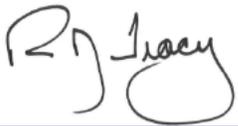




DIRECTIVE: 6.12

SUBJECT: Procedures for Handling Evidence and Found Property			Number of Pages: 14			
DISTRIBUTION: All Personnel	AMENDS: N/A	THIS ORDER CANCELS: N/A				
DATE OF APPROVAL: 5/2/2017	DATE OF ISSUE: 5/8/2017	APPLICABLE ACCREDITATION STANDARDS				
ISSUED BY: Robert J. Tracy Chief of Police Reviewed: 3/10/2017		83.2.3	83.2.5	83.3.2	84.1.1	
		84.1.3	84.1.4			

PROCEDURES FOR HANDLING EVIDENCE AND FOUND PROPERTY

Introduction

Police personnel will frequently have occasion to seize evidence or found property. It is important that officers understand the distinction between these classes of items, since each will be handled differently.

Evidence includes those items that can be used to prove that a certain offense did occur and that a certain individual was responsible for the offense. Items of evidence will be retained by the [REDACTED] until no longer needed and will then be disposed of in accordance with proper Departmental procedures.

Found property includes items that are seized only for the purpose of ascertaining the proper ownership and providing for their return. Items that are recovered as a result of a crime do not necessarily require being held as evidence.

For example, a television recovered as a result of a burglary investigation may be tagged as found property to facilitate its return to the rightful owner. This does not apply to items found by officers acting in their official capacity nor to weapons and items of contraband.

Labeling and Packaging of Items

The officer seizing items will be responsible for not only promptly submitting these items, but for properly packaging and labeling them as well. All pertinent information will be listed on the evidence or found property label, including: case number, type of incident, location from which taken, person from whom taken, owner (if known), complete description of item, and the signature of the seizing officer(s).

When packaging items, officers will assure that they are securely packed and that the evidence label is securely affixed. Certain types of items will require special consideration, in particular firearms, sharp-



edged weapons, and flammable liquids. Officers seizing firearms will assure that they are unloaded when turned into the Evidence Unit.

Actions on the weapon should be left open. Edged weapons will be packaged so that sharp edges are not exposed. Flammable liquids are not to be submitted in bulk. If needed as evidence, a small sample (one to two ounces) should be taken and then packed in a secure glass or metal container. The balance of the liquid should be disposed of in a safe manner.

Completing the Evidence Receipts

Officers are reminded that a written report detailing the circumstances by which the property came into the agency's possession is required.

When turning any item in to the [REDACTED], officers will complete, in triplicate, a [REDACTED] Property Receipt.

The officer submitting the property will provide all requested information on the receipt and will list each item with a complete description of same, including model number, serial number, etc. If a number of similar items that have little value are being turned in together, they may be listed as one entry. An example would be: 12 cans of motor oil or 27 assorted cans of food. Items of value, in particular firearms, jewelry and precious metals, must be individually listed and described, listing only one item per line. Officers will make no entry in the ECN on the evidence receipt. This space is for an evidence control number and will be completed by the Evidence Officer. The evidence control number will consist of the case number followed by a sequential number, for example 81-89736-2. This number can then be used to signify the individual items of evidence in future reports or actions (i.e. trial, destructs etc.). All currency and narcotics will be placed on a separate receipt from all other evidence.

The Departmental Property Receipt will be used when Department personnel turn items over to other agencies, private individuals, or firms. This form will be prepared in duplicate and turned in to the [REDACTED] when completed.

Submitting Items to the Evidence Control Unit

Once the [REDACTED] Property Receipt has been completed, items, if seized, must be turned over to the custody of the [REDACTED]. Once the following personnel are authorized to accept items of evidence or found property: [REDACTED] personnel and the [REDACTED]. These persons will refuse to accept items of evidence or found property that are incorrectly packaged or labeled. When accepting property into the custody of the [REDACTED], the accepting individual will properly sign the property receipt, acknowledging the acceptance and/or receipt of the evidence or found property.

Perishable items will be stored in the evening refrigerator located within the [REDACTED]. Each item will be secured within a separate locked cabinet in the refrigerator until transferred to the evidence vault.



