

Evidence Packaging Guidelines

Porter Lee Corporation



Property & Evidence
Management System

Laboratory Information
Management System

The Crimefighter BEAST Takes A Swipe Out of Crime

May 2009

Basics

- The primary purpose of the Property/Evidence Control Section is to provide for the **secure storage of all property** which is in the custody of the police department until such time that it is needed for analysis, court, or authorized for final disposition.

Basics

- Standardized packaging of evidence will enhance the likelihood that property will be maintained in its original condition.

Basics

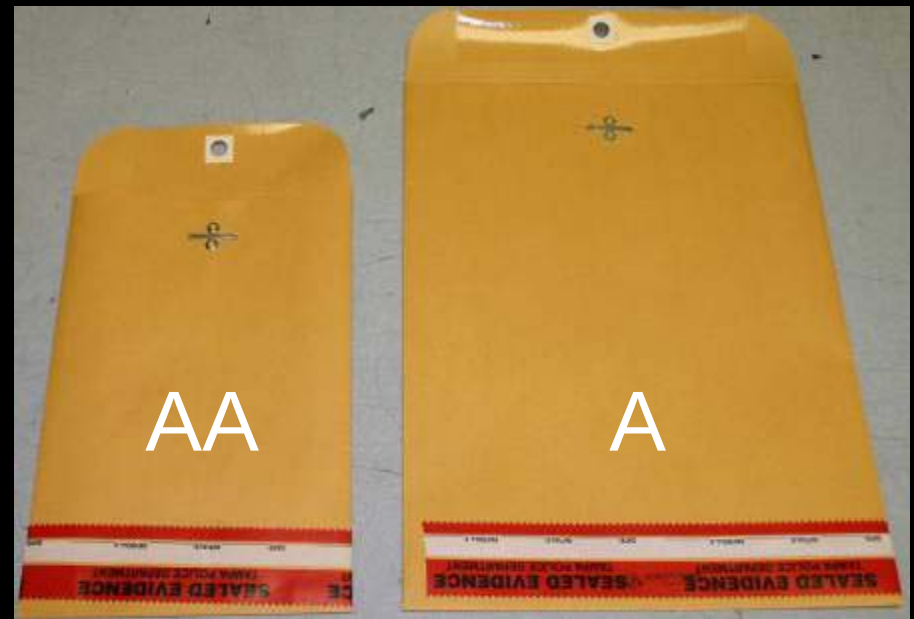
- Additional benefits include the reduction of potential for injury and a more efficient means of storing, identifying, and retrieving property.

Standard Materials

- The following is a list of standardized packaging materials:

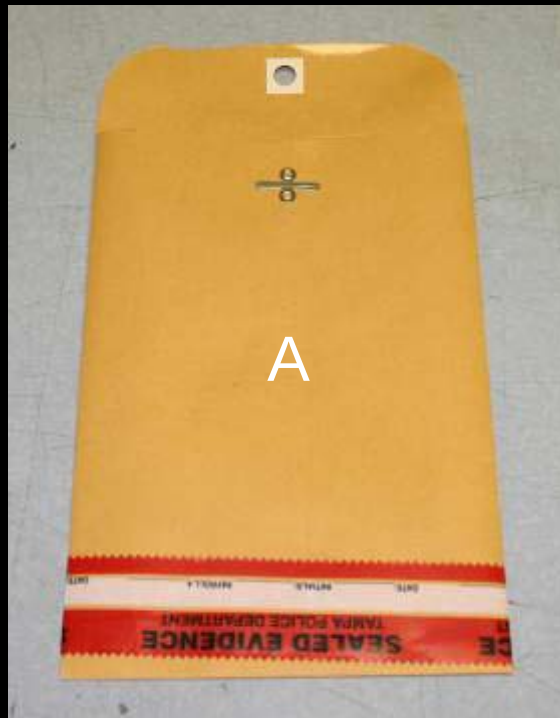
Standard Materials

- “AA” Envelope
 - 6” x 9” Manila Envelope
 - Used primarily for, but not limited to, storing small quantities of narcotics, jewelry, D/L



