

<p style="text-align: center;">ALAMEDA COUNTY</p> <p style="text-align: center;">SHERIFF'S OFFICE</p> <p style="text-align: center;">GENERAL ORDER</p>	NUMBER: 5.24
	RELATED ORDERS: CALEA 83.1.1, 83.2.1, Thru 83.2.5, 83.3.1, 83.3.2, 84.1.1, 84.1.6, 84.1.7 General Order 5.10, 5.27
	ISSUE DATE: April 15, 2004
	REVISION DATE: December 18, 2014
CHAPTER: Law Enforcement Operations	SUBJECT: Collection, Preservation of Evidence/Property, Processing, Storage <i>and Inspection</i>

- I. **PURPOSE:** To establish uniform procedures in the proper collection, processing and preservation of evidence and property.
- II. **POLICY:** Alameda County Sheriff's Office members will properly process crime scenes for physical evidence in accordance with the procedures set forth herein. Members will refer to unit specific Policies and Procedures for detailed instructions on the collection, preservation, packaging and storage of evidence and property.
- III. **DEFINITIONS:**
 - A. **INSPECTION:** A formal review of all components of a particular operation or function and an examination of their application.
 - B. **AUDIT:** A significant representative sampling of *evidence and* property, including high-risk items.
 - C. **INVENTORY:** A complete documented accounting of all high-risk items; e.g., cash, precious metals, jewelry, firearms, and drugs, and a sufficient accounting of other evidence and non-agency property to establish that all property is accounted for and records can reasonably be assumed to be correct.
- IV. **ORDER:**
 - A. **TRANSFER AND CUSTODY OF PHYSICAL EVIDENCE:**
 1. Alameda County Sheriff's Office members are responsible for the care and chain of custody of all recovered evidence/property until the submission of those items to the appropriate Evidence/Property Room. Items submitted into evidence shall bear the identification of the person responsible for submitting the evidence.
 2. The *Unit Supervisor*, is responsible for *the* custody of all evidence and property stored at their respective locations.

3. The Evidence/Property ***Technician*** is responsible for maintaining the chain of custody on all items ***submitted into, and*** transferred from, the Evidence/Property Room to any other location.
 - a. Written records shall include:
 1. Date and time of transfer
 2. Receiving person's name and title
 3. Reason for transfer and destination
 4. Synopsis of event
 5. Lab procedures to be performed
4. The transfer of evidence should preserve the condition of the evidence and prevent the introduction of foreign material to it.
 - a. Perishable evidence (such as DNA evidence) shall be transferred according to the "Handbook of Forensic Science" published by the Federal Bureau of Investigations and the Institute of Forensic Toxicological Laboratory's Pamphlet of Services, or according to directions from the Crime Laboratory.
 - b. Items of evidence shall have a chain of custody log incorporated into the packaging.
 - c. A copy of the criminal report, a "Request for Laboratory Services" form (PD-329) and a subpoena (if applicable), shall accompany the evidence to the laboratory.
 - d. The forensic laboratory may initially provide a verbal report, but a written report of the examination result will also be provided.
 - e. Upon completion of the laboratory examinations, the evidence will be released to the Evidence/Property Unit.
5. TEMPORARY REMOVAL OF PROPERTY/EVIDENCE: Property/Evidence may be temporarily removed from the Evidence Room for the following reasons only:
 - a. To go to the lab for processing
 - b. In response to a court request, per subpoena:
 1. Must be returned within 24 hours of the court appearance
 2. If retained by the court, the deputy must return a completed PD-733 form

- c. Further investigation by the case deputy.
- d. Investigation/retention by an outside agency.

B. EVIDENCE/PROPERTY PROCESSING RESPONSIBILITY:

- 1. Staff recovering, receiving, or transporting evidence/property are responsible for submitting the evidence/property to the Property Room, Crime Laboratory, etc.
- 2. Submitting evidence to the Crime Laboratory requires review and authorization by the investigator or a supervisor.
- 3. All evidence/property not immediately released and not essential to an immediately active investigation shall be processed and submitted for storage.

C. EVIDENCE RECEIVING LOCKERS:

- 1. Evidence items will be placed in the appropriate Evidence/Property Receiving Lockers.
- 2. Evidence or property items too large for the Receiving Lockers will be stored in designated Overnight Bulk Storage Facility locations. (Refer to each unit's specific Bulk/Large evidence storage facility procedures.)
- 3. Overnight Evidence Lockers shall only be utilized for the temporary storage of evidence/property, pending transfer to the Evidence Room.

D. CRIME SCENE RESPONSIBILITIES: All sworn Agency members are trained in the collection and preservation of physical evidence. The Law Enforcement Services Division will have Evidence Technicians available to provide 24-hour coverage, seven days a week.

E. CONTROL SAMPLE COLLECTION: Personnel who submit evidence to the laboratory for comparison purposes will include control samples. Control samples are materials or substances from a known source (whenever available) which will establish a baseline from which to compare the suspect evidence. Known source samples must be kept in evidence for the same period as the collected evidence.

