The Allegheny County Chiefs of Police Association

EVIDENCE & PROPERTY
MODEL POLICY

An Allegheny County Criminal Justice

Advisory Board Project

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In Partnership With

The Allegheny County Police Department
&
The Allegheny County District Attorney's Office

June-2025 (revisions in BLUE font)

This revised model should serve only as a "**Starting Point**" for those departments who may wish to update their Rules & Regulations Manual in this area. To best serve your department, it should be reviewed and **revised** by you, your Municipality and Insurance Carrier.

ACCPA-ACPD-ACDA
MODEL EVDENCE & PROPERTY POLICY June-2025

01. PURPOSE

The purpose of this policy is to provide Officers with general guidelines for maintaining the integrity of physical evidence and/or property collected.

02. POLICY

It is the policy of this Department to ensure that evidence collected and property recovered, found, or otherwise taken into custody shall be properly secured, stored, retrieved, disposed of and that the chain of custody is documented on a Property Record (PR).

At the conclusion of a criminal court trial, the affiant officer will check with the Prosecuting Attorney to determine if all the criteria for a closed case have been met. If so, request a Court Order for the disposal of the evidence (See Section 17 RELEASE OF PROPERTY AND EVIDENCE and Section 18 PROPERTY DISPOSAL).

03. DEFINITIONS

Digital Evidence: Any information stored or transmitted in binary form that is obtained because of an official police investigation, confiscation, or recovery as a result of an official police action e.g., audio visual recordings and digital images (**See Digital Evidence Policy).**

Evidence: Is property which may be related to a crime or which may implicate or clear a person of a criminal charge.

Evidence/Property Custodian: Department Member(s) assigned to the Evidence/Property function and who is responsible for control, Chain of Custody transfers and maintenance of all Evidence and Property stored in the Department Evidence/Property Room.

Found Property: Is **any** tangible object that is non-evidentiary in nature which, after coming into the custody of this agency, has been determined to be lost or abandoned. This property is not known or suspected to be connected with any criminal offense.

Property held for safekeeping: Is non-evidentiary property which is in the custody of the office for temporary protection on behalf of the owner or being held for disposal at a later date.

Recovering Officer: The Police Officer who initially recovers the Evidence or Property and who initiates the "Chain of Custody."

04. PRISONER'S PROPERTY

a. Whenever any individual is arrested or detained by this Department for any reason and is incarcerated in the holding area, all personal property that he/she may have on or about his/her person shall be removed or confiscated from that individual. Personal property is to include, but not be limited to, cash, cell phones, shoelaces, belts and all items of jewelry.

b. All property which is taken or confiscated from any individual who has been incarcerated by this Department shall be inventoried by the arresting officer and recorded on a Property Report. Money will be counted twice by an Officer and a second Officer as a witness.

c. Place prisoner personal property in a property envelope and temporarily secure it.

d. Any prisoner released by this Department shall be required to sign the police property report prior to the release of his/her property**.** If another agency or facility takes custody of a prisoner, they will be required to sign the police property report as receiving the property.

05. PROPERTY, ABANDONED, LOST, RECOVERED

a. All abandoned, lost or recovered property which comes into the possession of any member of this Department shall be delivered to the station for safe keeping.

b. Any property which comes into possession of any member of this Department shall be properly tagged and secured in the police property room (evidence locker).

c. After securing the property, the member who came into possession of the property shall complete a property report before going off duty.

d. Exceptions to documentation may include:

1. Search Warrant service with mass amounts of property. The search warrant receipt may serve as the chain of custody form until logged into the system.

2. Mass arrests where property is properly packaged and secured until officers are available to place it into the Evidence/Property Section.

