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## **Administrative Policy and Procedure for Evidence Storage**

**1.0 Purpose** – To control evidence handling and putrid and bulk evidence storage locations in the Physical Evidence Section.

**2.0 Scope** – This policy applies to all employees with custody of evidence in the Physical Evidence Section.

### **3.0 Policy**

#### **3.1 Evidence Storage Areas**

**3.1.1** The Trace Unit has the following secure evidence storage areas:

- Personal Lockers
- Lockable cabinets located in each forensic scientist's laboratory area
- Putrid Evidence Storage Rooms
- Bulk Evidence Storage Rooms
- Evidence Storage Vault

**3.1.2** The Firearms Unit has the following secure evidence storage areas:

- Lockable cabinets located in each forensic scientist's laboratory area
- Evidence Storage Vault

**3.1.3** In addition, each forensic scientist may secure evidence in his or her laboratory area (a limited access storage area) by locking all doors.

#### **3.2 Access to Putrid Evidence Storage Rooms**

**3.2.1** To protect the integrity of the evidence stored in the putrid evidence storage rooms of the Trace Unit, a double lock is used.

**3.2.2** Individuals utilizing the putrid evidence storage rooms shall check out the keys.

**3.2.3** Use of the putrid evidence storage rooms may be requested by other Laboratory sections. A verbal request shall be made to, and approved by, an employee of the Trace Unit, after which a key shall be checked out by the requesting Laboratory employee.

#### **3.3 Access to Bulk Evidence Storage Rooms**

**3.3.1** To protect the integrity of evidence stored in the bulk evidence storage rooms of the Trace Unit, a double lock and alarm system is used.

**3.3.2** Individuals using the bulk evidence storage rooms shall check out the keys.

### 3.4 Access to Evidence Storage Vault

- 3.4.1** Access to the evidence storage vaults shall be limited to evidence technicians, members of the Trace Unit (Trace Vault), members of the Firearms Unit (Firearms Vault) and the Forensic Scientist Manager and designees.
- 3.4.2** Individuals in the Section with access to the evidence storage vaults are designated in the key log.

Revision History		
Effective Date	Version Number	Reason
02/08/2017	1	Original Document