F. PROCESSING A CRIME SCENE:

- 1. Processing a crime scene may include, but is not limited to:
 - a. Determining hazards
 - b. Protecting and maintaining scene security (continuous scene custody)
 - c. Determine the need for Evidence Technicians

- d. Determine the legal requirements for evidence collection
 - e. Photographing and/or video taping the scene and individual pieces of evidence
 - f. Sketching the scene and showing the location of evidence upon its discovery
 - g. Collecting, proper packaging, and preservation of evidence
 - h. Maintaining the chain of custody
 - i. Providing the proper storage of the evidence
2. Documentation of crime and accident scenes: Members will document an accurate record of events and their activities at a crime scene or accident scene in the preliminary investigation report or in a supplemental report. These reports will minimally contain the following information:
- a. Date and time of arrival at scene
 - b. Case number
 - c. Location of scene
 - d. How property came into the Agency's possession
 - e. An accurate description of each item of property
 - f. Names of the victim(s) and suspect(s) if known
 - g. Action taken at the scene (i.e. photos, measurements)
 - h. List of physical evidence recovered, location found, type of evidence, how marked
 - i. Completion of a Property/Evidence List
 - j. A Criminal Report by the primary deputy or a Supplemental Report by an assisting deputy
3. Photographs and Videotape:
- a. Photographic records will include the type of camera used (digital or 35mm), lens type and settings.
 - 1. If using a 35 mm camera, the photographer shall:
 - a. Note the type of film used

- b. Note the number of exposures
 - c. Note the case number and description of the photograph
 - d. Submit exposed film in pre-printed film envelopes
- 2. If using a digital camera:
 - a. Digital images may be captured in a “glossy” format such as JPEG.
 - b. The camera will be set at the highest level of resolution it allows.
 - c. Note the number of images
 - d. Note the case number and description of the image
- b. All photographic records shall note:
 - 1. The date, time, and location of the photographs or images
 - 2. Name of the photographer
 - 3. Full name of the victim and suspect, if the suspect is unknown, members will write, “Unknown”
 - 4. If prints are needed the submitting member will document on the film envelope his/her request, if digital images are submitted, the submitting member shall submit the images via:
 - a. Electronic transfer to a file server
 - b. Placement of the camera’s memory card into evidence using a standard evidence envelope
 - c. Placement of a compact disc into evidence containing the digital images using a standard evidence envelope
- c. Videotapes will have the following information listed on the video cassette label:
 - 1. Date, time, and location of video
 - 2. Case number
 - 3. Evidence item number
 - 4. Name of subject who videotaped the item

- d. Videotapes are processed in the same manner as general evidence.
- 4. Fingerprint and rolled impressions
 - a. Fingerprints are often the most important item of evidence located at a crime scene. A single print can now be used to search an entire automated fingerprint database to identify a previously unsuspected criminal. If there are no matches made, the print can remain on file. Should the perpetrator's fingerprints be later added to the system, identification can be made at that time.
 - b. The member processing a crime scene is expected to collect fingerprint evidence whenever appropriate. These circumstances will include:
 - 1. Whenever the suspect is likely to have left fingerprints at the scene
 - 2. Whenever the suspect has touched surfaces conducive to recovery of fingerprints
 - 3. Whether or not the suspect's identity is known
 - 4. Whenever the presence of a suspect's fingerprint in a particular location can fulfill an element of the crime being investigated.
 - c. In the case of serious offenses, or whenever the fingerprint to be lifted is crucial to the case, consider photographing the fingerprint prior to attempting to lift it. The processing member shall properly document the fingerprint cards with the following information:
 - 1. Crime classification
 - 2. Case number
 - 3. Date and time lifted
 - 4. The location of the recovered fingerprint will be documented in writing and by a small diagram on the fingerprint card specific enough that the member can testify to its exact location.

G. EVIDENCE RECEIVING:

- 1. All property/evidence taken into custody shall be turned over to the custody and control of the Property/Evidence Technician during normal business hours.
- 2. The Evidence/Property Technician shall record receipt of the property/evidence using the Property/Evidence Tracking System.

3. The computerized Property/Evidence Tracking System maintains the following information:
 - a. Date and time property/evidence was received
 - b. A description of the item and its location in the facility
 - c. A signed property/evidence receipt reflecting chain of custody for items removed from the Evidence Room
 - d. A bar code number sequentially assigned to each item submitted to the Evidence Room
4. In the absence of the Property/Evidence Technician, deputies will place the property/evidence into the Overnight Receiving Lockers.
5. Members shall ensure that evidence/property is properly packaged. Members are required to assure the chain of custody is properly maintained in compliance with this order and within Agency guidelines.
6. DNA evidence shall be submitted only to accredited laboratories. The Alameda County Sheriff's Office Crime Laboratory is accredited by the American Society of Crime Laboratory Directors/Laboratory Accreditation Board.
7. Whenever possible, DNA collection should be conducted by a trained Evidence Technician or Criminalist assigned to the Crime Lab.
8. Refer to unit specific Policy and Procedures for information on "Secure Facility Access" to Evidence/Property Receiving and Storage areas.
- H. PROCESSING EVIDENCE/PROPERTY: All evidence/property in the custody of the Alameda County Sheriff's Office, which must be stored or retained, will be processed as follows:
 1. All items will be packaged and sealed in the smallest acceptable container.
 - a. A 6x9 inch evidence envelope is the minimum size acceptable.
 - b. The evidence envelope's rear flap will be completely sealed using "Evidence Tape" or clear tape, with the deputy's initials, badge and CORPUS I.D. number.
 - c. Acceptable containers are:
 1. Pre-printed evidence envelopes
 2. Pre-printed evidence bags

3. Pre-printed cardboard boxes
 4. Labeled KAPAC (or similar) plastic bags
 5. Tube containers (syringes)
 6. Biohazard EVA-SAFE plastic tubes (syringes containing substances)
 7. Pre-printed film envelopes
 8. Pre-printed cash envelopes
 9. Pre-printed narcotic envelopes
2. Containers which are not pre-printed for evidence shall be packaged in a standard pre-printed evidence envelope.
 3. Prior to packaging, all items will be processed and/or marked in accordance with the collection and preservation section of this procedure.
 4. Items that cannot be packaged shall minimally be tagged with a property tag securely attached to the item, to ensure the rear of the tag is accessible for proper chain of evidence documentation.
 5. All evidence containers shall have complete and legible information recorded on them, including:
 - a. Complete names of the victim and suspect (if the suspect is unknown, members will write, "Unknown")
 - b. Report number
 - c. Offense/violation
 - d. Member's name, badge number, CORPUS I.D. number and signature
 - e. Potential hazards
 - f. Description of evidence, including:
 1. Location where found
 2. Serial numbers, if applicable
 3. Identifying marks, if applicable
 4. Date and time recovered

