

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 8.21	<b>PAGES:</b> 1 of 10
	<b>RELATED ORDERS:</b> ACA 4-ALDF-2C-06 G.O. 5.10 P&P 5.06	
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<b>CHAPTER:</b> Security and Control	<b>SUBJECT:</b> Evidence Processing	

- I. **PURPOSE:** To establish procedure for packaging and processing evidence.
- II. **POLICY:** All items placed into evidence will be packaged, secured and processed to ensure the chain of custody and integrity of evidence is maintained and to ensure the safe handling of packaged materials.
- III. **PROCEDURE:** General packaging guidelines:
- A. Evidence shall be appropriately identified and marked. This includes report numbers on all evidence containers.
  - B. Evidence shall be bagged (envelopes) according to its type. This may require separate bags for evidence all related to the same case. Specifically, the following will be separated:
    1. Money
    2. Physical evidence requiring no analysis
    3. Physical evidence requiring analysis
      - a. Sheriff's Crime Lab (e.g., narcotics samples, blood sample for type, pry marks, etc.).
      - b. Institute of Forensic Sciences (e.g., all blood and urine samples requiring separate bags shall be utilized as appropriate).
    4. The evidence bags will have all identifying boxes completed and the letters "GEDDF" for the Glenn E. Dyer Detention Facility or "SRJ" for the Santa Rita Jail, as appropriate, printed at the top and bottom of the bag. If there is more than one bag, each bag shall be designated with the notation "Bag \_ of \_\_\_" at the bottom, (e.g., Bag 1 of 2, Bag 2 of 2, etc.). All evidence bags will be sealed with the deputy's initials before being placed in an evidence locker.
    5. If the evidence is too large for an envelope, a completed; signed, evidence tag (a stamped 5" x 8" card), will be securely attached to the item.
  - C. **EVIDENCE ROOM/LOCKERS:**
    1. Evidence rooms/lockers are located in the following locations:

- a. In Central Control at the GEDDF
  - b. In the Maximum Muster Room (room 407a) at the SRJ. The key to access the evidence room at the Santa Rita Jail is located in Control Point (CP)-1.
2. Evidence too large for evidence lockers at the GEDDF will be stored at the direction of the Watch Commander. Evidence too large for lockers at the SRJ will be stored in the evidence room.
- a. The Deputy storing the property in the SRJ evidence room will be responsible for notifying the Evidence Deputy of the stored property, at x46571, (Classification Office), or leave a message at CP-1.
  - b. In the absence of the Evidence Deputy, the Watch Commander shall designate storage of evidence requiring any special handling.
3. Evidence locker operation: The following procedure shall be implemented at both facilities when utilizing evidence lockers:
- a. Open the evidence locker and remove a small envelope, containing a metal token that is attached inside the envelope.
  - b. Place the evidence inside the locker and close the evidence locker door.
  - c. Remove the token from the envelope and place the token in the evidence locker token slot.
  - d. Close the evidence locker door making sure it is locked.
  - e. Remove the key and place it in the same envelope that originally contained the key.
  - f. Seal the small envelope securely, write the date and time on the envelope, and also sign the back of the envelope. Ensure the locker number is on the envelope. If not, write the applicable locker number on the envelope.
  - g. Turn the envelope into the Central Control deputy at the GEDDF or CP-1 personnel at the SRJ. Personnel assigned to Central Control/CP-1 will maintain custody of the envelope until it is picked up by the deputy assigned to care for the evidence.
4. If an occasion arises when all evidence lockers are full, and it is necessary to secure more evidence, the on-duty Watch Commander will write the date, time, and sign on the back of the evidence envelope, and secure it in Central Control/CP-1 until the deputy assigned to care for the evidence can properly secure it.
- D. PROCESSING OF EVIDENCE: All evidence in the custody of Alameda County Jail facilities which must be stored or retained will be processed as follows:
1. All items will be packaged and sealed in the smallest acceptable container. A 6" x 9" evidence envelope is the minimum-size envelope acceptable.

