

Maple Grove Police Department



Property and Evidence Packaging Manual

08/04/2016

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Chain-of-Custody Definition

- An identifiable person must always have the physical custody of a piece of evidence. In practice, this means a police officer, detective or community service officer will take charge of a piece of evidence, document its collection, and hand it over to an evidence technician for storage in a secure place. This transaction, and every succeeding transaction between the collection of the evidence until the item is no longer considered evidence, must be accurately documented.

Definition: Releasing Property



- All items that have been submitted to the evidence unit will be release by the evidence unit staff.
- These releases will occur **by appointment** between 8:00 and 16:00 hours Monday through Friday.
- If you want us to release property, you must email the evidence unit staff authorizing the release.
- If the evidence unit is contacted by a property owner requesting property, and we have not been given prior authorization, the property owner will be directed to the officer or detective assigned to the case.
- Once a property release is authorized, the party can make an appointment for the release of the property.



Definition: Right of Refusal

- The Evidence Unit's has the right to refuse acceptance of evidence or property due to packaging issues or incorrect submission information. Refused items will be placed in Locker 001 known as the refusal locker. An email will be sent to the officer originally submitting the item(s). The email will explain the reason for refusal. The combination to the locker will be provided as well. The property must be resubmitted after corrections have been made.



Definition: Best Evidence Rule

M.S.S. 609.523 Return of Stolen Property To Owners:

The statute allows law enforcement to photograph and return stolen property to the owner. The photograph documents the item(s) taken and is used as evidence. Photos need the following:

- *name of owner
- *name of accused
- *arresting officer
- *date photo taken
- *case number
- *signature of photographer

- Use during Shoplifting and Simple Theft cases where items do not need to be forensically processed (finger prints, DNA, etc.).

Property valued at \$150.00 or more shall require the owner to retain possession for at least 14 days (upon return) in the event the defense attorney wishes to examine the property.



Definition: Found Property (Claimed/Unclaimed).

- Found property is not required to be turned over to the police department.
- Finders of property merely need to make a “reasonable” attempt to find the true owner and return custody of property to the true owner.
- If the item is not turned over, the finder should do one of the following: File Lost & Found ad in local newspaper, or file a report with the police stating that they wish to retain the lost or stolen item.
- Finders of property who wish to claim it after 60 days must have their request documented stating their wish to claim the found property if the owner is not found.

And

- The Finder must contact the Police Department’s Evidence Unit (763) 494-6154 to make a formal claim and determine when the 60 day period has passed before they can take possession.

[Erickson v. Sinykin, 223 Minn. 232, 26 N.W. 2d 172 \(1947\)](#)

PROPERTY AND EVIDENCE GENERAL PACKAGING RULES



1. All evidence should be entered by the officer who recovered the item or items.
2. Never allow another officer to enter evidence under your log-in name and password.
3. All items must be packaged, sealed and labeled as shown in the current packaging manual.
4. The packaging manual can be found on the G Drive as well as in the Major Case room in the Police Department.

PROPERTY AND EVIDENCE GENERAL PACKAGING RULES



- 5. Each item submitted to the evidence unit must have a corresponding barcode label.**
6. Stolen, lost and recovered stolen (and returned) items should never be issued a barcode.
7. Each item worth collecting as evidence is important enough to have it's own barcode.
8. Use the appropriate size envelope or bag while packaging your items.

PROPERTY AND EVIDENCE

GENERAL PACKAGING RULES



9. Any wet items must be dried prior to being placed in a locker. You may use the drying cabinet room P178.
10. If you have more than one item in an envelope/bag, the corresponding barcodes should be secured to the outside of the packaging. Do not seal any barcodes inside an envelope or bag.
- 11. You are responsible for submitting your evidence report with your case file report.**

PROPERTY AND EVIDENCE GENERAL PACKAGING RULES



12. If the items you have submitted need special attention of any kind, contact the Evidence Unit by Tracker Task or email to assure the proper handling of your evidence.
13. This is your evidence. The Evidence Unit is responsible for holding and keeping track of your evidence. Your evidence is still your responsibility.
- 14. If you enter an item “to be destroyed” it will be destroyed.**
- 15. If you enter an item for “safekeeping” it will be released to the owner as soon as they come for it.**



Releasing Property

1. If you do not intend to put your evidence in a locker, do not make a barcode label for it.
- 2. Only items being submitted into a secure locker need to be barcoded.**
3. Stolen recovered items (shoplifting) that are being returned to the store should be listed on a property sheet and submitted to the records department.
- 4. Do not submit property sheet to the evidence unit.**



Label Locations

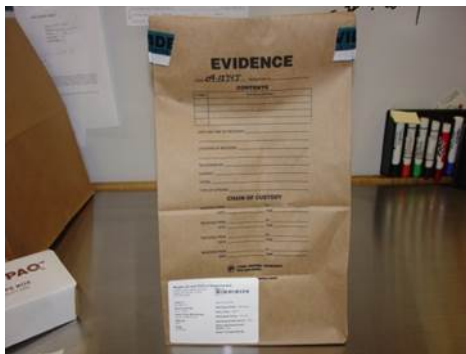
1. Please notice throughout this power point where the barcode labels are fix to the evidence packaging.
2. **The placement of the labels is very important due to the way the items will be stored in the evidence room.**
3. The label must be flat and not wrinkled so the barcode can be scanned.
4. **If the items are packaged or labeled improperly they will be returned to you for correction.**