The temporary evidence room is a secure room used for the storage of property during periods when the evidence vault is closed. The room contains individual lockers to safeguard the chain of custody. Each locker is equipped with a separate padlock. When depositing an item into evidence, the accepting individual will ensure that the padlock is secured. The keys to these locks will be maintained by the evidence officer, who will remove any stored items at the beginning of each work day. If an item too large to be stored within a locker is seized as evidence, the evidence officer will be notified to secure the item in the evidence vault.

NOTE: These lockers and procedures are intended for items of evidence only. Personal or found property may be stored on the shelving in the temporary evidence locker.

The original and first copy of the property receipt will be attached to the item of evidence, which will then be locked into the temporary evidence storage room. The second (last) copy of the receipt will be given to the submitting officer who will retain it as proof that the listed items were turned over to the [REDACTED].

Special Instructions for Handling Currency, Fingerprints, statements, Narcotics, Alcoholic Beverages, Explosives and Motions for Forfeiture

Currency

When currency, including bills or coins, is seized as evidence or as part of the civil forfeiture process, the officer will ensure that the following procedures are adhered to so as to prevent claims of theft or mishandling of USC by the defendant. USC should be seized and counted at Central whenever possible.

- a. Street Seizures/Subject not arrested - Officers are to keep a coin envelope or money evidence envelope, located in the Turnkey's area, with them (briefcase, shirt pocket, glove box) in the event they encounter an opportunity to seize USC on the street as part of a civil forfeiture, where the subject is not placed under arrest and/or taken to Central for further investigation. A supervisor is to be called to the scene to monitor the seizing of the USC but if one is not available, the officer will follow the following procedure.

The seized USC will be counted in front of the defendant, the amount seized written on the envelope, and the defendant (or another witness, i.e. the officer's partner or supervisor) initial the sealed flap. That envelope will remain sealed until same is turned over to the seizing officer's supervisor. The supervisor will then open the envelope from the side opposite the initialed sealed flap, and confirm the amount inside before re-tagging and turning into Records Divisions.

Seizures at Central: Money to be seized as evidence or civil forfeiture is to be taken and counted in an interview room in the presence of the defendant and the video monitor. If the suspect is to be strip searched, do not cover the camera until after the USC is taken, counted and sealed. This will cover the officer should a complaint arise.



Prisoner Property Receipt: Whenever money is seized, the officer will record the amount seized on the “Arrestee’s Property Receipt” and have him/her initial next to the amount entered. Should the suspect not agree with the officer’s count, the House Sergeant is to determine the final count. The spaces in block #1 next to “U.S. Currency” and “U.S. Coin” should only display the amount of money the prisoner is entitled to when released from custody. If he/she has no other money than that seized by the officer, “N/A” should be entered in those spaces.

Whenever currency, including bills or coins, is turned in as evidence or found property, the following procedures will be performed:

- b. All items of currency will be listed on a separate receipt and will be packaged separately in a Departmental currency evidence envelope. All currency submitted to the [REDACTED] [REDACTED] either as evidence or found property will be contained in this envelope only. Currency denominations will be listed on the package and on the receipt with a total figure given. All monies will then be turned into the [REDACTED]. Deposit will be witnessed by either the House Sergeant, Watch Commander or designee. The initial deposit of currency to the [REDACTED] may not be witnessed by the Evidence Officer as such practice would weaken the audit control process.
- c. Both the officer and his supervisor will count the currency and seal it in an envelope. The officer and his supervisor each will then sign the flap of the envelope in a manner to prevent tampering, and each will sign the property receipt. The “money log”, which is located on top of the money receptacle, will be filled out and signed properly before any items are deposited. The currency, with the original and first copy of the receipt attached, will then be deposited in the special receptacle located in the [REDACTED] for this purpose. The last copy will be retained by the submitting officer.
- d. The supervisor turning in the currency will be held accountable for discrepancies, as long as the original seal is not broken and the package is not damaged. In cases where currency should be retained for further analysis or court testimony, the submitting officer will clearly mark “retain” on both the property receipt and the front of the currency envelope. This will prevent the currency from being automatically deposited into the department’s evidence/found currency checking account.

