

STOCKTON POLICE DEPARTMENT  
GENERAL ORDER

BOOKING OF EVIDENCE/PROPERTY  
SUBJECT

DATE: May 10, 2018

NO: G-02

FROM: CHIEF ERIC JONES

TO: ALL PERSONNEL

INDEX: Booking of:  
Alcoholic Beverages  
Arson Evidence  
Backpacks, Purses, Wallets, and Other Personal Item Containers  
Bicycles  
Bloody or Wet Clothing  
Bulk Quantities  
Evidence  
Firearms  
Flammable Liquids / Explosives  
Grouped Items  
Intermingled Items  
Jewelry  
Knives  
Metals (Precious)  
Narcotics  
Perishables  
Pipes for Smoking a Controlled Substance  
Property  
Rape Kits  
Syringes

I. POLICY

- A. Certain types of evidence by their very nature require special handling and processing when booked into the Property Room. The below-listed special handling instructions have been developed to meet these needs.
- B. Unless otherwise outlined in this General Order or in General Order G-01 (Property Room Operation), Officers will be allowed the discretion to decide how an item is booked, listed, and described in both the Article and Description fields. In any situation where there may be a question about how an item is listed in the description field, or booked, the responsibility to determine the acceptability of the property record will rest with the booking officer or their supervisor. It will be the responsibility of the operational unit in charge of the booking officer to determine, direct, and/or administer corrections, training and/or discipline, should investigators or prosecutors determine items were listed improperly. Firearms will be the exception to this rule.
- C. Evidence such as clothing, which may require individual examination for hair, semen, blood, or other microscopic examination, will be kept separate during collection, processing, and booking to avoid cross contamination.
- D. The booking of firearms requires additional documentation in the California Law Enforcement Telecommunications System (CLETS). Booking officers shall follow the procedure for documenting firearms as listed in Section II G.

II. PROCEDURE

- A. Alcoholic Beverages
  - 1. Alcoholic beverages booked into the Property Room will not be returned to the owner, with the exception of sealed stolen property.
  - 2. When an open container in a motor vehicle pertains to the offense(s) being charged, the opened container and a sample of the beverage will be booked as evidence.

- a. A sample of the alcoholic beverage will be obtained and the balance of the beverage will be discarded.
  - b. The empty container and sample will be booked into Property as evidence.
  - c. Unopened containers will not be booked.
    - (1) The unopened containers can be locked up in the driver's vehicle, vehicle trunk, or disposed of in any legal manner the driver desires, except by consumption.
3. When minors are being charged for possession of alcoholic beverages, the investigating officer will confiscate all the beverages.
- a. The officer may dispose of all the beverages, except one. A sample will then be obtained. Both the sample and emptied container will be booked as evidence.
  - b. Evidence Technicians have sample containers and may be called to the scene for photos and sample container, if necessary.
  - c. The investigating officer, upon receipt, will dispose of all but one of the containers, as they are classified as contraband.
4. Alcoholic beverages will be kept for safekeeping only under extremely unusual circumstances. Should these circumstances exist, a note will be noted in the items description field explaining the reason for the beverage to be held or the beverage may be disposed of by the Property Clerk per the appropriate purge guideline.
5. Unopened alcoholic beverages recovered from a reported burglary or theft will be treated as evidence.
- a. The beverages can be booked into the Property Room or returned to the victim. Photos will be taken if the property is returned to the victim.

**B. Arson Evidence**

- 1. Any items containing combustible residue will be packaged in the appropriate designated packaging material. Packaging material may be obtained from an Evidence Technician, or from Property personnel.
  - a. Examples: Wicks, rags, accelerant containers, etc.
  - b. THIS SECTION DOES NOT APPLY TO FLAMMABLE LIQUIDS.
- 2. The packaging must be sealed with evidence tape and initialed.
- 3. The Bar Code Label will be placed directly on the packaging.
- 4. Packaging containing arson evidence will be secured in a regular locker.
  - a. Note: Photographs will be taken by Evidence Technicians.

