
	LOWER MERION TOWNSHIP POLICE DEPARTMENT Ardmore, Pennsylvania	
	Policy 3.14.1	
Subject:		Distribution:
Evidence and Property Control		All Sworn Personnel
Date of Issue:	Expiration Date:	Rescinds:
08-14-2017	Until Amended or Rescinded	3.14.1 (Issued 10-02-2015)
References:		
CALEA: 83.1.1, 83.2.6, 83.3.2, 84.1.1 - 84.1.3, 84.1.5, 84.1.6; PLEAC: 3.5.1, 3.5.2, 3.6.1 - 3.6.6, 4.14.1		
By Authority of:		
		Superintendent of Police

PURPOSE

The purpose of this policy is to establish guidelines and procedures for receiving evidence and recovered property for retention under this department's custody and control while maintaining the integrity of the evidentiary chain of custody.

POLICY

It is the policy of this law enforcement agency to ensure that qualified personnel are available on a 24-hour basis to process all crime scenes, traffic crashes or other investigative scenes and to ensure that evidence or property subsequently taken into its custody can be properly secured, stored, readily retrieved and that any changes in its custody have been properly and fully documented. **(CALEA 83.1.1) (PLEAC 3.5.1)**

DEFINITIONS

- A. Chain of Evidence** - The continuity of the custody of physical evidence (from time of original collection to final disposal), which may be introduced in a judicial proceeding.
- B. Impounding Officer** - The member of this agency who initially collects the evidence or property and initiates the chain of custody.
- C. Physical Evidence** - Any substance or material found or recovered in connection with a criminal investigation.
- D. Digital Evidence** – Any electronic device that is capable of accessing, producing or storing electronic data. Digital Evidence includes, but is not limited to, computers, tablets, cellular phones, pagers, photo copy machines, fax machines, floppy disks, CD/DVD, USB storage drives or other objects that can store data.

- E. Evidence Control Officer(s)** - Designated agency member(s) accountable for control and maintenance of all evidence or property accepted by or stored by this agency.
- F. Evidence Room** - A secure room under the direct control of this law enforcement agency, utilized to store and secure all evidence and recovered property.
- G. Evidence Pass-Through Lockers** - A secure storage area adjoining the Evidence Room for the initial receiving of evidence or property available for use on a 24-hour basis.
- H. Narcotics Cabinet** - Secure cabinet located in the Evidence Room used exclusively for the storage of narcotics and dangerous drugs.
- I. Firearms Cabinet** - Secure cabinet located in the Evidence Room used exclusively for the storage of firearms.
- J. Valuables Cabinet** - Secure cabinet located in the Evidence Room used exclusively for the storage of jewelry and cash.
- K. Evidence Pass-Through Refrigerator** - Pass through evidence refrigerator adjoining the Evidence Room used exclusively for the initial temporary storage and securing of perishable evidence.
- L. Evidence Refrigerator** - Refrigerator located inside the Evidence Room utilized for the long-term storage of perishable evidence.
- M. Recovered Property** - Any and all property that is obtained by our personnel and placed into custody and control of this agency.
- N. Bicycle Storage Facility** - A secure garage used exclusively for the storage of bicycles and gas powered tools or toys under the custody and control of this agency.
- O. Vehicle Storage Facilities** - Secured facilities used exclusively for the storage of vehicles in the custody and control of this agency.
- P. Auxiliary Property Storage Cabinet** - A secure cabinet located in the Records Section, used exclusively for the temporary storage of property to be returned to its rightful owner.
- Q. Evidence Control System** - The ALERT Reporting and Access system software used for evidence and property tracking.
- R. Relinquished Firearms** – Any firearm presented to the Department by a member of the community for the intent of being destroyed.

S. Currency Tracking Form – A single sided, adhesive form which is used when packaging currency as evidence and will be affixed to the back of the evidence tag.

T. Sexual Assault Kits (SAK) – A package of items used by medical personnel for the gathering and preserving of physical evidence following an allegation of sexual assault.

