

	<b>PARADISE VALLEY POLICE GENERAL ORDER</b>  <b>Other Evidence</b>	Order Number
		<b>84.3</b>  Date <b>01-24-17</b>

### 84.3 Other Evidence

Other *evidence shall* be submitted as follows:

- A. **Money:** Money *shall* be counted by listing the number of bills of each denomination, with a total on the packaging. All amounts over \$50 *shall* be counted by two *officers*. All amounts over \$1,000 *shall* be handled by an *officer* and a *supervisor*. Evidentiary money *seized shall* be maintained in the safe in the evidence room. Non-evidentiary money *shall* be deposited on account with *Town Finance*. A copy of the receipt for the deposit *will* be included with the case file and the original *will* be booked in property.
- B. **Syringes:** Individual syringes *shall* be placed in a sharps container and then in an *evidence envelope*. Found discarded syringes unassociated with an investigation *shall* be placed in a sharps container and disposed of in a biohazard barrel.
- C. **Bicycles:** *Officers should* collect any trace *evidence* on the bicycle prior to storing it. Bicycles *shall* be secured in the bicycle storage area and *shall* have a label attached.
- D. **Oversized items:** When possible, the collection of very large or bulky items *should* be avoided by collecting trace *evidence* and then photographing the item. If collection is required and transport in an available police vehicle is not possible, the *supervisor should* make arrangements for transportation with the *on duty public works employee*.
- E. **Vehicles impounded as evidence:** The Evidence Section controls the *Department's* vehicle impound lot, which *shall* contain only vehicles that are themselves *evidence*. All other vehicles *shall* be towed to private storage lots. Vehicles impounded for forensic processing *shall* be secured and locked in a vehicle bay at the Police *Department* with an *evidence tag* affixed to the windshield wiper arm. The keys *should* be left in the vehicle for evidentiary processing. After processing the keys *should* be booked into evidence. The tow receipt *should* be scanned into the *report* with the original left in the Accounts Payable mailbox.

Refer to G.O. #61.8 regarding the towing, impounding, and inventorying of vehicles.