

# FLORENCE POLICE DEPARTMENT GENERAL ORDER

<b>Subject:</b> <b>EVIDENCE AND PROPERTY CONTROL SYSTEM</b>	<b>Procedure:</b> General Order 38.1.1 CALEA 84.1	<b>Total Pages:</b> 16
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**I. POLICY**

It is the policy of the Florence Police Department to maintain strict accountability with respect to the submission, handling, storage, security, and disposition of evidential and in-custody property.

**II. PURPOSE**

This written order establishes guidelines for the receipt, storage, release, and disposition of property seized as evidence and/or of property held for safekeeping.

**III. SCOPE**

This written order is applicable to all personnel, including the Lauderdale County Drug Task Force.

**IV. RESPONSIBILITY**

- A. All personnel, including the Lauderdale County Drug Task Force, are responsible for complying with this directive.
- B. **RESPONSIBILITY OF EVIDENCE CUSTODIAN:**
  - 1. Shall be accountable for the control of all property and evidence stored in the Evidence Vault and evidence lockers;
  - 2. Will maintain a property room that is orderly, secure, and will take necessary steps to ensure that property and evidence in custody is being protected from damage or deterioration, or theft;
  - 3. Will ensure that only authorized personnel have access to areas used to store property and evidence, to prevent alteration, unauthorized removal, or theft;
  - 4. Maintain a separate area with added protection for the storage of money, jewelry, precious metals, weapons and narcotics;

EVIDENCE AND PROPERTY CONTROL SYSTEM

5. Will maintain refrigeration units for the storage of items of perishable nature;
6. Will be responsible for the maintenance of records on recovered property indicating continuity of property and evidence from entry into the system to its final disposition;
7. Will release property and evidence only to authorized persons; and
8. Will be required to check periodically the files for property and evidence that is unclaimed or of no further evidentiary value and will properly dispose of the same.

**V. GENERAL PROVISIONS**

- A. The Department will maintain a secure Property/Evidence Vault for the purpose of storing all evidence recovered or any property that is found or held by the agency. Access to the vault is restricted. Only the Evidence Custodian, the Drug Task Force Evidence Custodian, and one designated Sergeant in the Criminal Investigations Division. No other personnel are authorized to be in the Evidence Vault.
- B. The Evidence Custodian has sole responsibility for the maintenance of evidentiary property and evidence records. The Evidence Custodian is accountable for the control of all property stored in the Property/Evidence Vault. The designated Sergeant in CID will be responsible for the duties of the Evidence Custodian in their absence.

**VI. EVIDENCE PROCEDURES**

**A. ARRESTING OR REPORTING OFFICER RESPONSIBILITY:**

1. All property that is seized as evidence, or found property, or items taken for safe-keeping, shall be logged into Spillman and placed into evidence, **prior to the officer ending his/her tour of duty**, unless exceptional circumstances exist and upon approval of a supervisor.
2. All property seized as evidence or held for safekeeping shall be listed on an Evidence Voucher, logged in, and so noted in the officer's report. The report will detail the circumstances by which the property came into the officer's possession, and clearly document the chain of custody.
3. It is the responsibility of the arresting officer or reporting officer to properly package and log all property and/or evidence taken into custody. This is accomplished by:
  - a. Placing the evidence in evidence bags or containers;
  - b. Sealing the evidence bag or container with evidence tape;

EVIDENCE AND PROPERTY CONTROL SYSTEM

- c. Initialing the seal; and
  - d. Recording all required information on the outside of the evidence bag/container.
- B. **TEMPORARY STORAGE OF EVIDENCE:** The Evidence Lockers located in the Evidence Locker room serve as the temporary storage location of all evidence. Evidence remains in these lockers until moved to the Evidence Vault by the Evidence Custodian.
  - 1. Once property or evidence is properly tagged and logged into Spillman, the officer will secure the items in an Evidence Locker using the supplied locks.
  - 2. Latent fingerprint evidence will be placed in the Latent Fingerprint locker.
  - 3. Photo CD's will be placed in the Photo locker.
  - 4. Different items of evidence will be placed into separate evidence bags, but may be placed into the same Evidence locker.
- C. The Evidence Custodian will routinely transfer evidence from the Evidence Lockers into the Evidence Vault.
- D. If the Evidence Lockers become full, or if there is evidence that needs to be placed directly into the Evidence Vault, a supervisor may contact the Evidence Custodian after hours for assistance.
- E. **IDENTIFICATION AND NOTIFICATION OF THE OWNER:**
  - 1. When known, the officer logging property in will enter the full name, address, and telephone number of the owner of the property in the appropriate block(s) on the paperwork. If the owner is unknown, then "unknown" is entered in the owner blocks.
  - 2. The Evidence Custodian will attempt to identify and notify the owners or proper custodian of property being held by the department, when that person would not already be aware.
- F. **TEMPORARY RELEASE OF PROPERTY:**

Whenever any evidence is released to an officer or another agency, a copy of the receipt shall be placed in a file labeled "Evidence Released to Officers/Agencies." This file shall be checked on a periodic basis (at least once a month) to follow up with that officer/agency and ensure that the property is returned to the vault in a timely manner.