3. When approved and documented by a supervisor.

e. In no instance shall an Officer store property in an unauthorized location.

f. Officers shall not, under any circumstances, convert to their own use, loan, or give away any property or evidence coming into their possession in the course of their official duties.

g. Officers shall not destroy any such property or evidence without authorization from the Chief of Police.

h. The **Property Report** is a one-page form. The PR shall be forwarded to the Evidence Custodian with the property. Once the Evidence Custodian completes the form, he/she will forward a copy to the Officer and the Officer shall keep it with the related incident report, where applicable. The original PR and any unused copy will remain in the Evidence Custodian's possession at all times in the Evidence/Property Section.

i. Officers will place small property items into approved evidence containers/bags and place the bagged items into the temporary receiving lockers.

j. Officers will prepare a property tag and attach it to items that cannot be placed into containers/bags. These items will be placed into receiving lockers and padlocked.

k. Officers will tag larger items that are too large for the temporary receiving lockers and place these items into the designated receiving area, and those areas shall be secured.

06. EXPLOSIVES:

a. All explosives, except firecrackers and limited quantities of factory-made ammunition, will not be stored in the Evidence/Property Section and/or at the department.

b. The Allegheny County Police Department Bomb Squad, the Pennsylvania State Police Bomb Squad, or the ATF must be contacted for proper storage of the explosives.

07. HAZARDOUS EVIDENCE:

a. When possible, proper warning(s) for any hazardous evidence and/or property shall be given to provide sufficient notice to those who may come in contact with said items. This may include items that have been exposed or contaminated by communicable diseases, hazardous chemicals or waste products, explosives or highly combustible products.

08. FIREARMS:

a. All firearms involved, directly or indirectly, in the commission of a crime, must be handled so as to preserve any possible evidence. All firearms shall be treated as if they were loaded. To maintain proper chain of evidence and to eliminate the possibility of accidents, the number of Officers handling firearms shall be limited. The recovering Officer shall photograph and make the weapon safe where possible.

b. All firearms shall be turned into the Evidence/Property Section with a completed PR. Firearms shall be unloaded and tagged, but firearms discovered at a crime scene shall not be disturbed until they are examined for trace evidence. If a firearm remains loaded for some reason, both the evidence tag and the PR will be marked in red as follows; "**DANGER LOADED WEAPON**".

c. At such time that a recovered firearm is made safe and is secured at the department, the recovering Officer shall be responsible for the following:

(1) Submit the make, model and serial number of the weapon to Allegheny County Dispatch to confirm ownership of the firearm, to determine if the weapon is stolen, and a CLEAN check to determine if the individual subject to your query has a license to carry a concealed weapon.

(2) An eTrace shall also be completed through the ATF Online database.

(3) Prepare a PR.

(4) The Evidence Custodian will prepare an Allegheny County Forensic Laboratory Division submittal form (EV1F- when Beast is not operable). See (d) below concerning when firearms are to be submitted to a lab.

(5) Complete property tag on the weapon, place it into a strap box, affix the straps and place any cartridges in a separate sealed envelope (with incident #) within the box. Remember that the straps shall never be placed down the barrel of a firearm. Information on the outside of the box shall include at least our "Department Name" and the incident number. If the weapon is to be fingerprinted, see i below. Safe Submittals Chapter 16

(6) Secure the weapon in the Evidence/Property Section (evidence locker).

d. In general, all firearms recovered as a result of the commission of any crime and found firearms shall be submitted to a forensic laboratory for case comparison with open cases prior to their eventual destruction.

Firearms that have been confiscated but are NOT believed to have been used in a crime, such as PFA cases, 302 Commitment cases, or cases where guns are found at the home of a deceased person whose death was nonviolent or noncriminal in nature, should NOT be submitted to the laboratory.

Firearms turned over to the police because the family no longer wants them or firearms held by the police for safe keeping should NOT be submitted to the laboratory. (See Appendix C for additional information concerning the eligibility for destruction.)

The Officer delivering weapon(s) to a forensic laboratory shall obtain a receipt and return said receipt to the office and complete a supplemental report indicating said delivery.

e. All requests for expedited laboratory examination shall be sent to the applicable Section Manger.

