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# Packaging Guide

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Property and Evidence

January 2014

MADISON POLICE DEPARTMENT PROPERTY ROOM



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# Introduction

The purpose of this guide is to provide information to Madison Police Department (MPD) staff on how to properly package property and evidence to maintain evidentiary value, to store items safely, and to allow for easy retrieval for release and processing.

This guide attempts to provide information that meets the requirements of several different groups:

- Wisconsin State Crime Lab (WSCL)
- MPD Forensic Services Unit (FSU)
- MPD Computer Lab
- MPD Property Room
- International Association of Property and Evidence (IAPE)

This guide has been written in consultation with all the MPD departments listed above, and when possible, we have consulted with the WSCL for clarification on their requirements. The State of Wisconsin Department of Justice also publishes the *Physical Evidence Handbook* which provides information on collection and preservation of physical evidence. It is available online at <https://wilenet.org/html/crime-lab/physevbook/index.html>.

This guide provides general information on packaging items as well as details on how to package the most common types of items submitted to the MPD Property Room. Since it is not possible to write a guide that covers all situations and all items, this guide provides examples for packaging the most common types of items and should serve as a guideline for packaging other items not listed. Department staff can always contact the MPD Property Room with questions:

**Address: MPD Property Room**

211 S. Carroll St  
Room GR-4  
Madison, WI 53703

**Phone:** 608-266-4955

**Email:** PD PROPERTY

For investigative concerns, contact the FSU, which is staffed 24 hours a day:

**Address: MPD Forensic Services Unit**

211 S. Carroll St  
Room 1087B  
Madison, WI 53703

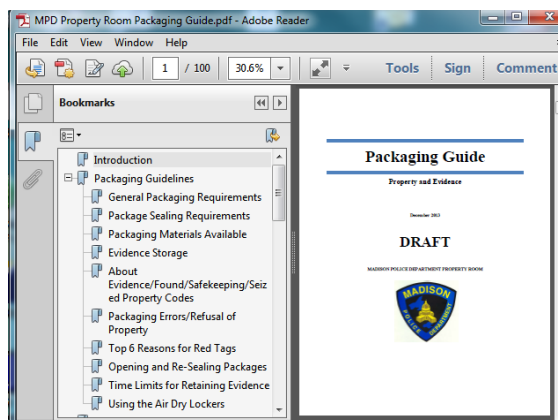
**Phone:** 608-266-4997

**Email:** PD INVESTIGATORS

# How to Use this Guide

To help you understand how to navigate through this guide, following are several tips for using this Adobe Acrobat Portable Document Format (PDF) file.

- **Bookmarks:**  
Bookmarks are clickable links to a specific portion of the document. Bookmarks appear in the left pane of the document and function as a table of contents.



If bookmarks are not visible, click the Bookmark icon on the left side of the document. If the icon is not visible, choose **View > Show/Hide > Navigation Panes > Bookmarks**.



- **Text linked to outside document:**  
Click blue underlined text to go to the specified related document on the Intranet or to an Intranet page.
- **Text linked within this document:**  
Whenever the hand pointer appears over text, the text is clickable and is linked to the relevant topic. For example, you can click topics in the Table of Contents to go directly to that topic.

See the *Property Quick Entry Procedure* for details. It is available in the ring binder in each district intake room and on the intranet at <https://www.cityofmadison.com/employeeNet/police/internal/documents/termsPropertyQuickEntry.pdf>

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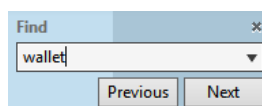
    General Packaging Requirements .....

    Package Sealing Requirements .....

Wherever a topic is referenced, the text is clickable.

**Currency bags:** These bags contain a self-seal that distorts when tampered with. See *Currency/Coins* on page 49 for details.

- **Search in document:**  
Click **Edit > Find** to search for a specific word.
- **Go to a specific page:**  
Type the page number in the page field on the Navigation Toolbar and press the **Enter** key.
- **More information:**  
Find detailed information on navigating PDF documents at <http://helpx.adobe.com/acrobat/using/navigating-pdf-pages.html>.



# Highlights of Changes to Packaging Requirements

Following is a list of the important changes made to packaging requirements with the implementation of this guide:

- The thumbprint seal is being replaced with the signing of initials and IBM on evidence tape. See *Package Sealing Requirements* on page 9.
- Safekeeping, found, and seized items now have the same sealing requirements as evidence items. See *Package Sealing Requirements* on page 9.
  - Write the five required pieces of information on the package (case number, tag number, officer name/IBM, date, description).
  - Seal the package with strapping tape.
  - Place evidence tape signed with your initials and IBM on the package.
  - Attach the bar code label to the package.
- Place evidence tape over the back of computer towers that are submitted as Evidence. See *Computers/USB Drives/Game Systems* on page 47.
- Photo line-ups should be packaged in a large size C plastic bag (not paper bags). See *Documents* on page 55.
- Drugs must be weighed and the weight recorded in LERMS. See *Drugs/Controlled Substances* on page 57.
- Paper bindles should be used for powdery or loose drugs and other substances. See *How to Make a Paper Evidence Bindle* on page 58.
- Fingerprints must be packaged in the fingerprint envelopes. Fingerprints packaged in bags will *not* be accepted. See *Fingerprints* on page 62.
- Buccal swabs and DNA swabs must be packaged in the standard gold envelopes. Buccal swabs and DNA swabs packaged in bags will *not* be accepted. See *Buccal Swabs* on page 39 and *DNA Swabs* on page 53.
- Facsimile firearms must be packaged in firearm boxes. See *BB/Pellet Guns* on page 31.
- Evidence knives must be packaged in knife boxes. See *Knives – Evidence* on page 80.
- Sharps tubes must be packaged in plastic bags. See *Paraphernalia* on page 91.
- Oversize items such as furniture, mattresses, and comforters will *not* be accepted unless authorized by the Property Room. See *Oversize Items* on page 89.
- Hazardous and flammable items will *not* be accepted unless authorized by the Property Room. See *Hazardous Substances* on page 74 and *Flammables* on page 71.
- Alcohol must have evidentiary value in a felony case to be accepted. See *Alcohol* on page 23.
- Kegs and multiple containers of alcohol (12-pack, 6-pack) will *not* be accepted. See *Alcohol* on page 23.
- Red string tags have replaced the manila string tags.

# Packaging Guidelines

This section discusses general guidelines for packaging property and evidence and explains the different types of packaging materials available and their general uses. Later sections of this guide provide information on how to package specific items.

The following topics are described in this section:

- *General Packaging Requirements* on page 8
- *Package Sealing Requirements* on page 9
- *Packaging Materials Available* on page 12
- *Evidence Storage* on page 16
- *About Evidence/Found/Safekeeping/Seized Property Codes* on page 18
- *Packaging Errors/Refusal of Property* on page 19
- *Opening and Re-Sealing Packages* on page 20
- *Time Limits for Retaining Evidence* on page 21
- *Using the Air Dry Lockers* on page 21

## General Packaging Requirements

The following list describes general packaging requirements for all items submitted to the Property Room:


Requirement	Description
<b>Case report</b>	All items submitted to the Property Room require a case report so that the Property Room can determine the disposition of the item.
<b>Tag number</b>	All items must have a tag number, which is created through the Law Enforcement Records Management System (LERMS). See the <i>Property Quick Entry Procedure</i> for details. It is available in the ring binder in each district intake room and on the intranet at <a href="https://www.cityofmadison.com/employeeNet/police/internal/documents/lermsPropertyQuickEntry.pdf">https://www.cityofmadison.com/employeeNet/police/internal/documents/lermsPropertyQuickEntry.pdf</a> .
<b>Dry items</b>	Items must be completely dry. Use the air dry lockers at CPD to dry items. See <i>Using the Air Dry Lockers</i> on page 21.
<b>Proper bag size</b>	Use the proper size bag for the item size. Do not use large size bags for small items; however, be sure to leave enough room in the bag for the item to be placed back in the bag if it is taken to the FSU or WSCL.
<b>New materials</b>	Use only new materials to prevent contamination of evidence.
<b>No sharp edges</b>	Seal the package so that the container will not tear; no exposed sharp edges.
<b>No staples</b>	Do <i>not</i> use staples to secure packages because they present a safety hazard and are easily tampered with.
<b>Use paper to protect DNA</b>	Items that will be submitted for DNA examination should be packaged in paper or cardboard.



## Package Sealing Requirements

All packages submitted to the Property Room should contain the following information and elements. See the photos below for examples. See individual item types for specific examples of how to seal packages. For example, long gun boxes require that evidence tape be placed on more than one location on the box.

**NOTE: There are no differences in package sealing requirements based on the Property Code (Evidence, Found, Safekeeping, Seized).** This requirement is a change in policy as in the past there were accepted differences. Having the same set of requirements for all property will simplify the packaging process and make it easier for department staff to remember the requirements.

Information or Element	Description
<p><b>Write five required pieces of information on package</b></p>	<p>Write the following information on the package:</p> <ul style="list-style-type: none"> <li>• Case number</li> <li>• Tag number</li> <li>• Officer name/Officer IBM</li> <li>• Date item is packaged</li> <li>• Complete item description</li> </ul>
<p><b>Strapping tape</b></p>	<ul style="list-style-type: none"> <li>• Place strapping tape around the circumference of the package opening to completely seal the package and prevent anything from being added to or removed from the package. Strapping tape ends should overlap on the back of the bag.</li> <li>• All packages, with the exception of blood kits, currency bags, med drop buckets, and metal cans must be sealed with strapping tape.</li> <li>• The WSCL will not accept packages that are not completely sealed.</li> </ul> <p><b>Strapping tape exceptions</b></p> <p>The following items do <i>not</i> need to be sealed with strapping tape:</p> <ul style="list-style-type: none"> <li>• <b>Blood kits:</b> See <i>Blood Kits</i> on page 37.</li> <li>• <b>Currency bags:</b> See <i>Currency/Coins</i> on page 51.</li> <li>• <b>Med drop buckets:</b> See <i>Med Drop Buckets</i> on page 86.</li> <li>• <b>Metal cans:</b> See <i>Hazardous Substances</i> on page 74.</li> </ul>
<p><b>Evidence tape</b></p>	<p>Place evidence tape along the length of the opening seam over the strapping tape where the strapping tape ends overlap. The evidence tape does <i>not</i> need to go around the entire package.</p> <p>Sign your initials and IBM horizontally over the junction of the evidence tape and the package. <i>Make sure your signature overlaps the evidence tape and the package.</i></p> 
<p><b>Bar code label</b></p>	<p>Place the bar code label on the upper-right corner of the bag front.</p> <p>Any exceptions in placement are noted in the individual item type descriptions in this guide.</p>

The following photos show properly packaged paper and plastic bags.