PROCEDURES

A. Preservation

1. Officers should be aware that a crime scene consists of a mass amount of valuable evidence that can be used to document the crime and subsequently identify the actor(s).
2. The first responding officers at a scene where evidence collection will be required shall at a minimum:
 - a. Enter with caution, ensure that the perpetrator is not present, and stabilize the scene.
 - b. Broadcast all suspect information, if applicable, to all responding units.
 - c. Render emergency first aid to injured persons or arrange for such treatment.
 - d. Protect the scene from accidental or intentional contamination of evidence by limiting entry to only required or authorized personnel.

B. Collection - The following guidelines are to be used in the collection of evidence in the field.

1. Latent and Inked Fingerprints

- a. All latent prints developed at a crime scene shall be lifted consistent with current latent processing procedures and placed on a latent lift card. Photographs prior to the lift may also be taken.
- b. All latent prints lifted at a crime scene shall be submitted to the investigations unit and turned over to the assigned investigator.
- c. All elimination prints taken from persons at crime scenes shall be submitted along with the latent prints for examination.

2. Electronic or Digital Equipment

- a. A search warrant or a consent search may be required before the seizure and examination of electronic or digital evidence.

- b.** If a search warrant is used to seize digital evidence, it should include wording to allow the seizure of all computer equipment and peripherals such as printers, scanners, cameras, CD or DVD, storage media, etc. It is recommended that the District Attorney's Office be consulted for exact wording.
- c.** All officers should be briefed prior to the execution of the warrant that they should not touch any computers unless the lead investigator instructs them to do so. The following should be followed prior to seizing any digital evidence:
 - 1.** Photograph the screen.
 - 2.** Photograph the entire area where the digital evidence is located, to include the front and rear of the computer and the wiring.
 - 3.** When you are ready to turn off a computer, unplug the power cord from the rear of the computer. Then mark the wires and the sockets as you take it apart.
- d.** If the computer is running and is performing a process, let it continue unless you see that it is deleting or encrypting data. If deleting or encrypting is observed, power off the computer immediately by pulling the power cord from the back of the computer.
- e.** Realizing that latent prints may be present on computer equipment or computer related materials, caution should be exercised not to contaminate any evidence by wearing gloves.
- f.** When transporting the digital evidence, use care that it does not get damaged in the handling or transport. Keep away from police radios and any magnetic items.
- g.** Do not photocopy any computer media such as CDs, CDRs, CDRWs, floppy disks, or any other magnetic storage media.
- h.** Examination of Computer Hardware
 - 1.** The examination of computer evidence shall be completed by personnel specially trained in this task.
 - 2.** Computers or other digital evidence should never be powered on or viewed after it is taken into custody by Police Personnel.

3. Electronic Devices

a. Electronic devices contain valuable evidence associated with criminal activity. Unless an emergency exists, the device should not be accessed. Should it be necessary to access the device, all actions associated with the manipulation of the device should be noted in order to document the chain of custody and ensure admission in court.

b. Cellular Telephones

1. Potential evidence contained in cellular telephones includes the following:

- a.** Phone and pager numbers.
- b.** Names and addresses.
- c.** Personal Identification Numbers (PIN).
- d.** Voice mail access numbers.
- e.** Voice mail passwords.
- f.** Debit card numbers.
- g.** Calling card numbers.
- h.** Email / Internet access information.
- i.** Graphic files, photographs and video files.
- j.** GPS Location services.
- k.** Application data.

2. The cellular telephone should be placed into “airplane mode” and the pass code option should be disabled. The cellular telephone should be powered off until a search warrant can be obtained.

c. Electronic Paging Devices

1. The pager should be left on until a search warrant can be obtained.

d. Facsimile Machines and Photo Copier Machines

1. Potential evidence contained in facsimile machines includes the following:

- a.** Speed dial lists.