**C. Backpacks, Purses, Wallets, and Other Personal Item Containers**

- 1. The term Personal Container can include, but is not limited to, backpacks, purses, handbags, wallets, duffle bags, suitcases, fanny packs, plastic boxes or bins, paper bags, plastic bags, or any other device that is utilized to transport personal items.
- 2. Thoroughly check contents to make sure there are no dangerous items (syringes, broken glass, etc.) or contraband.
- 3. If the container contains any of the following items, each item must be itemized and packaged separately:
  - a. Money (Refer to GO G-3 for booking instruction).

- b. Controlled Substances
- c. Weapons
- d. Valuables (jewelry, etc.)
- e. Serialized property

- (1) "Serialized Property" is property that has been uniquely inscribed. The law does not define what that means, and therefore, not every item must be entered. The booking officer should use his/her discretion and good judgment as to whether a particular item is or is not serialized property. Where it is important or critical to identify specific items, then those items should be specifically entered. When such information is not important or critical to the matter at hand, a general description, e.g., a wallet with eight credit cards issued to [name of person], will be sufficient and the booking officer should follow the guidance provided in subsections 4 and 5 below.
- (2) The booking officers will check the serial number in CLETS to determine the law enforcement status of the item (i.e. stolen, lost, etc.)

- 4. If the container does not contain any of the above-listed items, list the container and its contents as a single item in Revolution. In the description field, state "[backpack, purse, wallet, etc.] containing miscellaneous personal belongings," **and a brief description of the nature of the contents** (e.g. photographs, cosmetics, ink pen, etc.).
  - a. Items belonging to separate individuals will need to be packaged separately (e.g., three pieces of mail addressed to three separate individuals will need to be listed and packaged separately).
- 5. Good judgment should be used when booking personal item containers. Any container, and its contents, being held for investigation of a serious felony (e.g. 187, 211, 207 PC, etc.) should be evaluated, by the booking officer with supervisors approval, for individual itemization and packaging based on its evidentiary value.
- 6. Enter the involved party information, and link the item(s) to the subject entered in order to show ownership.
- 7. Appropriately package and seal the container. If the container is too large or bulky to package, secure the container (flex tie, etc.) so the contents are tamperproof.

D. Bicycles

- 1. Any items not part of the bicycle itself (i.e., locks, helmets, pumps, water bottles, etc.) shall be booked as separate items.
- 2. Any damage must be noted in the "description field" of the Property Record.
- 3. A wire tag displaying the Bar Code label will be attached to the bicycle (handle bars if possible).
- 4. The bicycle will be secured in the Bike/Narco Room at the main police facility.
  - a. The location of the bicycle will be indicated in the "locker field" on the Property Record.

E. Bloody or Wet Clothing

- 1. Wet, bloody clothing or any wet items requiring drying shall be placed in Lockers #93-105 in the "Drying Room" located in the sally-port of the S.E.B and in the Evidence Identification Drying Cabinet.
- 2. Any officer needing to use the evidence storage room to dry wet or bloody clothing or other wet articles can use his or her Department-issued key to open the "Drying Room".

- a. There are various-sized lockers, with padlocks, available for use.
  - b. Wet and/or bloody clothing or other items will be properly marked and hung on clothes hangers in an available locker to dry. A wire tag with the "Bar Code Label" will be attached to the item being dried.
3. Booking officers or Evidence Technicians will remove the clothing, when dry, and place it in evidence storage.
  4. Employees retrieving dried items will clean the locker(s) with the provided bleach solution.

F. Bulk Quantities

1. Under most circumstances, items of evidence will be separated, quantified, and booked individually.
2. When excessive quantities of a similar item are collected **AND** there is no evidentiary need for an exact count of the items (e.g. plastic baggies, misc. live ammunition, rubber bands, sticks of chalk), the wording, "bulk quantities," will be included in the description field and be approved by a supervisor.
3. When determining if items should be considered "bulk quantities, officers and supervisors should take into consideration whether the size of the items or the actual amount would be unreasonable to count with respect to non-evidentiary value and timeliness.
4. Good judgment will be used when determining the evidentiary value of items booked as bulk quantities.

