

**IMPORTANT NOTICE and LIABILITY WAIVER:**

Although the Mesa Police Department authorizes sharing data such as this with other law enforcement agencies as a courtesy, it does not endorse, recommend or encourage its use as policy or procedure for other agencies. Each agency that does so accepts all risks involved in such use, including any civil or criminal liability which may arise. Neither the City of Mesa, the Mesa Police Department, nor any of its members accept responsibility for said use. Each organization of any type using this data does so at its own risk, and should utilize competent legal counsel in deciding what, if any, part of this data will be used in any way.



## MAIN STATION SUBMISSION LOCKERS

Property and evidence may be submitted by placing the items into a submission locker located in the basement of the Evidence/Identification building or by directly transferring the items to an Evidence Technician.

The lockers at the main station are "keyless" lockers. Once an item is placed inside the locker and the door is closed, the locker cannot be opened again from the outside.

Available lockers are identified with a small **green** indicator that is visible in the upper right hand portion of the locker door.

Unavailable lockers are identified with a small **red** indicator that is visible in the upper right hand portion of the locker door.

If all lockers are unavailable and you need to submit items **DURING** EVIDENCE SECTION BUSINESS HOURS (Monday through Friday, 7:00 to 17:00 hours), please call extension 2917.

If all lockers are unavailable and you need to submit items **AFTER** EVIDENCE SECTION BUSINESS HOURS (Monday through Friday, 7:00 to 17:00 hours), please page the Evidence Section Supervisor at (602) 645-0292.



Small items may be submitted by placing them into this slotted submission locker.

Using this submission locker for smaller items increases the number of available lockers for larger items.

When submitting small items in this locker, make certain that the Impound Records accompany the items.



### **SUBMISSION OF COLD STORAGE ITEMS:**

Items requiring **freezer storage** shall be placed into the triple door submission freezer located in the packaging room in the basement of the Evidence/Identification building.

Items requiring **refrigerated storage** such as **DUI blood kits**, **Urine kits** or sexual assault kit blood samples shall be placed into the lower portion of the white submission refrigerator located in the packaging room in the basement of the Evidence/Identification building.

Submission of frozen or refrigerated property/evidence at the sub-stations is **PROHIBITED**.





## PACKAGING OF CONTROLLED SUBSTANCES

1. Place the package containing the controlled substance into a clear evidence envelope. **Do NOT alter the size of the clear evidence envelope!**
2. Seal the envelope using an approved heat sealing device. Make certain that the heat setting is adequate to seal the envelope without melting through the envelope.
3. Complete an integrity label (MPD #197) and place the label over the heat sealed portion of the envelope following the instructions listed on the label. **All items shall be packaged in this manner, regardless of what the items are being submitted for (whether for evidence or destruction).**
4. When the case involves an in custody suspect, all seized items shall be submitted at the main station evidence lockers or delivered directly to an Evidence Technician.
5. **A supervisor must sign the Impound Record when submitting controlled substances.**



### **PACKAGING OF CONTROLLED SUBSTANCES AND PARAPHERNALIA:**

Controlled substances and paraphernalia may be packaged together if the paraphernalia is **not sharp** (such as a razor blade, mirror or other sharp object) **or breakable** (such as a small glass pipe).

1. Place the package containing the controlled substance into a clear evidence envelope and seal the clear envelope in the middle using an approved heat sealing device, as demonstrated in the photographs above.
2. Place the paraphernalia into the remaining portion of the clear evidence envelope and seal with an approved heat sealing device.
3. Complete an integrity label (MPD #197) and place the label over the heat sealed portion on the **edge** of the envelope, following the instructions listed on the label. **All items shall be packaged in this manner, regardless of what the items are being submitted for (whether for evidence or destruction).** List the controlled substance as one item and the paraphernalia as a separate item (remember to write your initials after the item #s).
4. When the case involves an in custody suspect, all seized items shall be submitted at the main station evidence lockers or delivered directly to an Evidence Technician.
5. **A supervisor must sign the Impound Record when submitting controlled substances.**