1. All first responders and investigators at a crime scene shall take the necessary steps to locate, and the necessary precautions to protect, items and/or locations that may contain DNA evidence for collection and preservation.
2. To avoid contamination of evidence that may contain DNA, always take the following precautions:
 - a. Wear gloves. Change them before and after obtaining a sample.
 - b. Use disposable instruments or clean them thoroughly before and after handling each sample.
 - c. Avoid touching the area of the evidence where you believe DNA may exist.
 - d. Avoid talking, sneezing, scratching, and coughing over evidence.
 - e. Avoid touching your face, nose and mouth when collecting and packaging evidence.
 - f. Air-dry evidence thoroughly before packaging (not in direct sunlight).
 - g. Put evidence into new paper bags or paper envelopes; do not use plastic bags, or staples.
- b. Procedures for collection, storage and transportation of DNA evidence
 1. The procedures established in the "Pennsylvania State Police Crime Laboratory" evidence collection publication shall be used for the collection, storage, and transportation of DNA evidence.
 2. When transporting and storing DNA evidence, keep the evidence dry and at room temperature. Once the evidence has been secured in paper bags or paper envelopes, it must be sealed, labeled and transported in a way that ensures proper identification of where it was found and proper chain of custody.
 3. Never place DNA evidence in plastic bags because the moisture retained in the bags can be damaging to the DNA. Direct sunlight and hot conditions also may be harmful to DNA. Avoid keeping evidence in places that may get hot, such as a room or police vehicle without air conditioning.
 4. As with fingerprints, the effective use of DNA may require the collection and analysis of "elimination samples." These samples are necessary to

determine whether the evidence came from the suspect or from someone else.

5. The obtaining of DNA samples shall be conducted by officers that have been instructed in the proper procedures for collection of DNA.
6. DNA evidence should be submitted only to agencies that have been approved for processing DNA samples following the established procedures of the laboratory to which the evidence is submitted.
7. One investigative tool available to law enforcement is CODIS (Combined DNA Index System). CODIS, an electronic database of DNA profiles that can identify suspects, is similar to the AFIS database. All states have implemented a DNA index of individuals convicted of certain crimes. Therefore, law enforcement officers have the ability to identify possible suspects when no prior suspect existed. The CODIS system is available through the FBI Laboratory.

C. Sexual Assault Testing and Evidence Collection

1. A Sexual Assault Kit will be completed for an allegation of sexual assault that occurs within the Township with the permission of the victim.
2. Upon completion of the exam the responding officer will obtain the Sexual Assault Kit from the medical personnel who completed the exam. Officers should verify that the Sexual Assault Kit has been properly secured before taking possession and that the chain of evidence has been maintained. Additionally, officers should make note of the name and title of the medical personnel who conducted the exam.
3. The Sexual Assault Kit shall be properly secured and placed in the Evidence pass-through refrigerator. **(PLEAC 4.14.1 d)**
4. In the victim's statement, the officer should note if the victim consented to forensic testing of the Sexual Assault Kit or if testing was declined by the victim.
5. The Department shall take possession of any Sexual Assault Kit(s) within 72 hours of being notified of its existence from any agency or medical facility located outside of the Township for a sexual assault that occurred within the Township. **(PLEAC 4.14.1 a)**
6. The Evidence Custodian shall do the following regarding Sexual Assault Kits:
 - a. For those cases in which the victim has provided written notice of consent to forensic testing, the Evidence Custodian shall submit the Sexual Assault kit to an approved laboratory within 15 days. **(PLEAC 4.14.1 b)**

- b. For those cases in which the victim has not provided consent to testing, the Sexual Assault Kit shall be preserved and stored for a period of no less than two years, unless consent is provided before that period. **(PLEAC 4.14.1 c)**
- c. An annual report must be filed each year as per requirement of the Pennsylvania Department of Health. **(PLEAC 4.14.1 e)**

D. Field Destruction and Disposal of Collected Evidence

1. If, during the course of an investigation, it is determine that evidence collected (e.g., small amount of marijuana, paraphernalia, alcohol) will not be needed because charges will not be brought or evidence is not required for court, an officer shall:
 - a. Ensure the items are photographed prior to destruction/disposal.
 - b. Destroy/dispose of the items in the presence of a supervisor.
 - c. Document the seizure and disposal in Alert.