6. The appropriate DOJ/NCIC forms for serialized items (listed below) shall be completed and submitted to the Records section for data input, prior to storage.
 - a. Automated Firearms System Data Input Form PD 445
 - b. Automated Property System Data Input Form PD 438

7. EVIDENCE REQUIRING SPECIAL TREATMENT:

CAUTION: AIDS/HIV HAS A SHORT LIFE SPAN WHEN EXPOSED TO AIR; HOWEVER, HEPATITIS CAN LIVE FOR HOURS OR EVEN YEARS IN THE OPEN AIR. ALWAYS USE LATEX GLOVES, AND WHEN SPLASH CONDITIONS EXIST, FACE AND EYE PROTECTION.

- a. BIOLOGICAL/DNA EVIDENCE:
 1. The first responder shall maintain the integrity of the crime scene and preserve potential DNA evidence, which may include the use of universal precautions, i.e. (Use latex gloves, and or face/eye protection.)
 2. Biological evidence shall be collected in order of desirability.
 - a. When feasible, take the object with the stain. Do not remove the stain.
 - b. If evidence stains are found on objects that can be cut (e.g. a rug), the evidence stain can be removed by cutting it out with a pair of scissors. Remember to take an “unstained” control cutting.
 - c. If an object cannot be moved, use a slightly dampened substrate (cotton swab, a piece of plain cotton cloth, or gauze) to collect the stain. Remember to collect an “unstained” control by swabbing an unstained area of the evidence object.
 3. Members should take care not to overlook items of evidence or locations which may contain possible trace DNA. These include, but are not limited to, points of entry and exit, fingernails, and other surfaces with which a suspect may make contact.
 4. Bloody and/or wet evidence will be placed in a “Dry Safe” (blood drying) cabinet if available. If not, the item will be placed in “Eva Dry” storage bags (with the suspect’s/victim’s name, the report number and deputy’s name, badge # and CORPUS number on the bag) and stored in biological evidence lockers in biological evidence rooms. Items must be

properly air dried in appropriate blood drying lockers prior to packaging.

- a. The submitting deputy will log the evidence on the log sheet.
 - b. The key to the locker shall be retained by the deputy until the evidence process can be completed, or up to five days.
5. The item will be marked and secured in a drying locker until ready for packaging, a maximum of 5 working days.
6. When dry, the item will be removed, packaged, and submitted to the Evidence/Property Technician if available, or placed in the evidence receiving locker.
 - a. Dried blood evidence shall be packaged in paper evidence bags.
 - b. Blood evidence shall never be packaged in plastic.
7. Once an item is determined to be dry and ready for packaging, the dried evidence item will be handled singularly and care will be taken to assure that no cross contamination of evidence occurs.
8. Wet Blood Evidence (i.e., Clothing, Bed Sheets, etc)
 - a. During operating hours, biological evidence shall be submitted to the Property/Evidence Technician.
 - b. In the absence of the Property/Evidence Technician, biological evidence shall be secured in the appropriate receiving area.
 - c. Bloody and/or wet items shall be properly dried, prior to packaging and submission.
 - d. Do not package biological evidence in plastic.
 - e. All evidence left to dry will be marked with the report number and date/time it was placed in the drying locker, along with the deputy's name/badge/CORPUS #.
 - f. Once a blood stained item has dried it will be properly packaged for evidence within departmental guidelines.
 - g. Rules, hazards, and safety concerns are posted in the Overnight Evidence Storage Area.
 - h. The submitting deputy shall be responsible for cleaning and disinfecting each area and locker used in the Biological Evidence

Storage Room. The appropriate cleaning supplies are located in the storage room.

- i. The submitting deputy shall be responsible for removing the filter (located inside at the top of the drying cabinet) and the butcher paper (located on the floor of the drying cabinet), and packaging both items separately as evidence for each case.
- j. The submitting deputy shall be responsible for replacing the filter (located inside at the top of the drying cabinet) and the butcher paper (located on the floor of the drying cabinet).

9. Blood In Liquid Form For Blood/Alcohol Testing:

- a. Store or contain liquid in a glass vial and place it in a marked evidence envelope.
- b. Refrigerate the evidence in the temporary evidence receiving refrigerator.

10. Contact the following personnel for questions about packaging and submitting blood evidence:

- a. Evidence/Property Technician
- b. Crime Laboratory staff
- c. Watch Commander/Watch Sergeant

8. SEXUAL ASSAULT EVIDENCE COLLECTION KITS:

- a. It is essential to properly store kits, especially considering potential DNA processing developments.
- b. Seal kit with correct evidence tape.
- c. Record report number on the kit.
- d. Complete evidence tag properly and affix it to the kit.
- e. Submit the kit to the Evidence/Property Technician directly, during business hours.
- f. Secure the kit in the temporary evidence storage refrigerator after hours. If blood and/or urine specimens are attached to the sexual assault kit in individual evidence envelopes, remove them and place them into a temporary storage refrigerator. Place the key(s) in the evidence key drop slot, located in the overnight evidence storage area.

