



Evidence Packaging Manual

SEALED EVIDENCE

DO NOT TAMPER

DATE _____ INITIALS _____

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Glossary

Burned- *Items that have received fire damage. Documentation purposes only.*

Counterfeited- fake or forged Currency

Destroyed/Damaged- Items that have received damage. Documentation purposes only.

Evidence- - Includes all items taken or recovered in the course of an investigation that may be used in the prosecution of a case.

Forgery/ID Theft/Fraud- *To document the value of loss. Documentation purposes only*

Found- Includes property found by an employee or citizen that has no apparent evidentiary value, where the owner cannot be readily identified and is not known or suspected to be connected with any criminal offense.

Lost- *Items that have been reported as lost. Documentation purposes only.*

None- *Items that do not fall under the remaining categories. For documentation purposes only.*

Recovered Stolen- Includes all recovered items that were reported stolen outside our jurisdiction

Safekeeping- Includes non-evidentiary items which are placed into the custody of the property room for temporary protection on the behalf of the owner.

Seized- All items seized pursuant to a search warrant or court order

Stolen- *All items reported as stolen and are not physically booked into the Property Room. Documentation purposes only*

Stolen and Recovered- All items reported as stolen and recovered within our jurisdiction

Turned in for Destruction- All items that are to be destroyed immediately

***** Italicized terms are for documentation purposes. These items are not booked in.***

Evidence Envelope (SMCFL) -Front (2 sizes available)

**San Mateo County Sheriff's Office
Forensic Laboratory
50 Tower Road • San Mateo • CA 94402
(650) 312-5306**

Tracking Number

Check box if Applicable

- Search Warrant
- In Custody
- Juvenile

EVIDENCE

Agency Case Number: R15-01-0001	Date: 01-01-00	Lab Number:
Requesting Agency: Redwood City PD	Officer: Officer Doe	Charge(s): 11377 HS
Victim Name: State of California	Suspect Name: Smith, John	

All Mandatory Except Lab #

Contents: White piece of paper with writing

Source: Suspect's front pocket

(Origin of evidence/collection site)

Check appropriate box for analysis desired, if unsure, leave it unchecked

Fingerprints

- Fingerprint/palmprint standards
- Chemically and physically process evidence
- Compare latent prints to fingerprint/palmprint standards
- Search latent prints in CAL-ID/AFIS
- Suspect CII _____
- Victim CII _____

Paint, Glass, Soil, Fibers or Footwear

- Examine for presence of _____
- Compare with submitted specimen
- Other _____

Firearms or Tool Marks

- Determine calibre & types of firearms responsible
- Compare with submitted firearm/tool
- Distance determination
- NIBIN

Forensic Biology/DNA

- Examine for presence of _____
- Compare with submitted specimen
- DNA Analysis _____

Controlled Substances

- Identify Weigh
- Field Tested
- + - Results _____

Other

- Questioned Documents
- GSR
- Ignitable Liquids
- Other _____

Evidence envelopes must ALWAYS be filled out as shown above. You must always include a suspect and victim. If unknown, write UNK. Contents of the envelope must always be listed in the "Contents:" section and must have a complete description of ALL contents packaged in the envelope.

If you are unsure what check box to mark, see the Evidence Technician for further instruction or leave blank.

Evidence Envelope (SMCFL) -Back

Evidence seal must cover end to end

SEALED EVIDENCE
DO NOT TAMPER

DATE 8/14/12 INITIALS [Signature]

Chain of Possession

DO NOT RECEIVE OR RELEASE THIS ENVELOPE WITHOUT THE PROPER SIGNATURE AND DATES BEING FILLED IN THEIR RESPECTIVE BLANKS.

FROM	AGENCY	TO	AGENCY	DATE
<u>[Signature]</u>	RCPD	<u>Evid</u>	RCPD	<u>8/14/12</u>
<u>E. Lockman 17</u>	RCPD	<u>evid</u>	RCPD	<u>8-14-12</u>

Redwood City Police Department

R15-06-0500-008
Evidence

06/22/2015 Code: 295-2

Officer: _____

DIGITAL IMA _____

(5) DIGITAL I _____

Redacted per GC6255(a) [TEBOAF]

