



WEBER COUNTY SHERIFF'S OFFICE

POLICY AND PROCEDURES

Property/Evidence Packaging

EFFECTIVE DATE: 10/07/03 AMENDS/SUPERCEDES: n/a STANDARD NUMBER: 84.1.1(d)	REVIEW DATE: 05/02/05 REVISION DATE: 05/02/05 APPROVED: _____ Sheriff Signature
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56.2.1 Purpose

To ensure the proper packaging and labeling of evidence upon submission to the Evidence Custodian to ensure its protection and authenticity.

56.2.2 Rationale

Proper packaging and labeling of evidence and submitted property ensures the integrity of evidence, reduces avenues of challenge regarding evidence authenticity and facilitates processing and accountability of evidence and property.

56.2.3 Policy

- A. Evidence and property must be packaged appropriately and thoroughly documented by the submitting deputy as outlined in the procedures below.
 1. Firearms
 - a. Firearms will be submitted by the deputy unloaded, handguns will be placed in gun boxes. The guns boxes will be left unsealed allowing the evidence custodian to inspect the firearm and verify that it is unloaded.
 - b. Ammunition will be packaged separately from the firearm and the packaged seal and labeled as directed.
 2. Drugs

- a. Dissimilar drugs will be packaged separately. For example, methamphetamine will not be put into the same packaging as marijuana.
 - b. Similar drugs with the same case, but from different defendants will not be packaged together.
 - c. Drug paraphernalia and implements will not be packaged with drugs.
 - d. Drugs that may need lab analysis must be individually packaged when submitted.
 - e. Needles are to be separated from syringes and placed into sharps containers prior to packaging and submission.
3. Property and evidence of different types must be packaged separately; for example, jewelry is not packaged together with money, drugs with firearms, etc. This is primarily due to the fact that these items are not stored in the same locations of the evidence facility

56.2.4 Procedure

- A. All firearms, jewelry, money, and drugs, whether being held as evidence or found property shall be stored with extra security measures. They shall be segregated from other evidence and found property in secured/locked storage within the evidence facility as to prevent unauthorized access.
 1. Money and Other Valuable Property
 - a. Money will be counted by two (2) persons and packaged separately from other evidence.
 - b. Each package will be individually marked or tagged.
 - c. Paper money should be photocopied prior to submitting them to the evidence custodian when practical and necessary for evidentiary or documentary purposes.
 - d. All money will be counted by two (2) persons when released by the property custodian.
 - e. Stored in a locked safe accessible to the evidence custodian or

designee.

2. Firearms

- a. All firearms will be unloaded and the cartridges placed in a separate container.
 - i. Exception: Loaded firearms which, by necessity, must be submitted to the laboratory in loaded condition, in order to avoid destroying evidence. *Important: The property report will then be marked "Loaded Firearm."*
- b. Each firearm will be individually tagged.
- c. Firearms will be stored in a locked cabinet accessible to the evidence custodian or designee.

3. Controlled substances and suspected controlled substances

- a. Live growing cannabis
 - i. The seizing deputy will have CSI photograph the plants and the plants will be removed from the soil. The CSI case number will be noted on the evidence sheet.
 - ii. A sample of the plants will be separated and packaged in a paper bag.
 - iii. The remainder of the plant(s) will be packaged in a paper bag and marked for destruction.
 - iv. Both paper bags will be weighed.
- b. Large amounts of cannabis
 - i. Cannabis in the amounts of one pound or more will be handled similarly. The seizing deputy will have CSI photograph the substance and the CSI case number will be noted on the evidence sheet.
 - ii. A sample will be packaged separately.
 - iii. The remainder will be packaged in a paper bag and marked

for destruction.

- iv. Both packages will be weighed.
- c. Smaller amounts of cannabis
 - i. Smaller amounts of cannabis will be packaged in paper bags and weighed.
- d. Individual items: pills and capsules
 - i. The items will be placed in paper bags and weighed. This gross weight will be noted by the item on the property report.
 - ii. Each bag will be individually marked or tagged and sealed.
- e. Particulate items: powder and pieces
 - i. The items will be placed in plastic bags and weighed. This gross weight will be noted by the item on the property report.
 - ii. Each bag will be individually marked or tagged and sealed.
- f. Dried Mushrooms
 - i. Dried mushrooms will be packaged in a paper bag.
- g. Living Damp Mushrooms
 - i. The seizing deputy will have CSI photograph the mushrooms. The CSI case number will be noted on the evidence sheet.
 - ii. A small sample of the mushrooms will be separated and packaged in a paper bag. The remainder of the mushrooms will be packaged in a second paper bag and marked for destruction.
 - iii. Both paper bags will be weighed.
- h. Controlled substances will be stored by individual cases in a

locked cabinet segregated from other property, and accessible to the evidence custodian or designee.

4. Explosives, Pyrotechnics and Flammable Items

- a. Explosives **WILL NOT** be submitted to the evidence facility. The agency which handles explosives must be notified to take custody.
- b. Pyrotechnics (fireworks) may be placed in an evidence locker, and the evidence custodian will store them in a flammable storage cabinet.
- c. Flammable items (gasoline, kerosene etc.)will be:
 - i. given directly to the evidence custodian.
 - ii. if submitted after hours, placed into the temporary outdoor evidence storage unit.
 - iii. placed by the evidence custodian into a flammable storage cabinet, at the earliest convenience.

B. Temporary and Final Disposition of Property

- 1. Refer to Section 56.6.3 - Temporary Release
- 2. Refer to Section 56.8-9 - Permanent Release