E. Packaging (CALEA 84.1.1 d) (PLEAC 3.6.1 d)

1. The Impounding Officer shall secure the evidence or property in a proper container whenever possible, i.e. (box, plastic or paper bag, sharps container, etc). An evidence tag shall be completed by the Impounding Officer and affixed to the item(s). The evidence tag shall include the nature of incident, location found, Police Department Code and all other information necessary to both document and ensure the integrity of the chain of custody. The tag shall be signed by the officer's immediate supervisor prior to placement in the evidence/property pass-through locker or refrigerator, unless extenuating circumstances prohibit this.
2. Evidence of a hazardous nature shall be appropriately packaged and stored. Such substances include, but are not limited to, items which may have been exposed to or contaminated by communicable diseases, hazardous chemicals or waste products, explosives or highly combustible products.
 - a. When appropriate, the Evidence Control Officer(s) will make arrangements for and assume responsibility for storage and control of such substances outside the Evidence Room.
3. Evidence contaminated with blood, semen, or other bodily fluids shall be marked as a biohazard and treated accordingly.
4. A packaging guideline is located above the supply area cabinet across from the pass-through bins in order to aid in the proper packaging process.

5. Currency will be packaged in a tamper proof evidence bag. Prior to packaging, all currency will be counted; the total and denomination will be noted on the Currency Tracking Form which will be signed by both the submitting Officer and his/her supervisor. The completed Currency Tracking Form will be affixed to the back of the corresponding evidence tag.

F. Documentation

1. All evidence and property collected or obtained by members of this agency must be safeguarded and secured under the evidence control system prior to the end of his/her tour of duty. **(CALEA 84.1.1 b) (PLEAC 3.6.1 b)**
2. The evidence or property must be logged into the ALERT reporting system prior to the end of his/her tour of duty or, under exceptional circumstances and with the approval of his/her immediate supervisor, as soon as possible. **(CALEA 83.2.6, 84.1.1 a) (PLEAC 3.6.1 a)**
3. Any member of this agency who has collected evidence or property in the field which is to be placed in the evidence room or other designated areas shall make a written inventory of that evidence or property. All evidence or property will be documented in an Alert report. The inventory shall include the following information for all items of evidence or property collected: **(CALEA 84.1.1 c) (PLEAC 3.6.1 c)**
 - a. Description of the item (including make, model number, and serial number, if any).
 - b. Source (from or location obtained) date, time.
 - c. Name and assignment of person responsible for collecting, transferring or receiving the item or items for processing or storage, and; **(PLEAC 3.5.2 a)**
 - d. The nature of the incident.

G. Pass-through/temporary Storage (CALEA 84.1.3) (PLEAC 3.6.3)

1. The Impounding Officer **will secure the** evidence or property in an evidence pass-through locker as soon as possible but before the end of his/her tour of duty. After placing the evidence or property in a locker the Impounding Officer is responsible for verifying that the self-locking evidence locker door has been properly shut and secured.
2. Perishable items (blood and urine samples, rape investigations kits, etc.) shall be secured in the Evidence Pass-Through Refrigerator as soon as possible. After placing and securing the evidential item into one of the separated drawers in the

refrigerator, the door is then locked with the corresponding drawer key. The key is then pushed through the key drop opening to that specific drawer.