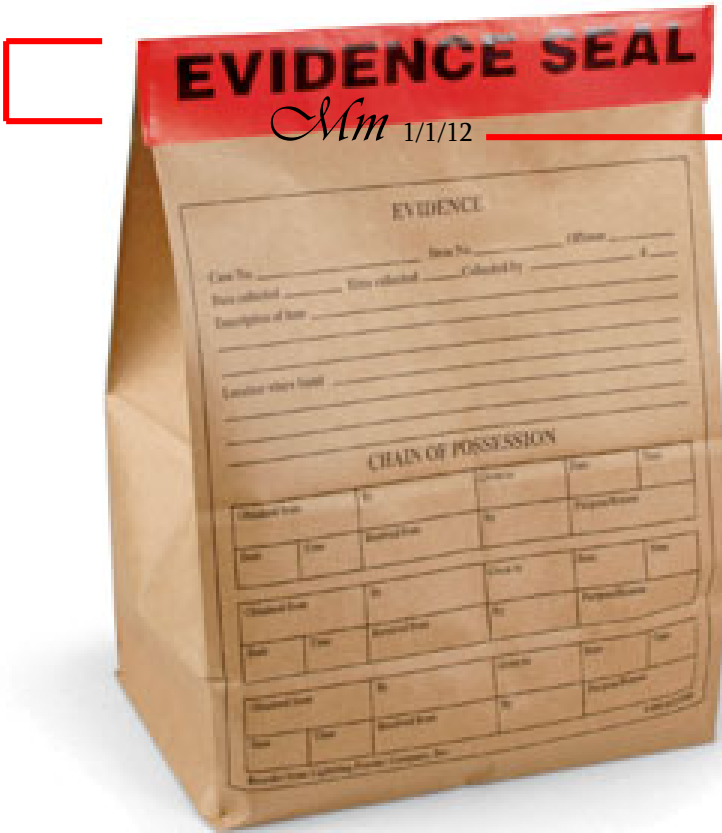
ALWAYS initial and date your seal

Chain of custody is mandatory

The back of evidence envelopes should be sealed from end to end at the top flap. Initial and date the seal, half on the seal and half on the envelope. You must fill out the chain of custody upon booking and when you remove the item from property for reasons such as court, for review or for the lab.

Evidence Bag -Front

Evidence seal must cover end to end



Initial and date the seal

All case information is required

Chain of custody is required

The evidence bag should house bulky, large or odd shaped items. Choose the appropriate sized bag based upon the size of the item. Do not attempt to stuff items within the bag. **Do not staple** bags closed.

X Large Evidence Bag



Large



Medium(s)



Small



Evidence Box

Initial and date
ALL seals placed
on the box

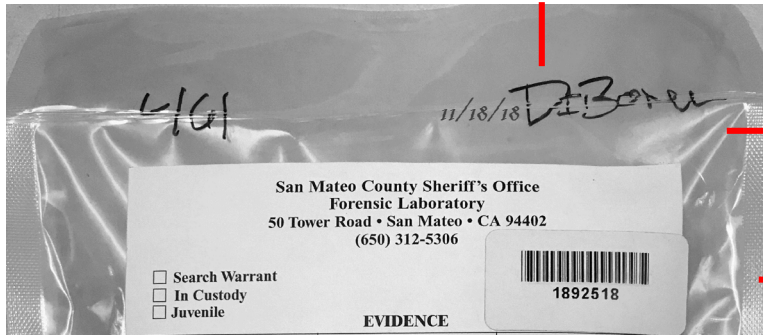
Place an evidence label on the box
that includes the case information
AND the chain of custody.

Evidence seal must
cover end to end of
opening



An evidence box may be used if necessary. You must seal all openings with evidence seals. The seals must be initialed and dated. You must label the box with an evidence label that contains case information and the chain of custody.

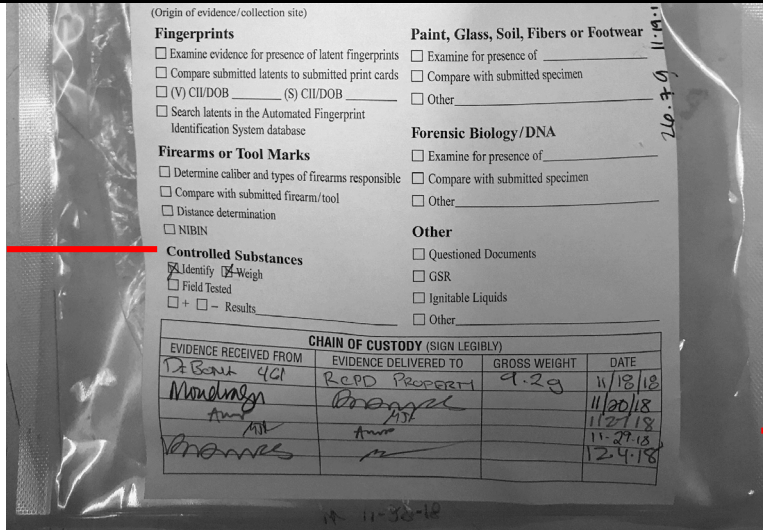
A signature/date is required over the seal



Kapak must be heat sealed from one end to the other, one time.