Trace, Drug Chemistry, Environmental Chemistry – Jackie Caterino
Jacqueyn.Caterino@alleghenycounty.us

Forensic Biology – Lori Seman Lori.Seman@alleghenycounty.us

Firearms and Latent Prints – Ray Everett
Raymond.Everett@alleghenycounty.us

Toxicology - Derick Haas Derick.Haas@alleghenycounty.us

Director, Toxicology, Mobile Crime Unit – Mandy Tinkey
Mandy.Tinkey@alleghenycounty.us

f. Any firearm which is seized by a Officer as evidence and which is required for criminal proceedings, shall be presented at such proceedings by the recovering Officer only after the Evidence Custodian completes the appropriate blocks on the PR and the Officer signs Block 22 of the PR.

g. Firearms which have been removed from department facilities for presentment at criminal proceedings shall be promptly returned to the Evidence/Property Section at the conclusion each day that said firearms are required for such proceedings. The Evidence Custodian shall indicate the date of return and initial the original PR. If the Evidence Custodian is unavailable to accept the firearms, the Officer shall place them into the evidence locker and secure the locker.

h. Any firearm submitted to the Allegheny County Forensic Laboratory Division shall have a completed tag affixed to it with the incident number, incident date, name and contact information of the investigating Officer and the type of offense, listing the most serious type of incident/offense first. The firearm shall be packaged in a properly labeled and sealed strap box with any cartridges or magazines recovered placed in the same box, in their own sealed packages.
(See the Allegheny County Forensic Laboratory Division **Evidence Submission Manual**, Sections 3.1.9.1 and 6.

i. Firearms submitted for latent fingerprint examination, DNA testing, or that are bloodstained must have a "LATENT PRINTS REQUESTED" or "DNA REQUESTED" sticker or indication affixed to the outside of the box or sealed container

j. Longarms that are to be processed for latent prints, DNA testing, or that are bloodstained must be submitted in a sealed container. Otherwise, they may be submitted without packaging as long as there is a fixed evidence tag attached.

k. Examination of clothing for gunshot residue, entry/exit analysis will not be conducted unless specifically requested. Chemical testing of the clothing will only be conducted if the firearm that is believed to have been used in the incident has been recovered and submitted. See Section 6.3.

l. Prior to disposal, all firearms shall be photographed by the Officer submitting them for destruction.

09. RELEASE OF FIREARMS

a. No firearm which has been recovered and used in the commission of a crime or, is considered evidence, will be released to an owner prior to the conclusion of all criminal proceedings. A release may occur only with a signed court order or approval of the Prosecuting Attorney in charge of Evidence Maintenance/Destruction.

b. Officers will verify the identity of the claimant before releasing or authorizing the release of a firearm. A copy of the claimant's photo identification must be attached to the PR.

c. Officers will do a Pennsylvania Instant Check (E-PICS) and Pennsylvania PFA Database check before returning firearms held in safekeeping or evidence. A PICS check is only good for 48 hours.

https://epics.pa.gov/PICS/PicsWeb.dll/ https://www.pfad.pa.gov/

10. UNITED STATES CURRENCY

a. All money shall be inventoried by denomination and quantity of each denomination shall be noted.

b. All money seized/recovered will be counted twice in the presence of the Impounding Officer and a second Officer as a witness. U.S. currency logged into the Evidence/Property Section will be stored in a separately secured container (safe, lock box, etc.) or area of the Evidence/Property Section, if possible.

c. All money seized must be packaged and sealed in clear evidence bags. If such bags are unavailable, 9 X 12 manila envelopes may be used.

d. Once counted and packaged, money must be placed into an Evidence Locker and padlocked.

e. United States currency suspected of involvement with controlled substances distribution **MUST** be packaged and stored separately from controlled substances and related evidence that might contain the residue of controlled substances.

