

<p>MESA POLICE</p> <p>Department Policy Manual</p>	<p>Impounding Evidence & Property</p>	<p>DPM 3.2.45</p> <p>Effective 02/11/2013 Revised 09/25/2024 Reviewed 10/15/2025</p>
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1. PURPOSE

This policy provides Mesa Police Department (MPD) members with the guidelines for packaging and submitting evidence and property into the Evidence & Supply Section.

2. GENERAL [ALEAP 27.1]

- A. Submit impounded items to the Evidence & Supply Section for proper storage by the end of shift, unless approved by a supervisor.
- B. Approved items not submitted by the end of shift shall be stored in approved evidence submission lockers pending submission.
 1. Members temporarily placing items in evidence submission lockers shall complete the submission process at the start of their next shift. [ALEAP 27.3]
- C. Submission lockers shall not be used to store personal or Department-owned property.
- D. Evidence and safekeeping items seized from individuals who are in-custody will be submitted at the evidence submission lockers at the Evidence Warehouse located at 154 N. Robson.
- E. Forensic Services members may place evidence in a drying room until suitable for submission to the Evidence & Supply Section.
- F. Food, animal, or human body parts will not be submitted to the Evidence & Supply Section unless approved by a supervisor. Refer to [DPM 3.2.50 Impounding Evidence & Property – Special Handling](#) and [EVI 1.7 Packaging & Submission Guidelines](#).
- G. For perishable items used as paraphernalia, contact the Forensic Services Biology Unit to request these items be analyzed as soon as possible to limit degradation.
- H. Submission lockers may be re-keyed as deemed necessary by the Evidence Supervisor or designee. [ALEAP 27.3]

3. PACKAGING

- A. Package the following items separately from other items submitted to the Evidence & Supply Section:
 1. Safekeeping property.
 2. Found property.
 3. Items for destruction.

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4. CDs/DVDs.
 5. Drugs.
 - a. Package in-custody drugs separately from other drugs.
 6. Paraphernalia.
 7. Firearms.
 8. Currency (including counterfeit).
 9. Jewelry.
 10. Cell phones.
 11. Tablets.
 12. Laptops.
 13. Thumb drives.
 14. SC/SD cards.
 15. Hazardous materials.
 16. Syringes, razor blades, small pipes, knives, and other sharp items.
 - a. Refer to [DPM 3.2.50 Impounding Evidence & Property – Special Handing](#) and [EVI 1.7 Packaging & Submission Guidelines](#) for further information.
 17. Latent fingerprint cards.
 18. Items requiring refrigeration.
 19. Items requiring frozen storage.
 20. Package sexual assault kits separately from biological items.
- B. All bags (backpacks, purses, luggage, etc.) administratively inventoried pursuant to arrest, found abandoned, or held for safekeeping which are to be submitted to the Evidence & Supply Section shall be completely emptied and thoroughly searched. The contents shall be properly assessed for potential hazards and/or evidence of a crime. [ALEAP 27.3]
1. If no hazard or evidence is located, the bag can be refilled and submitted as a bag of belongings.
 2. If evidence of a crime or any of the above listed items are found in the bag, they shall be packaged separately and submitted in accordance with policy.

4. BULK ITEM SAFEKEEPING SUBMITTAL [ALEAP 27.1]

Subject(s) arrested for a bookable offense are sometimes in possession of a large amount of property contained within cart(s), wagon(s), etc. This section provides information on properly impounding bulk property for safekeeping in an effort to make the impound process more efficient and enhance officer time management.

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4.1 Guidelines

- A. Designated yellow plastic bags designed **only** for bulk property safekeeping are available at each district.
- B. Items placed in these bags shall meet the criteria for safekeeping.
- C. Officers are responsible for ensuring no hazardous items, weapons, drugs, evidence of a crime, or any other prohibited items are placed inside the bags. See **Section 4.2 Prohibited Items**.
- D. Officers are encouraged to make a record of bag contents using Axon, if available.
- E. The officer will complete [DPM 3.2F6 Bulk Item Safekeeping Receipt](#) on scene and shall:
 1. Provide the top white copy to the arrestee;
 2. The middle yellow copy to the Criminal Justice Information Division (CJID); and
 3. Attach the bottom pink copy to the yellow bag, stapled to the tag.
 4. For assistance or questions, contact the Evidence & Supply Section.
- F. The bag(s) will be secured with a zip tie and transported in the trunk of the officer's vehicle.
- G. Business shopping cart(s) will be left at the incident scene for the store to retrieve. However, any other type of transport used by the suspect (e.g., buggy, wagon, etc.) will be bagged along with the bulk items and impounded in the same location as the rest of the bulk property.
- H. A wire tag will be attached to the top of the bag.
 1. An evidence barcode shall be attached to one side of the wire tag.
 2. On the opposite side of the wire tag, handwritten arrestee's name, GO#, and tag #.
- I. After tagging the bags and attaching [DPM 3.2F6 Bulk Item Safekeeping Receipt](#), place them by the evidence cages/bicycle storage for Evidence personnel.
- J. Evidence & Supply Section members are responsible for returning and/or the disposition of bulk items.
 1. Bulk safekeeping items will be held at the Evidence & Supply Section for 30-calendar days.
 2. Property may be claimed by the arrestee or a designee within the 30-day period during business hours at the Evidence & Supply Section.
 - a. The arrestee must provide government-issued photo identification and [DPM 3.2F6 Bulk Item Safekeeping Receipt](#).