Packaging of Items

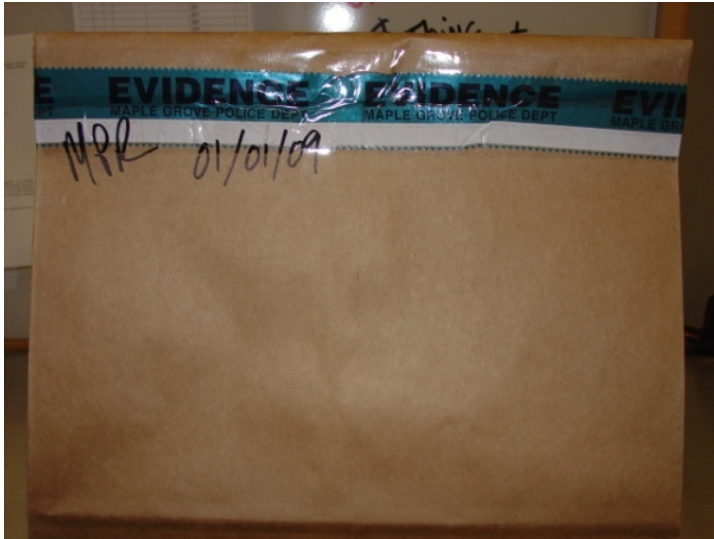


1. Generally items will be packaged in 6x9 / 9x12 envelopes or any of the different sized grocery type bags.
2. Boxes and Large Kraft bags are also available.
3. Other specific item packaging is outlined in this manual.

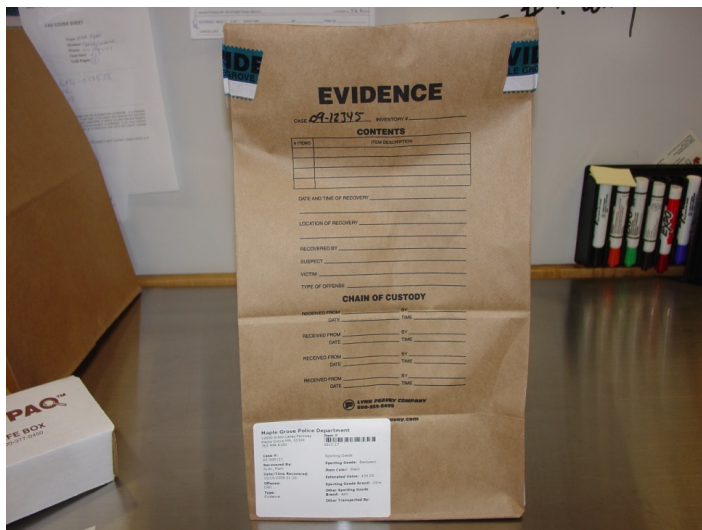




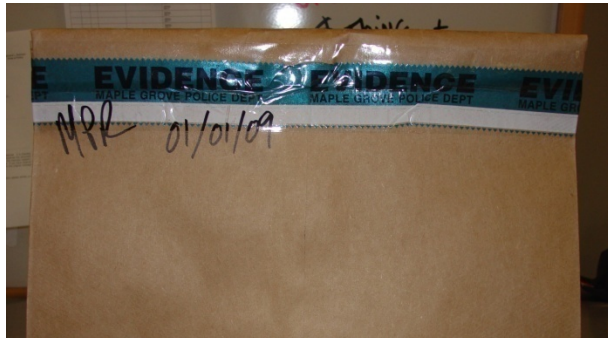
Packaging of Items



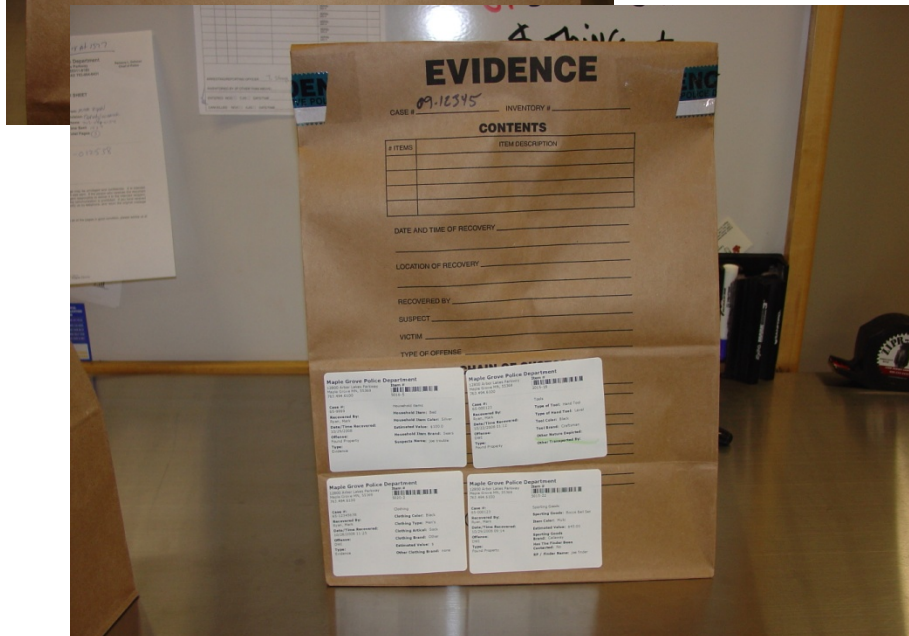
4. Each item worth collecting is worth packaging by it's self.
5. Secure all evidence with the blue/white evidence tape.
6. Cover the evidence tape with clear tape.
7. Sign and date across the tape as shown.