If you have access to a money counter, do not place the seized currency in the counter if you plan to have the money subjected to testing by an ion scanning device. If the use of a money counter is a necessity, any part of the money counter that comes into contact with the United States currency must be thoroughly cleaned with rubbing alcohol. If a counter is not cleaned after every use, it is considered contaminated with residue from previous use of the money counter.

11. SUSPECTED CONTROLLED SUBSTANCES

Before entering a clandestine meth lab, or if you find yourself in a clandestine meth lab, do not touch anything. Leave the area (if safety permits) immediately and contact the DEA in Pittsburgh at (412) 777-6940.

a. Any suspected controlled substances which come into the possession of Officers, either as recovered property or as evidence, shall be promptly delivered to Station by the recovering Officer.

b. At such time that suspected controlled substances are properly secured at Station office, the recovering Officer shall be responsible for the following:

- **i.** prepare an PR;
- **ii**. properly package the suspected controlled substances in a property envelope / bag / or container and mark same with date, report number, and initials;
- **iii.** secure the suspected controlled substances in the evidence locker of the Evidence/Property Section.

c. In the event that the suspected controlled substances are to be classified as evidence, the recovering Officer shall also prepare an Allegheny County Forensic Laboratory Division report requesting chemical analysis.

d. Any suspected controlled substance which is seized by an Officer as evidence shall be transported to the Allegheny County Forensic Laboratory Division. The Officer delivering said suspected controlled substance shall obtain a receipt and return said receipt to the office and complete a supplemental report indicating said delivery. If another forensic lab is used, a receipt must be obtained and returned as well.

e. All evidence/property submitted to the lab will conform to the packaging standards set forth in the latest edition of the Allegheny County Forensic Laboratory Division's **Evidence Submission Manual**, Section 5.2.

- **i.** The Allegheny County Forensic Laboratory **does not** accept Marijuana (plant/flower) for analysis.
- **ii.** Residues and paraphernalia are generally not to be submitted for forensic analysis. Some exceptions may apply. Consult a supervising Prosecuting Attorney in the District Attorney's Office for direction.
- **iii.** Freshly harvested vegetable matter, such as marijuana must be dried and packaged in a sealed suitable paper container prior to submission; do not seal such matter in plastic bags as it will promote mold and evidence deterioration. Roots should remain attached to such plants. **Moldy vegetable matter will not be accepted for testing by the Allegheny County Forensic Laboratory Division**. It poses a health risk to those handling it, as well as in storage due to Aspergillus Mold which affects the respiratory system of those encountering it. Contact the Pennsylvania State Police Laboratory in Greensburg at (724) 832-3261 to see if they will accept submissions for testing of moldy controlled substances.

f. Any suspected controlled substance which is seized by an Officer as evidence and which is required for criminal proceedings, shall be presented at such proceedings by the recovering Officer or his/her designee only after the Evidence Custodian completes the appropriate blocks on the PR and the Officer signs block 11 of the PR.

g. Controlled substances which have been removed from Station facilities for presentment at criminal proceedings shall be promptly returned to the Evidence/Property Section at the conclusion each day that said controlled substances are required for such proceedings. The Evidence Custodian shall indicate the date of return and initial the original PR.

h. Controlled substances will be stored in a separately secured area of the Evidence/Property Section, if possible.

12. LATENT FINGERPRINTS

a. Latent fingerprints: the following shall be recorded on the print lifter or envelope in which the lifter has been stored:

(1) Officer's initials
(2) date and time of offense and when prints were lifted
(3) the specific offense
(4) the object the prints were lifted from
(5) agency case number

If prints were taken from a motor vehicle, also include:

(1) year, make, model of vehicle
(2) registration
(3) location on vehicle from where prints were taken
(4) a small sketch that would enhance the description of the location of the fingerprints

b. Any evidence submitted for processing/analysis must be accompanied by a properly completed Latent Fingerprint Submittal Form (AD23F) (See Appendix F of this Policy) and a copy of the police/incident report. The container holding the evidence to be submitted for fingerprint analysis shall be affixed with a "LATENT PRINTS REQUESTED" sticker. For complete Latent Fingerprint submission guidelines, refer to the Allegheny County Forensic Laboratory Division's **Evidence Submission Manual**, Section 7.0 et seq. Remember, special guidelines for blood fingerprints exist and biohazard warning labels must be attached to the evidence container.