G. Firearms

1. All collected firearms will be classified as "evidence," "search warrant," "found," "safekeeping," or "destruction only."
  - a. The "evidence" classification may include, but is not limited to, firearms collected as: recovered, stolen, firearms used in or believed to have been used in a crime, and firearms used for suicide-
    - (1) California Penal Code 11108.3(a), in part, states that crime guns are defined as "recovered firearms that are illegally possessed, have been used in a crime, or are suspected of having been used in a crime."
  - b. The "search warrant" classification will apply to firearms taken during the execution of a search warrant.
  - c. The "found" classification will apply to firearms that are not known to be or suspected to be evidence.
    - (1) California Civil Code Sections 2080-2080.7 defines found property as non-evidentiary property, which after coming into the custody of a law enforcement agency, has been determined to be lost or abandoned and is not known or suspected to be connected with any criminal offense.
  - d. The "safekeeping" classification will apply to firearms taken during a domestic violence situation, firearms taken from a subject due to possible mental health issues, and/or firearms surrendered due to a court order.
  - e. Only firearms turned in specifically for destruction will be classified as "destruction only."
    - (1) Effective January 1, 2018, specific to Proposition 63, those convicted of certain offenses shall be ordered by the court to relinquish custody of any firearms in their possession upon conviction. These persons can either turn their firearms over to a licensed firearm dealer for transfer or sale, or to law enforcement for disposal.

- (2) Those seeking to relinquish firearms to SPD shall be directed to contact Case Review at 937-8323 during normal business hours. Officers assigned to Case Review will then contact those seeking to turn in their firearms and arrange for their surrender.
  - (3) There may be times when officers in the field may encounter someone wishing to turn over their fire (call for service, lobby call, flagged down in the field). The procedure for accepting a prohibited person's firearms shall be as follows:
    1. Complete Sections G and H of the California Department of Justice Prohibited Persons Relinquishment Form. This form shall be provided by the person wishing to turn over their firearms and it is not the Police Department's responsibility to provide.
    2. Complete an SIR, or other appropriate report.
    3. Complete a Firearms Entry Request Form and book the firearm for "Destruction Only," under the charge of (BKG). These forms can be obtained in the Property Indexing Room.
2. A Firearms Entry Request Form will be completed for all booked firearms
- a. The form can be obtained from the Property Section indexing room or the Evidence Identification Section.
  - b. The booking officer shall complete the form to the best of their ability with known information. Specific information will include, but is not limited to:
    - (1) Case number (DR)
    - (2) Property Record Number
    - (3) Property Record Item Number
    - (4) Make, model, and serial number of the firearm
    - (5) Firearm type
    - (6) Firearm information (caliber, barrel length, color, country of origin, etc.)
    - (7) Recovering officer
    - (8) Weapon Reported Stolen
  - c. Additional specific firearm manufacturer information can be found in the provided firearms information books located in the Property Section indexing room.
  - d. The completed Firearms Entry Request Form will be placed, with the firearm, inside of the appropriate evidence locker. Do not seal the form inside of the firearm packaging.
3. Under normal circumstances, an Evidence Technician will be dispatched to photograph and collect firearms classified as "evidence," "search warrant," or "found."
- a. Officers will make every effort to leave the firearm(s) undisturbed until an Evidence Technician arrives, if leaving the firearm(s) in place is within sound police practices and does not jeopardize officer safety.
  - b. The Evidence Technician will make every effort to photograph the firearm(s) in place as it was found by the investigating officer.
  - c. After the firearm(s) have been documented with photographs, a sworn police officer should clear the firearm of live ammunition rendering it safe.