Packaging of Multiple Items in One Bag



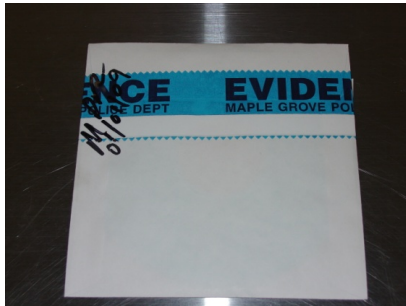
Each item should be packaged by itself.



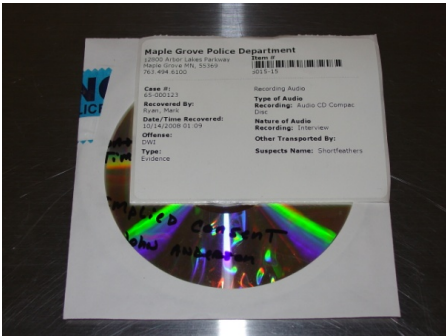
You may package items together only if the items belong to the same person and if the items will not need to be separated for any reason prior to release.



PACKAGING OF CD'S / DVD'S



1. All full size CD's and DVD's are to be secured in a paper sleeve. Please do not submit them in plastic jewel cases.
2. Be sure to put the case information on the CD/DVD. Use a sharpie so you don't damage the CD/DVD.
3. Secure the paper sleeve with evidence tape. This is the one item you don't need to put clear tape on.
4. Initial and date across the evidence tape.
5. Secure the barcode label to the upper portion of the sleeve.





Packaging of Documents

9x12

Maple Grove Police Department	
12800 Arbor Lakes Parkway Maple Grove MN, 55369 763-494-6100	Item # 5015-29
Case #: 65-000123	Recording Video
Recovered By: Ryan, Mark	Type of Video Recording: V1 Tape
Date/Time Recovered: 12/3/2008 11:22	Nature of Video Recording: Surveillance
Offense: DWI	Suspects Name: John Thoma
Type: Evidence	

6x9

Maple Grove Police Department	
Case #: 65-000123	Item #: 5015-29
Recovered By: Ryan, Mark	Recording Video
Date/Time Recovered: 12/3/2008 11:22	Type of Video Recording: V1 Tape
Offense: DWI	Nature of Video Recording: Surveillance
Type: Evidence	Suspects Name: John Thoma

1. Use the appropriate size envelope for the document size.
2. Note the proper barcode label location depending on the envelope size.
3. Be sure you properly seal the envelope with evidence tape and clear tape.

Packaging of Firearms



1. Always zip-tie the action open to be sure the firearm is clear. **Do not go through the barrel.**
2. With the zip-tie, attach the tag to the firearm.
3. Affix the barcode to the tag.
4. You may set the gun in a gun box. Please do not seal the box. I need to make sure the gun is clear.
5. Secure the firearm in one of the evidence lockers.

IMPORTANT CONFISCATION

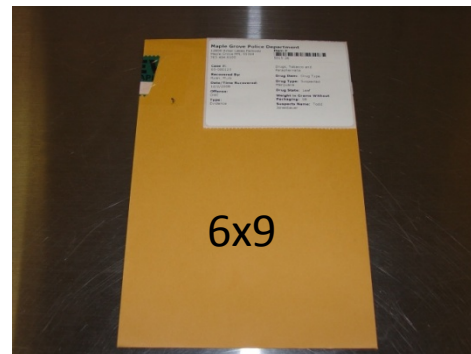
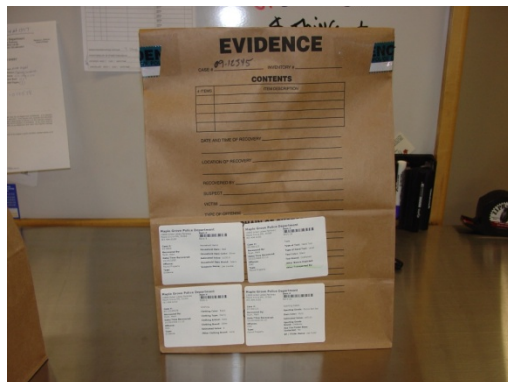


- ## INFORMATION
- When officers acquire firearms from a residence for safe keeping (mental health issue, threat of suicide, domestic, etc.), they need to explain the following:
 - The owner of the firearm needs to call the Evidence and Property Unit at (763) 494-6154 to make a formal request to have the firearm returned to the owner.
 - The owner of the firearm will be checked (criminal history, mental commitment, etc.) to assure they can legally possess a firearm in accordance with Minnesota and federal statute.
 - A Bureau of Alcohol, Tobacco and Firearms gun trace will be performed By the P/E Unit pursuant to MGPD procedure.
 - All decisions of firearm dispositions will be made by the Chief of Police.