3. Found property which will be returned to its rightful owner, prior to the end of the officer's tour of duty, will remain with the recovering officer until returned to the owner. If the property cannot be returned prior to the end of the officer's tour of duty, it shall be turned over to a Sergeant and placed into the Auxiliary Property Storage Cabinet for a period of no more than 24 hours from time of placement. If the property still has not been returned to the owner within that time period, the property shall be removed from the Auxiliary Property Storage Cabinet and placed into the evidence pass through locker. The Auxiliary Property Storage Cabinet Log (Form AUX 31) shall be filled out and kept in the cabinet.
4. The Evidence Control Officer(s) shall check the Auxiliary Property Storage Cabinet periodically to ensure compliance with this order.
5. Bicycles are to be secured in the bike garage. The bicycle is to be secured to the outer fence using the provided chain and lock.
6. Vehicles are to be properly marked with an evidence tag and placed in an evidentiary pen or bay at one of the Vehicle Storage Facilities. A security padlock will then be placed on the pen or bay door preventing further access.
7. **Notification:** Evidence or property that has been placed in the locker or other designated area is to be made to the Police Evidence Distribution List by e-mail. Narcotics placement notifications shall be made to the Police Narcotics Evidence Distribution List by e-mail.

H. Evidence Room Storage (PLEAC 3.6.2)

1. The Evidence Control Officer(s) shall remove all evidence or property from the evidence pass-through lockers and secure it in the Evidence Room within two business days.
2. The Evidence Control Officer(s) shall verify that all submitted evidence or property has been properly packaged and recorded in the corresponding Alert report by the Impounding Officer.
 - a. The Evidence Control Officer(s) have the right to refuse any items submitted as evidence or property that have no evidential value, are improperly packaged or are dangerous in nature. Any refused items shall be returned to the Impounding Officer's immediate supervisor with the reason for refusal.
3. The Evidence Control Officer(s) shall assign a storage location to each item of evidence or property and record this information in the evidence control system.

4. Evidence or property requiring added security, to include money, precious metals, jewelry, gemstones, and firearms shall be stored in their designated separate secured cabinets. **(CALEA 84.1.1 e) (PLEAC 3.6.1 e)**
5. Perishable items (blood and urine samples, rape investigation kits, etc.) shall be stored in the Evidence Refrigerator located in the Evidence Room.
6. Narcotics shall be the responsibility of both the Narcotics Officer and the Evidence Control Officer to jointly transfer and secure this evidence into the Narcotics Cabinet. The evidence tag is to be initialed by both officers.
7. Bicycles shall be moved from the temporary storage area by the evidence control officer and placed into the Bicycle Storage facility within seven business days. The transfer shall be documented through the established evidence and property control procedures.

I. Recording Transfers of Custody (CALEA 84.1.5) (PLEAC 3.6.5)

1. The Evidence Control Officer(s) shall be responsible for maintaining the evidence control system computer records that document the location and status for all evidence and recovered property held by this agency. The evidence control system computer records shall be indexed by both the incident and tag numbers assigned to the items.
2. The Evidence Control Officer(s) shall record all changes in custody of physical evidence and property listing the date and time. The file shall be capable of readily identifying the individual, organization, or laboratory currently maintaining custody of transferred evidence. The reason for the transfer, type of laboratory examination being requested and all other pertinent information related to the transfer shall also be recorded. **(PLEAC 3.5.2 b, c, d, e, f, g)**
3. Members of this law enforcement agency who assume custody of evidence or property from the evidence room or other designated storage area bear full responsibility for ensuring its handling, security, proper storage, maintenance, and for the readily available retrieval of such evidence or property upon demand.

J. Approved Testing Facilities

1. The Pennsylvania State Police, National Medical Services Laboratories and the Montgomery County Forensics Unit are all approved testing facilities. Items taken to these facilities will be transported by sworn personnel or a Police Utility Attendant. Submitted items shall be packaged according to the testing facility guidelines and accompanied with the required paperwork. In order to maintain the chain of custody a written receipt shall be obtained. Written results from the testing facility will be forwarded to the investigating officer and a copy scanned into the incident report. **(CALEA 83.3.2 a, b, c, d, e)**