### **PACKAGING OF CONTROLLED SUBSTANCES REQUIRING FINGERPRINTING:**

1. Separate the controlled substance from the original container that it was found in (place it into an appropriately sized plastic baggie and tape it sealed).
2. Place the baggie containing the controlled substance into a clear evidence envelope, seal it with a heat sealing device and place a properly completed integrity label over the seal.
3. Place the item that originally contained the controlled substance into a clear evidence envelope, seal it with a heat sealing device and place a properly completed integrity label over the seal.
4. List on the Impound Record the controlled substance as one item and the original container as a separate item (remember to write your initials after the item #s).
5. When the case involves an in custody suspect, all seized items shall be submitted at the main station evidence lockers or delivered directly to an Evidence Technician.
6. **A supervisor must sign the Impound Record when submitting controlled substances.**



### **PACKAGING AND SUBMISSION OF SYRINGES, RAZOR BLADES AND SMALL GLASS PIPES:**

1. Place the syringe, razor blade or small glass pipe into a plastic syringe tube.
2. Document on each half of the syringe tube the DR#, and the item #.
3. Place the syringe tube into a clear evidence envelope and seal with an approved heat sealing device.
4. Complete an integrity label (MPD #197) and place the label over the heat sealed portion of the envelope following the instructions listed on the label. **All items shall be packaged in this manner, regardless of what the items are being submitted for (whether for evidence or destruction).**
5. When the case involves an in custody suspect, all seized items shall be submitted at the main station evidence lockers or delivered directly to an Evidence Technician.
6. **A supervisor must sign the Impound Record when submitting controlled substances.**





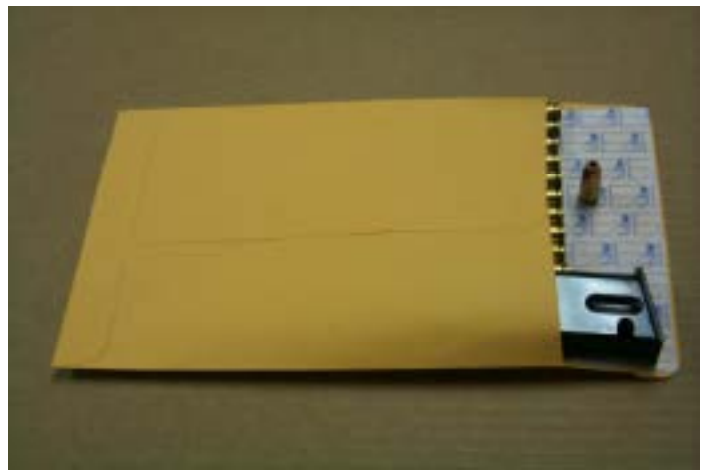
### PACKAGING OF CURRENCY/COINAGE:

1. All money, **including counterfeit, foreign currency and coinage**, shall be packaged in clear evidence envelopes, **separate** from all other items.
2. When large amounts of money are seized, each denomination shall be packaged separately.
3. The currency shall be displayed in the envelope in such a fashion that the sum can be easily determined without opening the envelope.
4. Seal the envelope using an approved heat sealing device.
5. Complete an integrity label (MPD #197) and place the label over the heat sealed portion of the envelope.
6. **A supervisor must sign the integrity label and the Impound Record when submitting currency.**



### PACKAGING CURRENCY SEPARATE FROM OTHER ITEMS:

1. **All currency/coinage (including foreign currency and counterfeit currency) shall be removed and packaged separately from all items prior to submission.**
2. Place the purse into a large paper bag (MPD form #250) and seal it with a properly completed integrity seal (approved tape placed over the opening of the package, with the sealing members initials, employee number and the date written on both edges of the tape).
3. Place the currency into a clear evidence envelope and seal with an approved heat sealing device. The currency shall be displayed in the envelope in such a fashion that the sum can be easily determined without opening the envelope.
4. Place a properly completed integrity label (MPD form #197) over the heat sealed portion of the envelope. **It is mandatory that you get your supervisor to sign the integrity label AND the Impound Record prior to submitting any currency/coinage to the Evidence Section.**



### PACKAGING OF FIREARMS AND AMMUNITION:

Firearms shall not be submitted in boxes unless the firearm requires examination by the Identification Unit or the Crime Lab, or the firearm has biological or chemical matter on it that would present a hazard if handled.