In the event a number of items are needed from the vault for a specific purpose, such as K-9 or SWAT Team Training, a "Request Form to Check Out Controlled Substances and Weapons" is to be completed by the requesting officer, listing all items needed. After approval, the items will

EVIDENCE AND PROPERTY CONTROL SYSTEM

be provided to the requesting officer. The items will be returned to the Evidence Vault or audited and signed out again every six (6) months.

Once the property is returned to the vault, the appropriate notations will be made to the receipt, and the receipt shall be removed from the file and stored.

G. **FINAL RELEASE OF PROPERTY:** When releasing property on a permanent basis, (i.e., releasing back to owner, seizure or condemnation), the final disposition will be indicated on the Evidence Voucher and in Spillman, reflecting the updated disposition. The release of firearms by the Florence Police Department is governed by the classification with which the property was seized: Evidence, Found Property, Safekeeping, or Domestic Violence case. Firearms are released and/or destroyed in accordance with applicable State and Federal laws. NO finders' claim may be made on "found" firearms. A firearm **will not** be released to any person convicted of a felony or has an active injunction for domestic violence, except as directed by applicable courts. Other conditions **may** prevent the release of firearms from the Property and Evidence Section.

1. **Release of a firearm** – Prior to a firearm being released and returned to the owner, the following **must** be completed:
  - a. Any person claiming a firearm **will** be subjected to a background check to ensure they have not been convicted of any felony, are sought in connection to a crime pursuant to a court issued warrant, have an outstanding domestic violence injunction, or a domestic violence conviction.
  - b. A check of Florence Police Department records **must** be completed to determine the background information on the case for which the firearm was seized. If there is any question about the adjudication of a charge(s), the firearm will not be released until all questions are resolved.
  - c. The Officer or Detective who seized the firearm **must** authorize the release; or, a court has issued an order directing such firearm be released. Ammunition **will not** be returned unless a court order specifies otherwise.
2. **Firearms classified as "Evidence"** – Firearms classified as "evidence" **will not** be returned without authorization from the impounding Detective, Officer, or the Court of jurisdiction in the case in which the firearm was seized. Proper photo identification **must** be presented upon release of the firearm and the charges in the case with which the firearm was seized **must** be concluded prior to release. If the firearm was used in the commission of a violent crime, the weapon **will not** be released without a Court Order.

EVIDENCE AND PROPERTY CONTROL SYSTEM

3. **Firearms classified as “Safekeeping”** – Firearms of a non-evidentiary nature (safekeeping, death investigations, suicidal incidents, etc.) shall be returned to the owner unless otherwise directed by Detective or Court Order.
4. **Firearms subject to Court-Ordered Domestic Violence Injunctions** - Firearms that are subject to a Domestic Violence Injunction **will not** be released without a certified copy of the Court Order lifting the injunction prepared by the Judge who issued the originating injunction. **There will not be any exceptions.**

H. WEAPONS:

1. All weapons with serial numbers will be checked through NCIC, by the collecting officer, to determine if the weapon is stolen.
2. Prior to logging the weapon in as evidence or found property, the weapon will be made safe. A loaded weapon will never be placed in an evidence locker. If an officer has a question about making a weapon safe, the officer will check with a supervisor.
3. All ammunition will be separated from the weapon and placed in a separate evidence bag.
4. An evidence voucher will be completed and the weapon safely placed in an evidence locker. Weapons and ammunition may be placed in the same evidence locker, but will be separated in different evidence bags.
5. An evidence voucher will be printed and accompany the officer’s report.
6. Officers and employees will not, under any circumstances, keep any weapon which is found, turned in, or confiscated.
7. No weapons seized as evidence will be placed into police service by any employee.
8. Upon supervisory approval, a weapon seized as evidence, and having satisfied it’s evidentiary or asset forfeiture obligation, may be used for training. The Evidence Custodian shall document the release and receipt of any weapon released from evidence for training or investigative purposes. The officer receiving the weapon for training purposes will be responsible for security and storage of the weapon. The weapon shall be secured in a manner preventing unauthorized access or use.

