

Evidence

811.1 RESPONSIBILITIES:

On-Site Activities

Prior to making any contact, if more than one person is present, it should be determined who has responsibility for the contact; thereafter referred to as lead officer.

The lead officer may make assignments to others at the scene to assist in evidence handling, but should keep the number of officers involved in the evidence chain to a minimum.

All money and other evidence seized at different locations during a search will be counted, logged, photographed, and labeled separately. A total count of money located during the search should be established by totaling the separate amounts.

All money confiscated will be counted by no less than two (2) staff independent of each other and receipted in the format per the Department's financial tally sheet.(Attachment "A").

A copy of the receipt of any or all evidence will be provided to the property owners if they are present at the scene, or left in a highly visible location. The receipt will have the name of the defendant, suspect or persons name, date, court number of search warrant number, probation officer's name, probation officer's signature and a witness signature. (Attachment "B")

Money confiscated for asset forfeiture will be handled per Department's Asset Forfeiture procedures. Asset forfeiture disclaimers "Form 90F04," should be requested from all persons at the scene. (Attachment "C")

Evidence labeling, including photographs, will contain date, time, location, client or suspect's name and name of officer who has chain of evidence.

Jewelry will be processed as any other evidence, but must be photographed so as to be identifiable and may be stored in the Department's safe. A receipt will be provided by a representative from accounting.

Logging evidence when retained can be done on a receipt. It is recommended that a series of numbers be applied to persons, 001-099, places 100-199, and vehicles 200-299.

Example 001-099 should be assigned to suspects at the scene and a description of the location of contraband found on the suspect made.

John Doe – (2) small cellophane baggies of white powder/left front pocket/blue jeans – tested – heroin – positive.

John Doe - \$4,000.00 all \$100.00 dollar bills – right pocket of black and white jacket/suspect wearing jacket.

John Doe -.357 Ruger – blue finish - revolver – number A60616 reported stolen – taken from waist band of jeans – behind suspect's back.

Jack Brown -.25 Caliber Raven Semi-Auto number 4256 – located in right front pocket – reported stolen.

San Bernardino County Probation Department

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Skip the rest of the numbers and begin with series 100-199 and assign one number to each room of house, i.e.,, 100- living room, 101 – master bedroom, 102 kitchen, 103 middle bedroom, 104 northeast bedroom, 105 dining room, 106 master bathroom, 107 attached garage, 108 yard sheet. Skip the rest of the series and begin a new series on automobiles etc.

Responsibility of the Probation Officer or lead officer:

Manila envelopes or Ziplock bags sealed with evidence tape, should be used to package the evidence. Supplies should be kept in the field kits.

Drugs and narcotics will be processed immediately to the San Bernardino Sheriff's Crime Lab procedures.

All firearms will be run through Sheriff's Dispatch and, if retained by the Probation Department, they will be logged and stored in Probation Department's evidence locker per established procedures.

An AFS printout must be attached to the weapon prior to storage.

Submit a written incident report to Supervising Probation Officer in cases of property damages, asset seizure, physical restraint, etc.

Prepare necessary documents or court reports within established time frames (procedure 97-05-202-C)

Provide reports to District Attorney, Child Protection Services, other law enforcement agencies or Risk Management, as required.

The officer retaining chain of custody on confiscated money, food stamps, and cashier checks will have the items put in the Probation Department safe on the same day or next work day. A receipt will be provided by a designated person in accounting following a recounting by both parties. The items will be kept securely locked at all times until put in the safe. The removal from the safe for any purpose will require a recounting and receipting process.