Lab, the Evidence Intake Technician shall ensure that the following procedures are followed:
 - a) A State Police Crime Lab file number (SP#) shall be assigned to the evidence being

submitted.

- b) An official State Police Crime Lab Evidence Control Number (LSP/Bar Code) shall be attached to each package of evidence submitted under that file number.
- c) The evidence submitted should already bear an Evidence label issued by the investigating officer submitting the evidence.
- x) If necessary to divide a package of evidence, thereby creating another package, it will be labeled with appropriate crime lab evidence labels.
- xi) The Evidence Technician at the Crime Lab shall ensure placement into a vault, bin, storage cabinet, or other form of containment deemed appropriate by Crime Lab personnel and conforming to the guidelines set forth in this order. Due to the overall mission of the Crime Lab, it may be deemed inappropriate to separate packages of drugs and other evidence associated with an individual case. In such instances, the Crime Lab shall be permitted to maintain evidence in the manner best suited to preserve integrity, as well as the overall safety of the evidence once it has been submitted to the State Police Crime Lab.

10. RESPONSIBILITIES OF THE EVIDENCE CONTROL UNIT TECHNICIAN

- i) Each ECU Technician shall:
 - a) Ensure that incoming evidence is packaged in accordance with agency guidelines.
 - b) Ensure that all information on the evidence container is correct and that it accurately describes the evidence in question.
 - c) Ensure that all items are properly packaged, sealed, and prepared for secure storage within the vault or safe. All evidence must be of type and packaging to allow storage inside the vault/safe without posing a hazard to personnel.
 - d) Ensure that an RMS label is affixed to each item of evidence and ensure that the labels are affixed to the proper item. Once affixed, this label shall not be removed or mutilated.
 - e) When practicable, direct that several small, similar items be packaged together and labeled accordingly.
 - f) Ensure that all release and dispositions of evidence are legal and accurately documented.
 - g) Arrange and document interim releases and returns of evidence for court, crime lab analysis, or investigative use.
 - h) Serve as the liaison for property and evidence matters between the agency and other local, state, and federal law enforcement agencies.
 - i) Provide for maintenance of the storage facility.
 - j) Inventory evidence based on the policy demands of the agency.
 - k) Store evidence in the designated storage area
 - l) Limit access to the evidence vaults to only authorized individuals and maintain access logs for non-custodial personnel.
 - m) Ensure that there is adequate security for the evidence vault.
 - n) Maintain evidence packaging stations and supplies.
 - o) ECU Technicians shall provide assistance with collecting evidence during warrant services and crime scene investigations when requested.
 - p) Each ECU Technician shall inventory all evidence for which he is responsible, with assistance from other ECU Technicians, each March.
- ii) ECU Technicians shall contact the ECU Lieutenant to:
 - d) Add or remove personnel from the RMS.
 - e) Add or remove bins from the RMS.
 - f) Add or discontinue the use of safes, vaults, or temporary storage locations.

11. SECURITY OF EVIDENCE STORAGE FACILITY

- i) Only the ECU Technician may enter any storage facility, vault, or safe alone. Any other person must be accompanied by the ECU Technician, and shall be in sight and under the direct supervision of the ECU Technician at all times while in the evidence facility.

- ii) ECU Technician shall maintain a log of all non-custodial persons entering any storage facility. This log shall reflect the time in/out, date, and names of all persons entering any storage facility.
- iii) Only ECU Technicians shall have knowledge of combinations and/or possess any unsecured keys to any storage facilities, safes, or vaults.
- iv) Emergency access to combinations and keys:
 - a) The Crime Lab Commander shall maintain a box safe, in a secure location that contains keys and combinations to access all evidence vaults. The box safe shall be sealed with evidence tape and signed by both the Commander and ECU Lieutenant.
 - b) The Commander shall maintain, in a secure location, an envelope containing the combination to the box safe. The envelope shall be sealed with evidence tape and signed by both the Commander and the ECU Lieutenant.
 - c) In the event any access is required to the box safe containing the emergency set of combinations and keys, the Crime Lab Commander shall immediately notify the Command Inspector and the ECU Lieutenant of the reason of the emergency and entry into the vault. After notification, the Crime Lab Commander shall complete an incident report detailing the circumstances for entry. If necessary, a complete inventory should be conducted by the ECU Technician.
 - d) The storage and access of emergency combinations and keys shall be reviewed as part of the normal required inspection process.
- v) In the event of an emergency or in the long-term absence of the ECU Technician, the ECU Sergeant shall assume all duties of the ECU Technician until a replacement Technician is appointed.
- vi) In the event that any commissioned officer suspects that any evidence or evidence storage facility, safe, or vault has been tampered with, he shall immediately notify his immediate supervisor. The officer and his supervisor shall then ensure the immediate notification of the:
 - c) ECU Technician.
 - d) ECU Lieutenant.
 - e) Crime Lab Commander.
 - f) Section Command Inspector.
- vii) In the event of suspected evidence tampering, the Command Inspector, or their designee, shall immediately begin an investigation, including a complete audit of all evidence housed by that ECU Technician, coordinating with the Crime Lab Commander and ECU Lieutenant. All findings shall be reported to the Deputy Superintendent of Support. If merited, the Crime Lab Commander may appoint the Regional ECU Sergeant as an interim Technician. In any case, all combinations and locks shall be changed.