2. Additional acceptable containers are:

- a. Preprinted evidence envelopes
- b. Preprinted evidence bags
- c. Heat sealable bags (or similar) plastic bags.
  - 1) The heat sealing machine is located in the property room at the GEDDF, and in the evidence room at the SRJ.
  - 2) Packaging guidelines and operating instructions are posted next to the machine.
  - 3) Tube containers (for syringes, etc.).
  - 4) Bio-hazard EVA-SAFE plastic tubes (for syringes containing substances).
- d. Containers which are not preprinted for evidence shall also be packaged in a standard, preprinted evidence envelope.
- e. Prior to packaging, all items will be processed and/or marked in accordance with the collection and preservation section of this procedure.
- f. All items that cannot be packaged shall be minimally tagged with an evidence tag (a 5"x 8" preprinted evidence card).
- g. Evidence envelopes, bags, heat sealable bags, tubes and tags shall have complete information recorded on them; including:
  - 1) Complete names of victim/suspect, (PFN if known)
  - 2) Report number
  - 3) Offense/Violation
  - 4) Staff members' name, badge number and signature
  - 5) Potential hazards
  - 6) Description of evidence:
    - a) Location where found
    - b) Serial numbers (if applicable)
    - c) Identifying marks (if applicable)
    - d) Date and time recovered
- h. Evidence packaging materials are located in the Watch Sergeant's Office at the GEDDF, and in the evidence room at the SRJ.

E. COLLECTION, PRESERVATION, PACKAGING AND STORAGE OF EVIDENCE:

1. Alcohol or jail-made alcohol (Pruno):

- a. Photograph the container - Depicting quantity, type or brand, and include the report number in the photograph.

- b. Obtain a sample of the liquid in a specimen container and dispose of the container and its contents.
  - c. Place the sample and the photograph into a completed evidence envelope or bag.
  - d. Place the evidence envelope or bag into an evidence locker
2. Bio-hazard evidence:
- a. Bio-hazard evidence includes sharp objects such as, hypodermic syringes, needles, razor blades, etc. CAUTION: AIDS/HIV has a short-life span when exposed to air. However, hepatitis can live for hours or even years in the open air. Always use latex gloves, face and eye protection when handling this type of evidence.
  - b. Sharp objects will be packaged in puncture-proof containers such as metal/fiber mailing tubes.
  - c. These items are to be appropriately labeled, indicating what the hazardous item is.
  - d. All types of Bio-hazard evidence must be packaged in both an inner and outer container.
  - e. The inner container will separate exhibits and prevent cross contamination.
  - f. After evidence items are completely packaged and labeled, they will be placed into one of the available lockers in the evidence room at the Glenn E. Dyer Jail, or in the evidence room at the Santa Rita Jail.
  - g. Any evidence which is not acceptably packaged will not be received into the Crime Laboratory for analysis. The evidence receiving room at the Eden Township Substation (ETS) will not accept “wet” evidence i.e., blood, body fluid-soaked clothing, fabric, etc.
3. Wet blood/body fluid evidence:
- a. All blood/body fluid evidence, i.e., blood/body fluid-soaked clothing, bed sheets, fabric, etc., must be air dried prior to packaging and submission.
    - 1) At the GEDDF, evidence meeting the criteria will be transported to ETS and placed into the blood drying room, which is located adjacent to the evidence receiving room. It shall be the responsibility of the person placing evidence in the blood drying room at ETS, to return when the evidence is dry, and package/place the evidence into the evidence receiving room.
    - 2) At the SRJ, evidence meeting the criteria will be placed in the appropriate section of the facility’s evidence room for drying. Once the evidence is dry, it will be packaged pursuant to this policy and procedure and placed in an evidence locker.
  - b. Do not package biological evidence in plastic.

- c. Should questions arise concerning packaging and submitting blood evidence, contact:
  - 1) Watch Sergeant
  - 2) Evidence Deputy
  - 3) On-duty Watch Commander
  - 4) Alameda County Sheriff's Office Crime Lab Staff
  
4. Urine testing:
  - a. Obtain two samples from the person, ensuring the appropriate urine sample containers are used.
  - b. Place the urine sample containers into an Institute of Forensic Science (IFS) envelope.
  - c. Complete the IFS envelope in its entirety.
  - d. Attach a copy of the report, (include a copy of the Consolidated Arrest Report [CAR] if an arrest was made), to the IFS envelope.
  - e. Glenn E. Dyer Detention Facility staff shall place the IFS envelope into the evidence locker, which is located in the evidence room. The facility Evidence Deputy at the GEDDF shall then transport the IFS envelope to ETS for pick-up by the IFS.
  - f. Santa Rita Jail staff shall take the IFS envelope to CP-1, where the urine sample will be processed as follows:
    - 1) CP-1 staff shall place the IFS envelope in the locked box, located in CP-1 and notify the facility Evidence Deputy.
    - 2) The facility Evidence Deputy shall pick-up the IFS envelope at CP-1 and deposits it in the IFS safe located in the Law Enforcement Lobby.
    - 3) A representative from IFS will pick-up all IFS envelopes contained in the safe on Tuesdays.
  - g. Urine sample containers or other containers for specimens are located on the medical floor at the Glenn E. Dyer Detention Facility and in the evidence room at the Santa Rita Jail.
  