9. SUBMISSION OF DNA EVIDENCE FOR PROCESSING: Evidence submitted to the Crime Laboratory shall be properly packaged and marked pursuant to this General Order and LES Policy and Procedures. New evidence shall be submitted to the Alameda County Sheriff's Office Property and Evidence Section prior to a request being submitted for processing by a crime or forensic laboratory.
- a. DNA evidence shall be submitted to accredited laboratories only. The Alameda County Sheriff's Office Crime Laboratory is accredited by the American Society of Crime Laboratory Directors Laboratory Accreditation Board. Outside laboratories maintaining nationally recognized accreditations may also be used for the processing of DNA evidence on an as needed basis and shall minimally meet the FBI Accreditation Standards. A current listing of accredited laboratories shall be maintained by the Persons Cold Case Unit and shall be made available to the Evidence/Property room.
 - b. Transportation of Biological or DNA evidence shall be performed in the following manner:
 1. Prior to the delivery of Biological or DNA evidence, the appropriate request for laboratory services or processing form shall be completed by the detective or deputy assigned to the respective case. Each laboratory provides their respective submission form to accompany evidence sent or delivered.
 2. Biological or DNA evidence delivered to a local forensic laboratory shall be hand delivered by Alameda County Sheriff's Office personnel only.
 3. When shipping biological or DNA evidence, the following procedure shall be followed:
 - a. The shipping of all biological or DNA evidence shall be "Priority Overnight" via an authorized carrier, Monday through Friday delivery. NEVER SHIP EVIDENCE FOR DELIVERY ON A WEEKEND OR HOLIDAY.
 - b. Prior to shipping biological or DNA evidence, the detective or deputy assigned to the case shall contact the receiving laboratory and provide a brief description of the evidence and laboratory work requested.
 - c. Detectives or deputies assigned to the case shall submit a supplemental report, documenting their actions with regards to any evidence submitted to laboratories for forensic analysis.
 - d. The Persons Cold Case Unit shall maintain a listing of authorized shipping carriers and shall be made available to the Property/Evidence room.

I. COLLECTION, PRESERVATION, PACKAGING AND STORING OF EVIDENCE AND PROPERTY:

1. ALCOHOL:

a. Misdemeanor Cases:

1. Photograph the container, depicting quantity, type or brand, and include the report number in the photograph.
2. Obtain a sample in a specimen container and dispose of the original container and its contents.
3. Place the sample and photograph into a completed evidence envelope or bag.
4. Place the item into an evidence receiving locker.

b. Felony Cases:

1. Photograph the container, depicting quantity, type or brand, and include the report number in the photograph.
2. Seal the original container, or if the container cannot be sealed, pour the contents into an acceptable sealable container, i.e., metal arson collection container.
3. Mark and package the original container, contents container (if applicable), and photograph.
4. Place the item in an evidence receiving locker.

2. BICYCLES:

- a. Check the bicycle for a serial, model, or (OAN) owner applied number (i.e., CDL).
- b. Model numbers are sometimes found in the same location and contain fewer numbers than serial #s/OANs. Serial/OAN's common locations include the:
 1. Front frame
 2. Under the sprocket/pedal casement
- c. Bicycles with License Numbers:
 1. Check for a registered owner.

2. Release the bicycle to the owner in the field whenever possible.
 3. Registration information not listed in our records can be obtained by checking DMV bicycle license information at (916) 657-7654.
 - d. Located Stolen Bicycles: If the bicycle cannot be immediately released to the owner, advise the owner to contact an Evidence/Property Technician for release.
 - e. Located/Found Bicycles (Not Stolen):
 1. The bicycle will be entered into the DMV Automated Bicycle System.
 2. Complete an automated Property System Data Input Form PD 438.
 - f. Complete and attach a bicycle property tag to the handlebars or to the underside of the bicycle. Each bicycle shall have a completed property tag affixed.
 - g. Each property tag shall include the following information:
 1. Full name of the person from whom the bicycle was taken.
 2. Reason the bicycle was retained.
 3. Complete description of the bicycle, including the serial number.
 4. Report number.
 5. Deputy's name, badge and CORPUS I.D. number.
 6. The yellow copy of any completed "Field Property Receipt" is to be retained by the Evidence/Property Technician for their records.
 - h. Secure the bicycle at the designated bicycle storage compound facility. Where combination locks and cables are used to secure bicycles, contact the Watch Sergeant for any combination lock numbers.
 - i. Leave notification with the Evidence Room that a bicycle was placed into the storage compound facility. Legible copies of the completed property tag, crime report, or the yellow copy of the Field Property Receipt are sufficient.
3. CASH:
 - a. Sort all bills by denomination.

- b. Count large sums of cash in the presence of another deputy.
- c. Seal cash in a KAPAC bag and place it in a pre-printed cash envelope and seal the envelope.
- d. Both deputies shall initial the evidence envelope across the seal and complete the "Verified By" field.
- e. Include bill/coin denominations and totals on the envelope and property loss section of the report.
- f. Secure the item in an evidence receiving locker.
- g. If it is believed that the cash is "Rare" or has "Collector's Value" mark the evidence envelope "Possible Collectors Value."

