



FIELD ORDERS

Chapter

BASIC FIELD OPERATIONS

Subject

Unusual Item Impound Procedure**BOOKMARKS**

- [Alcohol.](#)
- [Ammunition.](#)
- [Audio and Video Recordings.](#)
- [Bicycles.](#)
- [Blood or Urine.](#)
- [Cold Storage Impounds.](#)
- [Computers and Related Electronics Equipment.](#)
- [Driver Licenses and License Plates.](#)
- [Drugs and Drug Paraphernalia.](#)
- [Electronic Storage Media.](#)
- [Evidence Produced During an Investigation.](#)
- [Explosives.](#)
- [Firearms and Holsters.](#)
- [Fireworks.](#)
- [Fume Hood.](#)
- [Hazardous Materials.](#)
- [Items Belonging to Different Claimants.](#)
- [Items Forwarded to the Lab for Drug or Print Analysis.](#)
- [Jewelry.](#)
- [Knives.](#)
- [Large Property Impounds.](#)
- [Money.](#)
- [Motor Vehicles.](#)
- [Undeveloped Film.](#)
- [Written Documentation Evidence.](#)

ALCOHOL

1. When several alcohol containers are involved, process the items based on the seriousness of the offense.
 - Felonies – Impound all items.
 - Misdemeanors – Impound one sealed container as a sample.
2. Document the total number of containers in the report.
3. Take photos at your discretion.
4. Ensure the person is over 21 if returning items.
5. If an adult is not available, the suspect drains and disposes of the containers in your presence.

6. Do not impound open alcohol containers.
 - For felony cases, retain a sample of the beverage in a sealed jar or plastic container.
 - Completely empty and impound the original package.
 - If the beverage is not retained, alcohol content can often be verified with a PBT at your discretion.
7. Impound keg beer in a caged area.

AMMUNITION

1. Impound separately from the associated weapon.
2. Itemize evidentiary items in detail.
3. Do not itemize by caliber or brand bulk ammunition turned over by citizens.

AUDIO and VIDEO RECORDINGS

- *See also*, Field Order (FLD) [1120/Seizing Computer, Digital, and Video Evidence](#)

DETECTIVE and PROSECUTOR – When obtaining the evidentiary item, if possible, get two copies from the source for the detective and prosecutor in addition to the original recording.

1. Impound the original as evidence following standard procedure and forward the copies to the case detective and/or appropriate prosecutor.
2. Large video files can be saved to department-issued, reusable thumb drives.
3. Follow established procedure when transferring files from the thumb drive to a CD/DVD.
 - a. **Audio Recordings** – If copies are not available, duplicate the recording before impounding using the CD/DVD burners available in each district.
 - b. **Video Recordings** – The Via Linda District Property Crimes Section has CD/DVD burners and high-speed duplicators available for patrol. To view the media properly, proprietary software must be included on the CD/DVD recording. Contact any Via Linda District detective for assistance.

BICYCLES

1. Impound in a caged area.
2. Cover the evidence tag with plastic to prevent weather damage.

BLOOD or URINE

1. Impound blood or urine evidence for DUI cases only in the

blood refrigerator at each district.

2. Do not place boxed evidence in a property envelope.
3. See FLD [4038/Blood/Breath/PBT Testing](#) for more information.

COLD STORAGE IMPOUNDS

1. Impound items requiring refrigeration, such as blood and urine samples, in the Property and Evidence Unit impound refrigerators.
2. Impound items that require freezing, such as sexual assault medical examination kits and certain sexual assault evidence, in the Property and Evidence Unit impound freezers.
3. In general, perishable items are not accepted for property impounds, so photograph them instead. If the impound is necessary:
 - a. Impound the item in the Property and Evidence Unit freezer if it can be frozen.
 - b. Mark and secure the item in the Property and Evidence room refrigerator if it cannot be frozen.
 - c. The Property and Evidence Unit disposes all other perishable items after 72 hours from the date the property first comes into department possession.

COMPUTERS and RELATED ELECTRONICS EQUIPMENT

If available, request a Digital Forensics Unit (DFU) member to assist with powered-on devices. Powering down may result in a loss of digital evidence. See FLD [1120/Seizing Computer, Digital, and Video Evidence](#) for procedure on handling electronic equipment.

- For print analysis – Package items in paper when possible and seal according to FLD [1111/Impounding Employee Responsibilities](#)/PACKAGING.

DRIVER LICENSES and LICENSE PLATES

1. When seizing a license plate (fictitious plates, MI suspension, etc.), photocopy the license plate and scan the photocopy into the Records Management System (RMS).
2. If the plate is to be destroyed, apply the item barcode and place it in the mailbox or Property room mailbox or locker as appropriate.
3. If the plate or driver license is needed as evidence, impound it in an evidence envelope.

4. When impounding a suspended driver license, impound it in a small evidence envelope. Except for altered licenses, impound suspended licenses for destruction rather than as an item of evidence.