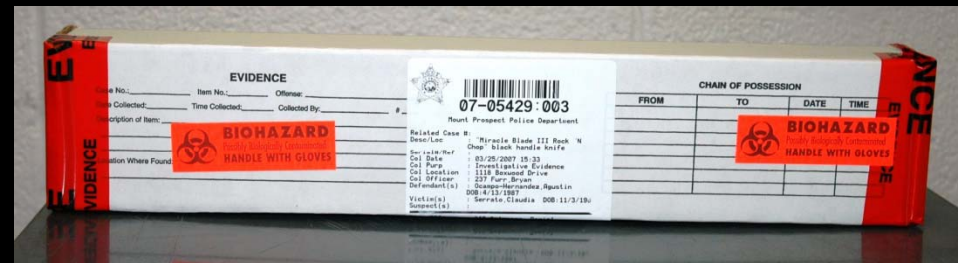
Standard Materials

- “A” Envelope
 - 9” x 12” Manila Envelope



Standard Materials

- “Knife” Box
 - 13 ¾” x 3 ¼” x 2 ¼” Corrugated Box
 - This box can be used for items other than knives such as small tools (screwdrivers)



Standard Materials

- Handgun Box
 - 12 ½" x 6 ¼" x 2 ¼" Corrugated Box
 - This box is restricted in use to packaging handguns only



Standard Materials

- Rifle Box
 - 51" x 7" x 3" Corrugated Box
 - This box is restricted in use to packaging long arms only (i.e. rifles, shotguns, etc)



Standard Materials

- “C” Box
 - 8” x 8” x 8” Brown Shipping Box
 - Note Bar Code Label placement



Standard Materials

- “D” Box
 - 24” x 12” x 10” Brown Shipping Box
 - Note Bar Code Label Placement



Standard Materials

- “E” Box
 - 12” x 12” x 12” Brown Shipping Box



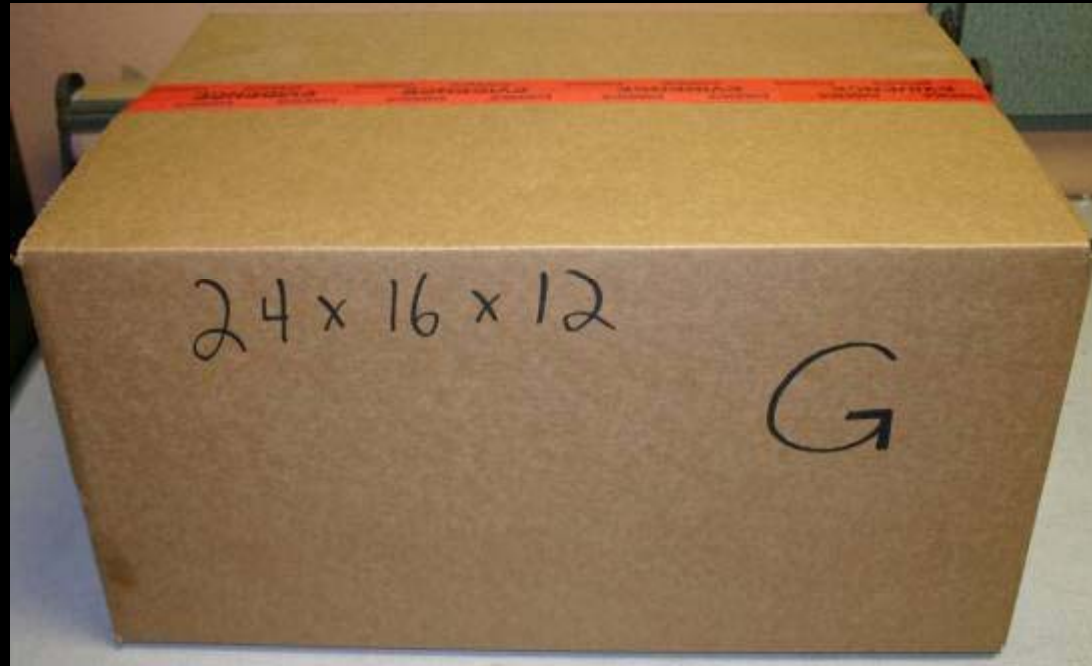
Standard Materials

- “F” Box
 - 24” x 10” x 6” Brown Shipping Box
 - Note Bar Code Label Placement



Standard Materials

- “G” Box
 - 24” x 16” x 12” Brown Shipping Box



Standard Materials

- Large Paper Bag
 - Large Paper Bag
 - Note placement of Barcode label
 - Use for bedding and bulky clothing