1. Remove ALL ammunition, magazines, clips or other ammunition loading devices. **LOADED FIREARMS SHALL NOT BE SUBMITTED TO THE EVIDENCE SECTION.** Do **NOT** remove ammunition from the loading device (magazine or clip) if the ammunition is to be examined for prints.
2. Secure the firearm in a safe, open condition with a plastic or metal wire-tie.
3. Complete a Firearms Impound Tag (MPD #069a) and secure the tag to the firearm.
4. Package the ammunition, magazines, clips or other ammunition loading devices into an appropriately sized evidence envelope.
5. List the firearm, the magazine or clip, and the ammunition as three separate items on the Impound record.
6. Document the complete owner/finder/suspect information on the Impound Record, including the date of birth for all individuals listed.
7. **A supervisor must sign the Impound Record when submitting Firearms.**



**PACKAGING OF FIREARMS AND AMMUNITION IN BOXES:**

**Firearms shall not be submitted in boxes unless the firearm requires examination by the Identification Unit or the Crime Lab, or the firearm has biological or chemical matter on it that would present a hazard if handled.**

1. Remove ALL ammunition, magazines, clips or other ammunition loading devices. **LOADED FIREARMS SHALL NOT BE SUBMITTED TO THE EVIDENCE SECTION.** Do **NOT** remove ammunition from the loading device (magazine or clip) if the ammunition is to be examined for prints.
2. Secure the firearm in a safe, open condition with a plastic or metal wire-tie.
3. Package the ammunition, magazines, clips or other ammunition loading devices into an appropriately sized evidence envelope. List the firearm, the magazine or clip, and the ammunition as three separate items on the Impound record.
4. Place the firearm into an approved firearms box (you may place the ammunition envelope into the box or submit it separately) and seal ALL openings of the box with an approved integrity seal as demonstrated in the photographs shown above.
5. **A supervisor must sign the Impound Record when submitting firearms.**





### **PACKAGING OF KNIVES AND OTHER LARGE SHARP ITEMS:**

1. If an item **WILL** fit into a knife box, place the item into the knife box and secure it with plastic or metal wire ties as demonstrated in the upper left hand photograph shown above.
2. Seal ALL openings of the knife box with an approved integrity seal as demonstrated in the upper right hand photograph shown above.
3. If the item **WILL NOT** fit into a knife box, cut an appropriately sized piece of cardboard and fold it over the sharp portion of the item.
4. Place a piece of approved packaging tape over the entire length of the cardboard cover, as well as securing the cover to the handle of the item.
5. Write the DR #, Item # and your initials and employee # on the cardboard cover.
6. Write the date, your initials and employee # over all edges of the packaging tape, including the portion that secures the cover to the handle, as demonstrated in the lower right hand photograph shown above.