4. FIREARMS:

- a. Firearms shall be unloaded and rendered safe by securing the following with cable straps:
 - 1. Revolvers: Locking open the cylinder.
 - 2. Semi-Automatic Pistols and rifles: Locking open the slide.
 - 3. Bolt action rifles: Locking open or removing the bolt.
 - 4. Disassembling the weapon so it is incapable of firing.
- b. Securely attach an evidence tag only and place the firearm in an evidence gun box. A "Safe & Unloaded" sticker must be affixed to the exterior of the gun box top. Record the following information on the tag:
 - 1. Type, make, model, and caliber
 - 2. Serial number
 - 3. The circumstances of the recovery
 - 4. Report number, victim/suspect information, date/time of recovery, member's name/badge/CORPUS number
- c. Any Clip(s), magazine(s), and/or ammunition will be removed from the firearm and
 - 1. Placed into a separate evidence envelope to be submitted into evidence with the firearm

2. Described in a police report as to the location and/or circumstances they found
 - d. All firearms must be marked for identification by the seizing deputy.
 1. Firearms will be marked in an obscure location to prevent devaluation of the firearm.
 2. If it is necessary to preserve evidence found on the firearm, such as but not limited to blood, body fluids or fingerprints, then:
 - a. The firearm will be tagged with Form # PD 377, placed into an evidence envelope, cardboard box, or wrapped in butcher paper and submitted to evidence.
 - b. Firearms must be unloaded and rendered safe as described above.
 - e. Automated Firearms File Data Form (PD-445)
 1. The reporting deputy shall complete a PD-445 for each firearm recovered and placed into evidence.
 2. The form shall be forwarded to Records for input and filing.
 - f. Firearms seized pursuant to 12028.5 PC shall have a Field Property Receipt attached to the tag, or placed in the evidence envelope.
5. EXPLOSIVES:
- a. All explosives and/or suspected explosives require EOD notification per established procedures.
 1. In most cases, EOD will process and store explosive evidence/property.
 2. Items EOD determines to be harmless will be processed in the appropriate manner, as all other evidence/property, by the reporting deputy.
 - b. FIREWORKS:
 1. Large quantities should be referred to EOD for handling and disposal.
 2. Small quantities, not handled by or referred to EOD, will be packaged in evidence envelopes, noting "FIREWORKS" on the envelope. The Evidence/Property Technician will contact EOD to arrange for disposal or storage.
 - c. VEHICLE TYPE BATTERIES:

1. Batteries will be stored in the temporary Hazardous Materials storage locker, or authorized off-site storage facility, properly marked/tagged awaiting disposal. A copy of the report will be immediately forwarded to the Evidence/Property Technician noting the items stored and listing potential hazards.

6. HAZARDOUS MATERIALS AND/OR CHEMICALS:

- a. Hazardous materials will be stored according to guidelines set by the Fire Marshal and CAL/OSHA.
- b. Items which must be stored will be secured in the temporary Hazardous Materials storage locker or authorized off-site storage facility. The key to the Hazardous Materials locker at ETS is located in the Watch Sergeant's Office. The Evidence/Property Technician will move the item to the Hazardous Materials Building adjacent to the ETS Evidence Compound or other designated storage facility.
- c. Prior to any hazardous materials being transported for storage, the transporting person shall confirm with the Evidence/Property Technician that the item may be safely stored in available facilities.
- d. In the absence of the Evidence/Property Technician, the Watch Commander or his/her designee shall determine/arrange transportation and safe storage of hazardous materials.
- e. Explosive and radioactive materials shall not be stored in this facility but referred to the appropriate hazardous materials agency.
- f. Hazardous material spills, chemical dumps or clandestine laboratories require special handling. Refer to Sheriff's Office General Order 5.10.

7. LICENSE PLATES:

- a. Infraction and misdemeanor cases: Photocopy the license plate. Include the photocopy with the original and copies of the report.
- b. Felony cases: Photocopy the license plate. Include the photocopy with the original and copies of the report. Place the license plate in an evidence envelope noting on the envelope "Felony Hold," to ensure that it stays in evidence until required in court. (Use care when placing the plate(s) on the photocopier glass to avoid scratching the glass.)
- c. License plates will be placed in an intake locker in the evidence storage room for eventual return to DMV.

8. MARIJUANA:

- a. Marijuana should be packaged in paper evidence envelopes depending on the quantity.
 - 1. Large quantities should be packaged in paper evidence bags or cardboard boxes.
 - 2. Wet or freshly pulled live plants should not be packaged in plastic bags due to mildew caused by the lack of air and the presence of moisture in the plants.
 - 3. Paraphernalia is to be packaged separately from the marijuana.
 - 4. Wet or freshly pulled live plants shall be air dried in secure designated drying areas prior to packaging. The marijuana will be moved within 7 days, unless determined to still be wet. Once dry, the marijuana will be packaged in accordance with Departmental Guidelines. (See unit's bulk/large evidence storage policies).
 - 5. The member placing the items into secure marijuana drying facilities shall indicate the report number, day/date/time of seizure, along with the member's badge and CORPUS number. The member shall notify the Evidence/Property Room Technician of the placement of the items into the drying area.
 - b. Marijuana needing laboratory analysis requires a Laboratory Request for Services form (PD 329) and a copy of the report.
9. NARCOTICS, DANGEROUS DRUGS AND ASSOCIATED PARAPHERNALIA:
- a. Safety Precautions:
 - 1. Wear protective gloves when handling any narcotics and dangerous drugs.
 - 2. A contact "high" can occur if PCP or LSD is handled improperly.
 - b. All narcotics and dangerous drugs shall be packaged in a heat sealed KAPAC bag.
 - 1. Processing members will write their initials, badge and CORPUS number on packaging material.
 - 2. Place the sealed KAPAC bag into a completed pre-printed evidence envelope.
 - 3. The envelope shall be closed, initialed on the flap and sealed with tape.