Standard Materials

- Large Evidence Tube
 - For use with items such as machetes and short swords
 - Note placement of Barcode label



Standard Materials

- Small evidence box
 - For use with items ammo and small tools
 - Note placement of Barcode label



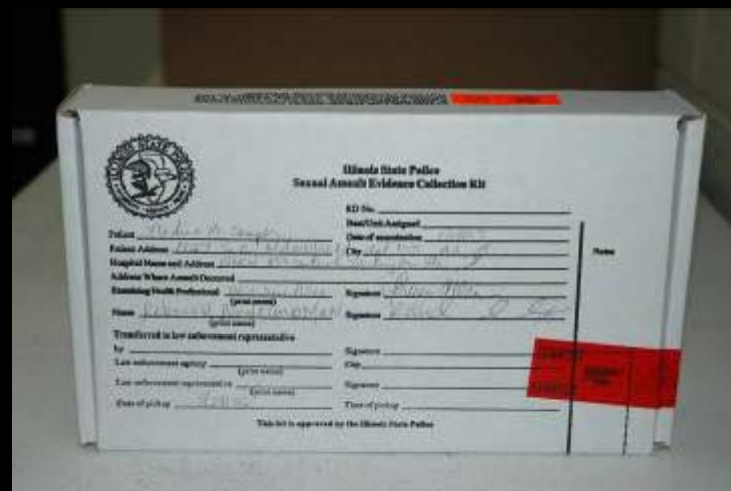
Standard Materials

- Media Packaging
 - Standard plastic cases or paper sleeves designed specifically to protect CD and DVD's



Standard Materials

- Sexual Assault Kits
 - Provided by area Hospitals and meet state lab requirements
 - Bar code labels to be affixed to back side



Standard Materials

- Tags
 - Cardboard tags with wire attachments



Standard Materials

- **Twist-ties or Cable-ties (flex cuffs)**
 - Used primarily to secure items within boxes (knives, firearms, etc)

Standard Materials

- Plastic Tubes
 - To be secured in paper envelope and label affixed to envelope.
 - Used primarily for securing hypodermic needles



General Guidelines

- Remember that above all, property shall always be packaged in such a manner as to provide the best protection for the item and to minimize risk of injury to the handler.

General Guidelines

- Property shall be packaged in the smallest container that will accommodate it without risk of damage to the property

General Guidelines

- Envelopes/Bags shall not be stuffed to the extent that the packaging no longer has the basic appearance of an envelope/bag.
 - Example: a large item that creases the envelope/bag or significantly shortens the height should be stored in a box of appropriate size
 - Also consider weight factors – use a box if the envelope will rip

General Guidelines

- Boxes must be properly closed so that all sides are flat.
 - If they are unable to be closed properly, they will not stack nor fit properly on the storage shelves or bins.
 - Bar code labels must never be placed on the top or bottom of the box but rather on a side.

General Guidelines

- Three sizes of paper bags are available for use.
 - They must not be over filled and must be able to have the top folded over and sealed with the Bar code label affixed to the front of the bag.



General Guidelines

- Large or irregular shaped items, which cannot be packaged in the standardized envelopes, bags or boxes, shall be wrapped in **brown/gray packing paper** and sealed with evidence tape.

General Guidelines

- Items that do not require special protection of the surface area and are too large for a box shall be tagged rather than wrapped
 - i.e. bongos, jugs, baseball bats, TV, CRT Screen, etc
 - Firearms turned in for destruction
- Blood Alcohol Kits and Sexual Assault Kits shall be submitted without further packaging.

General Guidelines

- The next section is a series of “How to” guides

Packaging CD-R

08-04523-001

Related Case #

Desc/Log

Serials/Ref

Cel Date

Cel Pura

Cel Location

Cel Officer

Defendant(s)

Victim(s)

Suspect(s)

Case Officer

Offense Date

Offense Code

Expiration

Court Date

Submitting Signature

Date/Time

Floppy Disk/CD/Mother

17 digital images

706713090 (6882)

03/03/2009 22:48

Investigative Evidence

207

729 Benner, R

03/03/2009

17617: Ambulance Assist

3/3/2009

3/18/2009

Place the CD-R or DVD inside the cardboard static protected container.