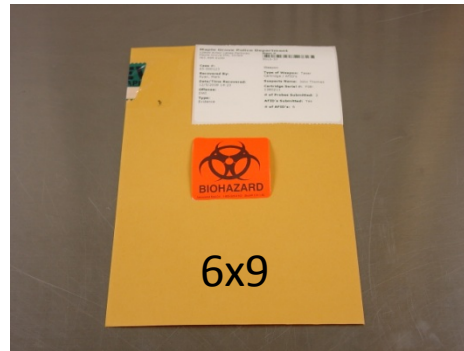
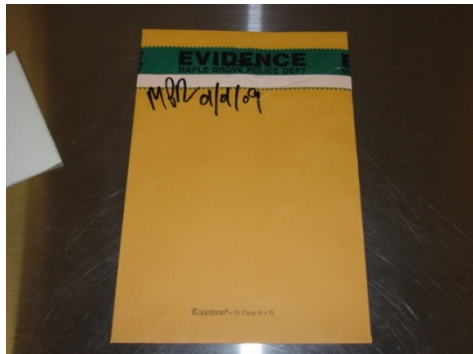
Packaging of Paraphernalia



1. Never package paraphernalia in the same envelope as the narcotics.
2. Each piece of paraphernalia needs to have a barcode label generated for it.
3. Multiple paraphernalia items can go in the same envelope if they pertain to the same suspect. As long as each barcode label is affixed to the envelope.



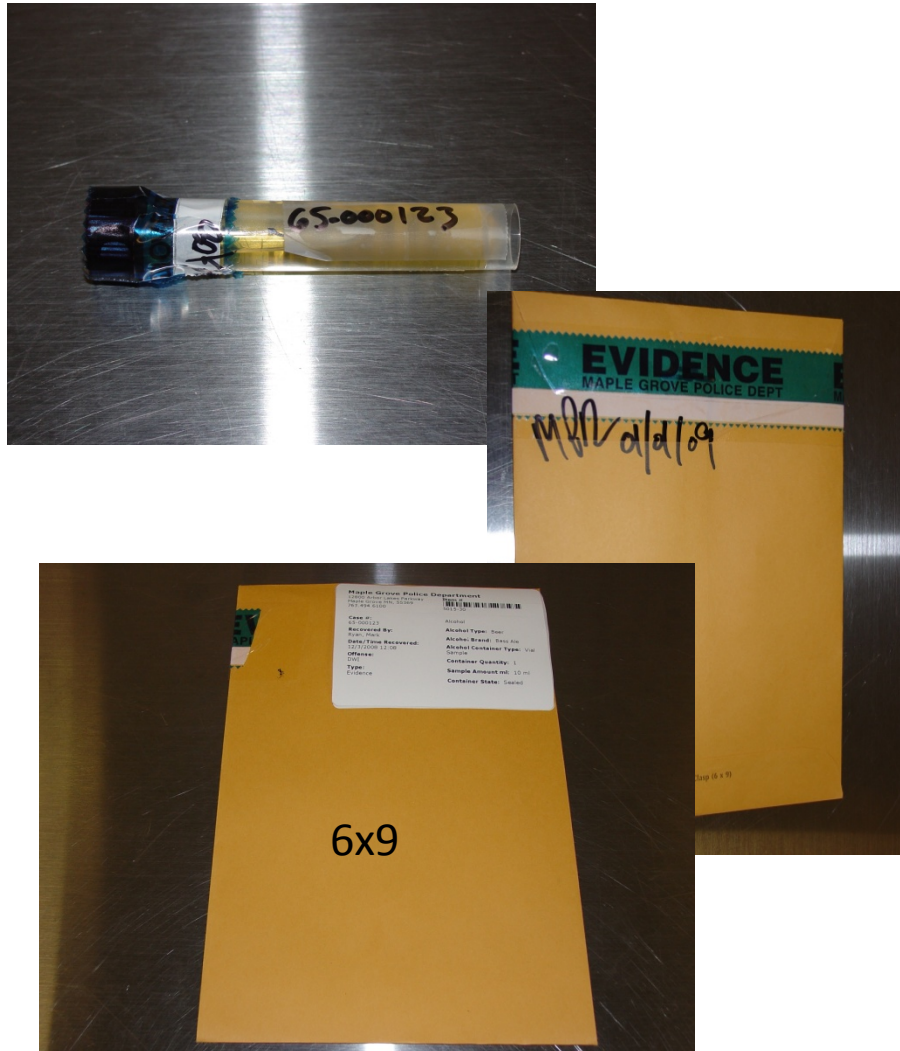
Packaging of Sharps



1. All sharps items should be considered a potential biohazard (blood borne conduct applies here).
2. All sharp items must be placed in sharps tubes to prevent exposure (i.e. syringes).
3. Labs and Courts will not allow these items in their facilities. If it is possible, enter a photograph as evidence (best evidence rule) allowing the item to be properly destroyed.
4. If the content of a syringe needs to be tested, the content must be transferred to a vial. The vial must be sealed with evidence tape and signed by the arresting Officer. The case number must be visible on the vial.
5. The vial can then be entered as any other vial sample of a liquid would be.
6. Utilize the provided biohazard labels when applicable.
7. If the item is in a clear plastic tube, be sure to fix the barcode label horizontally so the barcode can be scanned.