13. DOCUMENTS AS EVIDENCE

a. Original documents shall be logged and noted as such.

b. Evidence seized that is documentary shall be placed in a separate designated and secure document holding area/file room or secure file cabinet. Examples of documentary evidence include but are not limited to: checks, contracts personal/business records, etc.

c. Originals of photographic line-ups, crime scene photographs, victim photographs, and other documents designated by the Chief shall be kept with the incident report in the file room. Documentary evidence may remain at the investigators' work stations for use during the investigation, but is recommended that the originals be returned to the designated document holding area/file room when a Officer is not present at his/her work station.

14. IMPOUNDED VEHICLES (SEE DEPARTMENT SEARCH & SEIZURE OR TRAFFIC STOP POLICY)

15. EVIDENCE CONTROLS (A surveillance system of the Evidence/Property Section is recommended).

a. The Evidence Custodian has the authority to refuse any property for submission into the Evidence/Property Section that is improperly packaged, labeled or otherwise unacceptable. The submitting Officer will be notified as soon as possible so that the evidence can be correctly resubmitted.

b. Property which has been held by this Department as evidence and which is perishable (excluding blood) shall be photographed by the recovering member. These items aren't normally stored and after photographing, if it cannot be stored in a secure refrigerated container that is used for **evidence storage only,** it can be disposed of properly and lawfully. Outside of exceptional circumstances where it needs to be retained, arrangements should be made for the proper storage.

c. The contents of liquid items should be discarded after photographing. If a leak occurs during storage/transport/analysis it could contaminate other evidence.

d. The Evidence/Property Section shall be secured at all times.

e. **Access**: Access to the Evidence/Property Section is limited to the Chief of Police, Deputy Chief of Police and the Officer designated Evidence Custodian by the Chief. Under normal circumstances, the Deputy Chief and the Evidence Custodian Officer designated will be the only persons with access to the Evidence/Property Section.

f. Ordinarily there is no reason for an unauthorized person to enter the Evidence/Property Section. However, from time to time there may be an emergency that makes entry necessary and warranted. The Chief or D/Chef will make the decision as to whether the emergency warrants entry. **A log shall be maintained to document escorted access into evidence storage areas by non-authorized persons**.

g. In the event that items are taken into DEPARTMENT control that cannot be stored in the Evidence/Property Section due to size, condition or hazard, the Deputy Chief shall make arrangements for secure storage in other areas for these items.

h. The Evidence Custodian will check the temporary storage lockers for evidence daily upon reporting for duty. Any evidence in the temporary storage lockers will be transferred to the Evidence/Property Section or prepared for outside forensic analysis, if needed.

16. REMOVAL OF EVDENCE/PROPERTY

a. Property may be temporarily withdrawn from the Evidence/Property Section for;

1. Intra-agency reasons (purposes of identification)
2. Inter-agency reasons (laboratory examination, court)
3. Only the Officer assigned to the investigation or an Officer authorized by the D/Chief is permitted to withdraw evidence/property.
4. The District Attorney's office (Room 401) does have a temporary storage location for storage of some evidence items during trial. Said location will not be used to store controlled substances, firearms, ammunition, valuables, United States currency or inherently dangerous items.
5. Evidence which has been removed from the DEPARTMENT Evidence/Property Section for presentation at criminal proceedings shall be promptly returned to an evidence locker at the conclusion of each day that said evidence is required.
6. In those special circumstances when property is withdrawn for this department or another department's use for an ongoing investigation, written authority from the Chief or D/Chief is required.

