
Administrative Policy and Procedure for Evidence Storage

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

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

3.0 Policy

3.1 Evidence Storage Areas

3.1.1 The Trace Evidence Section 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 In addition, each Forensic Scientist may secure evidence in his or her laboratory area (a limited access storage area) by locking both 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 Evidence Section, 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 Evidence Section, 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 Evidence Section, a double lock 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 Key access to the evidence storage vault shall be limited to individuals of the Trace Evidence Section, evidence technicians, and designees.

3.4.2 Individuals in the Trace Evidence Section with access to the evidence storage vault are designated in the key log.

Revision History		
Effective Date	Version Number	Reason
06/01/2020	5	Updated header to Trace Evidence Section, issuing authority to Trace Evidence Section Forensic Scientist Manager. Updated Trace Unit to Trace Evidence Sections in section 1.0, 2.0, 3.1.1, 3.2.1, 3.2.3, 3.3.1. Removed “and alarm system” from section 3.3.1. Edited sections 3.4.1 and 3.4.2.