



# SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



## 525.01 EVIDENCE AND PROPERTY 03-29-16

### PURPOSE

The purpose of this order is to establish procedures for collecting and booking evidence and property.

### POLICY

It shall be the policy of the Sacramento Police Department to ensure evidence/property is properly secured and stored, readily retrieved, and changes in possession are documented to maintain the integrity required for successful prosecution or proper disposition.

### PROCEDURE

#### A. COLLECTING AND HANDLING EVIDENCE/PROPERTY

1. All seized evidence, contraband, and property of value coming into possession of an employee shall be safeguarded and retained for processing.
  - a. Collect all evidence and handle in a manner that will retain the evidentiary value of the item(s):
    - (1) Whenever reasonable, no piece of evidence should be removed from the position in which it is found until after it has been photographed and its location recorded.
    - (2) If officers pick up a piece of physical evidence, for any reason, they are then responsible for booking that evidence, unless directed otherwise by Investigations or FIS.
  - b. Property collected for booking shall be booked no later than the end of the work shift during which it is acquired.
  - c. Booking evidence or property requires a report in the Versadex Records Management System:
    - (1) Reports shall be written to document:
      - a. where evidence was located.
      - b. who picked up the evidence.
      - c. to whom it was given.
      - d. why it was given to someone else.
      - e. any other pertinent information.
    - (2) A report may not be necessary when the item(s) is booked for safekeeping, found or disposal only. For found property, a street check shall be completed to include the "finder" and the "owner" of the property if known.  
NOTE: a report shall be written for all narcotics, firearms, contraband, and unusual circumstances. See B.1.e for exception requirements.
  - d. Items meeting the criteria for field evidence release as outlined in G.O. 525.02 (Release of Evidence and Property) shall be released to the owner.
2. Employees shall issue a receipt to the person from whom the property was taken, which includes evidence and safekeeping items, by filling out an Evidence and Property Booking Receipt (SPD 779), listing items taken or received, and giving that person the yellow copy.
3. Surrendered Property
  - a. When a citizen surrenders evidence/property at a Police Facility counter, a Police Records employee shall book the evidence/property and complete the appropriate report(s).
  - b. If the evidence/property is a firearm, narcotic, or other hazardous material, a call expeditor, Community Service Officer (CSO), or officer shall be requested to handle the booking procedures. If left with a security officer, the security officer shall secure the item(s) in secured storage in the security office, pending pick up by a CSO or officer.
4. Evidence at Medical Facilities
  - a. Investigating employees should attempt to retrieve physical evidence from involved persons at an incident scene before their transportation to a medical facility.
  - b. If unable to retrieve evidence at the scene, investigating employees shall make every effort to retrieve physical evidence while they are conducting follow-up at the medical facility.



# SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



- c. If the investigating employee is unable to respond to the medical facility for follow up investigation:
  - (1) The Communications Division shall be requested to dispatch a unit to retrieve and book the evidence.
  - (2) Investigating employees shall provide the Communications Division with identification information of the person from whom the evidence is to be collected. If the evidence is not readily available, the responding unit shall request hospital personnel to notify the Communications Division when the evidence is available.

5. **Perishable Food and Live Plants**

Evidence that consists of perishable food or live plants shall be photographed in the field prior to disposal or release. Obvious exceptions, such as items that are illegal to possess or potential biological/DNA evidence from a serious crime, should be booked.

6. **Video Evidence connected to On-line Reports**

- a. Video footage connected to On-line reports will be turned in by citizens to the front counter at HOJ or dropped off in the mailboxes located outside the substations at Kinney and Rooney or inside at Central. These shall then be forwarded to the Crime Suppression Unit (CSU).
- b. A CSU Sergeant will review the video footage and the report, conduct follow up as needed and book the video as evidence.