I. CONTROLLED SUBSTANCES:

General Order 38.1.1

EVIDENCE AND PROPERTY CONTROL SYSTEM

1. All controlled substances will be secured in departmentally approved clear plastic narcotics evidence bags prior to being placed in temporary evidence lockers.
2. If more than one type of controlled substance is located, each type will be separated into different clear narcotics evidence bags, but may be placed into the same locker.
3. An evidence voucher will be completed identifying each type of controlled substance being submitted as evidence. A detailed description of each type of controlled substance is required.
4. Controlled substances whose legal requirements have been satisfied will be destroyed.
5. Upon supervisory approval, controlled substances whose legal requirements have been satisfied may be issued to an officer for training purposes or investigatory purposes. The Evidence Custodian will keep accurate records of the release and receipt of any controlled substances used for these purposes. The officer receiving the controlled substances for training or investigative purposes is accountable for the items and will secure them in a manner preventing unauthorized access or use. The items will be securely stored unless actively being used.

J. EXPLOSIVES:

1. EOD will be contacted for all incidents involving explosives or like items. No explosives or similar items will be logged into evidence without the express permission of EOD personnel.
2. All explosives maintained by the police department, whether for training, investigations, or other law enforcement purposes will be kept secure in Magazine # 2. Explosives and blasting caps may both be kept in Magazine # 2, but must be stored in separate compartments. Only Department EOD personnel have access to Magazine # 2.
3. EOD personnel will document the amount, type, purpose and use of all explosives and will maintain an inventory of all used and stored explosives. This includes any necessary chain of custody documentation.
4. Magazine # 1 is used to store any explosives that have evidentiary value. Complete documentation of the amount and type of explosives, including the dates and times when the evidence is placed in Magazine # 1 will be maintained.
5. Components that pose no threat, such as wiring, PVC, Battery's, etc., may be logged into general evidence and placed in the vault.

General Order 38.1.1  
EVIDENCE AND PROPERTY CONTROL SYSTEM

K. MONEY:

1. When logging money into evidence, enter it as follows in the Spillman Evidence Management Table:
  - a. "Evidence Item" field – Enter as "Cash"
  - b. "Quantity" field – Enter the total amount of cash collected
  - c. "Description" field – Enter "Cash" and then the total amount of cash collected
    - 1) Example: "Cash -- \$500.00".
2. Always attach a completed and signed "Cash Work Sheet" (both copies) to the outside of the evidence envelope.
3. Place evidence envelope into a temporary evidence locker.
4. When the evidence envelope is removed from the locker, the Evidence Custodian will sign the "Cash Work Sheet" and return the yellow copy to the officer.
5. Cash is placed into a slot in a designated "cash" cabinet in the Evidence Vault. The cabinet is secured with two locks. The Evidence Custodian has a key to one lock, and the CID Sergeant has the key to the other lock. Therefore, it takes two individuals to access the cash cabinets located in the Evidence Vault.
6. The Evidence Custodian transfers all cash to the City's General Fund Accountant on an "as-needed basis." This transfer of custody is recorded in Spillman. Receipts of this transaction are also maintained by each party, the evidence technician and the accountant.
7. COUNTERFEIT MONEY: When logging counterfeit money into evidence, enter it as follows in the Spillman Evidence Management Table:
  - a. Log each counterfeit bill separately;
  - b. "Evidence Item" field – enter as "Counterfeit"
  - c. "Quantity" field – enter face amount of counterfeit bill;
  - d. "Serial #" – enter serial number of counterfeit bill
  - e. "Description" field – enter "Counterfeit" and the face amount of counterfeit bill.
    - 1) Example: "Counterfeit" - \$20.00 bill"
  - f. There is no need to fill out a "Cash Work Sheet."

EVIDENCE AND PROPERTY CONTROL SYSTEM

- g. Place evidence envelope into locker.
- J. SENSITIVE OR EXCEPTIONAL ITEMS: Firearms, money, high value items, and controlled substances will be stored in designated areas that have a second level of security within the Evidence Vault.
- K. FOUND PROPERTY: All property classified as “Found Property” shall be handled in the same manner as “Evidence” i.e., it shall be packaged, logged into Spillman, labeled, and placed in one of the Evidence lockers. The original Evidence Receipt shall be attached to the Incident/Offense Report and sent to Records.