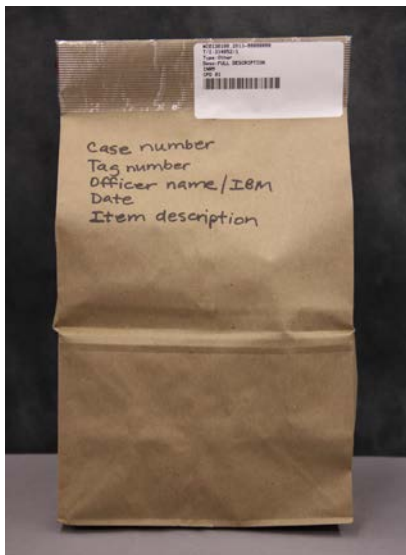
### Properly Packaged Paper Bag



Bag top is folded twice with an approximately ½-inch to 1-inch fold to prevent any additions to the bag.

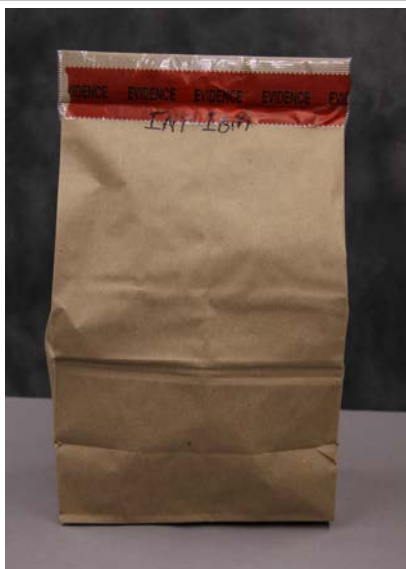
Strapping tape is placed around the bag circumference preventing anything from being added to or removed from the bag.

**TIP:** To seal larger bags with strapping tape, use two small pieces to secure the bag *sides* before placing tape along the entire bag opening. This prevents the bag top from unfolding.



Bar code label is placed on the upper-right corner of the front of the bag (opposite the side that contains the evidence tape).

The five required pieces of information are written on bag: case number, tag number, officer name/IBM, date, and description.

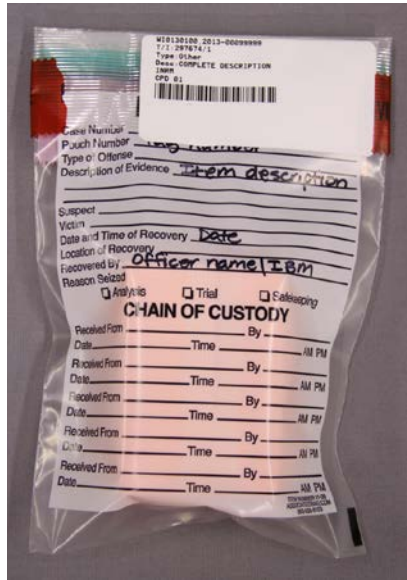


Evidence tape is placed on top of strapping tape where the ends of strapping tape overlap.

Evidence tape runs across the back bag seam (*not* around the entire package).

Initials and IBM are signed across the evidence tape *overlapping both the evidence tape and the bag*.

## Properly Packaged Plastic Bag



Strapping tape should be placed around the entire top of bag to prevent anything from being added to or removed from the package.

The five required pieces of information are written on bag: case number, tag number, officer name/IBM, date, and description.

Bar code label is placed on the upper-right corner of the front of the bag (opposite the side that contains the evidence tape).



In this photo, the top is not completely sealed with strapping tape leaving open "loops." Be sure to seal the loops on plastic bags.



Evidence tape is placed on top of strapping tape where the ends of strapping tape overlap.

Evidence tape runs across the back bag seam (*not* around the entire package).

Initials and IBM are signed across the evidence tape *overlapping both the evidence tape and the bag*.

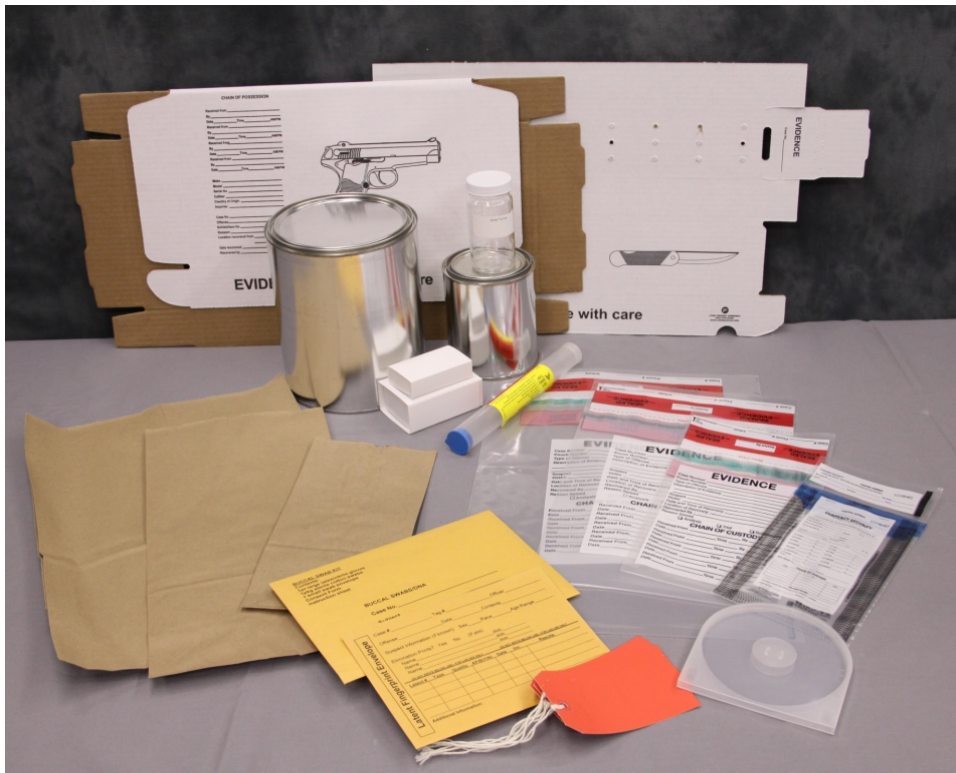
## Packaging Materials Available

This section describes the various types of containers and packaging materials available for packaging property and evidence. All materials are available in the district intake rooms unless otherwise indicated under the Storage Location column in the following table. In these instances you will need to contact the FSU for supplies such as glass jars, metal cans, and buccal swab kits. Blood kits and Sexual Assault Nurse Examiner (SANE) kits are available at local hospitals.

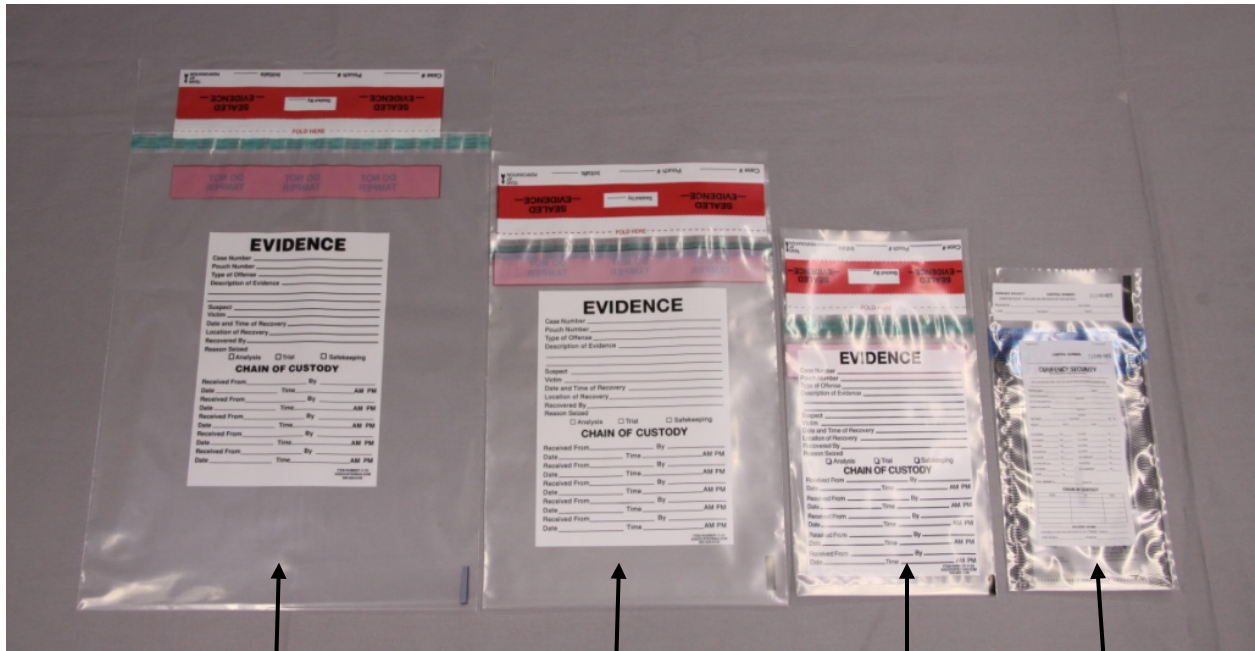
Property Room staff stocks the district intake rooms with packaging supplies, but department staff is welcome to take supplies from the Central District Intake Room when needed.