A representative from the Office of Professional Standards will audit the contents of currency envelopes eligible for deposit into the Departmental checking account on a monthly basis.

- e. Currency classified as evidence may be returned to defendants only after proper written authorization is received from the appropriate court and the defendant produces a valid pictured identification card to the Evidence Officer. This authorization will consist of either a court order or a letter of authorization from an assistant city solicitor, or a member of the Attorney General’s staff. After receiving the authorization, the Evidence Officer will prepare a check for the prescribed amount of currency. The check will be endorsed by the Chief of Police, but in his absence by the Inspector of Uniformed Operations and/or the Commanding Officer of the Support



Services Division. All checks eventually will be placed with the report. Because of this, officers may wish to place the copy in a sealed 8½ x 11 inch envelope marked "Confidential".

- f. Currency classified as found property whereby ownership is unknown, will be turned over to the City Finance Department after being held for sixty days.

Fingerprints:

Latent fingerprints will be listed on a separate receipt and will be turned over to the Identification Officer. Upon receipt of the latent prints, the Identification Officer will examine them to determine if they are of value for comparison purposes.

If the prints are of value, they will be secured in a locked file cabinet for future comparisons. If they are of no value for comparison purposes, they may be destroyed. A supplement report must be submitted after doing so and the receipt marked appropriately.

A file will be maintained for the evidence receipt along with a log of all latent prints received by the Evidence Detection Unit. The log will include the date, case number, incident and if the prints were of any value. During those hours when the Identification Officer is not working, the latent prints, along with the receipt, will be placed in a basket designated for that purpose in the temporary evidence room located within the [REDACTED].

However, fingerprints which do have an evidentiary value will be kept on file. All personnel who are actively pursuing an investigation, wherein there are fingerprints on file, will follow established procedures to remove them from evidence and submit them to the qualified fingerprint experts on hand in the Department. In doing so, the investigator will properly complete the "Fingerprint Comparison Form" to be submitted along with the fingerprints to be compared. (See example of form at end of this Directive.)

All latent evidence received by the Identification Unit will be examined to determine if the latent fingerprints and/or palm prints are of value to be submitted to the AFIS (Automated Fingerprint Identification System). If it has been determined that the prints are of value for submission, the prints submitted will be logged in the AFIS entry log at the time of being entered. At the completion of the AFIS examination, the latent evidence will be returned to and secured in the latent evidence locker.

Statements:

All statements will be placed in a letter-size envelope and turned in to the [REDACTED]. Attached to the receipt will be a copy of the statement (including the witness and defendant cover sheet). The copy will eventually be placed with the report. Because of this, officers may wish to place the copy in a sealed 8 ½ x 11 inch envelope marked "Confidential".

Narcotics:

Submission of Narcotics to [REDACTED]

1. Whenever a narcotic or dangerous drug substance is confiscated, the confiscating officer will deliver the substance to the Watch Commander, or his designee, if there is an appropriate delay on behalf of the Watch Commander that may tie up the district car. (This designee will in most cases be the House



Sergeant and at the very least, an officer's Street Supervisor.) Under no circumstances will the designee be an "Acting" House or Street Supervisor.

A patrol officer will never oversee this procedure, nor will any officer deposit drugs without a supervisor being present.

The Watch Commander will then witness the substance being inventoried and placed in the drug envelope.

The initials of the confiscating officer must be placed on the seam of the envelope flap and the flap will be sealed with cellophane tape. Narcotics of evidentiary value are to be placed in a secure drug envelope. Narcotics of no evidentiary value are to be placed in a regular envelope. A complete description of the substance, to include the count and/or weight of the substance, is to be written on the envelope and the appropriate juvenile or adult box will be checked.

NOTE: When seizing a marijuana plant, the plant should be photographed in its entirety. The roots and soil, being of no evidentiary value, are to be broken off and discarded. The remainder of the plant will be broken into manageable size pieces and placed into drug envelopes as described above.