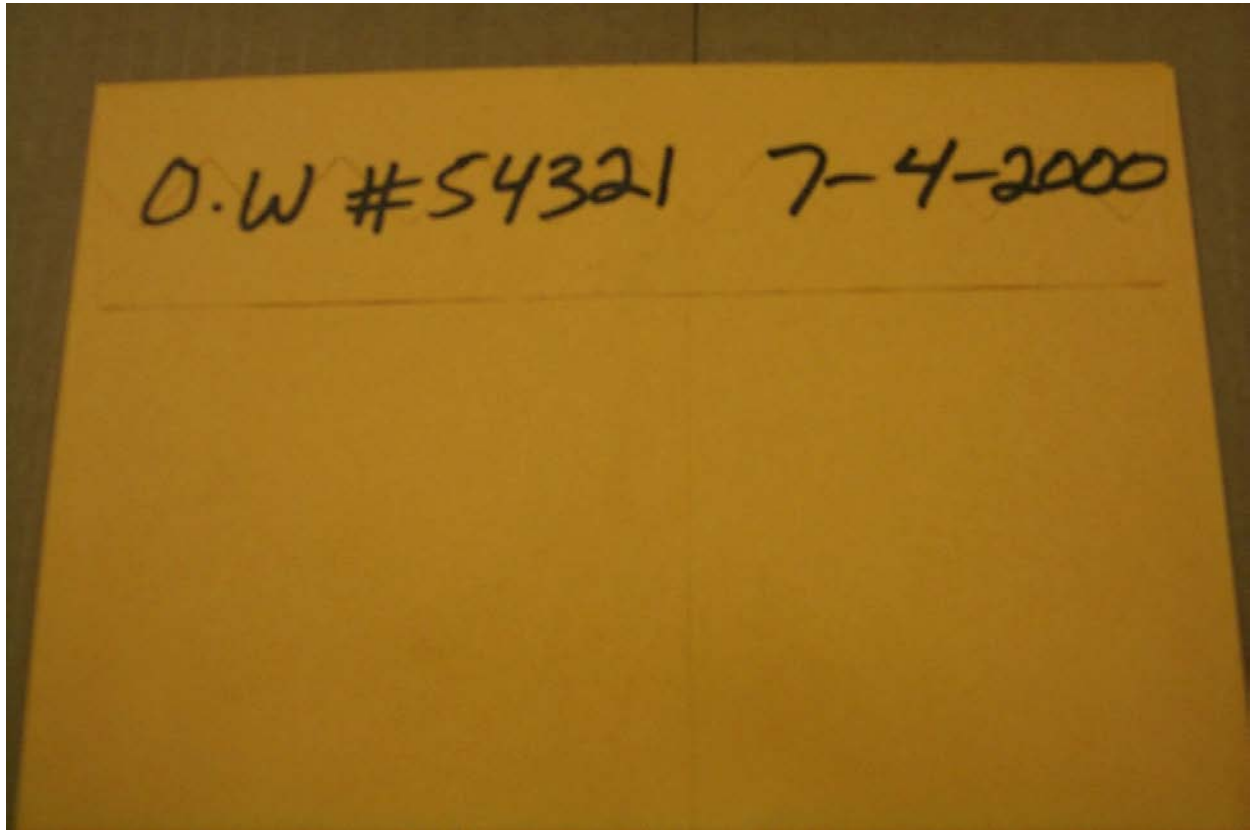
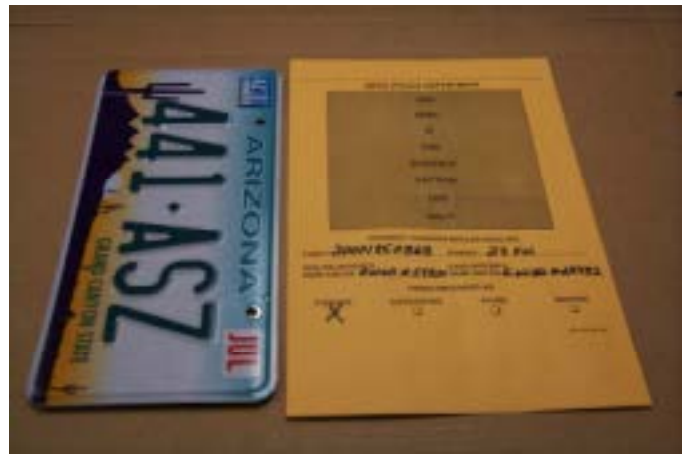
### PACKAGING OF LARGE GENERAL ITEMS:

1. Large items that do not require special packaging (for printing or biological evidence or safety reasons) may be submitted by attaching a cardboard tag to the item.
2. Affix MPD label #232 to the cardboard tag and complete all requested information listed on the label.
3. If a tag cannot be attached to an item, the white paper label (MPD #232) may be affixed to the item in a location that will not decrease the value of the item.