4. Do not package paraphernalia with narcotics or dangerous drugs.
- c. Narcotics and Dangerous Drugs Requiring Laboratory Analysis:
 1. The evidence envelope must have a Request for Laboratory Services form #PD-329 and a copy of the Crime Report attached.
 2. The request form must be signed by a supervisor.
 3. The Evidence/Property Technician will deliver the envelope to the Crime Lab only if the above items are attached.
- d. Narcotics and dangerous drug substance evidence will be secured in an evidence storage locker after business hours or directly to the Evidence/Property Technician during business hours.
- e. Paraphernalia:
 1. Should be packaged separately from narcotic and dangerous drug substances
 2. Hypodermic Syringes:
 - a. Empty hypodermic syringes will be packaged in cardboard tube type containers.
 - b. Syringes containing suspected controlled substances, requiring laboratory analysis, must be packaged in plastic Biohazard EVA-SAFE tubes.
 - c. Tubes will be placed into an evidence envelope.
 3. Razor blades shall be taped unless taping will destroy evidence that may be present on the blade. Blades shall be stored in puncture proof containers available from the Evidence Technician supply cabinet.
10. STEREO EQUIPMENT, VIDEO RECORDERS, TELEVISIONS, RADIOS, ETC.:

All items are to be checked for identifying marks, serial numbers or owner applied numbers (OAN's). For computer equipment see General Order 5.27 for seizing, collection and storage procedures.

 - a. The items' status should be checked in the Automated Property System. (APS). The owner should be contacted to arrange for a photo-release of the property when proper ownership is determined regarding a stolen item.
 - b. An Automated Property Data Input form (PD 438) shall be completed on all recovered equipment, indicating the status. Members shall forward the form to

the Records Section.

- c. Photo releases of property should be done whenever possible, provided ownership is known and not disputed. Items are not to be released when ownership is disputed. Photo releases will be done in accordance with section III.J.2.a-f, of this order.
- d. Items will be marked and an evidence tag securely attached.
- e. Items are to be placed into an evidence storage locker.
- f. Personal electronic items (pagers, cameras, etc.) submitted into evidence should have the batteries removed prior to submission.

11. KNIVES:

- a. Knives with folding blades will be packaged with the blades closed and placed in the smallest applicable evidence bag.
- b. Knives with open or straight blades require:
 - 1. Packaging adequate for safety i.e., covering the blade with cardboard prior to packaging the knife in an evidence envelope.
 - 2. Note "CAUTION KNIFE" on the outside of the packaging.
- c. Items are to be placed into an evidence receiving locker.

12. PACKAGING & STORAGE OF JEWELRY and HIGH VALUE ITEMS:

- a. Place the jewelry into an evidence envelope.
- b. Jewelry may be placed in a KAPAC bag, then into an evidence envelope.
- c. Ensure that the descriptions of the items are clear and concise.
- d. Seal and initial the envelope in accordance with Agency guidelines.
- e. Note "JEWELRY" on the envelope.
- f. Cash, jewelry, and items of high value shall be secured in overnight evidence receiving lockers if an Evidence/Property Technician is not available.
- g. Once received into evidence, these high value items shall be secured in the designated storage area for permanent storage.

13. TOOLS: Tools, by nature, are usually heavy and bulky. Whenever possible:

- a. Package tools in the original container (i.e., a tool box) and attach an evidence tag to the container.
 - b. When the original container is not available, package tools in appropriate evidence envelopes and containers.
 - c. Place the items into an evidence receiving locker.
14. FOOD: Food items are perishable and there are no facilities for storing food.
 - a. Photograph the items, including the report number in the photograph.
 - b. Place the photograph in a completed evidence envelope.
 - c. If known, contact the owner of the food and release the item, when appropriate.
 - d. If ownership cannot be determined, dispose of the food.
 - e. If the food item has a bite mark(s) or potential DNA evidence, it is to be treated as biological evidence and handled as indicated in III.H.7.a. of this order.
 - f. Record the disposition of the food in the report.
15. HANDLING FINGERPRINT EVIDENCE: The following are established procedures for properly collecting, handling, and packaging latent fingerprint evidence:
 - a. Preservation of the physical and chemical condition of evidence is crucial to effectively examining materials at/from crime scenes. Particular care must be taken in the proper handling and packaging of these items. Additionally, packaging must be adequate to protect against biological or chemical hazards associated with the evidence.
 - b. Care must be taken to prevent contamination by the person collecting the evidence. Fingerprints on smooth, non-porous surfaces are very easily damaged and can be destroyed by any handling. Where possible, evidence should be held by areas of the surface where fingerprint detection is least likely.
 - c. Members will also handle fingerprint evidence in accordance with III.F.4.a-c, of this order.
16. DEVELOPING FINGERPRINT EVIDENCE:

- a. Developing fingerprint evidence in the field will be done by the best possible means available to the investigating person.
- b. In situations where special techniques are required, the evidence should be protected until it can be processed by a crime scene evidence technician or the Crime Laboratory.
- c. Evidence not suitable for development in the field shall be packaged and forwarded to the Crime Lab for processing.
- d. Fingerprint development techniques are available in the "Handbook of Forensic Science." The "Handbook of Forensic Science," shall be located so as to be readily available to authorized personnel.

17. PACKAGING FINGERPRINT EVIDENCE:

- a. While it is not always possible to carry large quantities of physical evidence in perfect condition, all reasonable precautions should be taken to preserve fingerprint and other forensic evidence. Care must be exercised when labeling exhibits.
- b. Latent fingerprint evidence should be packaged in a completed pre-printed evidence envelope. Packaging requirements can be referenced in the "Handbook of Forensic Science."
- c. Marked and packaged fingerprint evidence shall be secured in a locked locker in the evidence room.

18. FINGERPRINT EVIDENCE RECEIVING:

- a. The Evidence Technician shall log latent fingerprint evidence.
- b. The Evidence Technician shall forward the fingerprints, or lift cards, via lock box, to the Central Identification Bureau for print examination, classification, assignment of value, and/or identification.