Transfer of Narcotics for Trial Purposes

1. At the time of the felony intake, the officer should ascertain if the narcotic evidence is needed for the hearing/trial. If the narcotic evidence is needed, the officer must contact the Narcotics Control Officer at least three days prior to the scheduled court appearance so that arrangements can be made to have the Narcotics Officer available when needed.
2. On the date of the trial, the officer will respond to court to meet the Narcotics Control Officer and retrieve the narcotic evidence. The Request for Removal of Property form will be submitted in duplicate with the original accompanying the evidence and the copy maintained by the Narcotics Control Officer.
3. If the evidence envelope is opened in court but not retained by the Prothonotary's Office, the contents will be placed in the envelope and taped closed and initialed by both the officer and the Prosecutor.
4. At the end of the court day, the officer will deliver the narcotic evidence to the Watch Commander. The Watch Commander will then accompany the officer to [REDACTED] where the evidence will be redeposited into the drug locker and the drug logbook completed again.

The Request for Removal of Property Form will be signed and witnessed as indicated and deposited in the drug locker with the evidence. Should the officer be requested to appear in court with the evidence on the following day, the officer will advise the Narcotics Control Officer of such and the Narcotics Control Officer will make himself available to retrieve the evidence.



NOTE: Under no circumstances will any officer retain any drug evidence overnight in his possession.

5. If the Court retains the physical evidence presented by the officer, the officer will obtain, from the Court Clerk, a copy of the work sheet listing which items have cooperation works toward our benefit. The only other necessary item needed in such a case is a photograph of the items seized. This should be taken at the scene prior to the ABCC taking custody of the goods. This photo will eventually be needed in court for prosecution and has been held admissible in court in past trials. A great amount of time and effort will be saved by all parties involved if officers utilize this procedure.

Alcoholic Beverages (Seizure of Same)

In the past, when officers made arrests for illegal possession and/or sale of alcoholic beverages, whether it was an A.O. arrest or the result of a raid or warrant execution, they impounded the entire quantity seized.

This is no longer necessary and if officers conform to the following procedure, they will eliminate a tremendous amount of unnecessary work for the [REDACTED] as well as themselves.

According to Title IV, Section 1102, Paragraph 2 of the Criminal Code, the entire amount of alcohol seized may be automatically turned over to investigators from the Alcoholic Beverage Control Commission right at the scene of the arrest.

The only effort required is that you contact the ABCC prior to going on a raid. Their investigators are quite willing to go along and offer their help and support, and in most cases, should be involved in such investigations. Again, that spirit of cooperation works toward our benefit. The only other necessary item needed in such a case is a photograph of the items seized. This should be taken at the scene prior to the ABCC taking custody of the goods. This photo will eventually be needed in court for prosecution and has been held admissible in court in past trials. A great amount of time and effort will be saved by all parties involved if officers utilize this procedure.

Explosives

With the exception of trained Explosive Ordnance Disposal Technicians (E.O.D.T.), members of the Wilmington Department Police, under no circumstances are to transport, handle or distribute any explosives or suspected materials, military ordnance or devices.

Upon discovery of any explosives or suspected materials, military ordnance or devices, officers shall proceed with the following guidelines:

- [REDACTED]
- [REDACTED]



■ [REDACTED]

The following are examples, but not limited to, items defined as explosive material, ordnance or other devices:

Military ordnance, assembled or disassembled. This includes rockets, bombs, mortar shells, mines, grenades, explosives, or other items of weaponry associated with the military.

Improvised devices including pipe bombs, letter bombs, or suspicious packages.

Commercial explosives consisting of dynamite, blasting caps, large quantities of black powder or fireworks.

On scene responsibilities for explosives, ordnance or devices shall be under the direction of the E.O.D.T. personnel.

Whenever explosive items (small quantities of fireworks or ammunition) are turned in as evidence or found property, the following procedures will be performed:

- a. All items of an explosive nature will be packaged separately. Items will be carefully described on the evidence/property tag and on the property receipt. (This will eliminate the necessity of opening the package to obtain a description of the items for personnel disposing of same.)