**VII. EVIDENCE STORAGE AND SECURITY**

- A. STORAGE OF EVIDENCE AND PROPERTY: All evidence and property will be stored within designated secure areas.
  - 1. LOCATION:
    - a. Temporarily, evidence and property is logged in and placed in the evidence lockers, located in the evidence locker room.
    - b. The Evidence Custodian then removes the evidence/property from the evidence lockers and permanently stores all items in the evidence vault.
    - c. Bicycles will be placed in the bicycle storage area.
    - d. LARGE OR PERISHABLE ITEMS: If an item is too large to be placed in the evidence locker, or if an item is perishable, a supervisor will contact the Evidence Custodian after hours so arrangements can be made for the item to be properly secured in the evidence vault.
    - e. VEHICLES: Arrangements will be made for vehicles that have been seized or recovered and which are considered evidence, to be secured in an enclosed storage facility that is not vulnerable to theft, damage, or contamination, whereby ensuring a secure chain of custody.
  - 2. LAUDERDALE COUNTY DRUG TASK FORCE EVIDENCE LOCKER:
    - a. The Lauderdale County Drug Task Force Evidence storage locker will be maintained within the Florence Police Department’s Evidence Vault, separate from Florence Police Department evidence.
    - b. The Lauderdale County Drug Task Force will store drug evidence, firearms, and currency within the separate

EVIDENCE AND PROPERTY CONTROL SYSTEM

location specifically for the Lauderdale County Drug Task Force.

- c. The Lauderdale County Drug Task Force evidence storage locker will only be accessible to the Florence Police Department's Evidence Custodian, or his/her designee, and the Lauderdale County Drug Task Force's Evidence Custodian, or his/her designee.

B. SECURITY OF EVIDENCE AND PROPERTY:

1. The Evidence Vault is a restricted area that is secured and video monitored at all times. No unauthorized personnel are admitted.
2. Only the Evidence Custodian, the Drug Task Force Evidence Custodian, and one designated Sergeant from the Criminal Investigations Division have access to the Evidence Vault. A roster of the names of these personnel will be maintained in the Evidence Vault.
3. The Evidence Lockers are each secured with a lock. The Evidence Custodian maintains sole control of the Evidence Locker keys.
4. Keys to the Bicycle storage area are maintained by the Evidence Custodian. A second key is also maintained at the Police Desk.
5. The Lauderdale County Drug Task Force Evidence storage locker inside of the Florence Police Department's Evidence Vault will be secured with two (2) separate locks. One (1) lock will require that the Florence Police Department's Evidence Custodian, or his/her designee, be present to open. The second lock will require that the Lauderdale County Drug Task Force Evidence Custodian, or his/her designee, be present to open. This is a safeguard to maintain the integrity and security of evidence and property maintained within the Lauderdale County Drug Task Force's evidence storage locker.
6. The Lauderdale County Drug Task Force will maintain a locked storage compartment for currency within the separate Lauderdale County Drug Task Force evidence storage locker. This storage compartment for currency will be secured with two (2) separate locks. One (1) lock will require that the Florence Police Department's Evidence Custodian, or his/her designee, be present to open. The second lock will require that the Lauderdale County Drug Task Force Evidence Custodian, or his/her designee, be present to open.

**VIII. RECORDS AND DOCUMENTATION**

A. RECORDS:

1. The Evidence Custodian will maintain accurate records of all evidence and property in storage that reflects the following status of each item:
  - a. The location of the evidence or property;
  - b. The date and time the property was received or released;
  - c. A description of the evidence or property;
  - d. The chain of custody; and
  - e. The final disposition of all items.
  - f. NOTE: Upon receipt of evidence and/or property, the Evidence Custodian will document the date and time the evidence was moved from the Evidence Lockers to the Evidence Vault, and any additional movement of the evidence, such as when evidence is sent to the lab. This will also be reflected in Spillman.

B. EVIDENCE VOUCHER:

1. An Evidence Voucher is to be completed by the officer taking official custody of physical evidence. This form is completed by filling out all applicable blocks in the “Evidence Management” tab within Spillman. Information listed on the Evidence Voucher includes:
  - a. The assigned Evidence ID number;
  - b. The case number;
  - c. The current status of the case;
  - d. The offense type;
  - e. A description of the evidence;
  - f. The quantity of each piece of evidence;
  - g. What action the officer took with the evidence;
  - h. The name of the officer logging the evidence in;
  - i. The date and time the evidence was logged in; and
  - j. The location, or locker number where the officer securely stored the evidence.
  - k. NOTE: Since the case number is attached to this form, additional information such as the location where the

EVIDENCE AND PROPERTY CONTROL SYSTEM

evidence was seized from, and the name of the owner of the property is readily accessible.

