

Chevy Chase Village Police Department

General Order

Subject: SUBMITTING EVIDENCE/PROPERTY TO THE VILLAGE
EVIDENCE ROOM, MCP FORENSIC SERVICES SECTION, AND
THE CRIME LAB

CALEA: 83.2.1, 83.2.3, 83.3.1, 83.3.2-a-b-c-d-e,
84.1.1-a-b-c-d-e-g, 84.1.2, 84.1.3, 84.1.5

- New
- Amended
- **Rescinds 5 – 26.4**

Approved:
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Chief of Police

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I. POLICY

Officers will follow the procedures listed in this General Order and other applicable General Orders. Adherence to this policy is necessary because evidence that is improperly handled and improperly accounted for may be ruled inadmissible in a court of law. Furthermore, a written policy helps to ensure that consistency and uniformity when evidence is submitted for storage or analysis. All in-custody property and evidence will be stored in the Evidence/Property Room.
(CALEA 84.1.2)

II. SUBMISSION OF EVIDENCE TO THE STATION'S EVIDENCE/PROPERTY ROOM

- A. An officer who seizes evidence will, prior to the end of his/her tour of duty, ensure that it is submitted to the Evidence/Property Custodian (Sergeant).
(CALEA 84.1.1-b, 83.3.2-a)
1. In order to accurately account for evidence brought into the Evidence/Property Room, officers submitting the evidence will complete the CCV Evidence Transmittal Form that will accompany the evidence.
(CALEA 83.3.2-c)
 2. If the evidence will require lab analysis, the submitting officer will also complete a Receipt for Property Form (MCP 526) and a Laboratory Transmittal form (MCP 139). (CALEA 83.3.2-c-d)
 3. The Laboratory Transmittal Form will be returned to the submitting officer by the lab personnel indicating analysis results. (CALEA 83.3.2-e)
 4. Submission of the above forms are in addition to the officer's Event Report and, if applicable, the State's Attorney's Evidence Information Form, in

which the submitting officer will itemize and describe in detail the evidence and the circumstances under which it was seized. (CALEA 84.1.1-c)

5. If the Evidence/Property Custodian (Sergeant) is on-duty, the officer will give the evidence and the completed forms directly to him.
 6. If the Evidence/Property Custodian (Sergeant) is off-duty or unavailable to take custody, the submitting officer will secure the evidence and the accompanying forms in a Temporary Evidence Storage Locker. (CALEA 84.1.3)
 7. During those periods when the CCV Evidence/Property Room is closed and the Temporary Evidence/Property Lockers are all full, officers will contact the Sergeant who will respond and take custody of the evidence/property and secure same. The Sergeant will also be contacted for disposition when evidence/property is too bulky for placement in the temporary storage lockers. (CALEA 84.1.2, 84.1.3)
- B. Officers submitting evidence will ensure that it is suitably packaged and labeled to protect its integrity during its transmittal to the crime lab or MCP Forensic Services Section. (CALEA 83.3.2-b, 84.1.1-d)
1. Containers will contain the officer's name, Report Number, date, and suspect's/victim's names.
 2. Whenever possible, razor blades and syringes will be packaged in plastic cylindrical tubes with the tubes' ends tape/sealed closed and the submitting officer's initials and the date written across the sealed tape.
 3. Clothing that contains blood or other body fluids will be clearly labeled to this effect, and whenever possible, placed in brown paper bags or cardboard boxes to allow the container to "breathe." **Officers should avoid sealing these items in plastic bags because condensation may form inside and cause decomposition/deterioration of the evidence.**
 4. Officers will use clear plastic heat-sealable evidence bags for all other evidence. Brown paper bags may be used, but are not as easily sealed.
 5. Cardboard boxes may be used and labeled as indicated above. They will be taped/sealed shut by the submitting officer who will place his/her initials and date across the tape/seal.

III. EVIDENCE/PROPERTY CUSTODIAN'S RESPONSIBILITIES

- A. The Evidence/Property Custodian (Sergeant) will maintain records reflecting the status of all property held by the Department. (CALEA 84.1.5)

- B. Evidence/Property Room security will be maintained through limited access. (CALEA 84.1.2)
- C. Upon observing a locked Temporary Evidence Storage Locker, the Evidence/Property Custodian (Sergeant) will:
1. Remove the evidence from the locker and log it into Evidence/Property Room records as soon as possible by assigning it a unique and sequential number. (CALEA 84.1.1-a)
 2. Indicate his receipt of the evidence in the chain-of-custody area of the forms submitted with the evidence.
 3. Ensure that the evidence is packaged in a manner consistent with this and other applicable General Orders.
 4. Write the assigned CCV Evidence/Property Room Number on the evidence's container or on a tag affixed to the evidence. (CALEA 84.1.1-d)
 5. Transport evidence requiring analysis to MCP Forensic Services Section (latent prints or materials) or to the MCP Crime Lab for drugs, fluids serology. (CALEA 83.3.2-a)
 6. Items of obvious or exceptional value like money or jewelry, or of a sensitive nature, will be stored in the safe inside the Evidence/Property Room unless lab analysis is required. (CALEA 84.1.1-e) Weapons will be stored separately from valuables.
 - **Controlled Dangerous Substances will not be stored in the Evidence/Property Room. All CDS will be submitted to the lab by the Evidence/Property Custodian.**
 7. Money seized as evidence that is not drug-related will be stored in the safe inside the Evidence/Property Room. Money seized that is drug-related will be handled in accordance with General Order 5-26-7 Seizure of Currency/Conveyances.