Redacted per GC6255(a)

If a presumptive test is utilized, indicate which test was applied and the results

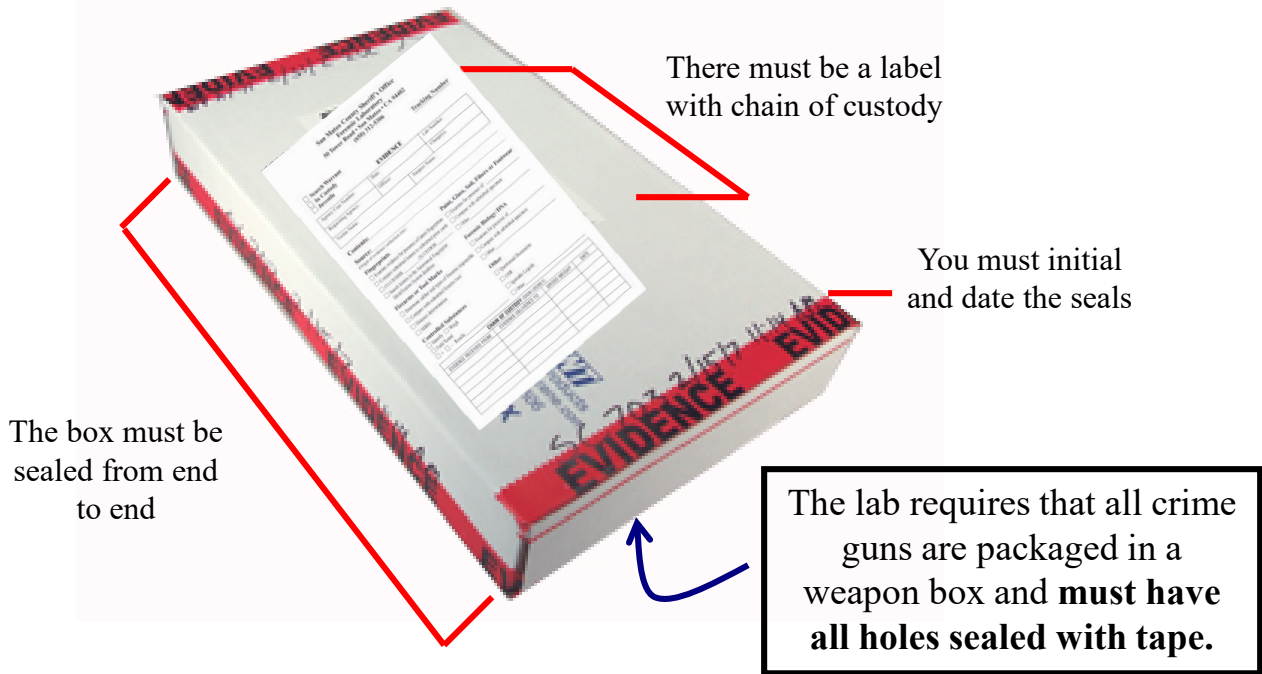


All kapak pouches must have a label with chain of custody

The crime lab will no longer accept kapak packaging that is compartmentalized. If you have several pills, do not separate them with heat seals. If the pills must be separated you can utilize smaller kapak pouches or bindles within or you can package them separately.

Do not place loose powder into a large kapak pouch. Smaller kapak pouches will be available.

Weapon Box



Sizes Available



Knife box



Gun Box



Wide Rifle Box

****No more than two zip ties**

**** Use regular white zip ties instead or orange tag ties**

**SPECIFIC
PACKAGING
GUIDELINES BASED
UPON TYPE OF
EVIDENCE**



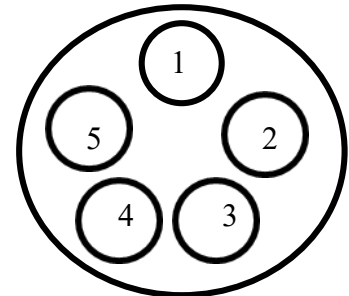
Ammunition



Evidence-

Ammunition within the firearm- Remove bullet from chamber, package in coin envelope and label "chamber round." Leave all ammunition in the magazine. Remove magazine from firearm. Place firearm, magazine, and chamber round in the weapon box, fastened with zip ties. Count the total rounds in the magazine and document.

Ammunition removed from the firearm- Any ammunition removed from the firearm must be labeled as to where it was removed (i.e. chamber, magazine). If rounds are to be removed from the cylinder of a revolver, then the location of the cartridges and casings within the revolver must be noted. One of the chambers can be marked on the cylinder as number one and the other chambers can be numbered clockwise. Each cartridge or casing is then placed in an individual envelope labeled with its chamber number.