Packaging of Sample Alcohol



1. Secure your sample of alcohol in a vial.
2. Secure the vial with evidence tape.
3. **Be sure the vial is not leaking!**
4. Sign and date across the seal.
5. Secure the vial inside a 6x9 envelope.
6. Secure with evidence tape. (sign and date).
7. Affix barcode label to the top right corner as shown to the left.


Packaging of Alcohol / Containers



1. All containers of alcohol need to be secured in the appropriate size evidence bag even if they are being entered for destruction.
2. If the sample is all you need for charging, you may enter the containers for destruction.
3. Affix the barcode label to the exterior of the bag.



BAIL Envelopes

16- [redacted]	MAPLE GROVE POLICE DEPT 12800 Arbor Lakes Parkway Maple Grove, MN 55369 763-494-6100
 20278-1	Currency
Type of Evidence: Recovered Date/Time Recovered: 07/28/2016 07:45 PM Recovered By: Olson, Matthew	Item Description Item Category: Currency/Money / Other US Paper Bills + Coin 1(s): 3 5(s): 1 10(s): 1 20(s): 3 Currency Total: 78.00
Item #	Persons
1	[redacted]

Mo #128

1. Seal, sign and date the bail envelope.
2. Put your barcode on **back** of envelope as shown.
3. Put the sealed bail envelope in locker 27.
4. **The paper copy of the bail slip goes with your report.**

Court will only accept the **exact** amount of cash (not more, not less).

Only paper currency please.

Packaging of U.S. Currency



- **ALL CURRENCY WILL BE SECURED IN A CURRENCY ENVELOPE!**

1. After sealed, 2 officers must initial and date across the seal.
2. Note the denominations and total on the envelope.
3. Affix the barcode label to the top middle as shown.
4. 2 officers must sign the front of the envelope as well.

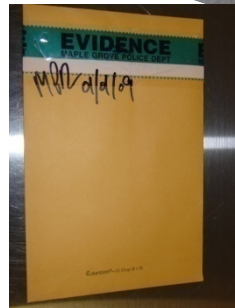
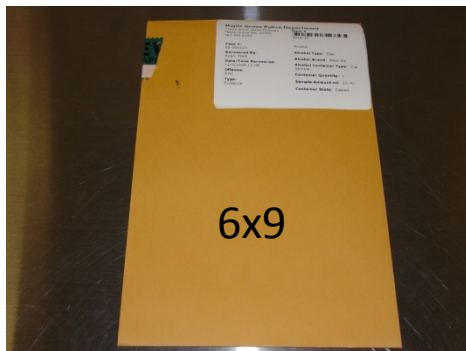
A detailed view of the Maple Grove Police Currency Envelope form. The form includes a barcode label with '16-' and '20206-11' printed on it. The 'Type of Evidence' section is marked 'Currency'. The 'Date/Time Recovered' is '07/31/16 10:00 AM'. The 'Recovered By' is '137 - Gesler, Samantha'. The 'Item #' is '11'. The 'Maple Grove Police Currency Envelope' section has 'Date' '07/31/16' and 'Cat' 'Evidence'. The 'Name' is 'B' and 'Coin' is '20'. The 'Subtotal' is '\$60.00' and the 'TOTAL AMOUNT' is '\$60.00'. Two officers have signed the form with their badge numbers '137' and '89'.

MAPLE GROVE POLICE DEPT. 12000 Arden Lakes Parkway Maple Grove, MN 55149 763-484-1100	
16-	Currency
20206-11	
Type of Evidence: Evidence	Item Description Date Category: Currency Asset Refund/No Money Other: US Paper/Bills = 0.00 Serial # (Max 3 250) : Currency Total 66.00
Date/Time Recovered: 07/31/2016 10:00 AM	
Recovered By: 137 - Gesler, Samantha	
Item # 11	
MAPLE GROVE POLICE CURRENCY ENVELOPE	
Cat: [redacted]	Date: 07/31/16
<input type="checkbox"/> Suretykeeping <input type="checkbox"/> Evidence <input type="checkbox"/> Found <input type="checkbox"/> Other	
<input type="checkbox"/> Owner <input checked="" type="checkbox"/> Suspect <input type="checkbox"/> Finder <input type="checkbox"/> Victim <input type="checkbox"/> Other	
Name: B [redacted]	#11
Coin	
X \$ 100. = \$	X 1.00 = \$
X \$ 50. = \$	X .50 = \$
1 X \$ 20. = \$ 20.	X 25. = \$
3 X \$ 10. = \$ 30.	X .10 = \$
2 X \$ 5. = \$ 10.	X .5 = \$
X \$ 1. = \$	X .1 = \$
Subtotal: \$ 60.00	Subtotal: \$
TOTAL AMOUNT \$ 60.00	
Two Signatures Required.	
Officer: [Signature] Badge # 137	
Officer: [Signature] Badge # 89	

Packaging of Counterfeit or Foreign Currency



- Any foreign currency or counterfeit bills should be secured in a 6x9 envelope.
- Affix the barcode label to the top right corner of the envelope.
- Do not mix foreign currency and US currency in the same envelope.