**B. BOOKING PROCEDURE**

1. All property shall be entered into Versadex by the booking employee.

- a. Employees shall use the complaint number generated by CAD as the General Offense (GO) number.
  - (1) For each GO number, only one property report will be generated per employee per Property Status (e.g., seized, safekeeping, found, forensic evidence and photo evidence.)
  - (2) If there was no CAD incident, the employee shall obtain a General Offense number.
- b. All homicide evidence shall be booked at [REDACTED] except for items that do not require immediate processing such as photo line-ups.
- c. When the property being booked was seized pursuant to a Search Warrant, the warrant number shall be noted in the "Remarks" field of the "Property Report" screen.
- d. All reasonable steps shall be taken to identify the legal owner of the booked property. The legal owner's full name and complete address shall be listed in the "Owner" screen.
  - (1) If the legal owner cannot be identified, indicate in the "Owner" screen the words "Unknown."
  - (2) Identify the specific location from where the property was taken in the "Location" field.
  - (3) If there is a finder, the "Related" field shall be filled out, along with specific "Details" to include name and address on the Storage Control screen.
- e. For booked property when a report is not necessary:
  - (1) Booking employees shall enter in "NORPT" as the ABRA in the "Authority for disposal" field on the Property Report screen.
  - (2) Complete the following on the Storage Control screen in the Versadex Property Report:
    - a. Full owner information (name/address/phone) in the Owner field.
    - b. If the owner and/or address is unknown, then enter "unknown" in the appropriate field.
    - c. For Found property, the "finder" shall be selected under the "Related" field drop down menu and the finder's name shall be entered in the corresponding field. Select the "Details" box and enter the finder's full address/phone.
  - (3) A Note shall be entered on the CAD call indicating why and how the property was booked and, if found, if the finder wishes to claim.
  - (4) Any pertinent information shall be added to the CAD call (e.g. noting the owner was given a SPD 779 Booking Receipt).



# SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



- (5) "No Report" items shall be booked on a separate Property Report (PR) than any other item types (e.g. safekeeping firearm, evidence, disputed ownership of found property, etc.).
  - f. A container holding many small items may be listed as one item with a summary of its contents (e.g. purse w/brush, photos, misc sundries), with the exception of property belonging to other owners, money, narcotics, firearms, serialized property, credit/debit cards, driver licenses, and other government identification cards. These exceptions, and all other evidence/property, shall be entered separately as single items.
  - g. Employees shall check for errors before completing the booking process. If any errors are discovered after booking, employees shall send a V-mail message through the Versadex system to the "Property Follow-Up Needed" handle explaining the correction Evidence and Property Section (EPS) personnel need to make.
2. Locker Bookings
- a. The item(s) shall be placed in an evidence envelope, bag, appropriate container or a property tag shall be attached to the item(s).
  - b. Employees shall print the item bar code label and apply the label to the appropriate evidence envelope, bag, appropriate container or property tag, clearly identifying the item(s) booked.
  - c. Police evidence seals shall only be used to seal narcotics (plastic pouch seal and envelope), monies (plastic pouch seal only), and lids of plastic or glass evidence bottles containing liquid samples. Police seals shall be dated with initials and badge number of booking employee.
  - d. The packaged property shall be secured in an appropriately sized locker, using that locker's padlock or into an envelope collection box. Employees shall use the large property storage area at the Sequoia Pacific booking facility for items that do not reasonably fit into existing lockers.
  - e. Employees shall place a Caution sign on the outside of the evidence locker when there is a possibility of danger to anyone handling the booked property.
  - f. Employees shall indicate that a booked item requires special handling in the remarks area of the Property Report screen and make the appropriate notification on the outside of the locker.
  - g. Plastic battery tags are available for booking vehicle batteries.
  - h. Wet items that have the potential to leak should be placed in bottom lockers and double-bagged if necessary.
3. Fingerprint/DNA/County Crime Lab (CCL)/FIS Evidence Lab evidence/ Ballistic Identification System (IBIS)
- a. Items shall be entered and packaged as individual items.
  - b. Items that may be examined by the CCL or the FIS shall be sealed with two inch clear packaging tape across the entire opening or fold of the container to prevent access to the contents. The booking employee shall initial, date and record his/her badge number on the sealing tape.
  - c. When it is imperative for evidence to be processed immediately for fingerprints, employees shall notify their immediate supervisor, who will contact a Forensic Supervisor to make arrangements for the item to be processed.
  - d. IBIS casings shall be booked as outlined in this GO and deposited into the Integrated IBIS dropbox located in the EPS booking facility; IBIS casings shall not be booked at any other location.
4. Firearms
- a. Employees shall unload firearms and, when so equipped, put the safety in the "on" position prior to booking.
  - b. A plastic zip-tie shall be attached to the firearm to render it inoperable (e.g., through the breach, receiver, or cylinder). Do not place a plastic tie through the barrel.



# SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



- c. Book and package live ammunition in a separate envelope from the firearm.
  - d. Book and package magazine(s) separately from the firearm.
    - (1) If the magazine is loaded, leave in original condition.
    - (2) Revolvers shall have ammunition removed, unless there are extenuating circumstances, at which time the immediate supervisor shall be notified.
  - e. If a firearm cannot be unloaded, it shall be booked at Sequoia Pacific and on-duty EPS personnel shall be notified. If it is after normal business hours, employees shall place a placard on the locker indicating a loaded firearm. That information shall also be entered in the remarks area of the "Property Report" screen.
  - f. All firearms shall also be treated as evidence, as these firearms are subject to fingerprinting, DNA swabbing, and ballistic identification tests.
  - g. If there is a possibility a firearm will be tested for DNA, it shall be packaged appropriately to prevent contamination and handlers shall always use a mask and new gloves, from initial handling through the booking process.
5. Sharp or pointed items
- a. Sharp or pointed items shall be rendered safe, then booked separately and not mixed with other items of evidence. An exposed blade or pointed item can be rendered safe by securing it with cardboard, placing it in a makeshift sheath, and placing it inside a padded envelope or a combination of these steps, depending on the sharpness of the item.
  - b. Syringes shall be placed inside a hardened container.
    - (1) Empty syringes shall be placed in a plastic syringe holder prior to placement in a booking envelope.
    - (2) Multiple syringes may be placed in a paint can.
    - (3) Loaded syringes shall be placed into a plastic syringe holder and booked as a controlled substance.
  - c. Affix the appropriate "sharp" or "biohazard" label to the envelope or paint can.
  - d. Place the appropriate placard on the exterior of the locker.
6. Controlled Substances
- a. All controlled substances and suspected controlled substances shall be weighed and placed in a Controlled Substance Envelope by the booking employee. The employee shall complete the chain of custody section prior to placing the envelope into the narcotics/money drop box.
    - (1) Quantities of 1/2 ounce (14.25 grams) or more of methamphetamine, cocaine, or heroin require booking [REDACTED]
    - (2) After normal business hours, the on-call EPS employee shall be contacted for amounts that do not fit into the narcotics/money drop box.
    - (3) Watch commanders shall be notified for quantities of methamphetamine, cocaine, or heroin in excess of 1/2 pound (228 grams) to determine if an on-call EPS employee should respond [REDACTED] if after normal business hours.
  - b. If the original packaging material is to be fingerprinted, it shall be separated from the drugs and packaged as a separate item.
  - c. When an arrest has been made, controlled substances shall be tested for preliminary results prior to booking.
    - (1) Results shall be noted in the booking entry, on the Controlled Substance envelope, and in the crime report.
    - (2) PCP, LSD, and loaded syringes are exempt from preliminary testing.
  - d. Controlled substances are to be heat sealed in a clear plastic pouch prior to placement in the Controlled Substance Envelope.
    - (1) A police seal with the date, initials and badge number of the booking employee shall be placed across the freshly sealed seam.
    - (2) PCP and LSD require employees to package the suspected narcotics in



## SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



- two plastic pouches (double package) and heat seal each pouch.
- e. Complete a Controlled Substance Envelope, print an item bar code label, apply the label to the envelope in the "Description of Evidence" area and enclose the sealed and labeled plastic pouch.
    - (1) Seal the flap with two police seals to include the date, initials and badge number of the booking employee.
    - (2) Record the gross weight of the Controlled Substance Envelope labeled "Chain of Custody" on the "weight" line.
      - (a) When booking different types of controlled substances which may be sent to the Crime Lab, each type of substance shall be heat sealed in a separate clear plastic pouch and placed in a separate Controlled Substance Envelope.
      - (b) Multiple pouches of the same substance from the same case may be consolidated into one (1) Controlled Substance Envelope.
    - (3) Date and sign the "Chain of Custody" on the Controlled Substance Envelope.
  - f. Controlled substances too large for plastic pouches and envelopes may be placed into a paper bag. The paper bag will be sealed with police seals. The booking employee shall write the date, their initials and their badge number on the police seals. The booking employee shall attach the completed Controlled Substance Envelope to the outside of the bag.
7. Large Quantities of Dried or Green Marijuana
- a. Dried marijuana amounts greater than two (2) ounces (57 grams) and less than two (2) pounds:
    - (1) Booking employees shall take five (5) random and representative samples, the total net weight of which shall not exceed two (2) ounces (57 grams) and which shall consist of leaves and buds.
    - (2) The samples shall be sealed in a clear plastic pouch and placed in a Controlled Substance Envelope.
    - (3) The remaining marijuana shall be placed in a paper bag following the procedures outlined in section B.6.f. above.
  - b. Green marijuana less than two (2) pounds:
    - (1) Booking employees shall follow the sample collection procedures as outlined in B.7.a.
    - (2) The samples shall be placed in a Controlled Substance Envelope without being sealed in a plastic pouch.
    - (3) The remaining marijuana shall be placed into a burlap bag and sealed with a plastic tie.
    - (4) An empty, completed Controlled Substance Envelope, which includes all fields and the chain of custody, shall be attached to the burlap bag.
  - c. Amounts greater than two (2) pounds and/or indoor marijuana cultivation:
    - (1) Photograph and video tape the crime scene.
    - (2) Random samples of marijuana will be processed for booking as outlined above in B.7.a. (for dried marijuana) and B.7.b. (for green/wet marijuana).
    - (3) In addition, a random two (2) pound sample shall be booked for evidence as a separate item, with a completed, empty, narcotic envelope filled out and attached for the chain of custody.
    - (4) Any remaining Marijuana above the two (2) pound sample shall be booked for destruction following the criteria set forth in HS11479. Each packaging shall have a completed, empty, narcotic envelope filled out and attached for the chain of custody. If the criteria of HS11479 are not met, the remaining marijuana shall be booked as evidence.
    - (5) Only one sample of each type of marijuana grow house equipment (e.g., lights, ballast, fans, etc.) shall be booked. The remaining equipment shall be left in place and documented by video recording and/or photographs.



# SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



- (6) Grow chemicals, fertilizers and air filters shall be documented, but left in place and not booked.
  - (7) If necessary, contact the OOI supervisor listed in Versadex under OC Narcotics for direction or assistance.
8. Money
- a. Money shall be heat sealed in a plastic pouch, with a police seal initialed/badge number/dated across the heat seal, placed in a regular evidence envelope with the item bar code label attached, and deposited into the narcotics/money drop box. It is not necessary to seal the regular evidence envelope, since E&P staff will have to verify that the money is properly sealed in the plastic pouch and there is a money tally sheet, when required.
  - b. A Money Tally Sheet (SPD 662) shall be completed when booking cash and/or coins in excess of \$200. A copy of the signed original tally sheet shall be sealed inside the plastic pouch with the money, with the total amount line on the tally sheet visible from the outside.
  - c. One thousand dollars (\$1000.00) cash or more:
    - (1) shall require employees to immediately notify a supervisor who shall:
      - (a) designate a minimum of two (2) sworn or FIS employees to retrieve and count the money.
      - (b) instruct the employees to count the money independently of each other and immediately reconcile any differences.
    - (2) shall be counted in the presence of the alleged owner, if practical.
    - (3) shall not, under any circumstances, be placed in an interim storage area.
  - d. Three thousand dollars (\$3000.00) cash or more shall be booked in the narcotics/money drop box [REDACTED]
  - e. If the money has the potential to be printed or tested for DNA, booking employee shall handle appropriately using a mask and with new gloves.
9. Jewelry
- a. Jewelry shall be packaged for booking following the procedures for booking money.
  - b. Jewelry valued under \$200.00 shall be secured in a booking locker.
  - c. Jewelry valued from \$200 to \$3000 shall be secured in a narcotics/money drop box.
  - d. Jewelry valued at more than three thousand dollars (\$3000.00) shall be booked in the narcotics/money drop box [REDACTED] following the procedures for booking money.
10. Open Alcoholic Beverage Containers
- a. Employees shall book only a sample of the alcoholic beverage.
  - b. Employees shall mark the liquid level on the original container before obtaining a sample.
  - c. Employees shall pour the sample into a plastic evidence bottle with a leak proof cap securely attached and a police seal placed around the lid prior to booking the empty container as evidence.
  - d. Employees shall dispose of the remaining liquid by pouring it down a drain and book the original container, making sure to secure the opening with packing, tape or placing in a sealed plastic pouch, to prevent leakage of any residual fluid.
  - e. Note: bottles with caps, just place a police seal around the cap and mark the liquid level on the outside of the container prior to booking.
11. Flammable Liquids
- a. Employees shall book only a sample of the flammable liquid.
  - b. The employee shall mark the liquid level on the original container before obtaining a sample.
  - c. The employee shall pour the sample into a glass evidence jar with a leak proof cap securely attached and a police seal placed around the lid.
  - d. After placing the sample into an evidence locker, the employee shall indicate "FLAMMABLE LIQUID" on the exterior of the locker.



# SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



- e. The remaining flammable liquid shall be taken to a police garage for safe disposal, after which the container shall be booked. Garage personnel will dispose of the liquid appropriately.
  - f. In the event the garage is not open, after marking the liquid level and following the procedures in sections (a) through (d) above, the remainder of the liquid shall be stored in the large property storage area at 555 Sequoia Pacific Boulevard.
  - g. Unknown or extremely volatile liquids shall not be booked into EPS. The City Safety Officer or Fire Department HazMat shall be contacted for instructions.
12. Large Property
- a. Print and apply a bar code label to the appropriate property tag and attach it to the large property.
  - b. Place the large property in the large property storage area at 555 Sequoia Pacific Boulevard.
  - c. If a truck is needed after normal business hours:
    - (1) Keys to the EPS truck are kept in the large property area for use by employees booking large property.
    - (2) The watch commander may contact the on-call EPS employee when the large property booking room lacks adequate space for the item(s) to be booked

C. EVIDENCE AND PROPERTY SECTION EVIDENCE PROCESSING PROCEDURE

1. The EPS employee shall verify all evidence/property booked in the following circumstances:
  - a. Homicides (inventory only if not sealed).
  - b. Narcotics/drugs (inspect exterior of the packaging).
  - c. Money (inspect clear plastic pouch)
  - d. Firearms (inspect serial number and verify unloaded condition).
  - e. Hazardous items (verify safe storage and packaging).
2. EPS employees shall not inventory or inspect evidence/property booked under other circumstances unless directed to do so by an EPS supervisor.
3. Booking errors shall be brought to the attention of an EPS Supervisor who shall notify the booking officer and their supervisor to correct the error.
4. Items booked with the potential to be printed or tested for DNA, shall be handled minimally and only when necessary, and the booking employee shall use a mask and new gloves for each item.

D. EVIDENCE TO BE PROCESSED BY THE FORENSIC INVESTIGATIONS SECTION (FIS)

1. The investigator shall notify the FIS of the property to be printed, swabbed for DNA or submitted for ballistic testing (IBIS) by sending an Evidence Processing Request through the Versadex V-Mail system to the ID-Evidence Lab Versadex handle (HIDLAB).
2. The FIS employee shall:
  - a. query the Evidence Lab Versadex handle for Evidence Processing Requests.
  - b. print a copy of each V-Mail and complete an Evidence Transferal Summary (SPD 852). The V-Mails and completed SPD 852 shall be furnished to the EPS.
3. An EPS employee shall process the evidence for transfer to FIS.
  - a. All items shall be packaged to prevent access to the contents. If not already sealed with police seals or two inch clear tape, seal with two inch clear tape across the entire opening or fold of the packaging, leaving ½” to 1” of space at the top free of any tape or seals. The employee sealing the package, shall place their initials, badge number and date across the seal.
4. When property is to be returned to the EPS, an FIS employee will complete an SPD 852 for items to be returned. Items shall be placed in the Print Locker pending transfer to the EPS.

E. EVIDENCE TO BE PROCESSED BY THE COUNTY CRIME LAB (CCL)

1. [REDACTED]



## SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



2. Rape kits and blood/urine samples are picked up by the CCL via drop boxes at UCDCM and the Sobriety Testing Station.
3. Other items of evidence require a detective or a Deputy District Attorney to submit a "Request for Crime Lab Examination" form (DA-7) to the CCL. Case details should be provided to aid the CCL with the examination of the evidence.
4. [REDACTED]
5. All items shall be packaged to prevent access to the contents. If not already sealed with police seals or two inch clear tape, seal with two inch clear tape across the entire opening or fold of the packaging, leaving ½" to 1" of space at the top free of any tape or seals. The employee sealing the package shall place their initials, badge number and date across the seal.