Seal the container and initial as usual affixing bar code label to the container signing and dating the label



Packaging Biohazards

- Needles & Syringes

- Single needles, or small quantities, shall be placed in a plastic tube prior to being placed in an appropriate sized envelope.
- Large quantities shall be placed in an appropriate sized box
- Must be packaged separately from any other evidence

Packaging Biohazards



Use the plastic tube for needles or syringes



Use the "BIOHAZARD" tape to seal the tube opening

After sealing the tube it must be placed inside an envelope or small box and the barcode label affixed to the exterior package

Packaging Biohazards



Place the sealed and taped plastic tube into an appropriate sized envelope (depending on quantity of tubes)

Seal envelope and initial as usual affixing bar code label to the envelope signing and dating the label



Packaging Guns & Ammo

- Handguns / Rifles
 - Handguns are packaged in a Handgun Box
 - Rifles or Shotguns are packaged in a Rifle Box
 - All Firearms should be secured to the box by utilizing a twist-tie or cable-tie

Packaging Guns & Ammo



Remove the source of ammunition from any firearm to be placed into storage. Rounds will be left in the magazine while the round chambered in the weapon will be removed. The magazine and round will be placed in a sealed package such as a small white box and then placed in the gun box with the weapon.



Packaging Guns & Ammo



Ensure that the gun is unloaded. Store automatic pistols with the slide locked back to the rear.

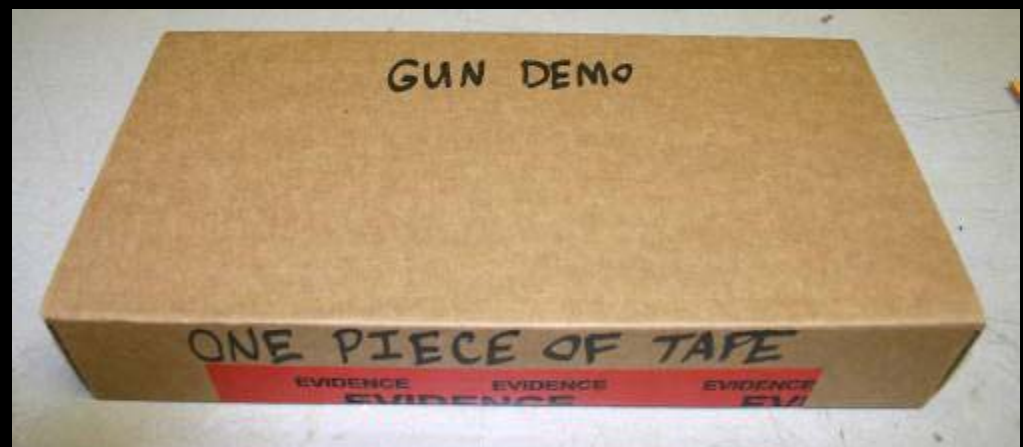
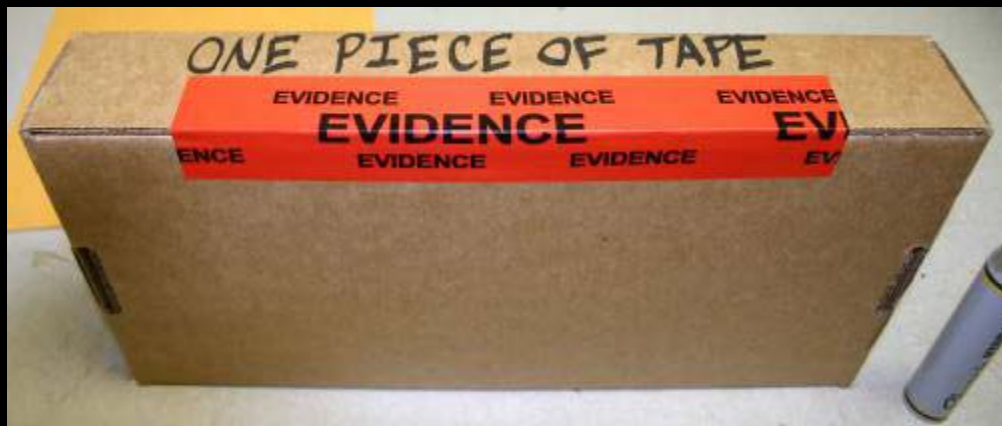
Packaging Guns & Ammo