5. Sexual assault kits:
  - a. Sexual assault investigations will be handled by an ETS investigator.
  - b. It is essential to properly store kits, especially when considering potential DNA processing developments.
  - c. Seal the kit with the correct evidence tape.
  - d. Record the report number on the kit.
  - e. Complete the evidence tag and affix it to the kit.
  - f. Directly submit the kit to the evidence technician at ETS.

6. Cash:
  - a. Sort all bills by denomination.
  - b. Count large sums of cash in the presence of another deputy.
  - c. Seal cash in a heat sealable bag and then place the bag into an evidence envelope.
  - d. Both deputies shall initial the evidence envelope across the seal.
  - e. Include denominations and totals on the envelope and property loss section of the report.
  - f. Secure the evidence in an evidence locker in the evidence room at the GEDDF, or the evidence room at the SRJ.
  - g. If the currency is of the rare or collectors type, paper money or coins, make a notation on the evidence envelope of: "Possible Collector's Value."
  
7. Explosives:
  - a. All explosives and/or suspected explosives require notification of the Sheriff's Explosive Ordnance Disposal (EOD) Unit.
    - 1) EOD, in most cases, will process and store explosive evidence/property.
    - 2) Items determined by EOD to be harmless and not processed by EOD will be processed as all other evidence and property.
  - b. Fireworks:
    - 1) Large quantities should be referred to EOD for handling and disposal.
    - 2) Small quantities, not handled by EOD, will be packaged in evidence envelopes with "FIREWORKS" noted on the evidence envelope. These items will be transported directly to the evidence receiving room at ETS.
  
8. Hazardous materials and/or chemicals:
  - a. Hazardous material spills, chemical dumps or clandestine laboratories require special handling.
  - b. Refer to Alameda County Sheriff's Office, General Order 5.10, "Hazardous Materials Response Plan," for procedural details.
  
9. Narcotics/Drugs and associated paraphernalia: The following procedure will be adhered to by all personnel when any controlled substance or hazardous evidence is seized or recovered. Special attention should be paid when dealing with narcotics and/or drugs. Contact "highs" can occur when handling these items. Pre-cautionary measure such as masks, gloves and eye protection should be worn.
  - a. Any controlled substance placed into evidence must be clearly labeled on the evidence

container, including the suspected controlled substance contained therein, and the approximate weight of each substance.

- b. Processing members should always apply their initials to packaging material used to hold narcotics and/or drugs.
- c. Evidence envelopes/containers should be closed, initialed on the flap and sealed with tape.
- d. Controlled substance evidence includes: PCP, Cocaine, Heroin, Methamphetamine, LSD, marijuana products. etc., which is submitted for analysis.
  - 1) These items must be packaged in heat-sealable bags.
  - 2) Green marijuana plant matter should not be placed into sealed bags, as it will mildew and decompose. Large quantities of marijuana should be packaged in paper evidence bags or cardboard boxes.
  - 3) Evidence contained in a heat sealable bag will, in turn, be placed into a sealed exterior evidence envelope. Both containers must be fully labeled.
  - 4) Determination of the type of controlled substance is to be based upon the Deputy's experience and/or presumptive test results.
  - 5) All weights should be as accurate as possible to the tenth of a gram.
    - a) Enter gross weights
    - b) When converting from ounces or pounds to grams, use 28.35 grams to the ounce, and 453.6 grams to the pound.
    - c) Show the number of dosage units seized for substances such as LSD, PCP, etc., where weights would be inappropriate.
    - d) Any controlled substance which might soak through the envelope, (PCP, LSD, etc.), must be placed into a heat sealable bag, and then placed into an evidence envelope.
    - e) Do not package paraphernalia with narcotics or drugs.
  - 6) Narcotics/Drugs requiring laboratory analysis: The evidence envelope must have a Request for Laboratory Services Form and a copy of the Crime Report attached.
    - a) The Request for Laboratory Services Form must be signed by a supervisor.
    - b) The Evidence Deputy will deliver the envelope to the Alameda County Sheriff's Office Crime Lab only if the above items are attached.
  - 7) Paraphernalia:

- a) Should be packaged separately from narcotic and drug substances.
- b) Hypodermic Syringes:
  - i. Will be packaged in cardboard tube type containers.
  - ii. Exception: Syringes containing suspected controlled substances that require laboratory analysis must be packaged in plastic "Bio-hazard EVA-SAFE" tubes.
- c) Razor Blades: Should be taped, unless taping would destroy the evidence that may be present on the blade. Blades shall be stored in puncture proof containers.