- d. The Evidence Technician will swab the firearm(s) and magazine(s) for trace DNA in the appropriate work area at the SEB.
  - e. The Evidence Technician will collect all necessary case information from the investigating officer for the completion of the Firearms Entry Request Form. Also, the investigating officer will collect all necessary firearm information from the FET officer.
  - f. The firearm(s) will then be transported to the Evidence Identification Section for further forensic processing, packaging, and booking.
  - g. In the event of extended Evidence Technician response time, the investigating officer will contact a Sergeant to advise of the delayed response. The contacted Sergeant will make the decision if the investigating officer is to wait for Evidence Technician response or collect the firearm(s) themselves.
    - (1) Investigating officers collecting and booking firearm(s) will refer to General Order G-01 for specific booking instructions. The investigating officer will also complete the Firearm Entry Request Form.
    - (2) After booking the firearm, the investigating officer will complete and submit a Request for Processing form for the firearm(s) to the Evidence Identification Section.
4. Officer will collect, book (see General Order G-01 for specific booking instructions), and complete a Firearms Entry Request Form for firearms taken as "safekeeping" or "destruction only."
- a. Under most circumstances, an Evidence Technician will not be dispatched to collect and book firearms being taken as "safekeeping" and "destruction only" as these classifications do not require forensic processing.
5. Completed Firearms Entry Request Forms will be retrieved from the Property Section evidence lockers by Property Section staff.
- a. Property Section staff will turn over completed Firearm Entry Request Forms to the IBIS support staff or representative at the time the accompanying firearm(s) is checked out for test firing and/or verification.
6. Under normal circumstances all completed Firearm Entry Request Forms will be reviewed by the IBIS test fire team at the time of test firing.
- a. IBIS test fire team members will verify firearm(s) information listed on the Firearm Entry Request Forms with the information stamped on the firearm.
  - b. Incorrect information listed on the form will be lined out and the correct information will be added to the form by the IBIS test fire team.
  - c. All verified and corrected Firearm Entry Request Forms will be turned over to the Records Section after the verification process.
7. Records Section staff will enter all verified and corrected firearm(s) information into CLETS via the Firearm Entry Request Forms.
- a. The Firearm Entry Request Form will be scanned into OnBase by Records Section staff.
- H. Flammable Liquids / Explosives
- 1. This Department has no facilities for the storage of flammable liquids. The following guidelines will be followed when booking is required:
    - a. Flammable Liquids will only be retained in major cases (i.e. Homicide, Arson, or when the investigation dictates)
      - (1) Flammable liquids other than gasoline, or which are unidentifiable will not

be booked into the Flammable Materials Cabinet. All unidentifiable flammable liquids should be handled as a hazardous material and the investigating officer's immediate supervisor should be notified.

- b. When an officer handles a petty theft of gasoline, the container will be either returned to the owner or booked as evidence and the gasoline will be returned to the victim. Photographs will be taken and retained as evidence.
- c. When it is necessary for a sample to be retained as evidence, the investigating officer will use the available containers. A siphoning tool has been made available in the flammable materials cabinet.
  - (1) The portion being retained as evidence will be placed in a small glass "sample" jar, available in the flammable liquids cabinet located inside the SEB sally port along the North wall. The key to unlock the cabinet will be kept in the Evidence Identification Section. The jar will then be secured inside a metal evidence can (also available in the storage cabinet), sealed with evidence tape, initialed, and labeled with a Bar Code.
  - (2) The sealed and labeled container will then be secured inside the flammable liquids cabinet and the location indicated on the Property Record.
  - (3) Property Room personnel will then be responsible for transferring the flammable liquid evidence to the flammable liquids cabinet in the Property Room and finalizing the property record.
    - (a) It is the responsibility of Property Room personnel to assure the Flammable Liquids Cabinet located in the SEB sally port along the North wall is supplied with containers for evidence collection and disposal.
- d. It is the responsibility of the investigating officer to transfer the remaining flammable liquid into one of the disposal containers.
  - (1) Six numbered disposal containers are located in the flammable materials cabinet located in the storage shed located outside the sally port along the east wall.
  - (2) Fleet Maintenance personnel will be responsible for periodically checking the disposal containers and notifying the Personnel and Training Section Sergeant when the disposal storage containers require emptying. Personnel and Training Personnel will be responsible for making the appropriate arrangements to have the containers emptied.
- e. Even the standard firebomb of a breakable container and wick construction should be considered a hazardous device.
  - (1) No attempt should be made to move the device.
  - (2) The scene should be guarded and the Explosive Ordnance Detail (EOD) called.
  - (3) The Fire Department should also be called to examine the device.
- f. Firebombs must be rendered safe by an EOD Technician. The firebombs will be processed for fingerprints and photographs will be taken showing all evidence recovered.
  - (1) When firebombs are recovered as evidence, a small sample of the flammable liquid will be retained in accordance with paragraph H.1.c-1.
  - (2) The container and wick will be rinsed out with water and all items will then be booked into evidence in accordance with c-1. Any other explosive or volatile substances other than those already mentioned will be handled by EOD personnel. Flammable liquids will not be stored at the explosive

bunker under any circumstances.