19. COLLECTING AND SUBMITTING URINE SAMPLES: The Alameda County Sheriff's Office collects and tests urine samples from persons who have been arrested for being under the influence of drugs. The Sheriff's Office policy is to collect and process the evidence in a manner that preserves the integrity of the sample until tested. The following are established procedures for collecting and testing urine samples from suspects arrested for being under the influence of drugs.

- a. Required Supplies:
 - 1. Urine sample collection bottle

2. Evidence sticker for collection bottle
 3. Urine evidence envelope
 4. Evidence sealing tape
- b. Whenever a person is arrested for being under the influence of any drug specified in Health and Safety Code 11550, the arresting deputy will attempt to obtain a urine sample from the suspect.
 - c. Samples should be collected from the suspect in the privacy of a restroom stall. Deputies will remain near the stall to eliminate the possibility of the suspect contaminating the sample.
 - d. Collection bottles will be as full as possible in order to run the urine through a full drug screen. If only a small amount of urine is obtained (less than half full), mark the back of the urine evidence envelope with the specific type of drug suspected. This will improve the chances of obtaining an accurate analysis for the suspected drug.
 - e. Collection bottles will be closed tightly to prevent leakage and the bottle cap will be sealed with an evidence sticker.
 - f. An evidence sticker containing the suspect's name, deputy's name, report number, and the date the sample was taken will be affixed to the bottle.
 1. The collection bottle will be placed into a urine evidence envelope and sealed.
 2. The deputy will complete all information on both sides of the urine evidence envelope and place the sample in a designated locked and secure safe or evidence locker, and note the placement in the report.
 3. The authorized urine analysis vendor/laboratory will pick up samples according to an agreed upon schedule.
 4. Special pick ups may be arranged by contacting the authorized vendor/laboratory.
 - g. Completed laboratory results are sent to the designated liaison unit, by the vendor/laboratory within four weeks.
 - h. The designated liaison unit will then forward the results to the District Attorney (D.A.) Liaison Deputy.
 - i. The D.A. Liaison Deputy will deliver a copy of the results to the District Attorney's Office.

20. FILM PROCESSING: Sheriff's Office staff will process all photographic film used to record crime scenes or criminal activity in a manner which will ensure the value of the film as evidence, including compliance with policies concerning the chain of custody.
- a. All photographic film used to record crime scenes or other criminal activity will be processed by the Crime Lab or authorized vendor.
 - b. Photographic film evidence will be packaged in pre-printed photograph evidence envelopes and sealed. Only one roll of film should be placed in each envelope.
 - c. The film evidence envelope will be completed by the deputy who photographed the scene.
 - d. Special instructions for processing may include items such as:
 1. Develop only - do not print
 2. Return prints and negatives to the reporting deputy
 3. Two copies of prints; negatives and one set for immediate delivery to the Property/Evidence Technician, the second set to be delivered directly to the deputy
 4. "Urgent processing" or enlargements
 - e. All film requiring processing will be placed in the designated mail slot in the Evidence Room.
 - f. The Evidence/Property Technician shall log the film in as evidence. The Property/Evidence Room Technician will deliver the film to the Crime Lab or authorized vendor for processing.
 - g. Upon completion of processing, the Crime Lab will return the processed film (negatives and/or prints) to the Evidence/Property Technician.
 - h. The Evidence/Property Technician will review the special instructions on the film evidence envelope to determine if the film will be logged in as evidence and filed, or returned to the submitting deputy.
 - i. Deputies who receive processed film should evaluate the photographic evidence as quickly as possible and forward the processed film to the Evidence Room for storage.
 - j. Members will also handle photographic evidence in accordance with III.F.3.a-d, of this order.

21. MISCELLANEOUS: Large items that will not fit into intake lockers or evidence storage lockers may be stored in other locations at the discretion and direction of the on-duty Watch Commander. (See unit station policies regarding bulk/large item storage.)

J. DISPOSITION OF PROPERTY/EVIDENCE:

1. Generally, property/evidence shall be disposed of in one of the following authorized manners:
 - a. Return to owner/agent/finder
 - b. Sale/Auction
 - c. Convert to agency or other public use (See L.E.S. Policy and Procedure 16.12)
 1. Court Order for conversion of narcotics for training purposes.
 2. Court Order for conversion of property for departmental use.
 - d. Destruction (Refer to J. 3. c. of this order)
2. PHOTOGRAPH RELEASE OF PROPERTY: Photo-release of property should be utilized when:
 - a. Ownership of the property is not disputed.
 - b. Ownership is known and verifiable.
 - c. Ownership is verified and the owner can respond in a reasonable period of time.
 - d. A signed written statement and/or receipt claiming ownership is received.
 1. If property cannot be released immediately, advise the owner to contact the Evidence/Property Technician to schedule an appointment to obtain the property.
 2. Photograph release of property is not to be used for:
 - a. Property wherein ownership is unverified or disputed
 - b. Money
 - c. Explosives

- d. Hazardous or illegal substances
 - e. Property seized in search warrants
 - f. Firearms or weapons used in the commission of a crime
 - g. Property requiring Crime Laboratory analysis
 - h. Any other property illegal to possess
- e. If there is uncertainty or doubt about releasing the property, retain the property and advise the owner to contact the Evidence/Property Technician for clarification.
- f. Release Procedure:
 - 1. Photograph the property (include the report number in the photograph). If the case is still active, photograph the owner with the property.
 - 2. If applicable, photograph any identifying marks, serial number or OAN.
 - 3. Obtain a written signed statement or receipt of ownership from the owner.
 - 4. Obtain a completed Property Release form signed by the owner and releasing staff.
 - 5. The photograph, a copy of statement and/or receipt, and property release form shall be placed into an evidence envelope.
 - 6. A copy of the statement and/or receipt and a copy of the property release form will be attached to the original report.
 - 7. Record the status of the property in the report.
- 3. **FOUND OR UNCLAIMED PROPERTY AND EVIDENCE:** Alameda County Sheriff's Office members will maintain control and dispose of property and evidence in accordance with applicable laws and the procedures set forth herein.
 - a. In cases of found or unclaimed property, the investigating deputy shall:
 - 1. Thoroughly examine property for serial numbers, marks, or Owner Applied Numbers (OAN) which may identify the owner.
 - 2. Attempt to contact the owner and arrange for the property to be returned as outlined in Penal Code Section 1408, "Delivery to Owner."