Secure the revolver with plastic ties and place it in the box. As with automatics, rounds will be removed from revolvers, placed in a separate container and then sealed in the same box as the gun.

Packaging Guns & Ammo

Use ONE piece of tape to seal the seam of the box



Packaging Guns & Ammo

Place the Bar code label as demonstrated in the example over one the end of the box



Refer to previous slide for taping guidelines

Write your initials across the tape as usual

Packaging Guns & Ammo

Unloaded Rifles/Shotguns will be placed in Rifle boxes.



Packaging Guns & Ammo

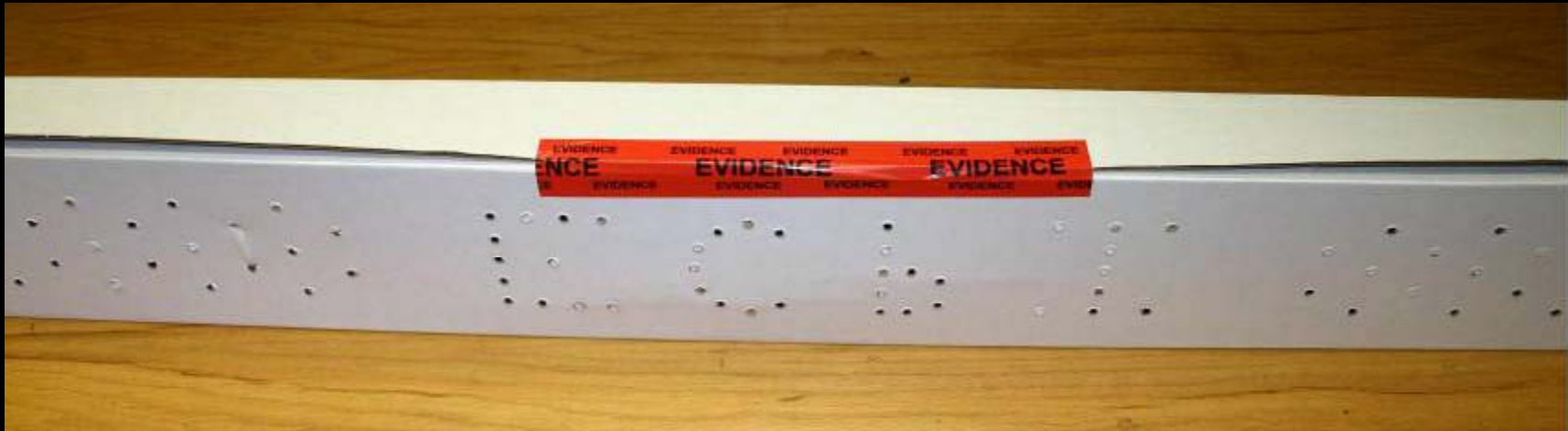
Use a cable-tie to keep the bolt open.



Packaging Guns & Ammo

Seal the lip with tape, it is not necessary to seal ends of the box.

Initial as usual.



Place Bar code label over end of box as in handgun box example

Packaging Guns & Ammo



Ammunition originating from a firearm is to be sealed in a separate container and then placed in the same gun box as the weapon. Do not remove rounds from the magazine. After packaging the loaded magazine, place it in the gun box with the weapon.



Packaging Knives

- Knives

- Knives are packaged in a “Knife” Box
- All knives, or any other item that may cause injury if not secured properly, should be secured to the box by utilizing a twist-tie or cable-tie

Packaging Knives



Knives that open should be stored in the closed position and wired shut

The same applies to automatic knives, or switch blades. They should be wired to stay in the closed position.

Packaging Knives

Poke two holes into the bottom of the “Knife” box or use existing holes.



