

	PARADISE VALLEY POLICE GENERAL ORDER Submission of Evidence	Order Number
		84.1 Date 01-24-17

84.1 Submission of *Evidence*

- A. *Evidence Guidelines* detailing the required packaging and labeling of all property and all other *evidence procedures* shall be made available to all *employees*. *Evidence Guidelines* shall be followed by all *employees*.
- B. All items initially submitted or returned after check-out to the Evidence Section *shall* be either sealed or tagged and *shall* remain that way until released or disposed of by Section *personnel*. Seals *shall* be completed in permanent ink by initialing across the tape, creating an integrity seal for the package. No property or *evidence* may be submitted without the completion of label and a *DR* detailing the reason the property/*evidence* was seized.
- C. Property *should* be packaged in packaging provided by the *Department* and *shall* be packaged and marked in a manner that does not affect the integrity of the item and its evidentiary value. *Evidence* tags *should* be affixed in a manner that does not damage the property (using a tag rather than a label when appropriate). *Officers* may consult the *Evidence Guidelines* or contact Evidence *personnel* for guidance on handling unusual or bulky items.
- D. All property is tracked using both the case number and a unique property identification Tag number. Each piece of property *shall* have its own number.
- E. Items that are perishable or dangerous *should* not be submitted for storage in Evidence. Perishables *should* be photographed, a sample taken if desired for evidentiary purposes and destroyed. Explosives *should* be reported to *DPS* EOD from the scene for evaluation. Fireworks, flammable liquids, and cleared explosives *shall* be booked into the fireproof cabinet and *should* not be brought into the main building.
- F. Any particularly unusual or unidentified hazardous materials – for example, chemically contaminated materials – *shall* be handled by a hazardous materials call-out and *shall* not be submitted to Evidence without consultation with the *Evidence Custodian*.

84.1.1 Submission of *Evidence* for Laboratory Analysis

- A. It *shall* be the responsibility of the case agent to notify the property room when property *must* be sent to a laboratory for analysis. The *evidence* *shall* be prepared and packaged as required by the laboratory from which the analysis is requested.



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- B. It is the responsibility of the property room to submit the *evidence* as soon as practicable to an appropriate laboratory for analysis.
- C. A written record on any *evidence* submitted to a laboratory for examination *shall* be maintained. The record *shall* include the following information:
1. The name of the *officer* last having custody of the item.
 2. The date and time of submission or mailing and the method used for transmission.
 3. The documentation returned by the lab with the item and/or laboratory results.
- D. Lab reports, when returned by the lab, *shall* be forwarded to the Property and Evidence Unit and the responsible *officer/detective*.
1. Lab reports forwarded to the Property and Evidence Unit *will* be attached to the corresponding Property and Evidence Control form or entered into the electronic tracking system.
 2. *Officers* receiving a lab report *shall* complete a supplemental *report* documenting the results of the examination(s).