17. RELEASE OF PROPERTY AND EVIDENCE

a. Any time property recovered by this Department is released, a supplemental report (and Court Order if issued) will be added to the case file.

b. Any property which has been recovered by this Department and which is not required as evidence for any criminal proceedings, may be released to the lawful owner. Prior to any property being released, the owner shall show proper photo identification, sign and date the police property report which was completed for the property.

c. Property which has been recovered by this Department and is held as evidence shall not be disposed of or released until all criminal proceedings which might require the presentment of said evidence have been completed and officers first check with the Prosecuting Attorney in charge of Evidence Maintenance/Destruction to determine if a Court Order is necessary.

e. **Release of firearms**, see Section 09- Release of Firearms.

18. **PROPERTY AND EVIDENCE DISPOSAL** (EXCEPT DNA–capable evidence)

a. Any time property recovered by this Department is disposed of, a supplemental report (and Court Order if issued) will be added to the case file.

b. The Officer handling the case (with approval of the Chief of Police) may authorize the disposal of property when no charges are filed.

c. The Prosecuting Attorney will request a Court Order to dispose of property, if appropriate.

d. Property may be disposed of upon receipt of the disposition of the sentence and/or final trial court action. Special guidelines exist for the disposal of firearms, check with the Prosecuting Attorney in charge of Evidence Maintenance/Destruction and obtain a Court Order.

e. When there are two or more defendants in a case, property shall not be disposed of until all defendants' trials have been concluded and you have checked with the Prosecuting Attorney in charge of Evidence Maintenance/Destruction first.

f. Evidence/Property from a criminal matter shall only be disposed of with approval from the Prosecuting Attorney in charge of Evidence Maintenance/Destruction and a Court Order.

g. The statutes of limitation may provide some guidance as to when seized property should be eligible for destruction. When in doubt contact the Prosecuting Attorney in charge of Evidence Maintenance/Destruction.

h. Authorized methods of property disposal.

1. Return to owner
2. Return to finder/claimant
3. Law Enforcement or other public use with approval of the Prosecuting Attorney in charge of Evidence Maintenance/Destruction
4. Destruction
5. Charitable Donation with approval of the Prosecuting Attorney in charge of Evidence Maintenance/Destruction
6. According to Pennsylvania State Laws for unclaimed property, finders/keepers' situations usually require at least a one-year waiting period prior to the release of lawfully recovered property. Contact the Prosecuting Attorney in charge of Evidence Maintenance/Destruction.

i. No property item shall be released to a claimant without the signature of the claimant receiving the property and the date of release. A copy of the claimant's photo identification must be attached to the PR.

j. Property earmarked for destruction: a copy of the PR should be placed in a "reminder or tickler" file for the Evidence Custodian when the property on the PR is to be destroyed, either annually, semi-annually or as is necessary based upon space constraints of the

Evidence/Property Section. The Evidence Custodian shall place the property in separate boxes or containers until it is removed for destruction. Verification and identification of the property to be destroyed shall be made by the Evidence Custodian using the PR at the time designated for destruction.

19. ABANDONED AND UNCLAIMED PROPERTY REPORTS

a. The Evidence Custodian will complete annually, by April 15th, an Abandoned and Unclaimed Property Report with the state Treasurer's Office. Consult an ADA for guidance if needed

20. MISCELLANEOUS EVIDENCE MATTERS

a. Controlled substances must be packaged separately from non-drug evidence.

b. Needles must be packaged in plastic safe containers with a warning attached.

c. Air-dry wet or bloody evidence and package in paper or other breathable packaging. Plastic can alter and destroy trace evidence. The Evidence/Property Section should be maintained at a fairly consistent room temperature and blood evidence should be kept away from sunlight. (**See Allegheny County Forensic Laboratory Division's Evidence Submission Manual**, Section 8, for guidance with respect to blood and saliva specimens).