10. Nik Kit Testing:

- a. Wear protective gloves and/or face and eye protection when handling or testing any narcotics or other drugs.
  - 1) A presumptive test, using the Nik Kit, will be performed on all suspected narcotic or drug substances. The Nik Kit will be stored in the Watch Commander's Office at the GEDDF, and in the evidence room at the SRJ.
  - 2) The day shift Watch Sergeant at the GEDDF; and the Evidence Deputy at the SRJ shall be responsible for maintaining the Nik Kit inventory.
- b. If a deputy has not used or is unfamiliar with how to perform a presumptive test, he/she will notify their immediate supervisor and/or the Evidence Deputy. The supervisor/Evidence Deputy will assist the deputy with the test or will conduct the test, and advise the deputy of the results.
- c. Should the quantity of suspected narcotic or drug substance be of a weight or quantity that field presumptive testing would jeopardize or eliminate the possibility of prosecution, the substance shall be sent to the Alameda County Sheriff's Office Crime Laboratory for processing. (Refer below for proper packaging/forms required).
- d. A presumptive test for suspected narcotics and restricted drugs form (#PD-475) will be attached to the evidence envelope with the suspected controlled substances. Test results will be documented in the body of the criminal report and a copy of the PD-475 will accompany the report.
- e. The completed PD-475 form and the substance will be secured in the evidence locker.

11. Knives, jail made knives (Shanks), or other sharp objects:

- a. Knives with folding blades will be packaged with blades in a closed position and placed in smallest applicable evidence bag.
- b. Knives with open or straight (fixed) blades require:

- 1) Packaging adequate for safety, i.e., covering the blade with cardboard prior to packaging the knife in an evidence envelope.
  - 2) Mark the outside of the packaging with, "CAUTION KNIFE."
- c. Knives where the blade cannot be closed or covered for evidentiary reasons shall be packaged appropriately for safety and to maintain the evidentiary value of the knife. Mark the outside of the packaging "CAUTION KNIFE" or "SHARP OBJECT."

12. Photographs:

- a. Compact Disc (CD)
  - 1) CD's should be labeled with the following:
    - a) Report number
    - b) Date and time photos were taken
    - c) Deputy badge number and initials
    - d) Fill out an evidence envelope completely and enclose CD
- b. Polaroid:
  - 1) Pictures should include the following:
    - a) Number each picture (1 of 4, etc.)
    - b) Report number on each photo
    - c) Date and time picture was taken
    - d) Deputy badge number and initials
    - e) Fill out an evidence envelope and enclose photos
- c. Film (35mm, etc.) to be developed:
  - 1) Fill out the Consolidated Criminal Records (CCR) film processing envelope. Be sure to include the report number, number of photos taken, number of exposures on the film, and what the subject matter is.
  - 2) Place the sealed evidence envelope in the evidence locker.

13. Miscellaneous:

- a. Large items that will not fit into evidence lockers or evidence room shall be stored in other locations at the discretion and direction of the on-duty Watch Commander.
- b. If you have any difficulty or questions on how to process or package evidence, ask your immediate supervisor, the Evidence Deputy or the Watch Commander.

F. EVIDENCE DEPUTY DUTIES:

1. Processing evidence will be the responsibility of the deputy assigned to care for the evidence.

2. The Evidence Deputy shall:
  - a. Maintain evidence lockers, a supply of tokens, and evidence packaging materials.
  - b. Remove evidence from the evidence lockers and route it as required, to the ETS evidence room and/or the Alameda County Crime Laboratory.
  - c. On a weekly basis, transfer all evidence to ETS, for permanent storage.

G. REPORTING:

1. The following information shall be included in reports documenting the collection, preservation, packaging, and storage of evidence:
  - a. If the evidence seized is to be destroyed.
  - b. If the evidence seized was placed into evidence for further follow-up by investigations.
  - c. If the evidence seized is to be held pending a criminal complaint.
2. All reports written concerning the collection, preservation, packaging and storage of evidence shall be completed pursuant to Policy and Procedure 5.06, "Report Processing."