Please do not use materials that are not listed in the following table unless the item cannot be packaged in the standard materials. Please contact the Property Room to determine whether alternative packaging is acceptable. For example, sometimes a sturdy box is a better alternative for packaging heavy items.

The following photo shows some of the different packaging materials available.



Most items are packaged in paper or plastic bags. The following photos show the bag sizes available.

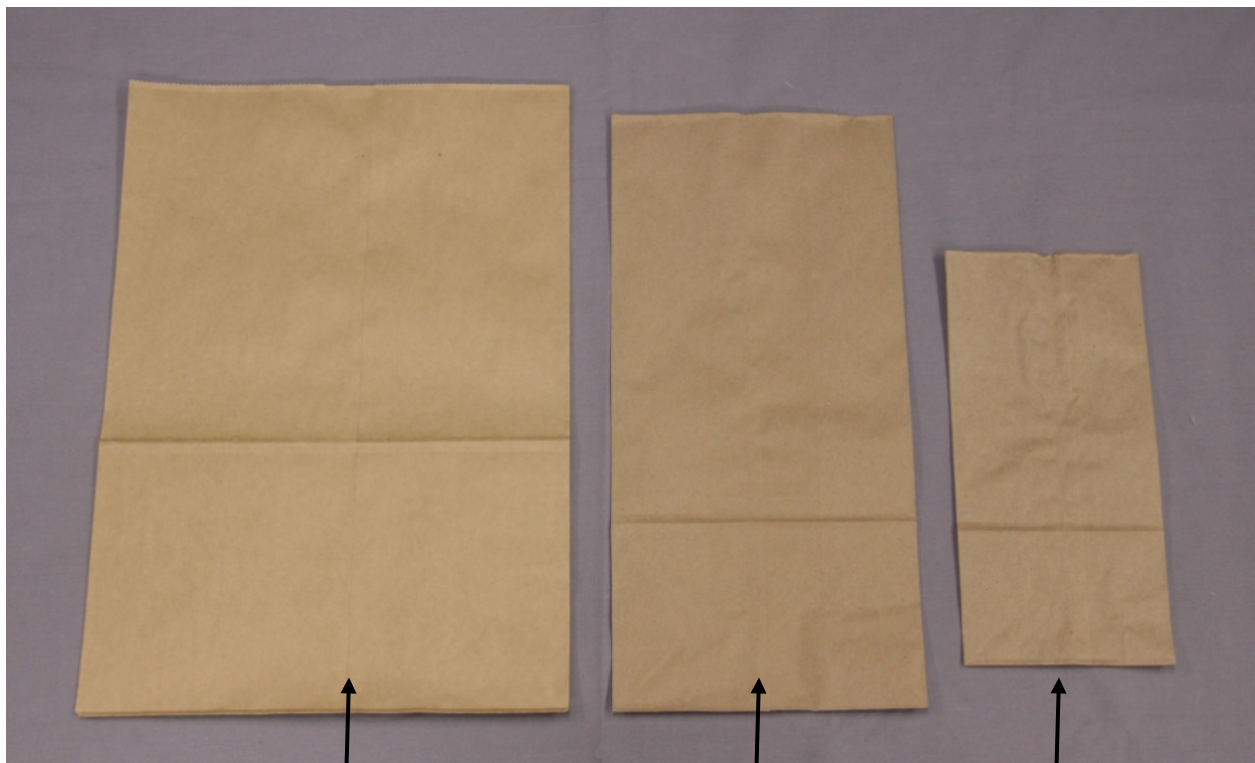


Large size C  
12" x 15"

Medium size B  
9" x 12"

Small size A  
6" x 9"

Currency  
5" x 8"



Large size C  
12" x 17"

Medium size B  
7" x 16"

Small size A  
5" x 11"

The following table describes available materials, common uses for each type of container, the storage location, and the supplier of that container or supply.

	Container or Supply Description	Commonly Used For	Storage Location	Supplier
<b>Plastic Bags</b>	Currency	<ul style="list-style-type: none"> <li>• Currency and coins</li> <li>• U.S. and foreign</li> <li>• Do <i>not</i> use for counterfeits (use small size A plastic bag)</li> </ul>	Intake rooms	Property Room
	Small size A	<ul style="list-style-type: none"> <li>• Cell phones</li> <li>• Wallets</li> <li>• IDs, driver's licenses</li> <li>• CD/DVD cases</li> <li>• White slide boxes</li> <li>• Paraphernalia</li> </ul>		
	Medium size B	<ul style="list-style-type: none"> <li>• Documents</li> <li>• Sharps tubes</li> </ul>		
	Large size C	Photo line-ups		
	Extra Large Gray	<ul style="list-style-type: none"> <li>• Backpacks (Evidence)</li> <li>• Large safekeeping items</li> </ul>		
<b>Paper Bags</b>	Small size A	<ul style="list-style-type: none"> <li>• Drugs</li> <li>• Small clothing items such as underwear</li> </ul>	Intake rooms	Property Room
	Medium size B	Clothing such as hats, gloves		
	Large size C	Larger clothing items such as sweatshirts, jeans		
	Extra Large ("Texas" size)	<ul style="list-style-type: none"> <li>• Winter jackets</li> <li>• Duffle bags (Evidence)</li> </ul>		
<b>Boxes</b>	Handgun	<ul style="list-style-type: none"> <li>• Handguns</li> <li>• BB/pellet guns</li> </ul>	Intake rooms	Property Room
	Long gun	<ul style="list-style-type: none"> <li>• Rifles</li> <li>• Shotguns</li> <li>• BB/pellet guns</li> </ul>		
	Knife	<ul style="list-style-type: none"> <li>• Knives</li> <li>• Sharp objects like scissors</li> </ul>		
	White slide box <b>NOTE:</b> Slide boxes must be placed in a small bag.	<ul style="list-style-type: none"> <li>• Drugs</li> <li>• Ammunition (Evidence)</li> </ul>		
<b>Other Containers</b>	CD/DVD case <b>NOTE:</b> CD/DVD cases must be placed in a small plastic bag.	<ul style="list-style-type: none"> <li>• CDs</li> <li>• DVDs</li> </ul>	Intake rooms	Property Room

	Container or Supply Description	Commonly Used For	Storage Location	Supplier
	Sharps tube	<ul style="list-style-type: none"> <li>• Syringes</li> <li>• Sharp objects such as screwdrivers</li> </ul>	Intake rooms	Property Room
	Glass vial	<ul style="list-style-type: none"> <li>• Samples of liquid substances</li> </ul>	FSU	FSU
	Metal can	<ul style="list-style-type: none"> <li>• Burned items</li> <li>• Malodorous items</li> <li>• Samples of hazardous substances</li> </ul>	FSU	FSU
<b>Kits</b>	Sexual Assault Nurse Examiner (SANE) kit	Sexual assaults	Hospitals	Hospitals
	Blood kit	<ul style="list-style-type: none"> <li>• OMVWI offenses</li> <li>• Overdoses</li> </ul>	Hospitals (Central Dist Intake Room contains the kits for all hospitals)	MPD (MPD transports kits to hospitals on request)
	Buccal swab kit	DNA swabbings	FSU	FSU
	DNA swab kit	DNA swabbings	FSU	FSU
	Fingerprint kit	Fingerprints	FSU	FSU
<b>Other Supplies</b>	Bubble wrap	<ul style="list-style-type: none"> <li>• Protecting sharp edges</li> <li>• Protecting delicate items such as TV or computer screens</li> </ul>	Intake rooms	Property Room
	Biohazard sticker	Indicates blood or other bodily fluids in container		
	Brown Kraft paper	Large items to be swabbed for fingerprints or DNA		
	String tag	<ul style="list-style-type: none"> <li>• Backpacks/purses</li> <li>• Bicycles</li> <li>• Computer towers</li> </ul>		
	Zip tie	Securing knives and guns in boxes		
	Gauze/tongs	Samples of hazardous substances	FSU	FSU

## Evidence Storage

The Property Room stores much of the evidence for current cases on shelves in boxes sized for each bag or envelope type. This storage system allows for the evidence to be securely and efficiently stored while also allowing for easy retrieval when evidence is needed for examination by department staff or for court. This guide provides packaging solutions that maintain evidence integrity and that fit into the current Property Room storage options.

Following are photos showing different packaging containers and how they are stored in the Property Room.

Items are stored by package type in tag number order for easy retrieval.

The following photo shows the large size C paper bags.



Safekeeping and prisoner property is stored by the month it is received in tag number order.



CDs are stored together in tag number order.



Firearms are stored together and separated into handgun and long guns.





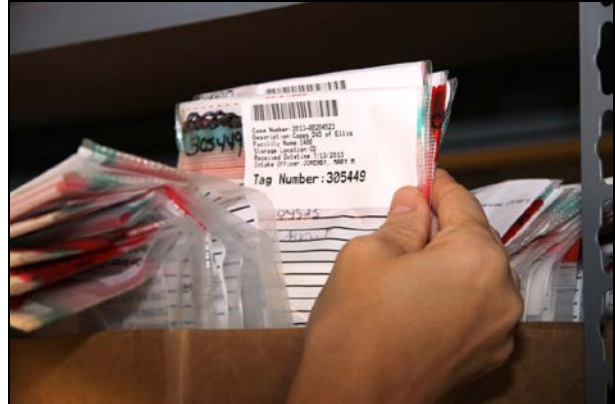
Bags, such as the small size A paper bags shown below, are stored together in tag number order.

Bags are easier to locate when they are not folded tightly, that is, when the bar code label is easily seen on the top flap of the bag.