#### **PACKAGING OF BIOLOGICAL ITEMS REQUIRING COLD STORAGE:**

1. **Items that are contaminated with biological matter SHALL be dried prior to submission.** Items shall be dried in the approved drying facility, located in the southwest corner of the basement of the Evidence/Identification building.
2. Members requiring access to the drying facility shall contact members of the Identification Services Section and/or the Crime Lab.
3. Once an item is COMPLETELY DRY, it shall be placed into an appropriately sized PAPER bag and sealed with a properly completed integrity seal. The paper bag shall then be placed into an appropriately sized plastic bag. **EACH ITEM REQUIRING COLD STORAGE SHALL BE PACKAGED SEPARATELY TO AVOID CROSS-CONTAMINATION.**
4. Items requiring cold storage shall be submitted at the main station via the submission freezer or refrigerator in the packaging room, located across the hallway from the drying facilities.



**PACKAGING AND SUBMISSION OF LICENSE PLATES AS EVIDENCE:**

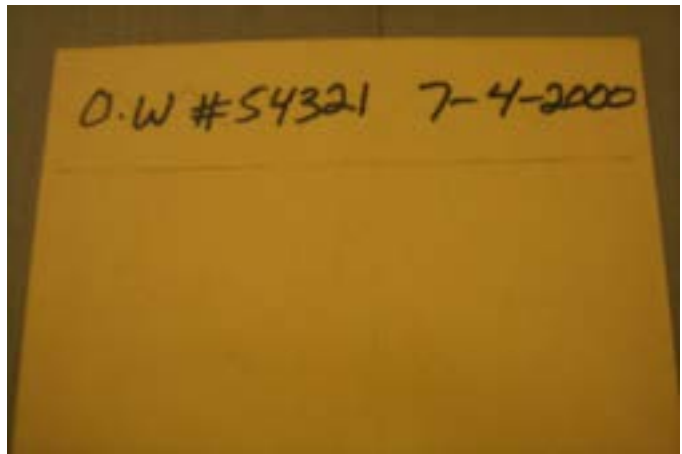
1. When submitting license plates as **evidence**, place the license plate into an approved evidence envelope.
2. Seal the envelope by removing the protective strip covering the sealing tape on the envelope tab.
3. Write your initials, employee # and the date over the perforated area of the envelope tab, as demonstrated in the photograph shown above.
4. Properly complete an Impound Record listing the proper evidence submission code for the item.





### **SUBMISSION OF LICENSE PLATES FOR DISPOSAL:**

1. When submitting license plates for **disposal**, affix a white evidence label (MPD #232) to the BACK portion of the license plate.
2. Complete the required information on the evidence label and mark the box directly below the word "destroy" in the lower right hand portion of the label.
3. Place the license plate into the slotted evidence submission locker.
4. **It is not necessary to complete an Impound Record when submitting license plates for disposal.**
5. License plates submitted for disposal are destroyed immediately after acceptance by the Evidence Section.



**PACKAGING AND SUBMISSION OF A DRIVER'S LICENSE AS EVIDENCE:**

1. When submitting a driver's license as **evidence**, place the license into an approved evidence envelope (either a manila envelope or a clear heat sealable envelope).
2. When sealing a manila envelope, write your initials, employee # and the date over the perforated area of the envelope tab, as demonstrated in the upper right hand photograph shown above.
3. When sealing a clear envelope, place a white evidence label (MPD #197) over the heat sealed portion of the envelope and complete the required information listed on the label, as demonstrated in the center photograph shown above.
4. Properly complete an Impound Record listing the proper evidence submission code for the item.



### **SUBMISSION OF A DRIVER'S LICENSE FOR DISPOSAL:**

1. When submitting a driver's license for **disposal**, write the DR #, the date, your name and employee #, and the word "destroy" on the BACK of the driver's license.
2. Place the driver's license into the slotted evidence submission locker.
3. **It is not necessary to complete an Impound Record when submitting a driver's license for disposal.**







### PACKAGING OF DOCUMENTS, FORGED CHECKS AND PHOTOGRAPHS:

1. Documents, forged checks, credit cards and photographs may be packaged using the clear heat sealable evidence envelopes, as demonstrated in the photographs shown above.
2. Seal the envelope using a heat sealing device and place a white evidence label (MPD #197) over the heat sealed portion of the envelope.
3. Properly complete the required information listed on the label.
4. Properly complete an Impound Record listing the proper evidence submission code for the item.