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- b. The owner's designee must provide a notarized letter, signed by the arrestee, providing permission to claim safekeeping items along with the designee's photo ID.
- 3. Items not retrieved within 30 days will be disposed of as authorized by law.
- K. If the property is collected by the owner, designee, or has been disposed of in accordance with policy, the storage control record shall be updated accordingly by the Evidence & Supply Section.

4.2 Prohibited Items

- A. Money, firearms, weapons, drugs, paraphernalia, prescription medication, jewelry, or other valuable items shall be packaged separately per policy.
- B. No food, liquid, trash, or perishable items will be submitted.

5. PROPERTY HANDLING [ALEAP 27.1]

5.1 Sealing [ALEAP 27.3]

- A. All packaged items submitted to the Evidence & Supply Section must include an integrity seal. An integrity seal consists of the following:
 - 1. Heat seal on clear plastic evidence envelopes.
 - 2. Clear or opaque packaging tape placed over the openings of the package.
 - a. Scotch tape, masking tape, and duct tape are not approved.
 - b. Staples are not permitted.
- B. Submit member's initials, ID number, and date over the edges of the tape or heat seal. When adding initials, ID number, and date over the edges of tape, ensure it is placed across both edges of the tape.

5.2 Labeling

- A. For all items submitted to the Evidence & Supply Section, handwrite the following information on the packaging:
 - 1. Report number.
 - 2. Complete tag number.
- B. Follow additional labeling instructions for certain items in [DPM 3.2.50 Impounding Evidence & Property – Special Handling](#).

5.3 Submission Documentation

- A. All items submitted to the Evidence & Supply Section shall be properly documented in RMS. Do not enter physical property in MRE.

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1. Documentation includes both the Property Report (PR) and a Department report (GO) or supplement. The Department report or supplement should include all information regarding the items seized and circumstances surrounding the seizure.
- B. DPM 3.2.45F1 RMS Impound Record may be used to capture item submission information at times when the RMS system is not operational. Once the RMS system becomes operational, the submitting member will transfer the information from DPM 3.2.45F1 RMS Impound Record to the RMS Evidence Collection module.
- C. Each status below will be submitted on its own PR: [\[ALEAP 27.3\]](#)
 1. Evidence.
 2. Safekeeping.
 3. Found.
 4. Destruction.
- D. For example, all evidence items submitted on one PR, all safekeeping on one PR, etc. [\[ALEAP 27.3\]](#)

5.4 Item Submission

- A. Upon completion of the entry, members may submit items by either transferring them directly to an Evidence Technician at the evidence window or by placing the items in approved submission lockers.

6. ITEMS LEFT IN LOCKERS/CAGES FOR MORE THAN 48 HOURS [\[ALEAP 27.1\]](#)

- A. An Evidence & Supply Section member will contact the Division Coordinator when items remain in a submission locker or cage for more than 48 hours without a key being received.
- B. The Division Coordinator will attempt to identify the member responsible for the items in the locker or cage. [\[ALEAP 27.3\]](#)
 1. If the responsible member is identified, the member shall complete the submission process for the items.
 2. If the responsible member is not identified, the Division Coordinator will arrange to have the items packaged and submitted to the Evidence & Supply Section as found property.
 - a. After 30 days, the items may be disposed of.
 3. If the responsible member is later identified, the member shall complete a supplement for both reports.

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REFERENCES

- [DPM 3.2F6 Bulk Item Safekeeping Receipt](#)
- [DPM 3.2.50 Impounding Evidence & Property – Special Handling](#)
- [EVI 1.7 Packaging & Submission Guidelines](#)