DRUGS and DRUG PARAPHERNALIA

GENERAL – Two employees will impound drug seizures with an estimated street value of over \$2,500.00.

1. As a general rule, impound drug evidence “as is.” In certain cases, such as in-custodies, you may need to place a rush on the items for processing. If so, separate actual drug evidence from its original packaging and impound as separate items. Take all the necessary precautions to avoid contaminating yourself or the impound area.
2. Accurately describe the item, including a count of small portions if possible. Weigh bulk drug items (over approximately one pound) in the original package and list the initial impound weight for each item.
3. Package marijuana or other items with moisture in paper only.
4. Impound drug items in the large paper impound envelope.
5. Place all syringes in special sharps containers, include a biohazard sticker, and place into a large impound envelope. Affix a biohazard sticker to the front of the impound envelope. Do not place bulk syringes still in their original packages in a sharps container.

FUME HOOD

1. **OVERVIEW**
 - a. Handle potentially hazardous evidence/contraband (generally synthetic opioids, including but not limited to Fentanyl) that is seized, found, recovered, or comes into department possession in a manner that reduces your risk of exposure.
 - b. Package the material using a ductless fume hood located at either the McKellips or Via Linda District.
 - c. Wear Personal Protection Equipment (PPE).
 - d. After packaging, decontaminate the fume hood.
 - e. Annual filter cleaning/exchange is required.

- f. Refer all questions to the Scottsdale Forensic Laboratory Safety Officer.
- g. Watching the Ductless Fume Hood Safety video is mandatory for selected personnel.

2. **DEFINITIONS**

Ductless Fume Hood: Air filtration device that draws air through the carbon and HEPA air filter system. Air is then recycled in the room after passing through the filter.

Fume Hood Safety Video: Informational video produced by Scottsdale PD personnel. The video instructs on the use and decontamination process for the fume hood.

Personal Protective Equipment (PPE): Protective items used while impounding to reduce exposure risk. The minimum PPE requirements are eye protection, nitrile gloves, and an N95 mask.

Scottsdale Forensic Laboratory Safety Officer: Forensic Laboratory employee assigned to monitor and resolve ductless fume hood issues. The Safety Officer handles maintenance of the fume hood, including filter replacement.

3. **PROCEDURE for OPERATING the DUCTLESS FUME HOOD**

- a. Don your PPE.
- b. Turn on the fume hood by flipping on the power switch. You should hear the system operating.
- c. Safety check the fume hood workspace area, ensuring it is clean. If the area is dirty, decontaminate using the supplies next to the fume hood.
- d. Place your suspected synthetic opioid and impound material into the fume hood workspace.
- e. Package the items using standard impound protocol.
- f. Once packaged, remove the material, but leave the fume hood on.
- g. Decontaminate the fume hood workspace while it is still operating. Only turn it off after the workspace has been decontaminated.

- h. Notify your supervisor and the Scottsdale Forensic Laboratory Safety Officer if the low airflow light energizes or of any other anomaly.

**ELECTRONIC STORAGE
MEDIA**

1. Never access or view electronic images from seized evidence on any of these media types:
 - Compact flash cards.
 - Flash “thumb” drives.
 - Memory sticks.
 - Photo discs (DVD or CD-ROM).
 - SD cards.
 - XD cards.
2. Impound and send a request to the Digital Forensics Unit (DFU) for forensic analysis, if necessary.

**EVIDENCE PRODUCED
DURING an INVESTIGATION**

1. Place electronic images on removable storage media containing only items from one DR.
2. Only view images on the camera screen. Do not access the images in a format that allows for altering, editing, or deleting.
3. Use a Forensic Examination Request form to obtain copies of images.

EXPLOSIVES

1. In most cases, leave explosives in place, photograph for evidentiary purposes, and immediately turn over to a Bomb Squad for disposal.
2. If this is not possible, and an Explosives Ordinance Technician has deemed it safe, with supervisory approval, impound the item in an isolated, exterior location.
3. Notify the on-duty Watch Commander and make direct contact with a Property and Evidence member advising of the hazard.

FIREARMS and HOLSTERS

Impound unloaded weapons in weapons boxes. Weapons boxes are in the packaging areas in all districts. Apply the item barcode on the box.

1. Remove magazines from the firearm. Leave ammunition in the magazine to retain biological evidence. Impound the magazine containing undisturbed ammunition separately from the unloaded firearm. Create separate item numbers for the magazine and ammunition.

2. Impound holsters as a different item.
3. Include owner/claimant information, finder information, and dates of birth on the Property Invoice form. If the weapon does not fit in a weapons box, tag it and place it in a property locker.
4. Seal boxes with clear packaging tape and place evidence tape over the packing tape in one or two key places.
5. Sign and re-tape to prevent tearing as indicated in [FLD 1111/Impounding Employee Responsibilities](#)/PACKAGING.
6. Submit any firearm recovered, discovered, or turned over to police personnel for any reason, except safekeeping, for National Integrated Ballistic Information Network (NIBIN) testing by completing a Forensic Examination Request form upon impoundment. Also, enter shell casings into the NIBIN system.
 - If you receive a hit, resubmit the evidence to the department Forensic Laboratory for a direct comparison.
 - If the hit is generated from another agency, notify the agency and the department case detective.
7. For any recovered firearm, submit the ACJIS Recovered Gun Form located in the Criminal Justice portal.
 - NOTE: A recovered gun is defined as an abandoned, seized, or found weapon for which no stolen, lost, or felony report is on file.