Additionally, lab personnel are able to return items to bags more easily when bags are not wrapped tightly.



Property clerks can quickly locate items by tag number when the bar code label is in the upper-right corner of the bag.



## About Evidence/Found/Safekeeping/Seized Property Codes

When property is entered into the Law Enforcement Records Management System (LERMS) the Property Code should be chosen from the following list. Evidentiary drugs should have both the Evidence and the Seized code to comply with IBR coding requirements.

- Evidence
- Found
- Safekeeping
- Seized

**There are no differences in packaging sealing requirements based on the Property Code.** All property must meet the requirements outlined in *Package Sealing Requirements* on page 9. This requirement is a change in policy as in the past there were accepted differences. Having the same set of requirements for all property will simplify the packaging process and make it easier for department staff to remember the requirements.

The Property Code determines when an item is flagged for disposition review or disposal. The following table provides information on the Property Codes and the disposition review or disposal dates. This information may help determine which Property Code to select when entering an item in LERMS.

Property Code	Description	Disposition Review/Disposal Date	Commonly Used For
<b>Evidence</b>	Property that may tend to prove or disprove the commission of a crime or the identity of a suspect.	<b>Disposition review date:</b> <ul style="list-style-type: none"> <li>• Municipal: 90 days</li> <li>• Misdemeanor: 6 months</li> <li>• Felony: 1 year</li> </ul>	Case evidence
<b>Found</b>	Property found in public areas that is of no evidentiary value and whose rightful owner is <i>unknown</i> to the Police Department. The Property Room will attempt to discover the owner so that he/she may claim the property. Unclaimed property is disposed of after 45 days.	<b>Disposal date:</b> 45 days from submission date	<ul style="list-style-type: none"> <li>• Property items found in public areas such as streets and the owner is <i>unknown</i>.</li> <li>• Should <i>not</i> be used for items found on a suspect's person.</li> </ul>
<b>Safekeeping</b>	Property of no evidentiary value and whose rightful owner is <i>known</i> that comes into the custody of the Police Department. Unclaimed property is disposed of after 30 days.	<b>Disposal date:</b> 30 days from submission date or date notification letter is sent to owner	<ul style="list-style-type: none"> <li>• Prisoner property</li> <li>• Property items found in public areas such as streets and the owner is <i>known</i>.</li> </ul>
<b>Seized</b>	Property acquired through involuntary surrender by warrant or warrantless search. Use this code for all contraband taken for destruction.	<b>Disposal date:</b> 30 days from submission date	<ul style="list-style-type: none"> <li>• Drugs/paraphernalia taken for destruction.</li> <li>• Drugs/paraphernalia taken as evidence choose <i>both</i> Evidence and Seized.</li> </ul>

## Packaging Errors/Refusal of Property

When property items do not meet packaging standards, property clerks can refuse to take the items by using the refusal of property procedure outlined in the Standard Operating Procedure (SOP) [Handling of Evidence, Contraband, Found or Lost Property](#). Department staff must correct the packaging deficiency by the end of their next scheduled shift. If the re-packaging is not completed within four days, property clerks will send a second notice to the responsible department staff member. The refusal of property procedure is also referred to as being “red tagged” because a red zip tie is used to secure the item until the deficiency is corrected.

The following list describes packaging errors where items will be refused or “red tagged.” Note that this list is not inclusive as there are situations where the property clerk may make a judgment call depending on the circumstances.

- *Quick Property Receipt* is missing.
- Package does not contain five required pieces of written information.
- Item is missing evidence tape or initials/IBM on evidence tape.
- Strapping tape is not used to completely seal package. (Exceptions: blood kits, currency bags, med drop buckets, and metal cans.)
- CD/DVD is not in the Property Room’s standard CD/DVD plastic case.
- CD/DVD is not in the small size A plastic bag.
- Firearm box does not have the serial number recorded (or noted that it is unreadable).
- Firearm/BB/pellet gun is not packaged in a firearm box.
- Currency is not in a currency bag.
- Currency does not have the denominations recorded on bag.
- White slide boxes are not packaged in a bag.
- Paraphernalia is packaged with drugs.
- Identity documents for more than one person are packaged together (Found/Safekeeping items).
- Blood kit does not have the proper information written on the package.
- Clothing items are packaged together for a sexual assault case (one item per bag).
- Syringes (even capped ones) are not packaged in a sharps tube.
- Sharps tubes are not in a plastic bag.
- Sharp items are not packaged in a sharps tube or knife box.
- Straight knives are not packaged in a knife box.
- Fingerprints, buccal swabs, and DNA swabs are not packaged in the kit envelopes.

### Top 6 Reasons for Red Tags

1. Strapping tape is missing.
2. CD/DVD is not in the CD/DVD plastic case.
3. *Quick Property Receipt* is missing.
4. Blood kit does not have the written information.
5. Drugs and paraphernalia are not separated.
6. Evidence tape or initials/IBM is missing.

## Opening and Re-Sealing Packages

In some instances department staff will need to open evidence to examine or test it. This section provides information on how to open the package and how to re-seal it to preserve the integrity of the package.

### Opening the package

- The original seal on the package should be preserved.
- On a location *away from the original seal*, make a slit in the bag with a sharp utility knife. For plastic bags, you could also cut a narrow strip off the bottom of the bag with scissors.



### Re-sealing the package

- Neatly seal the opening with strapping tape.
- Place evidence tape over the strapping tape and sign your initials, IBM, and the date.

### Re-packaging the item

When the original packaging cannot be preserved, you may need to re-package the evidence in new material. When re-packaging the evidence, place the original packaging material in the new bag to preserve the chain of custody. For example, some items such as CDs are opened and re-sealed several times and it is important to retain the original packaging for verification of each person that has opened the package. After re-packaging the item, complete a supplemental report to record this information.

Because you will not be able to print a new bar code label, please write the tag number on the new package. The Property Room will print a new label when you return the package. You may want to place a note of explanation with the package or talk with Property Room staff to indicate that the item was re-packaged.

Opening a Package	Re-sealing a Package
<p data-bbox="181 1136 683 1171">Open the package away from the original seal.</p> 	<p data-bbox="878 1136 1422 1199">Re-seal package with strapping tape and evidence tape containing your initials, IBM, and the date.</p> 

## Time Limits for Retaining Evidence

If no suspects are prosecuted for the offense, evidence will be retained by the Property Room until the statute of limitations on prosecution is reached and/or commissioned staff authorizes the release or disposal of the evidence. If a suspect is prosecuted for the offense, evidence should be retained until the person's discharge date (explained below).

Wisconsin Statute 968.205 Preservation of Certain Evidence defines the time limits for how long evidence is to be retained. Essentially evidence should be retained until every person in custody as a result of the conviction has reached his or her discharge date. **Discharge date means the date the person is released from incarceration, or if placed on probation, the date the person is released from probation.**

*Except as provided in sub. (3), if physical evidence that is in the possession of a district attorney includes any biological material that was collected in connection with a criminal investigation that resulted in a criminal conviction, delinquency adjudication, or commitment under s. 971.17 or 980.06 and the biological material is from a victim of the offense that was the subject of the criminal investigation or may reasonably be used to incriminate or exculpate any person for the offense, the district attorney shall preserve the physical evidence until every person in custody as a result of the conviction, adjudication, or commitment has reached his or her discharge date.*

Section 939.74 of the Wisconsin Statutes defines the time limits on prosecution for different offense types. The following table lists the general limitations, but there are limitations for specific child sexual assault offenses and child abuse offenses based on the victim's age at the time the charges are filed.

Offense Type	Statute of Limitations
Municipal Citation	90 days
Misdemeanor	3 years
Felony	6 years
Homicide - 1 <sup>st</sup> degree	No limitation
Homicide - 2 <sup>nd</sup> degree	15 years
Sexual Assault	No limitation

## Using the Air Dry Lockers

All items submitted to the Property Room must be completely dry to prevent mold from growing and to protect the evidentiary integrity. Wet items should be placed in the air dry lockers available at the Central District Air Dry Room on the garage level outside the Central District Intake Room. The Property Room maintains the Air Dry Room by stocking supplies and cleaning the lockers.

If the mechanical air dry lockers are not available, the small metal lockers in the Air Dry Room may be used. Do *not* air dry items in the standard lockers at other districts.

When you take custody of the air dry locker, you must create a *single* tag number in LERMS to track the chain of custody for all items in that locker. The Air Dry Room contains printed instructions for operating the air dry lockers as well as the procedure for creating the tag number in LERMS. The LERMS procedure is also available in the ring binder in the Central District Intake Room and on the MPD Intranet at <https://www.cityofmadison.com/employeeNet/police/internal/documents/lermsAirDry.pdf>.

Items in the air dry lockers should be packaged within *four* days. If department staff is absent from duty for more than four days, arrangements should be made for a co-worker to complete the packaging.

# Evidence and Property Item Types

The following sections provide details on packaging the most common types of evidence and property items submitted to the MPD Property Room.

Each type contains the following information:

- **Description:** Item type definition and examples.
- **Conditions of Acceptance:** Specific requirements for acceptance by the Property Room.
- **Suggested Container:** Type of packaging container, for example, paper, plastic, or string tag.
- **Packaging Criteria:** Requirements for packaging the specific item type.
- **Investigative Considerations:** Things to keep in mind for the FSU, the WSCL, or other general information.
- **Packaging Procedure:** Numbered steps describing how to package the item type.