Packaging Knives

Place the knife into the box, and secure it to the box with wire or a twist-tie.



Packaging Knives

Seal both ends and the seam with evidence tape



Packaging Knives

After sealing ends carefully place bar code label over one end as in example



Write your initials across the tape as usual

Packaging Knives

Why is it so important that you secure the knife to the box?



If left unsecured, a blade can easily slip under the flaps

You wouldn't want to be responsible for a handler slicing their finger open, especially not knowing what possible biohazards could be present on the blade.

Packaging Knives

Why is it so important that you secure the knife to the box?



You can see why using an envelope to store knives, or other items that could cause injury, is a bad idea.

Packaging Knives

Why is it so important that you secure the knife to the box?



Even these knives could open up during handling and cut someone.

Packaging Knives

Why is it so important that you secure the knife to the box?

Please, use the “Knife” Box, and secure the knife to the box.

Failure to do so will result in refusal to accept your evidence

The hands you protect may be your own!

Packaging Currency

- Money

- Money should never be packaged with any other items
- U.S. Currency shall be packaged separate from foreign currency
- Counterfeit currency shall be packaged separate from legal-tender currency

Packaging Currency

- Follow example of placing the double labels on currency envelopes
- Remember to use the double count rule and both officers must sign label



Front side



Back side

Packaging Narcotics

- Very important:
 - Narcotics should **not** be packaged with **ANY OTHER ITEMS**
 - Not with **other** types of narcotics
 - Not with **money**
 - Not with a **cell phone**
 - Especially not with **Paraphernalia**
 - “Paraphernalia must be packaged separately.”

Packaging Narcotics

- Marijuana
 - Less than 30 grams
 - Package all grams together in one package per owner
 - More than 30 grams
 - Package 30 grams separately per owner

Roach holders, pipes, butts and other paraphernalia will only be worked if they are the only evidence in the case.

...remember, "Paraphernalia must be packaged separately."

Packaging Narcotics

- Narcotics
- Unless information is provided to the contrary, the chemist need only identify the amount of controlled substance that would bring the highest penalty according to appropriate statutes. Once the highest penalty class is obtained, no further analysis will be done. (per ILSL)
- Syringes, spoons, crack pipes and other drug paraphernalia **will only be analyzed if they are the only evidence in the case**

...remember, "Paraphernalia must be packaged separately."

Packaging Narcotics

- Capsules and Pills
 - 2 Pills or less
 - Package 1–2 pills together in one package per owner
 - More than 3 Pills
 - Package 1–2 pills together in one package per owner
 - Package the remaining pills in another package

...remember, "Paraphernalia must be packaged separately."

Packaging Narcotics

- Multiple types of Narcotics

- Each type of narcotic shall be packaged separately.
- Sending samples to ISCL
 - Each drug shall be individually bagged in Kapak envelope and sealed, then placed in a separate container for transportation to ISCL.



Reminder all narcotics must be placed inside a heat sealed Kapak Pouch and then placed inside the appropriate paper/cardboard container

...remember, "Paraphernalia must be packaged separately."

Packaging Narcotics

- Paraphernalia
 - Paraphernalia items shall be packaged separately from narcotics
 - Different types of paraphernalia should be wrapped separately to prevent contamination of other paraphernalia.

...remember, "Paraphernalia must be packaged separately."

Packaging Narcotics

- The most important thing when packaging narcotics is to prevent cross-contamination of the drug.
- This is why Paraphernalia MUST NOT be packaged with narcotics.

...remember, "Paraphernalia must be packaged separately."

Packaging Open Alcohol Containers

- A representative sample from the open container shall be placed into a yellow topped plastic container. The remaining contents shall be disposed.
- The sample and now empty container shall be placed into a Kapak envelope sealed and then placed inside an envelope or box as required.



Remember" If it is Open Liquor Violation only it is not necessary to confiscate the other closed container(s) and place them into property"

Disclaimer...

Please note the packaging guidelines discussed in this presentation are simply suggestion, you must follow your local law and standard operating procedures when packaging evidence.

In addition the analysis procedures discussed within this demonstration pertain to the regulations dictated by the Illinois State Crime Lab and may vary with you local laboratory. You should contact your local lab for their specific submission requirements