Packaging of License Plates

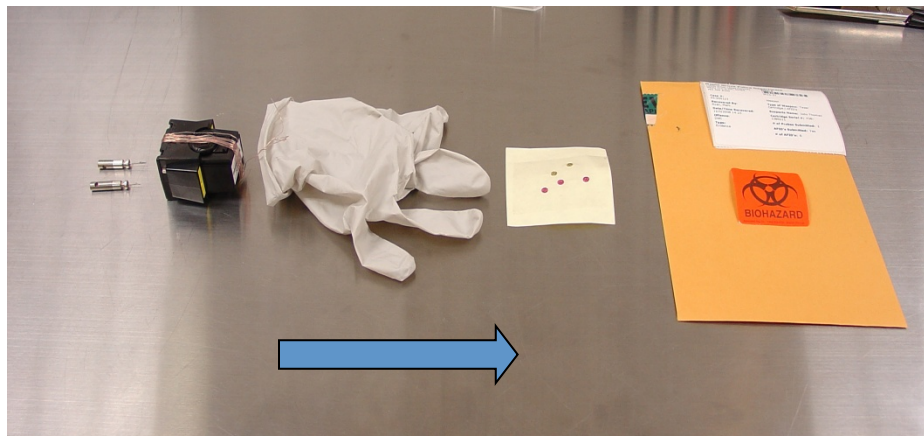


1. Secure all license plates in a heat-sealed package.
2. Sign and date across both heat-seal ends.
3. Fix the barcode label to the upper left corner as shown to the left.





TASER EVIDENCE



1. The spent taser cartridge with the 2 probes must be entered as evidence. Place the probes (sharp side down) back into the spent cartridge. If there is extra wire still attached, wrap it around the cartridge. The cartridge with the probes and wire should be secured inside your rubber glove as you were instructed in training. This will be item number 2 on your property sheet.
2. Be sure to describe the evidence for number 2 as spent taser cartridge with 2 probes inside rubber glove.
3. Secure these items in a 6X9 envelope and secure the envelope with evidence tape. Date and initial across the evidence tape. Put a biohazard sticker on the envelope. Affix the barcode label to the top right corner of the envelope as shown to the right.

Bicycles



1. When entering bicycles please hang them from the wall in room P178.
2. Secure one of the provided evidence / property tags to the bicycle.
3. Put the barcode label on the evidence / property tag as shown.
4. If there are additional descriptive features to on the bicycle, be sure to add those to the additional description field when entering the item.

Packaging of Long or Tall Items



1. If the item does not need to be processed you can attach a evidence tag with the barcode label affixed to it.
2. If the item needs any type of processing be sure to secure it in some type of paper packaging. Affix the barcode label to the packaging.

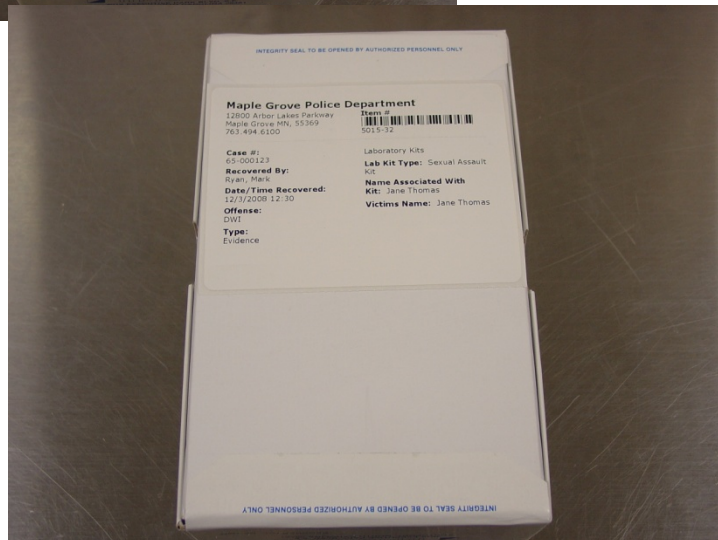
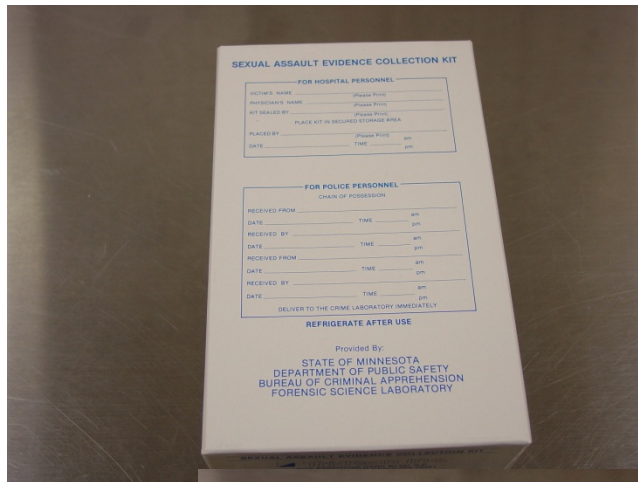


Packaging of DNA Swabs



1. Package the swabs in the provided envelope.
2. Seal the envelope with the supplied evidence tape.
3. Affix the barcode label to the front of the envelope as shown to on the left.