12. COLLECTION AND STORAGE OF EVIDENCE

- i) Evidence should only be packaged in a Department-approved evidence container.
 - a) The ECU is responsible for supplying approved evidence packaging material to all officers.
 - b) Louisiana State Police Evidence Envelope form number DPSSP 6750 is to be used whenever practical. Officers should refer to the LSP Evidence Handling Guide for details on packing of evidence.
 - c) Use of the LSP Evidence Envelope and RMS negates the LSP Evidence Tracking Forms.
 - d) Intact manufacturer seals do not need to be resealed with evidence tape.
 - e) Like items from multiple suspects should not be packaged together.
 - f) Potential evidence that can be returned after analysis should be packaged individually (e.g. cell phones).
- ii) ECU Technicians shall ensure that evidence too large for the evidence storage facility, (e.g. vehicles), is transferred to the LSP Crime Lab or other approved crime lab, as soon as

possible. In the event of unusual or exceptional circumstances, the investigating officer, supervisor, or ECU Technician may request a Crime Lab CSI Analyst respond to the location of the evidence to assist. If storage space is a significant issue, the appropriate District Attorney should be consulted regarding the ability to sample and destroy.

- a) If the evidence is not transferred immediately and a Crime Lab CSI Analyst is unable to respond, the evidence shall be secured in the Troop/Region garage.
- b) Security of the evidence shall be maintained until the chain-of-custody transfer is completed.

13. COMMAND RESPONSIBILITIES

- i) The Crime Lab Commander, or their designee, will ensure a joint inventory is conducted whenever the person responsible for the evidence control function is assigned and/or transferred from the position. The inventory shall be conducted by the newly designated ECU Technician to ensure that records are correct and properly annotated.
- ii) The Crime Lab Commander shall be responsible for direct supervision of the Evidence Control Unit to ensure compliance with the provisions of this order.
- iii) The Crime Lab Commander and the ECU Lieutenant shall be responsible for ensuring complete compliance with the provisions of this order. They shall be responsible for the general supervision of the ECU Technicians under their command. The Crime Lab Commander shall report any issues of concern pertaining to evidence to the Command Inspector and Deputy Superintendent of Support.
 - a) Unannounced inspections are the responsibility of the Support Command Inspector and must include an inspection of evidence storage facilities under his command; however, the duty may be delegated.
 - b) Unannounced inspections should be performed biannually.
 - c) Full audits are not required, but a number of randomly selected items should be checked.

14. RELEASING, TRANSFERRING, OR DESTROYING EVIDENCE

- i) In the event the transfer or release of evidence becomes necessary, the investigating officer shall make the ECU Technician aware of the pending transaction and together they will affect the release. The ECU Technician shall make a physical inspection of the evidence to ensure that all seals, labels, or tags are intact on both the accepting and returning of evidence.
- ii) If an officer is returning evidence to an owner, and the option of an electronic signature through RMS is not available, he shall fill out an Evidence/Property Receipt, have it signed by the owner, and turn in a copy of the receipt to the ECU Technician.
- iii) In the event that evidence is deemed by the courts to be destroyed, in accordance with R.S. 15:41(D), the ECU Technician shall coordinate with the investigating officer and, if necessary, Legal Affairs to obtain a court order prior to carrying out the destruction of the item. The ECU Technician shall be present when evidence is destroyed to ensure proper disposal in accordance with law.
- iv) The ECU Technician shall prepare appropriate destruction motions and orders for those items no longer needed for court purposes or when the necessary time limitations have expired.
- v) Evidence shall be destroyed by the seizing/storing ECU Technician.
 - a) All destruction of evidence shall be fully documented (i.e., videos, still photos, etc.) and witnessed by at least one other commissioned officer.
 - b) Before destroying large amounts of narcotics or firearms, ECU Technicians can confer with the Crime Lab to see if they need these items for K-9 training aids or reference firearms; however, court orders stating such use need to be obtained.
 - c) ECU Technicians shall use the agency's contracted vendor for the destruction of all firearms.
- vi) Crime Lab evidence:
 - a) All destruction of evidence shall be fully documented (i.e. videos, still photos, etc.)

and;

- b) Evidence from the Crime Lab approved for destruction, shall be destroyed by the Crime Lab Evidence Intake Supervisor and shall be supervised by an ECU Technician or at least one other commissioned officer.