Ammunition (solo)- Boxed or loose ammunition can be packaged in evidence envelopes or small evidence bags. If the ammunition is boxed, please leave it in its original packaging.

Destruction-

Ammunition in good condition- Package accordingly and place in the evidence locker.

Unstable Ammunition- Have a range master examine for stability of the ammunition. If it is deemed unstable (deteriorated or exposed) call SMC Bomb Squad Dispatch at (650) 363-4915 or On Call Pager (650) 743-0428

Arson /Flammables



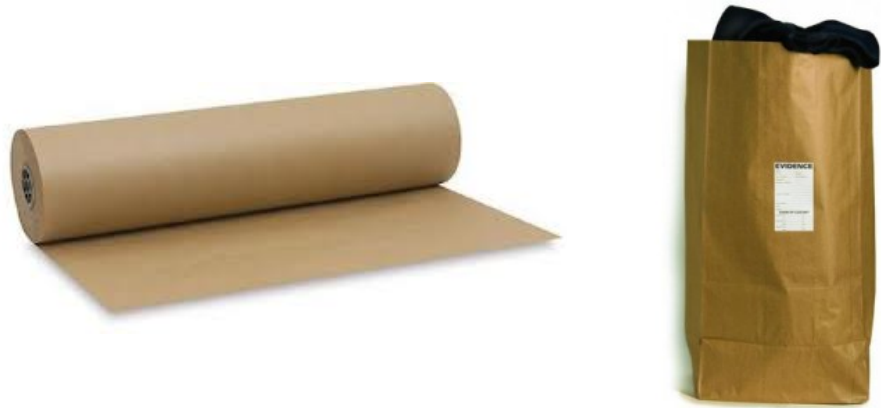
Any flammable items collected from an arson scene must be packaged in an empty arson can. Empty cans are stored in the property room and supply room.

The can must be sealed with two evidence seals forming a X on top. The lab will not accept the can if the seals are not placed in this manner.



If the item to be collected is gas or a corrosive liquid, do not pour it directly into the can. Place a sample of the liquid into a glass jar, and place the sample into the paint can, then seal it accordingly. Glass jars are stored in the property room.

Clothing



Clothing that does not contain biological evidence should be packaged in paper bags.

Bloody clothing or clothing containing biological evidence shall first be dried in the drying cabinet if necessary, then placed in a paper bag. Clothing containing biological material should be packaged separately.

DO NOT PACKAGE SUSPECT AND VICTIM CLOTHING TOGETHER

Clothing containing trace evidence should be examined. Any trace evidence recovered should be collected and packaged separately, then the clothing can be placed into a paper bag.

Separate clothing by owner. Do not place several articles of clothing from several known owners into one X-large evidence bag.

Controlled Substance



DRG-14

A 4376

San Mateo County Sheriff's Office
Forensic Laboratory
59 Tower Road • San Mateo • CA 94402
(650) 312-5306

Search Warrant
 In Custody
 Juvenile

EVIDENCE 1520063

Agency Case Number: 15-0324	Date: 12/1/14	Lab Number: A15-00065
Submitting Agency: SFPD	Officer: ALPHEA # 375	STIS: 1312
Value Item: 100% OF	Impound Type: 12/1/14	
Lab Protocol: CA 15002.1A	Impound Type: TCM/PA/MS, WE/TA	

Contents: 16 grams of Substance (Cocaine, Methamphetamine)

Source: Carro, Garage Of (Source of Substance)

Flagrants: Paint, Glass, Soil, Fibers or Footwear

Examine evidence for presence of latent fingerprints Examine for presence of

Compare submitted items to submitted print cards Compare with submitted specimens

DNA/STR DNA/STR

Search items for the presence of flagrant items Other

Fluorescein for Tool Marks Examine for presence of

Instrument with and type of firearm responsible Compare with submitted specimens

Compare with submitted firearm tool DNA Analysis

Inmate Identification Other

X-RAY Quantified Document

Controlled Substances Cocaine Synthetic Liquids

Marijuana Other

Other: Marijuana

CHAIN OF CUSTODY (NON-LEGIBLE)			
EVIDENCE RECEIVED FROM	EVIDENCE DELIVERED TO	GROSS WEIGHT	DATE
Substance, Marijuana	APRIL BUCHHEIT	1.5 gm	12/1/14
APRIL BUCHHEIT	APRIL BUCHHEIT		12/1/14
APRIL BUCHHEIT	YVES YVES		12/1/14
APRIL BUCHHEIT	APRIL BUCHHEIT		12/1/14

1500-05, 1500-06, 1500-07

All scheduled drugs shall be packaged in kapak with the exception of marijuana and psilocybin (mushrooms).

Do Not compartmentalize individual substances within the kapak by heat sealing several times.

If you are packaging more than one type of controlled substance, you shall separate the narcotics into separate kapak envelopes.