Motion for Forfeiture

Superior Court Criminal Rule 41.1 states that whenever the State wishes to forfeit property as provided by statute, a motion and notice thereof must be filed not later than twenty (20) days prior to the scheduled date of trial. Consequently, the investigating officer should, in a misdemeanor case, notify the prosecutor no later than the time of the arrests of the defendant if a forfeiture is desired so that the motion can be presented at arraignment. In felony matters, the investigating officer should notify the Deputy Attorney General during the intake process that a forfeiture is desired so that the motion can be presented in Superior Court in accordance with Rule 41.1.

Removal of Non-Narcotic Items from the Support Services Division

When removing non-narcotic evidence or found property from the custody of the [REDACTED], the removing officer will again complete the Request for Removal of Property form in duplicate. The original will accompany the evidence, and the copy will be kept by the [REDACTED]. When the items are returned, the officer will enter into the disposition block on both copies of the form what is to be done with the items (e.g., whether they should be returned to the owner, destroyed, or retained for future use). The Evidence Officer will mark both copies of the form indicating that they have been returned to his custody.

The original will then be filed with the evidence receipt, while the copy will be kept by the officer who removed the items as proof that they were returned. If the item has been presented in a courtroom



hearing or trial, the court disposition will be listed in the disposition space also. Once an item has been presented in court, if it is to be returned to the owner or defendant, or if it is to be destroyed, the prosecutor should sign the form in the space marked "Authorized By."

If the item is retained by the court, the officer will enter the date, time and court officer's name in the appropriate space and attach a copy of the court work sheet (see Section 4, b (5) above).

Once an item has been presented in court, if it is to be returned to the owner or defendant, or if it is to be destroyed, the prosecutor should sign the form in the space marked "Authorized By."

If the item is retained by the court, the officer will enter the date, time and court officer's name in the appropriate space and attach a copy of the court work sheet (see Section 4, b (5) above).

If an officer removes evidence or found property from the [REDACTED] for any reason, he must submit a supplement report with the property when it is returned. This report will document the most current status of the case, as well as how the property is to be disposed.

Any evidence removed for laboratory testing will have the following information included in the supplement report:

1. Name of the officer last having custody of the item.
2. Date and time of submission or mailing and method used for transmission.
3. Date and time of receipt in the laboratory.
4. If possible, name and signature of the person in the laboratory receiving the evidence.

The supplement report must accompany the completed "Request for Removal of Property" form.

It should be noted that [REDACTED] personnel have been instructed NOT to accept any property unless it is accompanied by this report.

Returning Evidence to Owner

- a. In order to return evidence to the owner, either a supplement report from the original officer or detective handling the case must be submitted. This report must contain the date the owner was adjudicated and state that the evidence can be returned. Also, a report from the Attorney General's Office stating the same will also be permitted. The owner will then be notified by letter via US postal service that they may respond to the Support Services Division to collect their property.

Procedures for Drugs being removed for Investigative or Training Purposes:

- A. Drugs removed for K-9 training purposes:

A request is made by the K-9 Officer to the N.C.O.(Narcotics Control Officer) and the specific drug or drugs that they need is then removed from the found property bin. Only the drug(s) requested is removed and only the amount that is needed for training purposes is removed and given to the requesting officer.



The requesting officer will then write detailed report as to his request. The report should include the reason for the removal of the drugs, the corresponding case number of the drugs removed, type of drugs removed, and the weight of the drugs removed.

A copy of that report will then be given to the N.C.O. and placed in the files to keep track of the drugs given. An entry is made in the computer of the N.C.O. that the drugs from the particular case have been removed for training purposes.

B. Drugs returned after being used for training purposes

When the drugs are no longer needed or can no longer be used for training purposes, the requesting officer must return them to the N.C.O. When they return the drugs, they must also have a report detailing the reason the drugs are being returned, such as they can no longer be used because they have been destroyed by the K-9's. A detailed explanation should be given for any change in the weight of the drugs that were returned. They must also have a copy of the original requested report for the training purpose so that case numbers can be verified.

An entry is made in the N.C.O. computer that the drugs that were removed for training purposes of a particular case have been returned and they are then placed back in the found property bin.