The following item types are described:

- |                                                            |                                                                         |
|------------------------------------------------------------|-------------------------------------------------------------------------|
| <input type="checkbox"/> Alcohol                           | <input type="checkbox"/> Firearms                                       |
| <input type="checkbox"/> Ammunition                        | <input type="checkbox"/> Fireworks                                      |
| <input type="checkbox"/> Bags/Backpacks                    | <input type="checkbox"/> Flammables                                     |
| <input type="checkbox"/> BB/Pellet Guns                    | <input type="checkbox"/> Found/Lost Property                            |
| <input type="checkbox"/> Bicycles                          | <input type="checkbox"/> Hazardous Substances                           |
| <input type="checkbox"/> Biological Items                  | <input type="checkbox"/> IDs/Driver's Licenses/Credit Cards             |
| <input type="checkbox"/> Blood Kits                        | <input type="checkbox"/> Jewelry                                        |
| <input type="checkbox"/> Buccal Swabs                      | <input type="checkbox"/> Knives – Evidence                              |
| <input type="checkbox"/> CDs/DVDs                          | <input type="checkbox"/> Knives – Safekeeping/Found/Seized              |
| <input type="checkbox"/> Cell Phones/MP3 Players (iPods)   | <input type="checkbox"/> Liquids                                        |
| <input type="checkbox"/> Clothing                          | <input type="checkbox"/> Med Drop Buckets                               |
| <input type="checkbox"/> Computers/USB Drives/Game Systems | <input type="checkbox"/> Oversize Items                                 |
| <input type="checkbox"/> Counterfeit Currency              | <input type="checkbox"/> Paraphernalia                                  |
| <input type="checkbox"/> Currency/Coins                    | <input type="checkbox"/> Prisoner Property/SafekeepingPrisoner Property |
| <input type="checkbox"/> DNA Swabs                         | <input type="checkbox"/> Purses                                         |
| <input type="checkbox"/> Documents                         | <input type="checkbox"/> SANE Kits                                      |
| <input type="checkbox"/> Drugs/Controlled Substances       | <input type="checkbox"/> Sharp Items                                    |
| <input type="checkbox"/> Explosives                        | <input type="checkbox"/> Wallets                                        |
| <input type="checkbox"/> Fake IDs                          |                                                                         |
| <input type="checkbox"/> Fingerprints                      |                                                                         |

# ALCOHOL

<b>Description</b>	Alcoholic beverages or their containers that have evidentiary value.
<b>Conditions of Acceptance</b>	<p>In general, the Property Room does not accept alcohol; however, in situations where it has evidentiary value in a <i>felony case</i> it will be accepted.</p> <p>Empty containers may be submitted if they have evidentiary value.</p>
<b>Suggested Packaging Container</b>	<p><b>Empty or unopened containers:</b> Paper bag</p> <p><b>Samples from open containers:</b> Glass jar placed in a plastic bag</p>
<b>Packaging Criteria</b>	<ul style="list-style-type: none"><li>• No kegs will be accepted. Please return to the liquor store that rented the keg.</li><li>• If there are multiple containers (for example, a 12-pack of beer) keep one unopened container, empty and discard the remaining containers.</li><li>• If the container is open and the contents are evidentiary, take a sample from the container and place it in a glass jar obtained from the FSU. Submit the glass jar in lieu of the open container unless the container has some significance to the case.</li><li>• Consider photographing containers rather than submitting them to the Property Room.</li></ul>
<b>LERMS Property Type</b>	“Alcohol”
<b>Investigative Considerations</b>	Use paper bags for items to be checked for fingerprints or DNA.

## Packaging Procedure

1. Write the required information on the bag.
2. Place the empty or unopened container in a bag –OR– place the alcohol sample in a glass jar, seal the jar with strapping tape, and place the jar in a plastic bag.
3. Seal the bag with strapping tape.
4. Place evidence tape over the bag seam and write your initials/IBM across the junction of the tape and the bag.
5. Place the bar code label on the upper-right corner of the bag front.

**Standard Supplies Needed for Packaging Alcohol**



**Standard supplies:**

- Strapping tape
- Evidence tape
- Scissors
- Gloves
- Sharpie

**Other Items Needed for Packaging Alcohol: Empty Container**

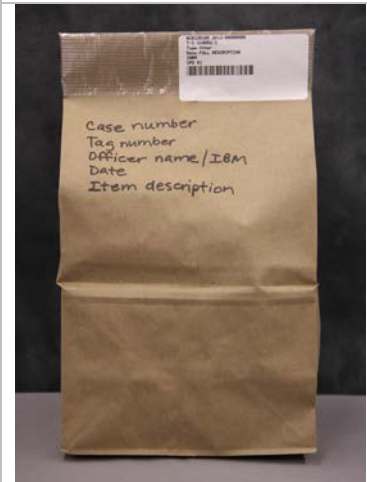


**Other items needed:**

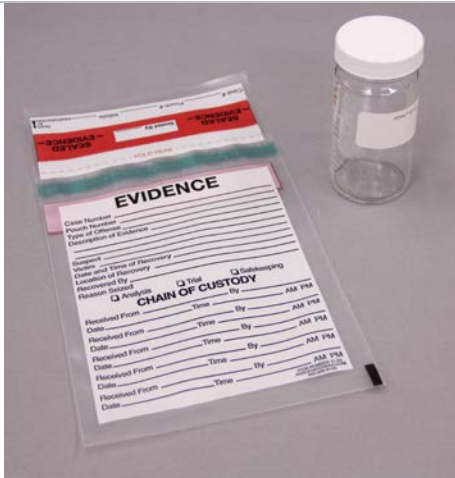
- Empty container
- Container marked to show liquid level
- Paper bag (Medium size B in this photo)

Liquid level marked

**Packaged Item**



**Other Items Needed for Packaging Alcohol Sample**



**Other items needed:**

- Glass jar containing sample
- Jar sealed with strapping tape
- Plastic bag (Small size A)

**Packaged Item**





## AMMUNITION – EVIDENCE

Description	Unfired cartridges, fired cartridge cases, fired bullets, fired bullet fragments, fired and unfired shotshells, projectiles, shot wads, shot pellets, and loaded magazines submitted as Evidence. See <i>Investigative Considerations</i> below for definitions of these terms.
Conditions of Acceptance	The Property Room does <i>not</i> accept black powder or explosives. Contact the Dane County Bomb Squad at <b>608-284-6800</b> .
Suggested Packaging Container	<ul style="list-style-type: none"> <li>• White slide box placed in a paper bag</li> <li>• Paper bag</li> </ul>
Packaging Criteria	<ul style="list-style-type: none"> <li>• Several unfired cartridges, fired cartridge cases, and intact fired bullets can be packaged together in a white slide box if they are first individually placed into a small envelope, which can be obtained from the FSU. The envelopes protect the items from rolling together in the box and abrading the surface. FSU investigators will usually package this type of evidence.</li> <li>• Fired bullet fragments, fired and unfired shotshells, projectiles, shot wads, shot pellets, and loaded magazines can be placed directly into a white slide box or paper bag. They do not need to be packaged in the small envelopes stocked by the FSU.</li> <li>• Ammunition must be packaged separately from firearms.</li> </ul>
LERMS Property Type	“Explosives”
Investigative Considerations	<ul style="list-style-type: none"> <li>• Wear gloves and touch the items as little as possible to preserve DNA, latent fingerprints, and trace evidence.</li> <li>• Evidence should be packaged in paper or cardboard to preserve DNA, fingerprints, and trace evidence.</li> <li>• If magazines are loaded, leave them loaded to preserve DNA. The interior bottom of the magazine well may have DNA from skin cells that accumulate when the suspect loads the magazine. Loaded magazines should be packaged separately from firearms.</li> <li>• The following terms are used by the WSCL and should be used to correctly identify items when submitting to the WSCL:             <ul style="list-style-type: none"> <li>○ <b>Unfired cartridge:</b> The item that goes into the gun or magazine to be fired (incorrectly referred to as the bullet).</li> <li>○ <b>Fired cartridge case:</b> The container for the components.</li> <li>○ <b>Fired bullet:</b> The metal projectile.</li> <li>○ <b>Fired bullet fragment:</b> The pieces of the bullet. If the bullet is only flattened, it is not fragmented.</li> <li>○ <b>Unfired shotshell:</b> The item that goes into the shotgun to be fired.</li> <li>○ <b>Fired shotshell:</b> The container for the components for shotguns.</li> <li>○ <b>Projectile:</b> A fired, thrown, or otherwise propelled object, such as pellets/BBs, having no capacity for self-propulsion.</li> </ul> </li> </ul>

- **Shot wad:** A disc of paper, felt, pasteboard, plastic, or other material used to hold in place the powder and shot in a shotgun cartridge or shot shell.
- **Shot pellet:** Something propelled by shooting; especially small lead or steel pellets propelled from the charge of a shotgun shell.

**Packaging Procedure**

1. Write the required information on the correct size bag.
2. Place the item in the bag and seal with strapping tape.  
**NOTE:** White slide boxes must be placed in a paper bag.
3. Place evidence tape over the bag seam and write your initials/IBM across the junction of the tape and the bag.
4. Place the bar code label on the upper-right corner of the bag front.

**Standard Supplies Needed for Packaging Ammunition - Evidence**



**Standard supplies:**

- Strapping tape
- Evidence tape
- Scissors
- Gloves
- Sharpie

**Other Items Needed for Packaging Ammunition - Evidence**



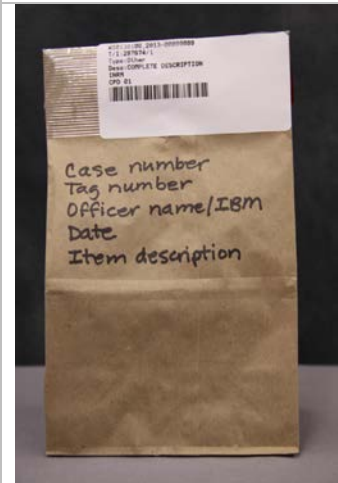
**Other items needed:**

- White slide box
- Small envelopes (for unfired cartridges, fired cartridge cases, and intact fired bullets)
- Paper bag (Small size A)

**NOTE:**

FSU investigators will usually package evidence that requires the small envelopes. Other ammunition can go directly in a slide box or paper bag.

