



**Chapter:** Property, Evidence, and Forfeiture  
**Subject:** 12-05 – Disposition at a Laboratory  
**Effective:** April 19, 2022  
**Supersedes:** Official Order 62, Section 62.3.2, dated October 27, 2020  
**Distribution:** Department Members

---

**PURPOSE:** This Order establishes department policy for the disposition of property at a laboratory.

**12-05-1 PROPERTY WHICH MAY BE DISPOSED OF AT A LABORATORY**

- A. Property held by a laboratory, which has no value and is no longer needed, shall be destroyed by the laboratory when authorized by the work unit initiating the incident report.
- B. A laboratory may dispose of controlled substances.
- C. When property will be destroyed by a laboratory:
  - (1) Property shall be destroyed at the laboratory only when time permits.
  - (2) At least two laboratory specialists/analysts from different work units shall be present when property is destroyed. The laboratory commander, or designee, shall witness the destruction of controlled substances.
  - (3) Property which is transported to the laboratory shall be picked up or authorization shall be given to destroy the property as soon as possible after receiving the laboratory report indicating the examination has been completed.
  - (4) Blood, urine, tissues (liver, brain, lung, etc.) taken from a person's body for blood alcohol determination, or to determine the presence of drugs or poisons, will be destroyed by the laboratory 2 years after examination, unless notification is received to retain them.
- D. If a laboratory decides to transfer firearms evidence to an open shooting file, and a UD-014B exists, the firearms examiner shall sign the UD-014B in the "Release of Property" area and return them to the worksite. If the firearm is reported in the department records management system no further action is required. Bullets transferred to an open shooting file will normally be returned to the originating post approximately one year after submission. Circumstances may dictate that a laboratory maintain open shooting evidence for more than a one-year period.

DIRECTOR

---

**Annual Review Responsibility:** Field Operations Bureau

**Accreditation Standards:** CALEA 84.1.7