d. Whole blood and rape kits with whole blood must be secured in an evidence-only refrigerator. Over time, blood samples will begin to breakdown but testing may be possible even if the expiration date on the tube has expired. Rape kits without whole blood can be kept in the property room. Contact the Allegheny County Forensic Laboratory Division's Serology Department for advice at (412) 350-3742.

e. Gunshot residue kits and clothing submitted for gunshot residue examination requires special handling. **Refer to Allegheny County Forensic Laboratory Division's Evidence Submission Manual**. Section 10.7.1.

f. Remember: The Allegheny County Forensic Laboratory will only examine tool marks and shoe/tire impressions recovered from processed scenes if items to be compared (i.e., tools, shoes, or tires) have been recovered and submitted to the laboratory as well. Section 10.

g. Refer to the **Allegheny County Forensic Laboratory Division's Evidence Submission Manual,** for the proper procedures for submitting liquids for trace evidence testing or other "empty" containers for trace evidence testing.

NOTE: For submission of any type of evidence to the Allegheny County Forensic Laboratory Division not specifically addressed within this Policy, refer to the **Allegheny County Forensic Laboratory Division's Evidence Submission Manual**.

21. DISTRIBUTION (PR)

a. The original PR shall be retained in the Evidence/Property Section until the evidence/property has been disposed. After disposal of the evidence/property, the original will be filed in Police Records with the Incident Report. A copy of the PR will be retained by the Evidence Custodian in a filing cabinet for "Destroyed" and/or "Released" evidence/property for two years following the calendar year of destruction.

b. A copy or copies of the PR shall be appended to the incident report when incidents are still considered "active." (Yellow (and Gold copies where applicable).

c. When the PR serves as a receipt, the original must be signed by all parties involved. The last copy (gold) shall be given to the individual from whom the property was obtained.
d. The PR can be distributed as follows:

WHITE COPY-Original – retained by the Evidence Custodian in the log.
YELLOW COPY-Back-up Copy, retained by the Evidence Custodian.
PINK COPY- returned to and retained by the Officer.

22. PROPERTY SEIZURE RECEIPT & NOTIFICATION

See ACCPA-DA 35-D Model Property Seizure Receipt & Notification Form.

23. DESTRUCTION

OFFICERS WITNESSING DESTRUCTION: At least two Officers (or one Officer and a supervisor or Assistant District Attorney) must witness the destruction of evidence/property. The Officers witnessing the destruction will sign the form in the places provided. Evidence Custodian will fill out the date and location of the destruction of the property/evidence BLOCK #27

24. BLOCK INSTRUCTIONS FOR FILLING OUT THE MODEL PROPERTY REPORT (PR)

#1. CHECK IF PROPERTY RECORD CONTINUATION FROM ORIGINAL REPORT

#2. INCIDENT NUMBER

#3. INVENTORY NUMBER

#4. STATUS: Place an "X" in the appropriate box(es) to indicate the status of the property as follows:

- □ **EVIDENCE** refers to property secured during the course of an investigation or a custodial/inventory search of a vehicle which must be marked for identification, tagged and retained for subsequent use during the investigation.
- □ **FOUND** refers to property of undetermined ownership located by an Officer or relinquished to a Officer by a citizen.
- □ **RECOVERED** refers to any stolen property located as the result of an apprehension, a supplemental investigation, or a custodial/inventory search.
- □ **RECEIPT** refers to property received from an individual under circumstances when no other receipt is issued. In this instance, the last copy (gold) of the PR shall be provided to the individual.
- □ **OTHER** refers to property which is damaged in the commission of a criminal offense or being held for Safe Keeping Only (SKO), such as a prisoner's property that the jail would not accept.

#5. OFFENSE: If applicable, enter the offense indicated on the incident report.

#6. CASE NAME: Enter the number assigned to the incident or the case name assigned to the incident.

#7. SUBMITTING OFFICER: Enter the name and signature of the submitting Officer who took the property into custody, seized property as evidence, recovered property as a result of an apprehension, custodial/inventory search or investigated a criminal offense in which property was stolen or damaged.

