

# Bowie Police Department - General Orders



TITLE: SUBMITTING EVIDENCE	NUMBER: 427
EFFECTIVE DATE: 2/25/20	REVIEW DATE:
<input type="checkbox"/> NEW <input checked="" type="checkbox"/> AMENDS <input type="checkbox"/> RESCINDS	DATE: 2/4/16

AUTHORITY  <b>Chief John K. Nesky</b>	ACCREDITATIONS STANDARDS CALEA STANDARDS: 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, 84.1.4, 84.1.5	TOTAL PAGES  5
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## I. POLICY

Bowie Police Department (BPD) 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 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.

## 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 Temporary Evidence/Property Locker.
  1. In order to accurately account for evidence brought into the Evidence/Property Room, Officers submitting the evidence will complete the Property Sheet in RMS in the corresponding Case Folder pertaining to the incident that the evidence was obtained. The Property Sheet be reviewed and approved by the Officer's Supervisor prior to the Bar Code Labels being printed and being attached to the evidence.
  2. If the evidence will require laboratory analysis, the submitting Officer will also complete the required property transmittal and/or evidence examination form for the agency or laboratory handling the examination.
  3. The Laboratory Transmittal form will be returned to the submitting Officer by the laboratory personnel indicating analysis results.
  4. Submission of the above forms is 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.

5. The submitting Officer will secure the evidence and the accompanying forms in a Temporary Evidence Storage Locker.
6. The submitting Officer will “Check in” the Evidence in RMS to the appropriate storage location. If the Evidence requires Second Person Authentication, the Officer’s Supervisor shall use their credentials to complete the transaction. Once the evidence has been placed in the storage location the Officer’s Supervisor will record the submission in the Evidence/Property log book.
7. During those periods when the Temporary Evidence/Property Lockers are all full, Officers will contact the Sergeant or Corporal acting in a Sergeant’s capacity, who will respond and take custody of the evidence/property and secure same. The Sergeant or Corporal acting in a Sergeant’s capacity will also be contacted for disposition when evidence/property is too bulky for placement in the temporary storage lockers. The Supervisor shall contact the Patrol Commander to secure the property. The submitting Officer shall complete the “Check in” transaction in RMS and record the location of the Evidence.

\*\*Refer to Directive 2018-002 for storage of over-sized items.

8. Officers submitting evidence shall ensure that it is properly packaged and labeled to protect its integrity during its transmittal to the crime laboratory.
9. Evidence containers must have the RMS Bar Code Label which should contain the Officer’s name, Case Number, date, and suspect’s/victim’s names.
10. Whenever possible, razor blades and syringes will be packaged in plastic cylindrical tubes with the tubes’ ends taped/sealed closed and the submitting Officer’s initials and date written across the sealed tape.
6. Clothing that contains blood or other body fluids will be clearly labeled to this effect, and whenever possible, placed in brown paper bags, or a cardboard box to allow the container to “breathe.” **Officers shall avoid sealing these items in plastic bags because condensation may form on the inside and cause decomposition/deterioration of the evidence.**
7. Officers will use clear plastic heat-sealable Kapak® evidence bags for all other evidence.
8. 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 RESPONSIBILITY

- A. The Evidence/Property Custodian will maintain records reflecting the status of all property/evidence held by the Department.
- B. Evidence/Property Room security will be maintained through authorized limited access.
- C. Upon observing a locked Temporary Evidence Storage Locker, the Evidence/Property Custodian will:
  - 1. Remove the evidence from the locker and log it into Evidence/Property Room recordkeeping system as soon as possible.
  - 2. Locate the Property Sheet in RMS containing the piece of evidence and ensure that the evidence was properly “Checked in” to the temporary locker.
  - 3. Perform a “Checked Out” transaction to reflect their review of the evidence submitted in the temporary locker.
  - 4. Ensure that the evidence is packaged in a manner consistent with this and other applicable General Orders and Property and Evidence Manual.
  - 5. Items of obvious or exceptional value like jewelry, or items of a sensitive nature, will be stored in the safe unless lab analysis is required. Weapons will be stored separately from valuables. These items, as well as money shall require a second person authentication in order to place them in storage as well as when removed.
  - 6. 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 the BPD Evidence SOP.
  - 7. Money seized or received as found or authorized releasable property will be forwarded to the City of Bowie’s Department of Finance.
  - 8. Perform a “Check in” transaction in RMS to capture the new storage location of the evidence submitted.
  - 9. If evidence is to be rejected, it is the responsibility of the Evidence/Property Custodian to reject the submitted evidence/ Property Sheet and notify the submitting officer and supervisor of the discrepancy.

#### **IV. CONTROLLED ACCESS TO EVIDENCE/PROPERTY ROOM**

- A. Only authorized personnel will have access to the Evidence/Property Lockers.

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 purposes, the Officer will:
  - 1. Contact the Evidence/Property Custodian with as much advance notice as possible of the date the property is needed. They shall also notify the Evidence/Property Custodian of the item's Bar Code number and the Case Folder.
  - 2. Meet with Evidence/Property Custodian to transfer custody of the evidence. The Evidence/Property Custodian shall "Check Out" the property to the officer in RMS to update the chain-of-custody.

**V. OFFICER SUBMISSION OF EVIDENCE TO PRINCE GEORGE'S COUNTY POLICE DEPARTMENT (PGPD) FORENSIC SERVICES SECTION (FSS)**

- A. The Officer will ensure evidence requiring analysis of PGPD's FSS is properly transported to PGPD's Crime Laboratory for fluids, and serology or the Maryland State Police Laboratory. The Officer will ensure that the latent evidence envelope has the case number on it and will deliver it to the PGPD.

**VI. OFFICER SUBMISSION OF EVIDENCE TO A CRIME LABORATORY**

- 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 laboratory.
- 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 laboratory in the manner described above.
- C. The PGPD Crime Laboratory will not accept evidence for analysis without items from a known source.
- D. In the event the submission to the lab will be or has been delayed for any reason, a Supplement Report must be prepared and submitted indicating reasons for the delay.
- E. One 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 PGPD Crime Laboratory.

**VII. OFFICER SUBMISSION OF CDS EVIDENCE TO PRINCE GEORGE'S COUNTY POLICE DEPARTMENT (PGPD)**

Officers submitting CDS Evidence to the PGPD for analysis must package and submit the CDS at the City of Bowie Police Department. Officer shall package the CDS according to the Property and Evidence Manual. All CDS submissions that are not packaged or submitted correctly will be rejected and the submitting officer and supervisor shall be notified of the discrepancy. It shall be the responsibility of the Operations Lieutenant to assign the responsibility of reviewing the CDS submission and that the CDS submitted for analysis is transported to the Prince George's County Laboratory by sworn personnel.