C. Drugs that are removed for training the Police Academy:

When drugs are needed for the purpose of training in the Police Academy, the following procedure is used:

1. An initial report is written by the officer who will be doing the training stating the type of drugs that are needed.
2. Once the drugs are returned from the Police Academy Training, a return report will be written stating that the drugs have been returned. The report should contain how the drugs were utilized in the training. The case numbers are listed in the report and then a notation is made in the N.C.O.'s computer on the various case numbers. (The drugs will be put to the side so as to be used for all the Police Academy trainings until they are exhausted.)

D. Any seized or forfeited weapons will not be used for investigative or training purposes.

Destruction of Evidence

Personnel from the [REDACTED] will routinely send officers a form that, when properly filled out and submitted, will facilitate the "destruction of evidence" that is in safekeeping.

A new revised form has been created to properly address the needs of all personnel. This new form (see attached sample) as indicated at the bottom, must be returned to [REDACTED] ten (10) days after the date on the report. This form will then be placed in the case file and will become a permanent part of all



the documentation concerning that respective case. The form will assist [REDACTED] personnel in managing the flow of evidence into and out of their Division and provide them with controls over what should be kept in safekeeping and what should be released or destroyed. However, this can only be achieved through a cooperative effort of all officers/civilians that deal with the evidence officer in such matters.

Once evidence is turned in to [REDACTED]' safekeeping, and regardless if it is ever removed again or not, the submitting officer's overall responsibility for that evidence does not end at that point. [REDACTED] assumes control but not total responsibility. This new form will foster that spirit of cooperation and shift the responsibility to the proper individuals. In most cases, the arresting officer who uses the evidence for trial will help [REDACTED] determine what should be done with specific items of evidence. If the evidence is removed by an investigator from the Detective Division, then the responsibility shifts to that individual and [REDACTED] will eventually send that Detective a "Destruction of Evidence" form.

If evidence is never utilized for prosecution purposes, then the original submitting officer will receive the "Destruct" form.

Present procedure dictates that the "Destruction of Evidence" form be accompanied by a supplement report addressing various points. This new form eliminates the need for a supplement report.

All the necessary information is contained on the face of the form and by merely circling a few items and filling in a few short lines, the needed information is provided and the officer's obligation fulfilled.

However, it is very important for officers to note at this point that this new form does not affect the procedure outlined in Section 4. b (5) where a supplement report is required. Section 4. b (5) remains an active procedure with officers completing a supplement report before they turn evidence back in to the [REDACTED] after trial. This report will in ALL cases be filed IMMEDIATELY after the officer finishes in court. Officers should review Section 4. b (5) of the order for the necessary points to be addressed in their reports.

If an officer responds to court without removing evidence from the [REDACTED] and he has knowledge that items of evidence exist and are being held in safekeeping relative to that particular case and the case is disposed of by guilty plea, plea bargain, or trial, then the officer must abide by the following:

After said case is disposed of, the officer must respond directly to the [REDACTED] where he will submit a supplement report. This report will include the final disposition in court and permission to release/destroy any evidence being held in regard to that case. If it is later than 1700 hours and [REDACTED] is closed, then the officer will write the supplement report and turn it in through regular channels.

NOTE: [REDACTED] will not destroy or release any evidence based solely on this report. This report enables the evidence officer to place this case on a list of cases marked "for destruction" that is sent to the Attorney General's Office for review. Pending final approval from the Attorney



General's Office, said items of evidence will be either released or destroyed. When considering the above, officers should remember two (2) key points:

1. When returning evidence after court – do a supplement report.
2. When addressing a Destruction of Evidence form just complete the form itself, a supplement report is not needed.

NOTE: Under no circumstances, will any officer or civilian EVER place any type of evidence or found property anywhere other than in the [REDACTED] secured facilities. This includes desks, lockers, cars, etc. The ONLY exception would be the following example:

You are expecting an individual to come into Central at perhaps 1930 hours to retrieve some evidence or found property and [REDACTED] closes at 1700 hours. You may, if circumstances permit, and with prior supervisory approval, remove the property or evidence from [REDACTED] and place it in safekeeping in the [REDACTED] until the arrival of the owner. However, under no circumstances will the property be retained by any officer in excess of 48 hours.