K. Access to the Evidence Room and Other Designated Storage Areas (CALEA 84.1.2) (PLEAC 3.6.4)

1. Only members of this agency authorized by the Superintendent of Police may enter the following designated areas: the Evidence Room, the Bicycle Storage Facility and the Vehicle Storage Facilities.
2. The following persons are authorized to enter the designated storage areas: Auxiliary Services Commander, the designated Evidence Control Officer(s) and the Narcotics Officer.
 - a. Other persons, sworn or otherwise, who require access to a designated area for performing necessary duties or maintenance may do so with the authorization of the Auxiliary Services Unit Commander. Such persons must be accompanied and supervised by an Evidence Control Officer.
 - b. The following persons are authorized to enter the Auxiliary Property Storage Cabinet: Auxiliary Services Commander, the designated Evidence Control Officer(s), Patrol Sergeants and the two designated Report Review Officers.
3. The Narcotics Officer will not have direct access to the Evidence Room and must be accompanied by an Evidence Control Officer when entering the Evidence Room.
4. The Evidence Control Officer(s) will not have direct access to the secured Narcotics Cabinet and must be accompanied by the Narcotics Officer when transferring evidence to and from this cabinet.
5. A log shall be kept by the Evidence Control Officer(s) which identifies each authorized person entering the evidence room.

L. Inspections of the Evidence Room and Other Designated Storage Areas:

2. On a semi-annual basis, the Auxiliary Services Commander shall inspect the evidence room and other designated areas to determine adherence to the policies and procedures used for the control of evidence and property. An Alert report, Coded 6010, is to be completed concerning the outcome of the inspection. **(CALEA 84.1.6 a) (PLEAC 3.6.6 a)**
3. Unannounced inspections of evidence and property storage areas shall be conducted one or more times annually as directed by the Superintendent of Police. **(CALEA 84.1.6 d) (PLEAC 3.6.6e)**
4. An annual audit of evidence and property held by the agency shall be conducted by a commanding officer (appointed by the Superintendent of Police) not routinely or directly connected with evidence control. **(CALEA 84.1.6 c) (PLEAC 3.6.6 d)**

5. In the event of the reassignment of either the Evidence Control Officer or Auxiliary Services Unit Commander, an inventory of property contained in the Evidence Room shall be completed to ensure records are correct and all property is properly documented. The newly assigned Evidence Control Officer and current Evidence Control Officer will conduct this inventory jointly with a designee appointed by the Superintendent of Police. An Alert report, Coded 6010, shall be prepared concerning the inventory and forwarded to the Staff Services Division Commander. **(CALEA 84.1.6 b) (PLEAC 3.6.6 b)**
6. A complete inventory of all items and records must be conducted when it is believed that evidence has been tampered with, or if an Evidence Custodian or Evidence Control Officer has been reassigned due to any irregularities. **(PLEAC 3.6.6 c)**

M. Disposal of and return of Evidence or Property (CALEA 84.1.1 g) (PLEAC 3.6.1 g)

1. The Evidence Control Officer(s) shall conduct a review of stored evidence or recovered property every 90 days to determine the evidential value of items in inventory for preparation of an Evidence Room and property purge.
2. When no longer needed for evidentiary purposes, all evidence, with the exception of firearms and contraband, shall be returned to its lawful owner. If the property owner is unknown, a prudent effort is to be made to identify and notify the owner of all custodial property. In cases where the owner has been identified, all property shall be returned. **(CALEA 84.1.1 f) (PLEAC 3.6.1 f)**
3. Personal property which has been stored in the evidence room that needs to be returned to the property owner shall be released as follows: **(CALEA 84.1.1 f)**
 - a. The impounding officer or their supervisor shall make arrangements with the Evidence Control Officer and property owner for its return. An email notification of this shall be sent through the Evidence Distribution List. The Evidence Control Officer, if available, shall turn the property over to its rightful owner. The transfer shall be recorded in the evidence control system.
 - b. In the event the evidence control officer is unavailable at the time the property is to be returned, the property shall be placed in the Auxiliary Temporary Storage Cabinet in Report Review. Upon time of return authorized personnel shall access the property from the cabinet and effectuate its return. The log located in the cabinet shall be filled out in its entirety. The transfer shall be recorded in the evidence control system.
4. The Officer returning the property shall obtain a signed receipt and supplement the Alert report accordingly. The evidence/property tag shall be signed by the officer with a notation indicating that the property has been turned over to the

owner. The property receipt shall be turned in to Report Review for filing and scanning. The tag shall be turned over to the Evidence Control Officer.