Loose powder should be placed in a smaller ziplock baggie which is then put into a kapak.

Currency

Mandatory

REDWOOD CITY POLICE DEPARTMENT
CURRENCY ENVELOPE

Evidence Found Property Safekeeping

REPORT # _____ ITEM # _____

OWNER
 SUSPECT
 VICTIM _____

CRIME: _____

DATE / TIME FOUND: _____

LOCATION FOUND: _____

FOUND BY: _____

<p>CURRENCY:</p> <p>____ X \$100 = \$ ____</p> <p>____ X \$ 50 = \$ ____</p> <p>____ X \$ 20 = \$ ____</p> <p>____ X \$ 10 = \$ ____</p> <p>____ X \$ 5 = \$ ____</p> <p>____ X \$ 1 = \$ ____</p> <p>____ X \$ ____ = \$ ____</p> <p>Subtotal = _____</p>	<p>COIN</p> <p>____ X \$ 1.00 = \$ ____</p> <p>____ X \$ 0.50 = \$ ____</p> <p>____ X \$ 0.25 = \$ ____</p> <p>____ X \$ 0.10 = \$ ____</p> <p>____ X \$ 0.05 = \$ ____</p> <p>____ X \$ 0.01 = \$ ____</p> <p>____ X \$ ____ = \$ ____</p> <p>Subtotal = \$ _____</p>
---	---

TOTAL AMOUNT: \$

ENTERED AND SEALED BY: _____

Date / Time: _____ VERIFIED BY: _____

PROPERTY UNIT USE ONLY:

RECEIVED BY: _____ DATE: _____ Intact? yes no

OPENED BY: _____ DATE: _____ Accurate? yes no

RESEALED BY: _____ DATE: _____ Verified By: _____

Signatures
of two
officers
required

U.S. currency shall be packaged in a currency envelope. The currency **shall be counted by two officers** and those two officers shall provide their signatures on the envelope.

Counterfeit money should be packaged in a regular evidence envelope.

DNA



Swabs shall be packaged individually in swab boxes or original swab envelopes. The swab boxes or envelopes should be packaged in an evidence envelope. *If you use two swabs to collect an oral swab simultaneously of one individual, they can be packaged together in the swab box or envelope.*

DO NOT package swabs together if they are from different individuals. If you have three suspects, package all three buccal cell samples in separate evidence envelopes.

Bloody items or items with other biological material shall be thoroughly dried and packaged in an evidence envelope or evidence box. If the item is large and cannot fit in a bag or box, it should be wrapped and secured in butcher paper.

Collection kits available for specific use are:

Condom collection kit

Urine sample kit

Buccal cell sample kit

Sexual assault kit

Sex Registrant DNA kit

Missing persons DNA kit

Cal DNA Kit

Stored in the supply room

Stored in the supply room

Stored in the supply room

Keller Center/ SM General

Stored in the Property Room/Records

Stored in Investigations

Stored in Investigations

San Mateo County Sheriff's Office
Forensic Laboratory
50 Tower Road • San Mateo • CA 94402
(650) 312-5366

Tracking Number _____

Search Warrant
 In Custody
 Juvenile

EVIDENCE

Agency Case Number: _____ Incident Date: _____ Lab Number: _____
Requesting Agency: _____ Officer: _____ Charge(s): _____
Victim Name: _____ Suspect Name: _____

Contents: **Buccal Cell Sample**

Source: _____
(Type or describe substance and)

Fingerprints

Examine for presence of _____
 Chemically and physically process evidence
 Compare latent prints to fingerprint/palmprint standards
 Compare with submitted specimen
 Other _____

Search latent prints in CAL-ID-ATIS
 Suspect CF
 Victim CF

Firearms or Tool Marks

Determine calibers & types of firearms responsible
 Compare with submitted firearms tool
 DNA Analysis
 Distance determination
 NIBIN

Controlled Substances

Identify Weigh
 Field Test
 + Results

Questioned Documents
 GSR
 Ignitable Liquids
 Other _____

**BLOOD or SEMEN
EVIDENCE COLLECTION KIT
for TYPING and/or DNA ANALYSIS**

CONTAINS
 BLOOD EVIDENCE SEMEN EVIDENCE

Lab No: _____

Case No: _____ Item No: _____
Agency: _____ Badge No: _____
Collected by: _____ Time: _____
Date: _____
Description: _____
Location: _____

CHAIN OF POSSESSION:

From:	To:	Date:

FOR LABORATORY USE ONLY
Note condition of envelope when received.
 Sealed Unsealed Other _____
Opened by: _____ Date: _____
CSI Forensic Supply (800) 227-6000
Cat. No. 4-0670

Fentanyl



Fentanyl shall be packaged in TWO heat sealed kapak pouches no matter the form (powder, pill, capsule, liquid, blotter paper) or original container (i.e. plastic baggie or syringe). If it is in a glass container it shall be packaged in a box, then double kapak'd.

