

	<b>PARADISE VALLEY POLICE GENERAL ORDER</b>  <b>Evidence Section</b>	Order Number
		<b>83.2</b>  Date <b>01-24-17</b>

## 83.2 Evidence Section

- A. The Evidence Section is responsible for the storage, organization, retrieval and return or disposal of all property that is collected for *safekeeping*, as *evidence*, and as *found property*.
- B. All property and *evidence* that is to be submitted to the Section *will* be submitted before the submitting *employee* completes their duty *shift*, unless expressly approved by a *supervisor*, and *shall* be secured while in the custody of the submitting *employee* until submitted. No property or *evidence shall* be left unsecured in a desk, vehicle or office.
- C. *Evidence Guidelines* detailing the required packaging and labeling of all property and all other *Evidence Procedures shall* be drafted by the *Evidence Custodian*, approved by the *Chief*, and be made available to all *employees*. *Evidence Guidelines shall* be followed by all *employees*.
- D. Security of the Evidence Section is essential to maintaining the *chain of evidence* for prosecution purposes. Only Section *employees* and the Section *supervisor shall* have direct access to the Evidence Section and facility. All persons entering the Evidence storage area *will* show identification unless personally known by the *Evidence Custodian*, be logged in and out, and be accompanied by section *personnel*. All access keys to all Evidence storage units or areas *will* be limited to section *personnel*. Any drop-box or overnight storage areas *will* be secured with mechanisms that allow property to be entered or dropped off, but not removed, except through the use of an access key.
- E. An *officer* who *seizes* or receives property of any kind from a person *shall* provide a receipt per A.R.S. § 12-944.