FIREWORKS

- See also, [FLD 1162/Fireworks](#).

1. Photograph and impound fireworks for destruction.
2. Impound small items commonly used as fireworks (M-80s and smaller) following normal impound and packaging procedure.
3. Package and place these items in an outside cage. Notify the Property and Evidence Unit by email to handle disposition.

HAZARDOUS MATERIALS

1. In most cases, hazardous materials such as gasoline and other flammable liquids are photographed for evidentiary purposes and immediately turned over to the appropriate waste disposal entity. Depending on the material or product, options may exist to provide additional guidance, such as:
 - A phone number on the containers to call for information.
 - The Fire Department (FD) or Arizona Department of Environmental Quality may be able to help locate a vendor.

- The City Solid Waste Management Department may be able to assist if the amount is small and packaged appropriately by FD.
2. If other options do not exist and a Hazards Materials Technician has deemed it safe, with supervisory approval, transport the item to the Via Linda District.
 - Place the item into cage #6, located in the parking lot. To obtain the key for the cage:
 - The Communications Section has a key to property locker #238. Inside the locker is the key for cage #6.
 - After placing the item in cage #6, return the cage key to locker #238 before returning the locker key to Communications.
 - Place the Property Invoice in the blue mailbox for a Property and Evidence member to pick up.
 3. The Watch Commander or designee arranges for the item(s) to be picked up by the appropriate company for destruction or storage.

**ITEMS BELONGING to
DIFFERENT CLAIMANTS**

List items that are known to belong to different claimants on separate invoices. Items for unknown claimants may be listed on one invoice.

**ITEMS FORWARDED to the
LAB for DRUG or PRINT
ANALYSIS**

1. Impound as normal.
2. Supervisors must approve rush requests. For rush requests that also need fingerprinting, separate the packaging from the drugs so that both can be processed at the same time. Otherwise, the packaging and drugs can remain together.

JEWELRY

Describe jewelry, precious stones, or precious metals as accurately as possible using generic terms. Do not use specific names like gold, silver, or diamonds.

KNIVES

1. Package knives or sharp weapons to prevent accidental injury by wrapping the blade with cardboard or other protective material or placing the object in a sheath or box.
2. Seal boxes with clear packaging tape.
3. Place evidence tape over the packing tape in one or two key places.
4. Sign and re-tape to prevent tearing as indicated in FLD [1111/Impounding Employee Responsibilities](#)/PACKAGING.

**LARGE PROPERTY
IMPOUNDS**

For large property impounds or seizures, make advanced storage arrangements in a secure rental facility or the City Warehouse. Notify the Property and Evidence Unit of pending large seizures as soon as possible.

MONEY

1. Two employees will impound currency over \$500.00.
2. Each employee will independently count the money and record the count using their assigned Body Worn Camera (BWC) or the Axon Capture app on their department-issued smartphone before packaging it and initialing the seal.
 - The mute function may be used when counting the money in a department facility as specified in GO [2114/Body Worn Camera \(BWC\) Program](#)/PROCEDURE/B. #11.
3. List counterfeit currency or currency related to a U.S. Treasury case in the release box and sign it when impounding. The evidence is turned over to the U.S. Treasury for prosecution and final disposition.

MOTOR VEHICLES

1. Two processing levels for vehicles exist:
 - a. Evidentiary – Motor vehicles, trailers, engines, transmissions, off-road vehicles, and farm or construction equipment considered evidence (generally homicides or traffic fatalities) is impounded at the designated police department impound lot.
 - Deliver the completed Vehicle Impound Report, the original (not a fax or copy), to the Property Technician, who maintains control of it until the vehicle is released from evidence.
 - b. Non-evidentiary – Motor vehicles, trailers, engines, transmissions, off-road vehicles, and farm or construction equipment NOT considered as evidence, but processed for trace evidence such as prints, are impounded at the designated private towing facility for a Crime Scene Specialist (CSS) to process from that location.
2. In cases involving serious crimes, inclement weather, or large numbers of items in the vehicle, processing occurs at the McKellips District Vehicle Processing Bay. *See* General Order (GO) [1104/Vehicle Processing Bay](#).

UNDEVELOPED FILM

Place rolls of film in their original container and impound following standard procedure.

**WRITTEN DOCUMENTATION
EVIDENCE**

Photocopy written items seized as evidence that are small in quantity before impounding. Attach the photocopies to the DR to help investigators maintain the evidentiary chain of custody.

