

Evidence Storage and Disposition

813.1 RESPONSIBILITIES:

- A. No evidence or contraband is to be maintained in/on any desk or filing cabinet. Evidence taken in the evening may be stored overnight only. All property and contraband taken in a probation search will be recorded on a receipt, a copy of which will be given to the probationer, or left at the scene if no one is home (See Attachment A)
- B. Property taken in a search will go either to the assisting police agency, the Sheriff's Office, or to the Probation Department's evidence collection point.
- C. Currency and jewelry are to be placed in a Probation Department safe and proper receipting procedures completed.
- D. Controlled substances will be taken to the San Bernardino County Sheriff's Crime Laboratory, Follow Evidence Handling Procedures of the Sheriff's Office and their form #15-11640-405 (See Attachment B).
- E. Explosives and chemicals are not to be stored in the Probation Department's evidence locker. Call local hazard materials or Sheriff's Bomb Squad personnel from the field location and follow their instructions.
- F. Depending on the type of evidence, the procedure may vary slightly. If you have a piece of evidence that doesn't work with this process, contact your supervisor.
- G. Small Items
 - 1. Any item that will fit in the 11-1/2" X 15" manila envelopes, should be placed herein (with the exception of firearms).
 - 2. After filling out both halves of the property tag ((See Attachment C), the right half should be stapled to the top right corner of the evidence. Firearms should use string around trigger guard.
 - 3. Staple the left half of the property tag on the left on the left inside cover of the probation file.
- H. Medical Waste
 - 1. Sharps, Syringes, Needles, Etc.
 - (a) If your item is sharp, a syringe or needle, first take a picture and place the sharp item in the red medical waste sharp containers maintained in the evidence locker. When placing sharp items in the container: Do not force – Do not recap syringes – Do not retrieve waste. When the sharp container is half full, carefully place a lid on container and secure. Place in red medical waste bag (maintained with container) and secure. Return to Medical Services – Juvenile Hall for proper disposal. (Attachment "D")
- I. Medium Items

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1. Any item too big for a manila envelope, but small enough to fit in one of the file boxes, should be placed in a brown grocery bag and then follow the same steps as in "Small Items".
- J. Large Items
1. Items too large to fit in a file box should be tagged as in Step 2 above, then logged into the evidence log. All weapons are to be checked to ensure they are not loaded prior to placement in evidence locker.
- K. Firearms
1. All weapons are to be checked and unloaded prior to being stored in the evidence locker. All firearms will be run in AFS through the dispatcher a printed record must be attached to the weapon. Each firearm is to be tagged separately.
- L. Rifles/Shotguns
1. After being tagged, they are to be placed in the designated area. Each firearm is to be tagged separately.
- M. Note any changes in the chain of custody on the back of the tag that stays with the evidence. Each change should state the person, date and time of exchange.
- N. It is the responsibility of the probation officer to notify the evidence processor, or dispose of the evidence after the matter has been adjudicated, the probation term expires, or the probationer has been sentenced to a terminal disposition. To this end, unit clerks are instructed that no file will be closed that contains an evidence tag.
- O. Files may be sent to Bench Warrant Files with the property tags still attached.

813.2 ATTACHMENTS:

See attachment: [Evidence Storage Disposition Attachment A-D \(Lexipol 7-9-04\).pdf](#)

Attachments

Evidence Storage Disposition Attachment A-D (Lexipol 7-9-04).pdf