5. In all cases where the owner of recovered property is unknown, the property has been retained for at least 90 days, has no evidential value and the unclaimed property is excluded for acceptance by the Commonwealth, this agency may, as permitted by law:
 - a. Return it to the finder (Township employees are exempt).
 - b. Destroy it.
 - c. Dispose of it by public auction.
 - d. Retain it for use by the jurisdiction.
6. In all cases where property or evidence secured in the Evidence Room has been disposed of, the Evidence Control Officer(s) shall update the corresponding Alert report concerning the disposition of that property and file a report, Coded 6014, into the Alert reporting system that shall include:
 - a. The date, time and location of the destruction.
 - b. An attached inventory of the items destroyed.
 - c. A list of those individuals present at the destruction.

N. Unclaimed Valuables

1. The Evidence Control Officer will assist the Township Finance Department with filing a Tangible Assets Inventory List with the Pennsylvania Treasury Department by April 15 of each year, in accordance with State Law. This report will record all monies, jewelry, silver and/or gold items, antiques or collectibles that has been held in inventory for (1) year, does not have a rightful owner and has no evidential value. All tangible unclaimed property listed in this report will be delivered to the Township Treasurer's office. An Alert report, Coded 6014, concerning the transfer shall be completed and forwarded to the Staff Services Division Commander.

O. Processing a Relinquished Firearm

1. Police Officers assigned to, or requested take custody of relinquished firearms shall:
 - a. Ascertain the ownership rights of the firearm when possible.
 - b. Have the owner/legal guardian of the firearm complete the Township of Lower

- Merion Receipt, Release and Indemnity Agreement form (AUX-23), ensuring they understand the firearm will be destroyed.
- c. Conduct an NCIC check and attach the NCIC printout to Form AUX-23.
 - d. An ALERT report will be completed utilizing UCR Code 4432 documenting the person relinquishing the firearm and the owner of the firearm if the owner is not the reporting party.
 - e. The firearm shall be properly packaged and submitted per evidence guidelines. A notation shall be made on the evidence/property tag that the weapon is being stored pending destruction.
2. Police Officers shall not provide referrals for, or become involved in, any private sales or transactions of said firearm.

P. Destruction of Firearms

1. The Superintendent of Police or his designee shall monitor the destruction of all firearms. The Evidence Control Officers shall conduct the destruction process and:
 - a. Prior to the date of destruction, prepare a list of firearms to be destroyed and forward this list to the Staff & Inspections Unit Sergeant.
 - b. On the date of destruction, conduct the loading of items to be destroyed, accompany the items to the destruction site, and observe the destruction process.
 - c. After the completion of the destruction process, the Evidence Control Officer will submit a report, Coded 6014, into the Alert reporting system that shall include:
 1. The date, time and location of the destruction.
 2. An attached inventory of the items destroyed.
 3. A list of those individuals present at the destruction.

Q. Destruction of Narcotics

1. The Superintendent of Police or his designee shall monitor the destruction of all narcotics. The Narcotics Officer and an Evidence Control Officer shall conduct the destruction process and:

- a. Prior to the date of destruction, prepare a list of narcotics and contraband to be destroyed and forward that list to the Staff & Inspections Unit Sergeant.
- b. On the date of destruction, conduct the loading of items to be destroyed, accompany the items to the destruction site, and observe the destruction process.
- c. After the completion of the destruction process, Evidence Control Officer will submit a report, Coded 6014, into the Alert reporting system that shall include:
 1. The date, time and location of the destruction.
 2. An attached inventory of the items destroyed.
 3. A list of those individuals present at the destruction.

RESPONSIBILITY

It is the responsibility of all supervisory personnel to ensure that the Officers under their immediate supervision comply with this policy.