

Bowie Police Department - General Orders



TITLE: SUBMITTING EVIDENCE	NUMBER: 427
EFFECTIVE DATE: 2/4/16	REVIEW DATE:
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AUTHORITY Chief John K. Nesky	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 4
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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 Bowie Police Department Property/Evidence Record Form (BPD #21) and a yellow evidence tag that will accompany 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 enter the Evidence/Property into 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.
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 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.
11. 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.**
12. Officers will use clear plastic heat-sealable Kapak® evidence bags for all other evidence.
13. 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. Indicate his or her 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. Ensure that the case number is marked on the evidence's container or on a tag affixed to the evidence.
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.
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 General Order #5-33, "Seizure of Currency/Conveyances".
7. Money seized or received as found or authorized releasable property will be forwarded to the City of Bowie's Department of Finance.

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. 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 Property/Evidence Transmittal Form (BPD #21)

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 respond to the nearest PGPD District Station as soon as possible, complete the proper PGPD CDS submission/analysis form and CDS evidence sticker, weigh the CDS if necessary, place the CDS in a heat sealed CDS bag, and request a PGPD supervisor to witness the evidence drop and sign the paperwork associated with the submission.

CDS submitted for analysis at a PGPD District Station will be transferred to the laboratory by the PGPD.