**Packaged Item**



## AMMUNITION – SAFEKEEPING/FOUND/SEIZED

<b>Description</b>	Unfired cartridges, fired cartridge cases, fired bullets, fired bullet fragments, fired and unfired shotshells, projectiles, shot wads, shot pellets, and loaded magazines submitted as Safekeeping, Found, or Seized. See <i>Investigative Considerations</i> on page 25 for definitions of these terms.
<b>Conditions of Acceptance</b>	<ul style="list-style-type: none"> <li>• Ammunition taken for destruction must be dry and must be placed in one of the standard packaging containers or a sturdy container.</li> <li>• The Property Room does <i>not</i> accept black powder or explosives. Contact the Dane County Bomb Squad at <b>608-284-6800</b>.</li> </ul>
<b>Suggested Packaging Container</b>	Plastic bag
<b>Packaging Criteria</b>	<ul style="list-style-type: none"> <li>• Ammunition must be packaged separately from firearms.</li> <li>• Multiple pieces of ammunition can be packaged together in a plastic bag if it is submitted as Safekeeping, Found, or Seized.</li> <li>• If the item can be destroyed, please enter a notation that the item is for destruction in the description field in LERMS and in your case report.</li> </ul>
<b>LERMS Property Type</b>	“Explosives”

### Packaging Procedure

1. Write the required information on the correct size plastic bag.
2. Place the item in the bag and seal with strapping tape.
3. Place evidence tape over the bag seam and write your initials/IBM across the junction of the tape and the bag.
4. Place the bar code label on the upper-right corner of the bag front.

#### Standard Supplies Needed for Packaging Ammunition - Safekeeping/Found/Seized

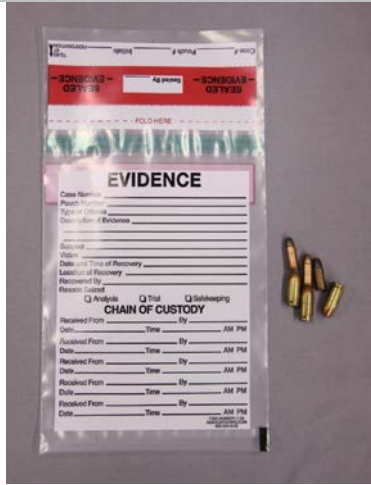


#### Standard supplies:

- Strapping tape
- Evidence tape
- Scissors
- Gloves
- Sharpie

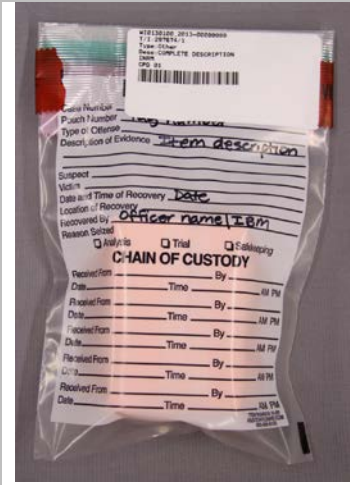
**Other Items Needed for Packaging Ammunition - Safekeeping/Found/Seized**

**Packaged Item**



**Other items needed:**

- Ammunition
- Plastic bag (Small size A or appropriate size)



## BAGS/BACKPACKS

<b>Description</b>	Bags and backpacks submitted as Evidence, Safekeeping, or Found. <b>NOTE:</b> For prisoner property or safekeeping property, see <i>Prisoner Property/Safekeeping</i> on page 93.
<b>Conditions of Acceptance</b>	No special conditions.
<b>Suggested Packaging Container</b>	<b>Evidence:</b> Extra large gray plastic bag; string tag tied to plastic bag <b>Safekeeping/Found:</b> String tag attached to bag/backpack
<b>Packaging Criteria</b>	<ul style="list-style-type: none"><li>• Place bar code label on the string tag and not directly on the bag to avoid damage to the bag.</li><li>• Remove and dispose of food and drink items.</li><li>• Separate any currency from the bag and package in a currency bag.</li><li>• Remove hazardous items such as weapons and narcotics and package separately.</li><li>• Large bags that do not fit in a locker may be placed on the intake room floor.</li><li>• Safekeeping: Record the owner's information in the description field in LERMS and in your case report.</li></ul>
<b>LERMS Property Type</b>	"Purses/Backpacks/Wallets"
<b>Investigative Considerations</b>	If the bag or backpack is evidentiary, place it in an extra large gray plastic bag.

### Packaging Procedure

#### If using an extra large gray plastic bag (Evidence):

1. Remove currency, food items, drink items, and hazardous items from the bag/backpack.
2. Place item in the extra large gray plastic bag.
3. Twist the bag opening closed and use strapping tape to seal the bag.
4. Place the bar code label on one side of the string tag and the required written information on other side of the string tag and secure it to the bag with strapping tape. Evidence tape is not required for string tags.

#### If using a string tag (Safekeeping/Found):

1. Remove currency, food items, drink items, and hazardous items from the bag/backpack.
2. Place the bar code label on one side of the string tag and the required written information on other side of the string tag and secure it to the bag with strapping tape. Evidence tape is not required for string tags.

**Standard Supplies Needed for Packaging Bags/Backpacks**



**Standard supplies:**

- Strapping tape
- Evidence tape
- Scissors
- Gloves
- Sharpie

**Other Items Needed for Packaging Bags/Backpacks - Evidence**



**Other items needed:**

- Bag/backpack
- String tag
- Extra large gray plastic bag

**Packaged Item**

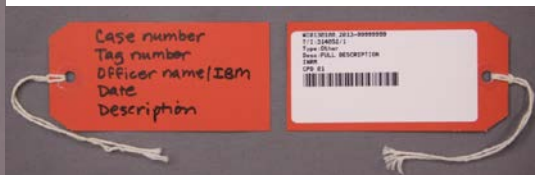


**Other Items Needed for Packaging Bags/Backpacks - Safekeeping/Found**



**Other items needed:**

- Bag/backpack
- String tag
- *Safekeeping Agreement* is required for Prisoner Property. See *Prisoner Property/Safekeeping* on page 93.



**Packaged Item**



# BB/PELLET GUNS

<b>Description</b>	Guns that fire projectiles using compressed air such as BB guns, pellet guns, and airsoft guns.
<b>Conditions of Acceptance</b>	Must be packaged in a firearm box.
<b>Suggested Packaging Container</b>	Handgun or long gun box (required)
<b>Packaging Criteria</b>	<ul style="list-style-type: none"><li>• Must be unloaded and made safe.</li><li>• Secure the gun in the box with zip ties.</li><li>• Package ammunition separately.</li></ul>
<b>LERMS Property Type</b>	“BB/Pellet Guns”
<b>Investigative Considerations</b>	No special considerations.

## Packaging Procedure

1. Verify that the gun is unloaded and made safe.
2. Place the item in the firearm box with the barrel facing the correct end of the box (as shown on the outside of the box) and secure with zip ties on the *inside* of the box.
3. Seal the box with strapping tape. Place the tape along the length of the box opening as well as the box ends.
4. Place evidence tape on the box as shown in the following photos and write your initials/IBM across the junction of the tape and the box.
5. Place the bar code label on the box as shown in the following photos.  
**Handgun boxes:** Left side panel.  
**Long gun boxes:** Front upper-right corner.
6. Write the required information on the box.

### Standard Supplies Needed for Packaging BB/Pellet Guns



#### Standard supplies:

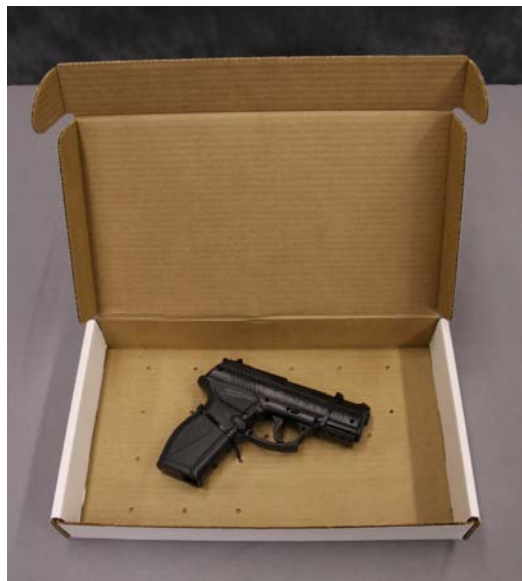
- Strapping tape
- Evidence tape
- Scissors
- Gloves
- Sharpie

**Other Items Needed for Packaging BB/Pellet Guns in Handgun Boxes**

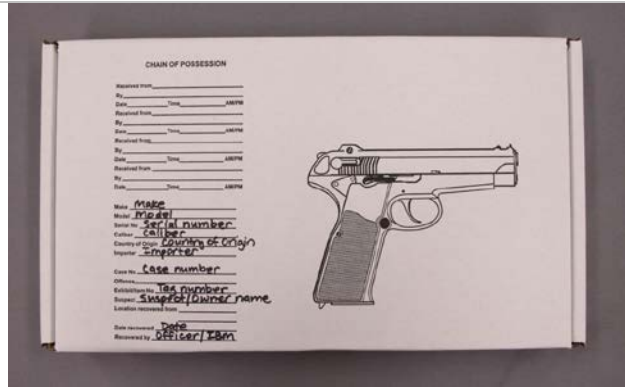


**Other items needed:**

- BB/pellet gun
- Zip ties (fasten on inside of box)
- Hand gun box

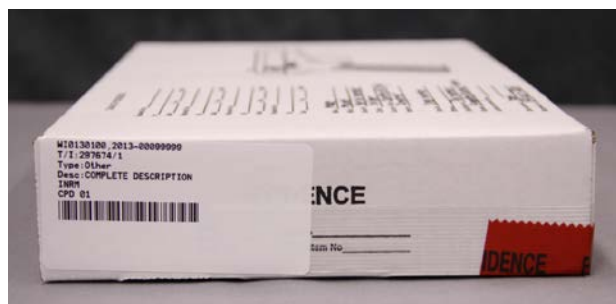
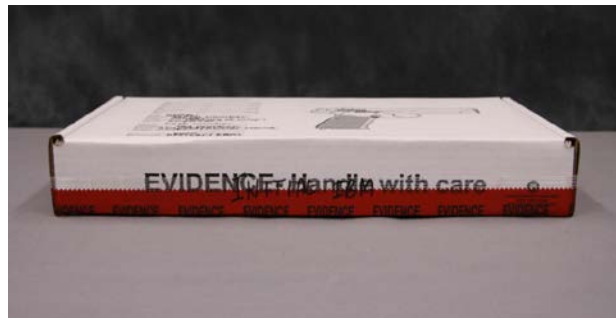