I. Grouped Items

1. Under most circumstances, items of evidence will be separated and booked individually when trace evidence is not a concern and there is no other justifiable reason to leave the items together.
2. When items are collected to show a representative sample or pattern, where the individual items themselves have no apparent evidentiary value, the items may be grouped together when booked. (e.g. clothing collected as indicia during the service of a warrant) These items may be booked together when they are believed to belong to the same person and were collected from the same location (e.g. men's clothing from the master bedroom closet). Officers may also consider collecting a sample and photographing the remainder of the items.
3. Good judgment will be used when determining the evidentiary value of items booked as grouped items.

J. Intermingled Items

1. Under most circumstances, items of evidence will be separated and booked individually.
2. Items of evidence, such as clothing, which are intermingled prior to their discovery may be left intermingled and booked as a single item if separating the items jeopardizes potential trace evidence or would be detrimental to their evidentiary value. This will generally only be done on serious felony cases (i.e. 187, 261, 245 PC, etc.)
  - a. The booking officer shall receive approval to book the items intermingled from their supervisor. The name of the authorizing supervisor will be documented in the booking officer's ARS report.
  - b. Booking officers shall carefully search the intermingled items to identify their contents, while protecting their evidentiary value. Money, drugs, weapons or other dangerous items will be separated from the intermingled items and booked individually.
  - c. Booking officers will provide a detailed description of the items in the description field in Revolution (i.e. grey hooded sweatshirt, black t-shirt and white tank top).
  - d. Personnel shall not place previously separated items back together prior to booking.

K. Jewelry and Precious Metals

1. When booking jewelry or suspected precious metals, the booking officer shall describe the item as gold-colored metal, silver-colored metal, red-colored stones, etc.

L. Knives

1. When booking knives, the booking officer shall package the items in the following manner.
  - a. All knives shall be rendered safe prior to packaging.
  - b. Pocket knives (with blade retracted) shall be placed in a clasp envelope.
  - c. Fixed-blade knives shall be placed in a knife box. The knife shall be secured in the box by using flex ties.
    - (1) If the knife is too large to fit in a knife box, the booking officer shall render the blade safe by wrapping the blade in a piece of cardboard and placing the knife in an appropriate size envelope or bag.

M. Packaging of Narcotics:

1. All suspected narcotics will be Valtoxed prior to booking and the results noted in the

narrative of the report.

- a. The net weight of the narcotic will be obtained by weighing the controlled substance itself.
- b. The net weight can include the original individual packaging material if necessary, but must be specified in the narrative of the report, i.e. balloons foil bindles, paper or plastic wrappers etc.
- c. If the controlled substance is removed from its original packaging, the packaging material must also be booked as evidence.
  - (1) A regular evidence envelope will be used unless it requires processing by DOJ, then a BFS2 envelope shall be used.
  - (2) The item will be listed as a separate item on the Property Record and recorded in the narrative of the report.

2. All narcotics must be heat sealed in KPAK packages prior to booking into evidence.

- a. The KPAK packages must have the packaging officer's initials as well as the controlled substance net weight. The net weight does not include the weight of the KPAK.

3. All narcotics evidence to be processed by DOJ, after being sealed in the KPAK package will be placed into a BFS2 Evidence Envelope. (Do not use these envelopes for No-Case Narcotics or 11357b HS cases, as these cases will not be processed by DOJ).

- a. The front of the BFS2 Envelope must be filled out completely using black ink.
- b. The description listed on the face of the envelope must match word for word with the description listed in the Revolution Bar Code System when the item is booked.
- c. The envelope must be sealed with evidence tape, initialed, and dated by the packaging officer.

N. Pipes for Smoking a Controlled Substance

1. All smoking pipes used for controlled substances shall be booked into Property.
2. The pipe shall first be heat-sealed in one of the various-sized evidence barrier bags (KPAK) supplied in the officer indexing room, and then placed in one of the clasp envelopes provided.
3. If the pipe is large in size, it shall be placed in one of the various-sized long gun bags.
4. In cases where there may be some question as to who possessed the pipe, the pipe shall be processed for latent prints.