A suspected fentanyl sticker shall be placed in plain view on the outer packaging.



*No presumptive test shall be applied.

After handling suspected fentanyl in the packaging area, officers shall clean the area to avoid exposure and dispose of all fentanyl exposed personal protective equipment (i.e. gloves) in the Fentanyl hazard bin.

Firearms



Firearms shall be rendered safe

The round in the chamber shall be removed and placed into a coin envelope or box. It should be labeled as “chamber round” and secured in the gun box

The magazine shall be removed and secured in the gun box. The live rounds do not need to be removed from the magazine. However, it is necessary to count the live rounds in the magazine

The firearm should be secured in the gun box. **All semi-automatic and fully auto crime guns**, should have a chamber flag inserted into the chamber as pictured above. Do not use any other plastic or metal through the chamber. A maximum of two zip ties shall be used to secure each firearm.

If the firearm is a revolver, documentation should reflect the location of live rounds and spent casings in the chamber prior to removing. The rounds shall be removed and placed into a coin envelope or box and secured in the gun box. See page 11.

Always wear gloves when handling the firearm and the rounds.

Fireworks (Illegal)

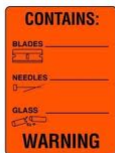


Fireworks booked as evidence or for destruction should be packaged in an evidence bag and placed into the evidence lockers. Illegal fireworks should be packaged separately from legal fireworks



Explosives shall be placed in an evidence bag and the bomb squad shall be called immediately for a pick-up
(650) 363-4915

Glass



Glass pipes should be packaged in the cylindrical plastic tubes if it is to be submitted to the lab for analysis at any point. Otherwise, it may be packaged in a paper envelope.



Glass items with liquid must have the liquid removed. When removing the liquid, document the total liquid content. Take a sample of the liquid and place it in a plastic wide mouth bottle. You may dispose of excess liquid as necessary. If the glass item has any chance of going to the crime lab, it must be packaged in a cardboard box. If is being booked in as evidence, with no analysis request, it may be placed in a large paper evidence bag, with a label indicating "Caution Glass."



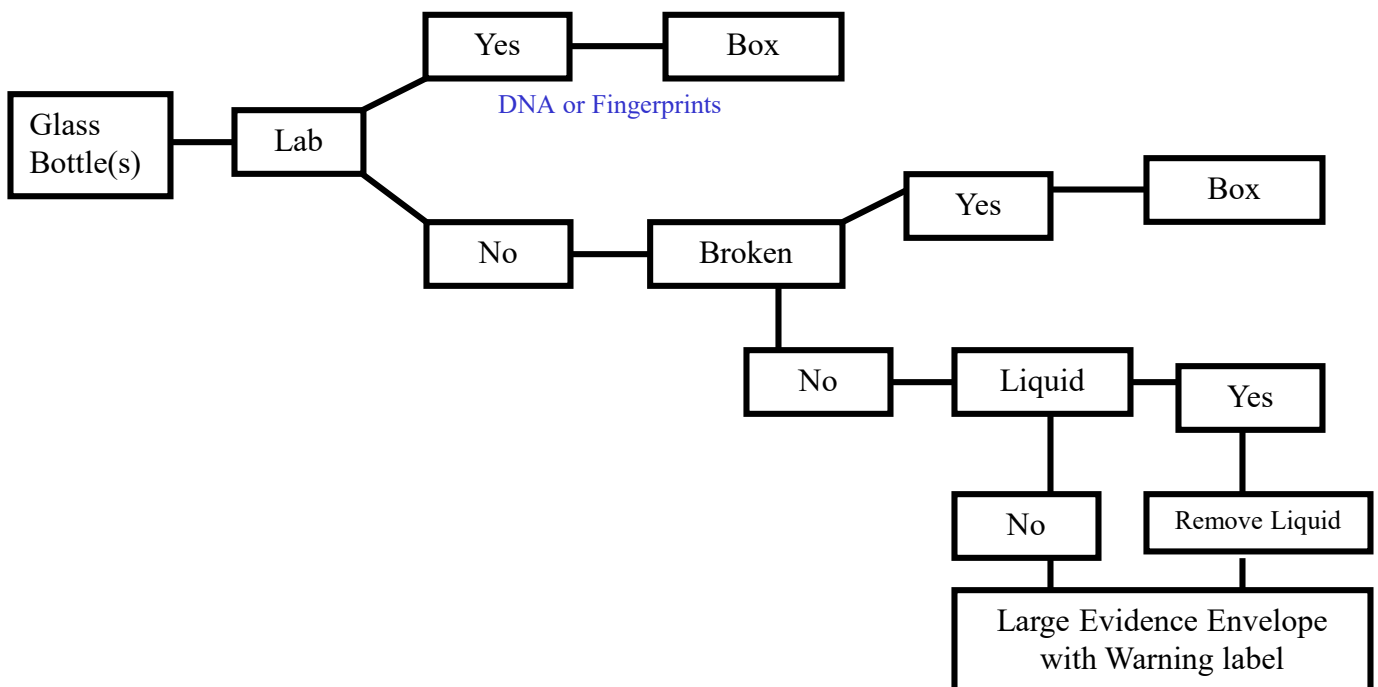
Glass jars containing marijuana should remain intact. Do not remove the marijuana. If the jar is to be sent to the lab for analysis, the glass jar must be packaged in a cardboard box such as a knife box. If the jar or marijuana will not be sent to the lab, you may package the glass jar in a large evidence bag.