3. Properly package and label property before submission.
 4. Complete a Criminal Report and Property/Evidence List, or ***Incident*** Report with the Property/Evidence List area completed, describing the property. Forward the report to Investigations for cross matching with existing reports.
 5. When found property is turned over to a deputy, or personal property is held pursuant to Penal Code 12028.5 or 8102 W & I, the deputy shall additionally complete a “Field Property Receipt” form, which is in triplicate. The distribution of the form is as follows:
 - a. White copy with original report for Records
 - b. Yellow copy with property/evidence
 - c. Pink copy to person surrendering property/evidence
 6. All property/evidence taken into custody shall be inventoried and placed into evidence prior to the end of the shift. In the event of exceptional circumstances (i.e. not enough time at end of shift to properly package or emergency call for service) which prohibit a deputy from completing an inventory of evidence, he/she may deposit the evidence into an overnight locker and complete the inventory the next day, if all of the following occur:
 - a. The deputy has their supervisor’s approval.
 - b. The supervisor must signs the key log, acknowledging the property has been placed in the locker without inventorying.
 - c. The deputy signs for the key on the posted key log in the evidence locker room. The deputy shall keep the key in a secure location, known only to him/her.
 7. The key log shall be checked for compliance daily by the property Evidence Property Technician. Discrepancies will be brought to the attention of the Sergeant of the evidence/property room, who will take appropriate action to ensure compliance.
 8. Property/evidence shall be minimally recorded in a police report as described in III.J.3.a. (4) - (5), above.
 9. Property/evidence requiring special handling shall be processed prior to being placed into evidence.
- b. The Property/Evidence Technician shall dispose of found or unclaimed property per Penal Code 1411 “Unclaimed Property” and Civil Code 2080

“Lost and Unclaimed Property.”

1. Generally, found or unclaimed property may be disposed of 6 months following any legal requirement.
2. Evidentiary property shall be disposed of pursuant to the following:
 - a. Penal Code 1411 “Unclaimed Property”
 - b. Court ordered disposition
 - c. Statute of limitations shall dictate the disposition of remaining property, except sexual assault related cases, the Lieutenant of Investigations shall be notified and his/ her authorization shall be granted prior to the ten year statute of limitations allowing for the destruction of sexual assault evidence.
 - d. Prior to disposition and/or destruction of purged narcotics cases, samples shall be selected at random and tested for content and accuracy. (refer to L.E.S. Policy and Procedure # 16.11)
4. IN CUSTODY INDIVIDUALS:
 - a. Prisoners' personal property, held as evidence, shall be processed and secured as any other item of evidence.
 - b. Prisoners' personal property shall be inventoried and packaged according to Policy and Procedure 14.06. Prisoner property will be transported to the jail facility with the prisoner. Prisoner property not retained as evidence, except bicycles, will not be submitted to or stored in the Evidence Room.
 - c. Personal property being held pursuant to 12028.5 P.C. or 8102 W & I, shall be processed and secured as any other evidence. The property owner will be given a “Field Property Receipt.”

K. **EVIDENCE AND PROPERTY** INSPECTIONS, AUDITS, AND INVENTORIES:

1. *Semi-annual inspections of personnel assigned to maintain property and evidence storage areas, shall be conducted by the Sergeant responsible for the property and evidence storage area assigned to their control.*
2. *An inventory of all property and evidence shall be conducted whenever the Sheriff's Technician responsible for a property and evidence storage area is re-assigned or transferred. When this occurs, the inventory will be conducted by the outgoing custodian, the incoming custodian, and the Supervisor responsible for the property and evidence storage area to be inspected.*

3. ***When personnel assigned to a property and evidence storage area are reassigned, or if the keys to gain access to a property and evidence storage area are lost, the following shall occur:***
 - a. Have the locks re-keyed as necessary
 - b. Have the alarm codes changed
 - c. Have the combinations changed
4. ***An annual inventory audit of property and evidence, shall be conducted by a Supervisor not assigned to the duty station of the property and evidence storage area to be inspected.***
5. ***The CALEA Sergeant or their designee shall conduct an annual unannounced audit of property and evidence at each duty station where property and evidence are maintained.***

L. SECURE FACILITY ACCESS:

1. Access to the Overnight Evidence Storage Locker Rooms shall be controlled by a secure means such as a key pad, or secure locking doors and lockers.
(Refer to L.E.S. key control Policies and Procedures 16.07)
2. Bulk Storage access procedures are set forth in Unit Policies and Procedures 16.04.
3. Access to Property and Evidence Storage Areas will be limited to Evidence/Property Technicians and designated Evidence Custodian Supervisor. In their absence, an interim alternate custodian will be designated by the Administrative/Operations Supervisor. All other authorized persons entering the Property and Evidence Storage Area shall sign in and sign out on the Evidence Access Log and shall be accompanied by Evidence/Property Room personnel.
4. Access to Evidence Receiving Areas shall be controlled and limited to authorized staff, such as the Evidence/Property Technician or Evidence Custodian Supervisor, during normal hours of operation, or when controlled as stated in III.L.1, of this order.