Packaging of Sexual Assault Kits



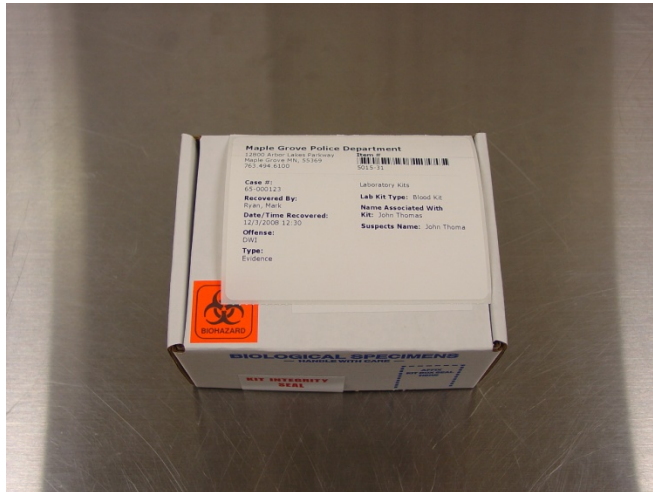
1. Make sure the kit is sealed securely.
2. Affix the barcode label to the back of the kit so the information on the top is not covered.
3. Secure the kit in the refrigerated locker in room P178.



Packaging of Blood Kits

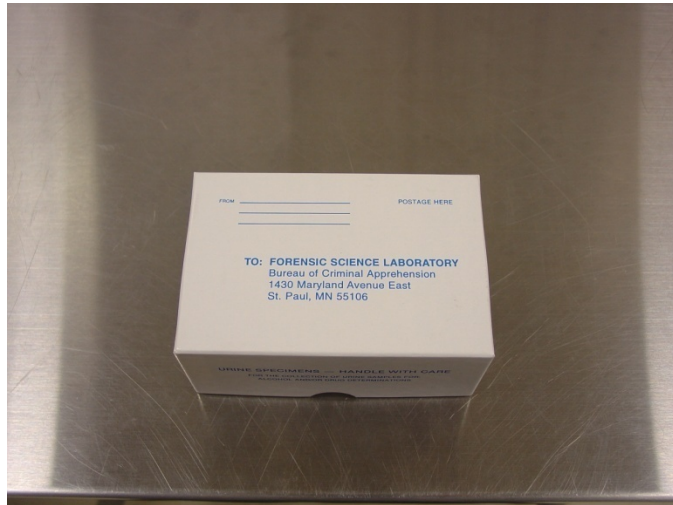


1. Make sure the kit is sealed properly.
2. Affix the barcode label to the front of the kit as shown to the left.
3. Place the kit in the refrigerated locker in room P178.

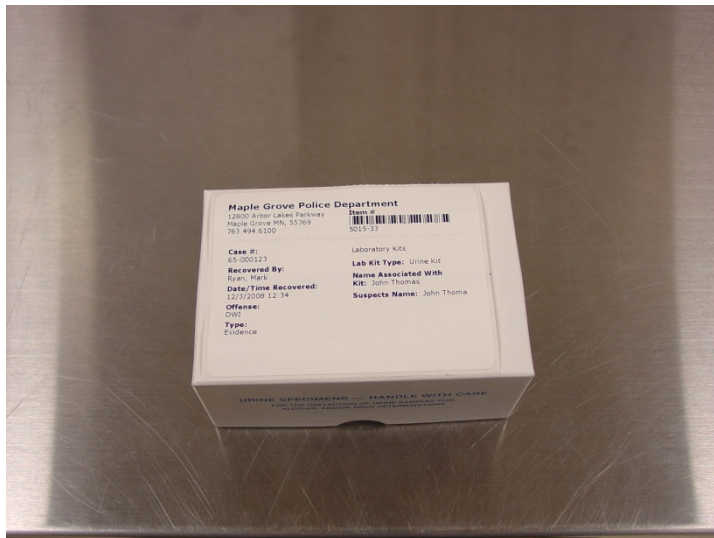




Packaging of Urine Kits



1. Make sure the kit is sealed properly.
2. Affix the barcode label to the front of the kit as shown to the left.
3. Place the kit in the refrigerated locker in room P178.



Refrigerated Evidence



1. Refrigerated evidence (Blood kits, Urine kits and Sexual Assault kits) should be secured in the refrigerator in room P178.
2. Inside you will find 12 individual lockers. Place the kit inside the individual locker and turn the black knob clockwise until it is locked.
3. Be sure to note the kit number on the property sheet as well as the number of the locker you placed it in.
4. Be sure to put the case number on the kit.
5. Submit the property sheet in locker 27 in the major case room.

Blood Drying Unit



1. The shelving can easily be removed if need be.
2. To remove the shelving, pull from the back corner of the shelf as shown in the picture.
3. To replace the shelving, place the shelf in the groove in the front corner of the cabinet first and push the shelf into place.
4. Once you have your items inside the unit, be sure to close the door and secure the 4 latches on the door to insure a tight seal.
5. Lock the cabinet to maintain the chain of custody.
6. Press the green switch to turn the unit on.
7. If the red light comes on this is an indication there is an air flow issue and you must turn the unit off. Notify the Evidence unit staff to reset the unit.
8. The evidence unit staff will package the items for you once they are dry provided you completed and submitted a property sheet for the items.



Blood Drying Unit



1. The shelving can easily be removed if need be.
2. To remove the shelving, pull from the back corner of the shelf as shown in the picture.
3. To replace the shelving, place the shelf in the groove in the front corner of the cabinet first and push the shelf into place.
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8. The evidence unit staff will package the items for you once they are dry provided you completed and submitted a property sheet for the items.

EVIDENTIARY VEHICLES



The three cages 2,3,4 in the parking garage are for vehicles or over sized items being entered as evidence.