**Packaged Item**



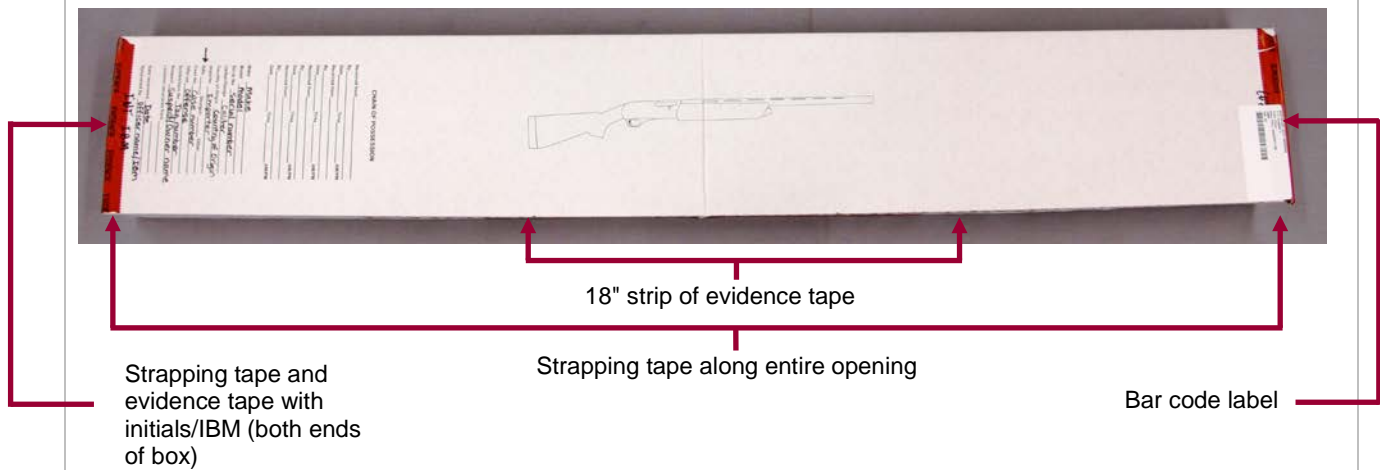
**Notes:**

- Record known information on box
- Place strapping tape and evidence tape along bottom front and bottom sides of box
- Sign initials/IBM on front of box at junction of box and evidence tape
- Place bar code label on left end panel





## Packaging BB/Pellet Guns in Long Gun Boxes



### Other items needed:

- BB/pellet gun
- Zip ties (fasten on *inside* of box as shown in handgun box photos above)
- Long gun box

### Notes:

- Record known information on box
- Place strapping tape along *front* opening and on box *ends*
- Place evidence tape on box *front* (18" strip) and on box *ends*
- Sign initials/IBM on box front and box ends at junction of box and evidence tape
- Place bar code label on front upper-right corner

Received from	_____
By	_____
Date	_____ Time _____ AM/PM
Received from	_____
By	_____
Date	_____ Time _____ AM/PM
Received from	_____
By	_____
Date	_____ Time _____ AM/PM
Received from	_____
By	_____
Date	_____ Time _____ AM/PM
Make	<u>Make</u>
Model	<u>Model</u>
Serial No.	<u>Serial number</u>
Caliber/Gauge	<u>Caliber</u>
Country of Origin	<u>Country of Origin</u>
Importer	<u>Importer</u>
Rifle	<input type="checkbox"/> Shotgun <input type="checkbox"/> Other _____
Case No.	<u>Case number</u>
Offense	<u>Offense</u>
Exhibit/Item No.	<u>Tag number</u>
Suspect	<u>Suspect/Owner name</u>
Location recovered from	_____
Date recovered	<u>Date</u>
Recovered by	<u>Officer name/ID#</u>
	<u>INT IAA</u>
EVIDENCE EVIDENCE EVIDENCE EVIDENCE	
EVIDENCE	
Phone	Case No.
Mail Code	Exhibit/Item No.
Name	


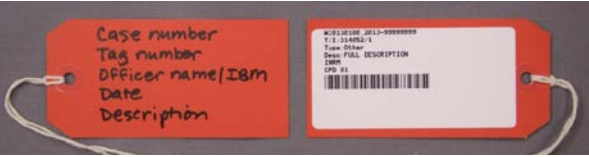



# BICYCLES

<b>Description</b>	Bicycles submitted as Evidence, Safekeeping, or Found.
<b>Conditions of Acceptance</b>	Typically bicycles should be submitted at the Central District Intake Room; however, when necessary, they can be submitted at the other districts.
<b>Suggested Packaging Container</b>	String tag
<b>Packaging Criteria</b>	<ul style="list-style-type: none"> <li>Place bar code label on the string tag and not directly on the bicycle to avoid damage to the bicycle.</li> <li>When entering the bicycle in LERMS be sure to add a vehicle jacket that includes the make, model, and serial number. (Be sure to click <i>Save</i> when entering the jacket.) Enter the owner name, if known, in the Subject tab or in the description field in LERMS.</li> <li>Include the make, model, serial number, and owner name, if known, in your case report as well.</li> </ul>
<b>LERMS Property Type</b>	“Bicycles”
<b>Investigative Considerations</b>	If the bicycle is to be swabbed for DNA or fingerprints, use paper bags to cover the area in question.

## Packaging Procedure

- Place the bar code label on one side of the string tag and the required written information on other side of the string tag and tie it to the bicycle’s handlebars.
- Leave the bicycle in the Central District Intake Room.

<b>Packaging Bicycles - Safekeeping/Found</b>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>Write required information on one side of string tag and place bar code label on opposite side</li> <li>Tie string tag to handle bars</li> <li>Leave bicycle in Central District Intake Room</li> </ul>
	
<b>Packaging Bicycles - Evidence</b>	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>Write required information on one side of string tag and place bar code label on opposite side</li> <li>Tie string tag to handle bars</li> <li>Use strapping tape and evidence tape to secure paper bag on area in question for fingerprints/DNA</li> <li>Sign initials/IBM on evidence tape</li> <li>Leave bicycle in Central District Intake Room</li> </ul>
	

## BIOLOGICAL ITEMS

<b>Description</b>	Items containing blood and other body fluids. Generally these items are clothing and other fabric items such as bed linens or carpeting.
<b>Conditions of Acceptance</b>	<ul style="list-style-type: none"><li>• Items must be completely dry to prevent mold and to protect the item's evidentiary integrity.</li><li>• Comforters will <i>not</i> be accepted as the WSCL will not accept them. Contact the FSU if you need a sample from the comforter.</li></ul>
<b>Suggested Packaging Container</b>	Paper bag
<b>Packaging Criteria</b>	<ul style="list-style-type: none"><li>• Each item should be packaged in a separate paper bag.</li><li>• Attach a biohazard sticker to the package.</li><li>• If the item is transported in a different container before packaging, put this container in the paper bag with the item.</li><li>• Package the brown Kraft paper used in the air dry locker to collect trace evidence. Fold the paper inward to contain the trace evidence.</li><li>• Wear protective gloves when handling biohazardous material.</li></ul>
<b>LERMS Property Type</b>	"Biological"
<b>Investigative Considerations</b>	<ul style="list-style-type: none"><li>• Fabric items should be folded inward to protect the physical evidence.</li><li>• Wear gloves and touch the items as little as possible.</li><li>• Items should be packaged separately to avoid cross-contamination.</li><li>• Always use paper bags, never plastic, to package items containing biological evidence.</li></ul>

### Packaging Procedure

1. Write the required information on the correct size paper bag.
2. Place the item in the paper bag and seal with strapping tape.
3. Place evidence tape over the bag seam and write your initials/IBM across the junction of the tape and the bag.
4. Place the bar code label on the upper-right corner of the bag front.
5. Place a biohazard sticker on the bag.

### Standard Supplies Needed for Packaging Biological Items



#### Standard supplies:

- Strapping tape
- Evidence tape
- Scissors
- Gloves
- Sharpie

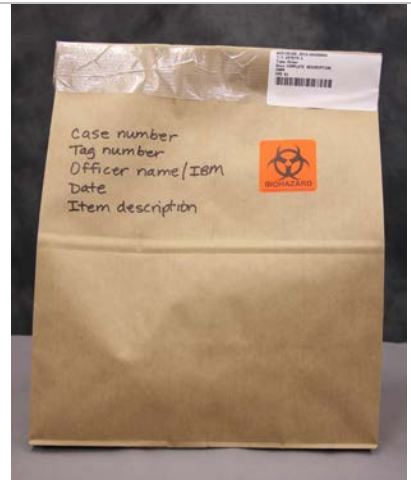
### Other Items Needed for Packaging Biological Items



#### Other items needed:

- Item with biological material
- Biohazard sticker
- Kraft paper from air dry locker (optional)
- Paper bag (Large size C in this photo)

### Packaged Item



### Folding Fabric Items Containing Physical Evidence

Fabric items and Kraft paper should be folded inward to protect physical evidence as shown in the example below.