- l. In some instances, more than one Evidence Voucher will be required, such as when evidence is obtained from more than one person, or at more than one location; when items of evidence, for various reasons cannot be bagged, or kept together; or due to the abundance of evidence. In such instances more than once voucher may be required in order to accommodate a complete inventory. In the event multiple vouchers are needed, item numbering will be continued to the next sheet, beginning with the next sequential number.
- m. Each separate item of evidence listed will be numbered consecutively, beginning with No. 1, in the space provided, with the numbers running consecutively to any additional sheets.
- n. Only one copy of the evidence voucher is needed, and it will be attached to the police report.

C. LAUDERDALE COUNTY DRUG TASK FORCE:

1. Beginning on the effective date of this directive the Lauderdale County Drug Task Force will maintain a master list, or spreadsheet, of the evidence that is stored within the Lauderdale County Drug Task Force evidence locker within the Florence Police Department's Evidence Vault. The master list, or spreadsheet will be stored on, and accessible on, a laptop or tablet computer that will be positioned inside of the Lauderdale County Drug Task Force's evidence locker. All drugs, firearms, and currency will be listed on the master list, or spreadsheet. This master list, or spreadsheet, will be maintained by the Lauderdale County Drug Task Force's Evidence Custodian.

**IX. INSPECTIONS, INVENTORY, AND AUDITS**

- A. The Evidence Custodian will conduct a documented, semi-annual (twice per year) inspection of the Evidence Vault. Such inspection will be to ensure the continuity of custody and does not require the accounting of every single item of property. The Evidence Custodian shall:
  1. Determine that the Evidence Vault is being maintained in a clean and orderly fashion;

General Order 38.1.1

EVIDENCE AND PROPERTY CONTROL SYSTEM

2. Make certain that policies and procedures concerning property and evidence are being followed;
  3. Make certain that property/evidence is protected from damage or deterioration;
  4. Make certain that accountability procedures are being maintained;
  5. Make certain that property that has no evidentiary value is being disposed of promptly; and
  6. Randomly inspect at least three records and the respective items in the following areas:
    - a. High value items;
    - b. Money;
    - c. Firearms;
    - d. Narcotics;
    - e. General property/evidence.
- B. An audit of property held in the Evidence Vault will be conducted whenever a new Evidence Custodian is appointed. The audit will be conducted jointly by the new and former Custodians (as available), as well as a designee of the Chief, to ensure that records are correct and properly annotated.
- C. At least once a year, an unannounced inspection of the property room and records will be conducted as directed by the Chief of Police. Such inspections will include a brief, random inspection of at least three records and the physical property in the following areas:
  1. High value items;
  2. Money;
  3. Firearms;
  4. Narcotics;
  5. General property/evidence.
- D. An annual audit of the Evidence Vault will be conducted by a supervisor appointed by the Chief of Police. This inspecting supervisor will not be routinely or directly connected with the control of property. If the Chief were to delegate this function, under no circumstances will the inspecting supervisor be appointed by supervisory or command officers having the property function under their control. This audit will include a random inspection of at least seven records and physical property in the following areas:
  1. High value items;

EVIDENCE AND PROPERTY CONTROL SYSTEM

2. Money;
  3. Firearms;
  4. Narcotics;
  5. General property/evidence.
- E. An appointee designated by the Lauderdale County Drug Task Force Board of Directors will conduct documented inspections and audits consistent with the procedures of the Florence Police Department's Evidence Custodian. Specifically, the appointee designated by the Lauderdale County Drug Task Force Board of Directors will ensure the completion of semi-annual (twice per year) inspections, an audit of property whenever a new Evidence Custodian is appointed, an annual unannounced inspection, and an annual audit of evidence and property secured in the Lauderdale County Drug Task Force's evidence storage locker.