Attorney General's Office

The Department of Justice and the Department of Police must continue to engage in a cooperative effort to resolve matters of importance to both agencies. In particular, the subject of evidence destruction is one area in which we should seek the assistance and guidance of the attorneys assigned to the Attorney General's Office. Their services are readily available and they continually display a willingness to assist when called upon. Their judgment and decisions on what should be destroyed, saved, or returned in a particular case is a good safeguard. Officers may contact any of the Deputy Attorney Generals who, in turn, will review a specific case and issue a written opinion that can be placed in the case file and be used by the evidence officer as permission to properly dispose of evidence/property in safekeeping. Officers should not hesitate to call upon the Department of Justice in future cases.

1. In those instances where no known comparative samples are available to accompany the evidentiary samples the evidentiary sample will still be submitted and a record of the test results will be maintained by this Department and the laboratory, such as the FBI, as is current practice.

Found Property

When found property is received by the Evidence Unit, the Evidence Control Officer will attempt to notify the rightful owner of the item's location. This notification may be by telephone or by a Letter of Notification. All letters of notification for found property items having a fair market value of \$100 or more will be sent by certified mail. Notification for items valued under \$100 can be sent through regular mail. If found is to be released to the owner, the owner must provide identification and in some cases where the item is of extreme value (i.e. diamond ring) proof of ownership would be required. The owner



must respond to the [REDACTED] for same. The Evidence Control Officer will release these items.

Found property items not claimed within 60 days will be considered abandoned property in accordance with City law, and ownership of the property may revert to the City.

On a quarterly basis, the Evidence Control Officer will submit a Found Property Destruction Order to the Chief of Police requesting authorization for destruction or appropriation of the found property items held for the prescribed 60 days.

Items deemed to be appropriate for future auction will be publicly displayed prior to being turned over to the Department's authorized auction vendor.

Found property turned over to the Department by a citizen may be returned to the citizen after 60 days if said citizen makes claim to the property by notifying the Evidence Control Unit.

Forensic Laboratory Testing

1. Evidence that is to be subjected to Forensic Laboratory Testing will be tagged and handled as provided by Directive 6.12 (B).
2. The chief investigating officer shall be responsible for requesting laboratory examinations and for ensuring that the physical evidence reaches the laboratory for examination purposes.
3. Perishable items, such as fresh blood, body tissue, etc., that cannot be delivered directly to the laboratory, will be temporarily stored in [REDACTED] [REDACTED] barring extenuating circumstances and only then with the approval of a supervisor, will such evidence not be delivered to a forensic laboratory (i.e., FBI, ATF, etc.) within 30 days. When such evidence is delayed beyond 30 days for any reason, a report will be submitted documenting same (i.e., waiting for comparison samples, Attorney General's decision, etc.).
4. In those instances where no known comparative samples are available to accompany the evidentiary samples the evidentiary sample will still be submitted and a record of the test results will be maintained by this Department and the laboratory, such as the FBI, as is current practice.

Seizure of Computer Equipment

The Delaware State Police High Tech Crime Unit will be contacted when the seizure of computer(s) and/or computer equipment is required. Officers will secure the scene until the arrival of a State Police Technician. The Delaware State Police High Tech Crime Unit will be contacted through the following numbers, [REDACTED]

Members will not attempt to recover any computer equipment until it is properly tagged and secured for transport by a Delaware State Police High Tech Crime Technician.



Submission of All Property

All Officers are to be aware that all property shall be logged into agency records and shall be placed under the control of the property and evidence control function before the officer ends thier tour of duty or under exceptional circumstances as approved by the officer's immediate supervisor. Those circumstances include but are not limited to, police involved incidents that require all on-duty personnel to respond.

Temporary Evidence Locker

Access to the Temporary Evidence Locker is limited to Sergeants and above for the purpose of supervising evidence that is submitted to the locker.

Members of the Evidence Detections Unit and the Narcotics Control Officer are the only other personnel that can access the Temporary Locker as their assignments dictate.