O. Syringes

1. As a result of the possibility of high incidents of HIV, Hepatitis, and other communicable pathogens among drug users, syringes and their possible contents will be processed in the following manner.
2. Department personnel are required to have in their possession protective gloves and an Eva Safe Syringe Container as part of their standard equipment. Personnel shall use the gloves and containers when handling and transporting syringes.
  - a. CONTENTS OF SYRINGES SHALL NOT BE VOLTOX TESTED UNDER ANY CIRCUMSTANCES.
3. Transportation of Syringes

- a. Upon locating a syringe, the officer shall handle the syringe only while wearing protective gloves. The syringe will be placed in an Eva Safe Syringe Container for safe transportation to the Police Facility.
- b. The Eva Safe Containers and gloves will be initially issued to Department personnel. Replacement gloves or containers will be available in the Officer Indexing Room.

4. Handling and Booking of Syringes

a. Handling of No Case Narco/Found Property

1. If the syringe is No Case Narco or Found Property, which needs to be destroyed only, remove the syringe from the Eva Safe Container and place the syringe into a Sharps Container. Place the used Eva Safe Container and the used protective gloves into the bio-hazard receptacle.
2. If the syringe contains a liquid which is a suspected narcotic substance, then the contents must be removed before the syringe and Eva Safe Container are disposed of. The contents will be booked into the Property Room as would any other found narcotic substance using the following procedure.
  - (a) Place a clean Vacutainer tube holder.
  - (b) Carefully remove the syringe from the Eva Safe container.
  - (c) Place the needle of the syringe on the rubber stopper of the Vacutainer and then apply pressure to force the needle through the stopper and into the tube.
  - (d) Transfer the contents of the syringe by pushing down the syringe plunger. When the contents have been transferred, remove the syringe from the Vacutainer.
  - (e) Place the uncapped syringe into the Sharps container. Place the used Eva Safe Container and the used protective gloves into the biohazard receptacle.
  - (f) Place the Vacutainer into a Kapak Plastic Pouch and seal the pouch with the heat sealer.
  - (g) Weigh the pouch and its contents to obtain a gross weight. This weight (gross weight) will be listed on the Property Record.
  - (h) Place the Kapak Pouch into a plain clasp envelope and seal the envelope with red evidence tape. Write your initials on the tape.
  - (i) Complete a Property Record, being sure to list the gross weight, and the fact that it is No Case Narco only.
  - (j) Apply a Bar Code label to the outside of the envelope.
    - (1) If the substance in the syringe is dry and will not transfer into a Vacutainer, then dispose of the syringe in the Sharps Container. Do not attempt to remove the dry substance by any other means as this will significantly increase the risk of potential exposure.

b. Booking as Evidence - No Lab Work Required

1. If the violation is for 4149 B&P only, use the following procedure.
  - (a) Remove the syringe from its Eva Safe Container, place it on the table and take a photograph of the syringe.
    - (1) THE USE OF THE PHOTO COPYING MACHINE TO OBTAIN AN IMAGE OF THE SYRINGE IS STRICTLY PROHIBITED.
  - (b) Place the syringe into the Sharps Container. Place the used Eva Safe Container and the used protective gloves into the biohazard receptacle.
  - (c) Complete a Property Record and book the photograph as evidence.
2. If the syringe must be preserved as evidence (MAJOR FELONY CASES ONLY 187, 245 PC, etc.) and no lab work is required, use the following procedure.
  - (a) Leave the syringe in the Eva Safe Container and seal the end of the container with the Bio Seal provided with the Eva Safe Container.
  - (b) Place the Eva Safe Container into a plain clasp envelope.
  - (c) Affix a Bar Code Label to the envelope.
  - (d) Book the envelope containing the syringe into the Property Room.
3. If the syringe must be preserved as evidence (MAJOR FELONY CASES ONLY: 187, 245 PC, etc.) and LAB WORK IS REQUIRED, use the following procedure.
  - (a) Place a clean Vacutainer in the tube rack.
  - (b) Remove the syringe from the Eva Safe Container.
  - (c) Take a photograph of the syringe and its contents.
    - (1) THE USE OF THE PHOTO COPY MACHINE TO OBTAIN AN IMAGE OF THE SYRINGE IS STRICTLY PROHIBITED.
  - (d) Place the needle of the syringe on the rubber stopper of the Vacutainer. Apply pressure to push the needle through the stopper and into the tube.
  - (e) Transfer the contents by pushing down the syringe plunger. When the contents of the syringe have been transferred, remove the syringe from the Vacutainer.
  - (f) Place the Vacutainer into a Kapak Plastic Pouch and seal the pouch with the heat sealer.