**X. FINAL DISPOSITION**

- A. All evidence in the Florence Police Department Evidence Vault is retained for a minimum of five (5) years. At the end of five (5) years, it is examined and in most cases destroyed; it is sometimes pressed into service for use by the Florence Police Department. This applies to all evidence (including drugs and general evidence), except for evidence seized in connection with murders, rapes and other serious cases. Evidence in these serious cases is kept indefinitely.
- B. The procedure to follow in the evaluation/destruction of evidence is as follows:
1. The Evidence Custodian, along with his/her supervisor, physically examines each piece of evidence older than five (5) years. If the evidence is not connected to a serious crime, and if there is no need for the evidence to be pressed into service at the Florence Police Department, the evidence is placed in containers for later destruction. If the evidence can be used by the department, it is given to the division which can use the equipment.
  2. Any associated paperwork attached to the evidence is removed. If there is no paperwork attached to the evidence, the evidence item number is noted on a piece of paper.
  3. Using the removed paperwork and the list of evidence item numbers, the Evidence Custodian then goes into the Spillman computer program and updates the custody log for each piece of evidence to be destroyed/pressed into service. The associated paperwork/list of evidence item numbers is then filed in a folder

EVIDENCE AND PROPERTY CONTROL SYSTEM

labeled “Obsolete Evidence”, with the date of removal from the vault also noted on the file folder.

4. Both the Evidence Custodian and his/her supervisor are to be present when any evidence is destroyed.
  5. CONFISCATED FIREARMS/WEAPONS:
    - a. Shall be destroyed; or
    - b. Retained for law enforcement purposes.
  6. This procedure is to be completed at least once a year, and optimally, once a month (if time permits).
- c. **FOUND PROPERTY:** The Evidence Custodian will attempt to locate the owner by phone and by sending a letter to the owner of record. If the owner cannot be ascertained, or fails to respond within thirty (30) days of the receipt of letter, the property will be destroyed.

**XI. PROPERTY SEIZURES**

- A. All property received by the Department pursuant to civil process functions or asset forfeiture proceedings shall be accounted for in the agency records, just as is all other property and evidence.
- B. Any disposal of such property will be in accordance with applicable state law and/or any judicial orders accompanying the civil disposition.

**XII. EVIDENCE VAULT ORGANIZATION AND FILING PROCEDURES**

The evidence and associated paperwork is filed as follows in the Evidence Vault:

- A. Evidence
  1. Weapons
    - a. Handguns- Stored in individual boxes which have been labeled with the case number, month(s), and year. Located in *Firearms Area* in the southeastern-most portion of the vault.
    - b. Knives/Other Weapons (non-firearm)- Stored in boxes which have been labeled by month(s) and year. The *Knives/Other Weapon (non-firearm) Area* is located within the *Firearms Area* in the southeastern-most portion of the vault.
    - c. Long Guns – Stored upright in gun racks, by year. The *Long Gun Area* is located in the *Firearms Area* in the southeastern-most portion of the vault.
  2. Drugs

General Order 38.1.1  
EVIDENCE AND PROPERTY CONTROL SYSTEM

Stored in boxes which have been labeled by month and year. The *Drug Area* is located in the middle section of the vault, north side.

3. CDs of Photos/Videos

Stored on discs, and filed by Evidence Item Number, in file cabinets located in the *General Evidence Area* of the vault.

4. Latent Prints

Stored in file cabinets, by Case Number. The *Latent Print Area* is located in the *General Evidence Area* of the vault, north side.

5. Sexual Assault/Rape Kits

Stored in designated shelves in *General Evidence Area* of the vault, south section.

6. General Evidence

Stored in boxes which have been labeled by month and year. The *General Evidence Area* is located in the southeastern portion of the vault.

7. Major Cases

Major cases, which involve a large number of evidence items, are stored in boxes which have been labeled with the appropriate case number. The *Major Case Area* is located on the top shelves of the vault. These cases include homicide, rape, felony assault, and arson cases.

8. Toxicology Samples

Toxicology Samples, as well as any other evidence which needs to be refrigerated, is stored in a refrigerator located in the front *Office Area* of the vault.

B. Paperwork

1. Major Case Files

Stored in file cabinets located in the office of the Evidence Custodian.

2. Lab Reports/Receipts

Stored in file cabinets located in the office of the Evidence Custodian.

3. Chain of Custody Forms

Stored in file cabinets located in office of the Evidence Custodian.

General Order 38.1.1

EVIDENCE AND PROPERTY CONTROL SYSTEM

4. Firearms/E-Trace Records

Stored in file cabinets located in office of the Evidence Custodian.

5. Old Receipts/Destroyed Evidence Paperwork

Stored in the secured records storage area of the Florence Police Department Annex.

6. Cash Receipts/Records

Stored in file cabinets located in the office of the Evidence Custodian.

C. Found Property

1. Stored on shelves in the front portion of the vault. The *Found Property Area* is located in the front portion of the vault, north side.