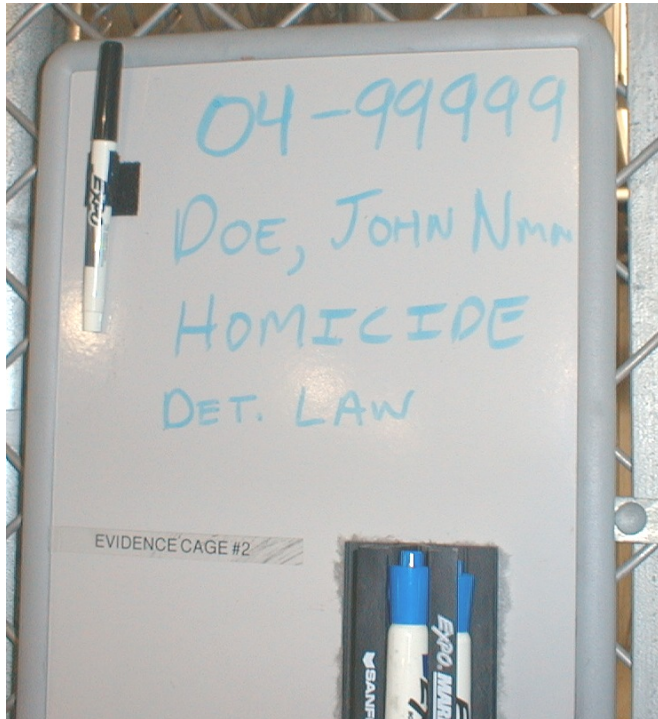


Secure your evidence in these cages as you would secure the temporary lockers in the major case room. The padlock must be locked to insure your chain of custody.

Vehicles

1. Enter the vehicle in the Evidence system. Print a barcode. Fix the barcode to a tag and zip tie it to the vehicle wiper blade.
2. Leave the ignition key on the dash in the vehicle if you have it.
3. Secure the padlock.
4. Once a vehicle is secured in the cage a search warrant or consent to search must be obtained.
5. Before a vehicle can be processed, the county form must be completed by you or the assigned Detective.

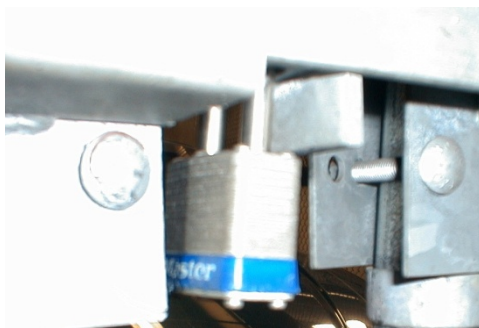
EVIDENTIARY VEHICLES



Please put the pertinent case information on the board as shown.

Notify the Evidence Unit by email or voicemail of any special instructions.

Remember, once the cage is locked, consider it to be locked in the same way the temporary lockers are locked in the major case room.





EXPLOSIVES, IMPROVISED EXPLOSIVE, MILITARY MUNITIONS, INCINDIARY DEVICES BOMBS AND

BLASTING AGENT PROHIBITED



- Do not bring any type of explosives, bombs, incendiaries, IED's, acid bombs or detonating devices to the MGPD.
- Contact an available bomb unit. Follow bomb scene procedures. Bomb units are responsible for the disposal and evidentiary processing of these types of items.

FIREWORKS AND FIREARMS AMMUNITION



1. All explosive items such as fireworks and firearms ammunition will be kept in the flammables / explosives room located in the underground parking garage P007.
2. Secure the items in the appropriate size evidence bag. If it is more practical to secure an evidence / property tag to the items please do so.
3. Fix the barcode label to the evidence / property tag.
4. Any improvised explosive device other than fireworks or firearms ammunition must be closely examined to determine if it is safe to store the item in our facility. It may be best to call the bomb squad on-scene.
5. Use the best evidence rule by photographing the item when possible. Items entered for destruction will be destroyed right away.



Right of Refusal Locker 001

1. Locker #001 allows the Property and Evidence Unit to return items to the submitter if an error has been made in the submission process.
2. If your submitted items find their way to locker #001, you will be notified by voice mail and email.
3. The voice mail will be a reminder to check you email for information and direction in correcting the submission issue.
4. The email will guide you in making the issue corrections so the items can be properly submitted.
5. The email will also give you the 6 digit combination that will allow you to access locker #001.
6. The directions to access the locker are posted on the locker door.



Opening Refusal Locker 001



1. To bring the lock out of sleep mode, turn the outer dial of the lock between the 12:00 and 3:00 position a total of 2 times returning to the 12:00 position.
2. Enter the 6-digit combination that has been given to you by the Property and Evidence Unit.
3. Turn the locks outer dial clockwise to the 3 o'clock position. This will release the locker knob and allow you access to the locker.
4. When you have corrected the issue, leave this locker unlocked and place your corrected property or evidence in a different locker to allow this locker to be used for its intended purpose.
5. The combination will be changed by the Property and Evidence Unit after each use to maintain the chain of custody integrity.
6. The combination that was given to you is good for one time only.
7. If you have difficulty accessing locker #001, feel free to contact me day or night to assist you so the corrections can be made in a timely manner.



Maple Grove Police Department



THANK YOU!