#8. RECEIVING OFFICER: The Officer receiving the property (usually the Evidence Custodian) shall type or print their name and sign the form.

#9. DATE-TIME: The Evidence Custodian shall enter the date and time the property was placed into evidence.

#10. INVESTIGATING OFFICER: Enter the name of the Officer assigned to complete the investigation. If the investigating Officer is the same as the submitting Officer, indicate "same" as Block 7.

#11. SIGNATURE OF RECEIVING OFFICER:

#12. FOUND OR RECOVERED FROM/SIGNATURE-ADDRESS-PHONE#.-LOCATION:
Enter the name, address and telephone number of the person, if any, from whom property was received; and the location where the property was found, recovered or collected. When the PR serves as a receipt, the individual shall be requested to place their signature in the space provided. Officers should have the individual sign the reverse side of the original indicating whether they wish to assert their rights to the found property listed in Block#12.

#13. DATE-TIME FOUND OR RECOVERED

#14. STORAGE AREA CODE: The Evidence Custodian shall enter the appropriate location for the items IN BLOCK 20.

#15. ITEMS: Enter a list of the property item(s), one item per line. In listing the items, enter a brief, accurate description and avoid general descriptions. Include serial numbers, the most specific designation and the investigator's markings for identification. **Cell phone batteries should be removed to list serial numbers, as well as check for contraband concealed within the battery compartment**. When all spaces have been utilized, a supplemental PR must be completed.

#16. TYPE OF PROPERTY: Evidence, Found, Recovered, Receipt, Other

#17. CODE

#18. QUANTITY: Self- Explanatory.

#19. VALUE: Estimated value of the property recovered.

#20. STORAGE AREA: See Block 14

#21. DISPOSITION CODE: See Block 14

#22. PROPERTY-IN-OUT: The Evidence Custodian shall place an “X” in the applicable column when property is checked in or out of the Evidence/Property Section.

#23. DATE & TIME: Enter the date and time the property is checked in or out of the Evidence/Property Section.

#24. ITEM(S) NO.: Enter the item numbers as indicated in Block 15 that are being checked in or out. Example: numbers may be indicated as 1-6, if inclusive, or 1, 8 if only items 1 and 8 are checked in or out.

#25. OFFICER’S SIGNATURE: A Officer receiving custody when property is removed for any reason will enter their signature. When property is initially received and/or returned, the Evidence Custodian will enter his/her signature.

#26. CUSTODIAL OFFICERS INIT: The Evidence Custodian will enter his/her initials whenever property is initially received or returned into custody.

#27. REMOVAL CODE & LOCATION: The Evidence Custodian will enter the reason for the removal of the transferred property, and the location/destination of that property.

#28. ESTIMATED DATE OF RETURN: The Evidence Custodian will place a date of final disposition when the property is not coming back into the evidence room.

#29. COMPUTER ENTRY: Only if an Evidence Room Computer is being used.

#30. DISPOSITION OF EVIDENCE - I HEREBY CERTIFY THAT I AM THE OWNER OF PROPERTY OR AUTHORIZED AGENT TO RECEIVE ITEM(S) NO:
The Evidence Custodian will complete this block entering the item number(s) from Block 15 of the item(s) that are being released to the claimant.

#31.CLAIMANT’S NAME/CLAIMANT’S SIGNATURE/ADDRESS/TELEPHON NO:
To ensure legibility, the Evidence Custodian will print the name, address and telephone number of the property claimant. The claimant shall sign in the place provided.

#32. OWNERS NAME/OWNER’S SIGNATURE/DATE:
Before property is released to the person claiming the property, the claimant and/or owner shall enter their signature and date. The claimant shall be the owner or finder of the property or an authorized agent. The Evidence Custodian will verify the identity of any claimant. A photocopy of a driver’s license or other form of photo identification should be attached to the original PR.