Glass



If a glass bottle containing a liquid (i.e.. Alcoholic beverage) is booked into property, it should be packaged as follows:

1. If the glass container is full and sealed it may remain intact
2. If the glass bottle is going to be submitted to the lab for analysis, it shall be packaged in a box
3. If the bottle is open or unsecured, the liquid must be removed. Document the total liquid amount. Take a sample of the liquid if necessary and store it in a plastic wide mouth bottle
4. If the glass bottle(s) are for court purposes only and no analysis is necessary, it can be packaged in a large evidence envelope
5. Broken glass bottles shall be packaged in a box
6. Place a “caution glass” label on the packaging



Gun Shot Residue



Gun shot residue can be collected using the pre-packaged kit. The items can be re-packaged into its original packaging.

All documentation, gloves, directions, seals and collection items are included within the package.

Make sure to fill out all the case information on the front of the envelope as well as sign and seal the back of the envelope. All chain of custody information must be included.

The GSR kits are located in the Supply Room

Items for Destruction



All items for destruction must be packaged and labeled in the same manner as evidence.

The **only** exception to the rule is firearms. If a person relinquishes firearms to the Police Department for destruction (not safekeeping or found), it is not required they be placed in a weapon box. It can be tagged with an intact chain of custody. The ammunition must be packaged in an evidence envelope.

Knife



Knives booked as evidence should be packaged in a knife box and secured with zip ties. A sharps sticker should be placed on the box. If the knife can be **secured** (i.e. folding knife) then it can be placed in an envelope. Use your discretion and keep in mind the safety of officers and property personnel.

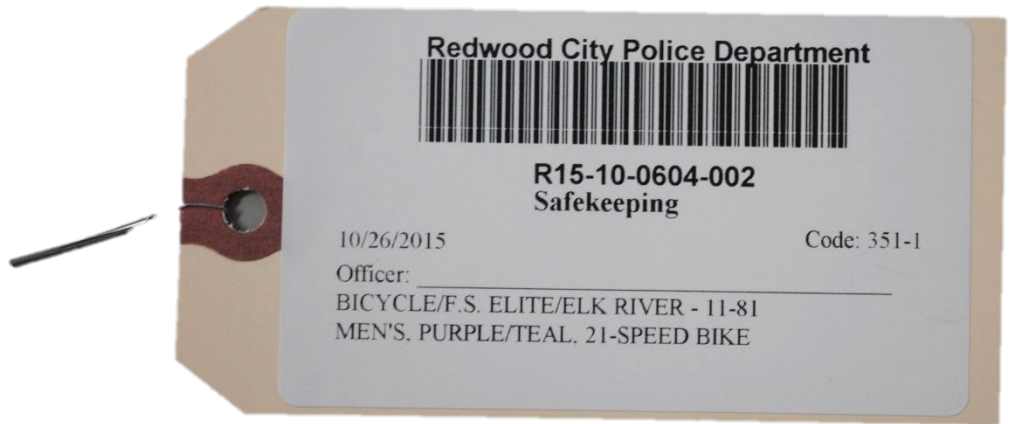
If it is **booked for destruction** it can be placed in an evidence envelope with a Sharps sticker

Do Not tape folding knives closed. No exceptions!!

Do Not stick labels directly onto any part of the knife

Do Not package evidentiary knives in paper bags or envelopes

Large Items



If the item **requires analysis** such as fingerprints or DNA in a **major case**, attempts must be made to ensure the preservation of the evidence. If you do not package the item, you risk cross-contamination and potential loss of your evidence. There are various size boxes and bags in the property room available. There is also a ream of butcher paper (which is stored in the supply room) for oddly shaped objects.

If an item does **not require analysis** and is too large for an evidence bag, it may be tagged instead of packaged.