- (g) Weigh the Kapak Pouch and its contents to obtain a gross weight. The weight will be listed on the Property Record and the crime report.
- (h) Complete a Controlled Substance Evidence Envelope (BFS2). Place the sealed Kapak Pouch into the Control Substance Evidence Envelope and seal the envelope with red evidence tape. Write your initials and date on the tape.
- (i) Replace the syringe in the Eva Safe Container and seal the end of the container with the Bio Seal provided with the Eva Safe Container.
- (j) Place the Eva Safe Container into a plain clasp envelope.
- (k) Complete a Property Record, for the Controlled Substance Evidence Envelope and the envelope containing the syringe.
- (l) Affix a Bar Code label to each of the items and book them into the Property Room.

c. Booking as Evidence - Lab Work Required

- 1. If the syringe contains a substance which must be sent to the DOJ Laboratory for analysis, use the following procedure.
  - (a) Place a clean Vacutainer in the tube rack.
  - (b) Remove the syringe from the Eva Safe Container.
  - (c) Take a photograph of the syringe and its contents.
  - (d) Place the needle of the syringe on the rubber stopper of the Vacutainer. Apply pressure to push the needle through the stopper and into the tube.
  - (e) Transfer the contents by pushing down the syringe plunger. When the contents of the syringe have been transferred, remove the syringe from the Vacutainer.
  - (f) If the syringe is not needed and the photograph is going to be used as evidence. Place the syringe into the Sharps Container. Place the Eva Safe Container and used protective gloves in a biohazard receptacle.
  - (g) Place the Vacutainer into a Kapak Plastic Pouch and seal the pouch with the heat sealer.
  - (h) Weigh the Kapak Pouch and its contents to obtain a gross weight. The weight will be listed on the Property Record and the crime report.
  - (i) Complete a Controlled Substance Evidence Envelope (BFS2). Place the sealed Kapak Pouch into the Control Substance Evidence Envelope and seal the envelope with red evidence tape. Write your initials and date on the tape.
  - (j) Complete a Property Record, for the Controlled Substance Evidence Envelope and the photograph of the syringe.

(k) Affix Bar Code label to each of the items and book them into the Property Room.

5. Transportation to DOJ Laboratory

- a. All narcotics will be transported to and from the DOJ laboratory by a representative of the Special Investigations Section. In the event a representative is not available, then their designee may complete the transport.

P. Processing of Victim and Suspect Rape Kits

- 1. Refer to General Order D-5 regarding sexual assault investigations and evidence handling.

Q. Perishables and Items Requiring Refrigeration

1. Perishables

- a. Normally, perishables such as flowers, house plants, and food, etc., will not be booked into the property room, since they cannot be maintained in their original condition or for health reasons. If possible, they should be returned to their owner.
- b. The Watch Commander has the responsibility of determining if the item(s) is/are in fact perishable and will have the discretion to either secure appropriate storage or simply photograph and destroy the item(s).

2. Items Requiring Refrigeration

- a. Items requiring refrigeration shall be placed in the refrigerator located in the Holding Cell area of the Main PD and in the sally port area of the SEB.

(1) Liquid blood samples shall be placed in the refrigerator, DO NOT PLACE IN THE FREEZER.

- 3. The booking officer shall obtain the key to the refrigerator from Headquarters and complete the appropriate log prior to placing items in the refrigerator at the Main PD, or from the Evidence/ Identification Section for the refrigerator at the SEB.

- 4. The Bar Code label shall be affixed to all packages placed in the refrigerator.