IV. CONTROLLED ACCESS TO EVIDENCE/PROPERTY ROOM

- A. Only authorized personnel will have access to the Evidence/Property Room. (CALEA 84.1.2)

Persons needing access to perform building maintenance, or fire safety inspections will be accompanied at all times by the Evidence/Property Custodian.

- B. If an officer who submitted evidence to the Evidence/Property Room will need it for court or other official purpose, the officer will:

1. Complete a "Request for Evidence" form with as much advance notice as possible to the Evidence/Property Custodian.
2. Meet with Evidence/Property Custodian to transfer custody of the evidence. The transfer will be documented in the chain-of-custody area of the original Evidence Transmittal Form. (CALEA 83.2.1, 84.1.1-g)

V. SUBMISSION OF EVIDENCE TO MCP FORENSIC SERVICES SECTION

- A. Latent print evidence will be submitted to the CCV Evidence/Property Room utilizing the MCP Latent Evidence envelope. The Evidence/Property Custodian will assign the latent evidence envelope a CCV Evidence Number and will deliver it to the MCP Forensics Services Section in accordance with General Order 5-26.3. (CALEA 83.2.3)
- B. A roll(s) of film for developing/processing will be submitted to the CCV Evidence/Property Room in the same manner as latent prints, utilizing the MCP Photo Processing Request envelope, for delivery to the MCP Technical Services Section. The submitting officer will complete and submit with the film, a CCV Evidence Transmittal Form and a MCP Receipt for Property form (526) for the purpose of documenting the chain-of-custody.

VI. SUBMISSION OF EVIDENCE TO THE MCP CRIME LAB

- A. In the event an officer determines that "pools of blood" are of evidentiary value, photographs should be taken of the "pools" and swabs of the blood from the "pool" should be collected and "air-dried" and then packaged in PAPER containers for submission to the lab.
- B. In a case where a large section of carpeting is involved, i.e., containing blood-stains, fluids, etc., and it would be impractical to remove it, the piece of carpet containing the evidence can be cut out and submitted to the lab in the manner described above.
- C. The MCP Crime lab will accept evidence for analysis without items from a known source. (CALEA 83.3.1)
- D. In the event the submission to the lab will be or has been delayed for any reason, a Supplement Report should be prepared and submitted indicating reasons for the delay.
- E. Obviously, on General Order cannot possibly cover every circumstance or situation that could arise. If an officer is confronted with a situation not addressed in this General Order or applicable General Orders, contact the MCP Crime Lab at [REDACTED]

VII. SUBMISSION OF EVIDENCE TO THE FBI LAB

Rarely will a patrol officer send evidence to the FBI lab because this task is usually performed by the investigator assigned to the case. However, if an officer is placed in the position of having to send evidence to the FBI Lab, the following procedures will be followed:

- A. Place bulk evidence securely in a box.
- B. Seal the box and mark it as Evidence. (mark "LATENT" if necessary)
- C. Place a copy of your transmittal letter in an envelope and mark the envelope "INVOICE."
 - The letter must be on Department "letterhead" and must contain a brief description of the crime to which the evidence pertains. (A sample letter can be found in your issued copy of the MCP Field Report Manual)
 - An itemized list of the evidence being sent.
 - An actual request for examination.
 - A request that the evidence be returned to the Department after examination with results in writing. (CALEA 83.3.2-e)
 - Affix the envelope to the outside of the sealed box, which will allow access to the invoice letter without breaking the packaging of the box thus preserving the evidence in a sealed condition for the examiner.
 - Wrap the sealed box in an outside wrapper and seal with gummed paper.
 - Address to: [REDACTED]
[REDACTED]
[REDACTED]

VIII. SUBMISSION OF EVIDENCE TO THE MARYLAND STATE POLICE LAB

Officers should contact MSP at [REDACTED] to check with their lab for specific instructions.

IX. SUBMISSION OF EVIDENCE TO THE ATF LAB

The Bureau of Alcohol, Tobacco, and Firearms operates a laboratory in Rockville [REDACTED]

- A. There must be a federal violation for the ATF Lab to get involved in a local case.
- B. If an officer requests ATF Lab intervention, the ATF "Duty Agent" must be notified by calling [REDACTED]
- C. The ATF will, at an officer's request, attempt to trace a firearm back to an owner, dealer, etc. To conduct a trace, the requesting officer must complete ATF Form 7520.5 (REQUEST FOR TRACING FIREARMS), following all instructions in the reverse side of the form, and submit or fax it to the ATF.