Liquid



Samples taken of liquids should be packaged in the plastic bottles. Make sure the lid is screwed on tightly to ensure that no leakage occurs. The plastic bottle should be packaged in kapak. If the liquid is corrosive or highly flammable, it shall be packaged in a glass container or tin can.

If liquid is collected in an un-opened container, you may leave the item intact if necessary.

Marijuana



All Marijuana including buds, leaves, and mature plants shall be packaged in evidence bags, burlap sacks or evidence envelopes. Contents shall be weighed and documented prior to packaging. We currently do not carry burlap sacks, if large amounts of marijuana are collected, you can contact the Narcotics Tasks Force to acquire the packaging.

If the marijuana is contained in a sealed glass container, it can be kept intact and placed in a box.

DO NOT PACKAGE IN PLASTIC.

Memory cards



Department issued Memory cards are now assigned to each officer. The memory card should be used as a temporary storage device until the officer uploads the photos to the Redwood City PD upload program. Memory cards are assigned to individual officers and should remain in their care.

Non-Departmental Memory cards provided by individuals related to the case should be packaged in an evidence envelope.

Syringes/Needles



All syringes, needles, sharps and EpiPens should be packaged individually in a syringe keeper **or** together in a regulated medical waste container (Sharps container). A Sharp's label should be placed on any packaging

Officers may place the syringe keeper(s) in an evidence bag and place it in the evidence locker for evidence or destruction.

Syringe keepers are located in the supply room

All packaging containing sharps of any kind should clearly indicate SHARPS on the outer packaging.

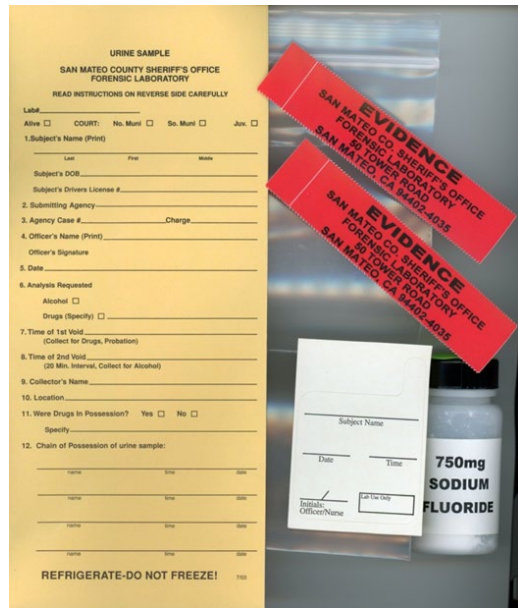
Trace

Trace evidence such as hair, nails, fibers, etc. should be packaged according to size. If it is a small amount of trace, it should be packaged in coin envelopes, paper bindles or small boxes. The small envelopes can be packaged together in a larger evidence envelope.

If trace is collected using the tape lift method, place the adhering side of the tape to the inside of a kapak envelope and heat seal the kapak. Place a normal evidence label with chain of custody onto the kapak.



Urine/ Blood



Urine and blood samples are collected using self-contained kits located in the supply room. All collection and packaging materials are contained in the kit. The blood or urine samples shall be packaged in the envelopes provided.

The items can be booked directly to First Chance, Jail, or it can be placed in the supply room refrigerator.

Law Enforcement Blood/Urine Drug Request

To: Sheriff's Office Forensic Laboratory When Needed By:	
From:	
Requesting Agency:	
Date:	

Defendant's Name: (Last, First Middle)	Blood Screen For: _Abused Drug Screen (Cocaine, Opiates, PCP, Methamphetamine)	Urine Screen For: _Abused Drug Screen (Cocaine, Opiates, PCP, Methamphetamine)	
Laboratory #	_General Drug Screen Screen (Prescription and over the counter medications)		
Agency/Agency Case#			
Date of Arrest/Collection Date:	_THC (Marijuana and Metabolite)	_THC (Marijuana and Metabolite)	
Type of Sample:	_Specific Drug	_Specific Drug	
Blood: _____ Urine: _____	(specify)	(specify)	

Central Valley Toxicology is the Laboratory that the sample will be sent to unless another laboratory is specified.

Routing: San Mateo County Forensic Laboratory
Pony: SHF307 or via Fax: 650-356-0351

Billing will be sent to the requesting agency

**DO NOT FORGET TO FILL OUT
TOXICOLOGY REQUEST FORM FOR
BLOOD/URINE IF NEEDED**

Date	Section	Revision	Revised By
11/3/2015	Entire Document	Completed and Implemented	Mondragon
7/18/2018	Entire Document	Added packaging guidelines for Fentanyl	Mondragon
12/5/2019	Entire Document	Redaction and updates	Mondragon