## BLOOD KITS

<b>Description</b>	Blood drawn for evidentiary purposes.
<b>Conditions of Acceptance</b>	Blood must be packaged in the standard Styrofoam blood kit.
<b>Suggested Packaging Container</b>	Styrofoam blood kit
<b>Packaging Criteria</b>	Package must contain the following written information: <ul style="list-style-type: none"><li>• Case number</li><li>• Tag number</li><li>• Officer name/IBM</li><li>• Date</li><li>• Suspect name</li><li>• Offense (e.g. 3rd OMVWI, heroin overdose – driver, heroin overdose – passenger)</li></ul> <b>NOTE:</b> Strapping tape is <i>not</i> required to seal blood kits.
<b>LERMS Property Type</b>	“Biological”
<b>Investigative Considerations</b>	No special considerations.

### Packaging Procedure

1. Follow the instructions in the section “*To the Officer*” outlined in the directions “*Drawing Blood for Implied Consent Purposes*” included within the kit.
2. Seal the blood kit with evidence tape wrapped completely around the circumference of the box.  
**NOTE:** Strapping tape is *not* required.
3. Write your initials/IBM across the junction of the tape and the Styrofoam box.
4. Write the following required information on the package:
  - Case number
  - Tag number
  - Date
  - Offense (e.g. 3rd OMVWI; heroin overdose – driver; heroin overdose – passenger)
  - Suspect name
  - Officer name/IBM
5. Place the bar code label on the end of the box as shown in the photo.
6. Place the sealed kit in the refrigerator in the Central District Intake Room. If the refrigerator is locked, obtain the key from the OIC.
7. Place the property receipt on the clipboard attached to the refrigerator.

### Standard Supplies Needed for Packaging Blood Kits



#### Standard supplies:

- Evidence tape
- Scissors
- Gloves
- Sharpie

**NOTE:** Strapping tape is *not* required to seal blood kits.

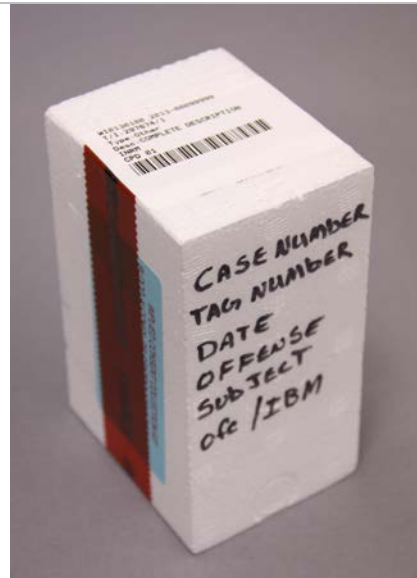
### Other Items Needed for Packaging Blood Kits



#### Other items needed:

- Styrofoam blood kit

### Packaged Item



#### Notes:

- Write required information on box
- Place evidence tape around box circumference – no strapping tape
- Sign initials/IBM on box at junction of tape and box
- Place bar code label on box end

## BUCCAL SWABS

<b>Description</b>	Applicator used to obtain DNA cells from a person's cheeks. MPD uses buccal swab kits provided by the FSU for this purpose.
<b>Conditions of Acceptance</b>	No special conditions.
<b>Suggested Packaging Container</b>	Buccal swab kit envelope (6" x 9" gold envelope)
<b>Packaging Criteria</b>	<ul style="list-style-type: none"><li>• The <i>Consent Form</i> contained in the kit should be packaged in the kit envelope and a copy should also be submitted to Records to scan to the case.</li><li>• Must be packaged in the buccal swab kit envelope.</li><li>• Do <i>not</i> lick the envelope to seal it to avoid contaminating the DNA evidence.</li><li>• Do <i>not</i> use paper bags to package the swabs or place the kit envelope in a bag.</li></ul>
<b>LERMS Property Type</b>	"Biological"
<b>Investigative Considerations</b>	Do <i>not</i> lick the envelope to seal it to avoid contaminating the DNA evidence. Use strapping tape seal the envelope.

### Packaging Procedure

1. Collect the sample according to the instructions contained in the kit.
2. Write the required information on the buccal swab kit's 6" x 9" gold envelope.
3. Place the *Consent Form* in the envelope and submit a copy to Records to scan to the case.
4. Place the item in the envelope and seal the envelope with strapping tape.  
**NOTE:** Do *not* lick the envelope to avoid contaminating the DNA evidence.
5. Place evidence tape over the back seam of the envelope and write your initials/IBM across the junction of the tape and the envelope.
6. Place the bar code label on the front of the envelope in the lower right-hand corner as shown in the following photo.

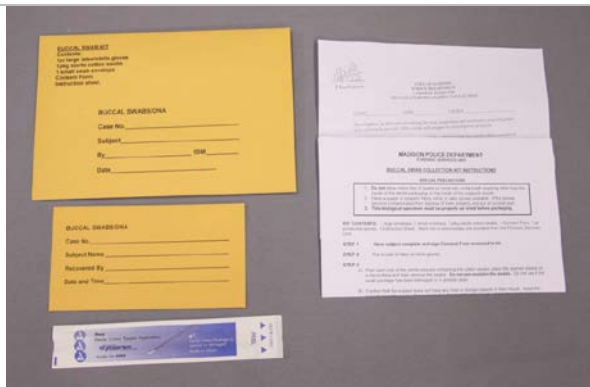
### Standard Supplies Needed for Packaging Buccal Swabs



**Standard supplies:**

- Strapping tape
- Evidence tape
- Scissors
- Gloves
- Sharpie

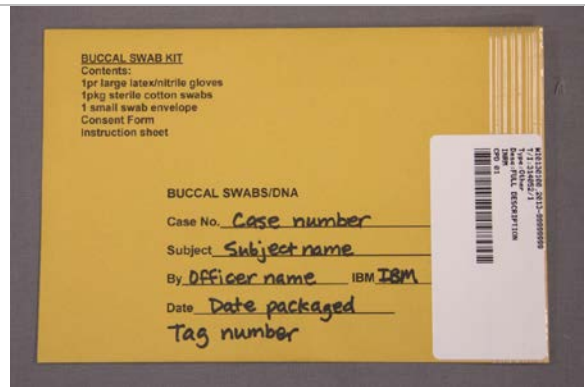
### Other Items Needed for Packaging Buccal Swabs



**Other items needed:**

- Buccal swab kit
- Completed consent form

### Packaged Item



**Notes:**

- Seal kit with strapping tape
- Do not lick the envelope
- Place evidence tape on back of envelope and sign initials/IBM
- Place bar code label on front lower-right corner



## CDs/DVDs

<b>Description</b>	A form of storage media used to record evidence.
<b>Conditions of Acceptance</b>	No special conditions.
<b>Suggested Packaging Container</b>	Plastic clamshell case placed into a small size A plastic bag.
<b>Packaging Criteria</b>	<ul style="list-style-type: none"> <li>• Discs must be packaged in the standard plastic clamshell case provided by the Property Room.</li> <li>• The clamshell case must be placed in the small size A plastic bag. No other bag sizes will be accepted for CDs/DVDs.</li> <li>• Up to four discs can be packaged in a single small size A plastic bag.</li> </ul>
<b>LERMS Property Type</b>	“CD/DVD/Tapes/Discs”
<b>Investigative Considerations</b>	No special considerations.

### Packaging Procedure

1. Write the required information on the small size A plastic bag.
2. Place the CD/DVD in the plastic clamshell case.
3. Place the clamshell case in the bag and seal with strapping tape.
4. Place evidence tape over the bag seam and write your initials/IBM across the junction of the tape and the bag.
5. Place the bar code label on the upper-right corner of the bag front.

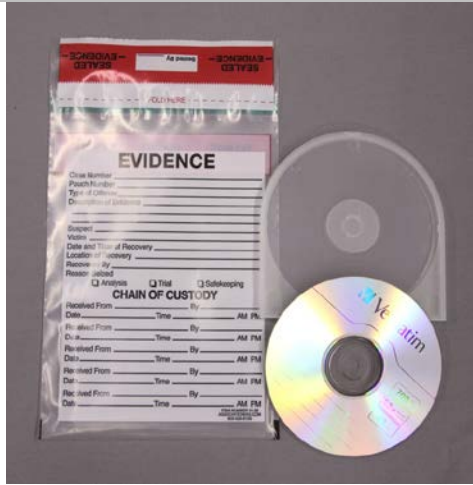
### Standard Supplies Needed for Packaging CDs/DVDs



#### Standard supplies:

- Strapping tape
- Evidence tape
- Scissors
- Gloves
- Sharpie

**Other Items Needed for Packaging CDs/DVDs**



- Other items needed:**
- CD/DVD
  - Plastic clamshell case
  - Small size A plastic bag

**Packaged Item**



## CELL PHONES/MP3 PLAYERS (IPODS)

<b>Description</b>	Includes all models of cell phones and MP3 players such as iPods and other brands.
<b>Conditions of Acceptance</b>	No special conditions.
<b>Suggested Packaging Container</b>	Plastic bag
<b>Packaging Criteria</b>	<ul style="list-style-type: none"> <li>• Use the small size A plastic bag.</li> <li>• Leave room in the bag for the item to be re-packaged after examination. In other words, do not fold the bag tightly.</li> <li>• Package one item in a bag.</li> <li>• It is <i>not</i> necessary to wrap the device in bubble wrap.</li> </ul>
<b>LERMS Property Type</b>	<p><b>Cell phones:</b> “Cell Phone-PDA-iPhone”</p> <p><b>MP3 players:</b> “Radios/TVs/VCRs/iPod”</p>
<b>Investigative Considerations</b>	<ul style="list-style-type: none"> <li>• Power off the device so that the data is not removed remotely.</li> <li>• Package one item per bag to allow for easier processing in the lab.</li> </ul>

### Packaging Procedure

1. Write the required information on the small size A plastic bag.
2. Place the item in the bag and seal with strapping tape.
3. Place evidence tape over the bag seam and write your initials/IBM across the junction of the tape and the bag.
4. Place the bar code label on the upper-right corner of the bag front.

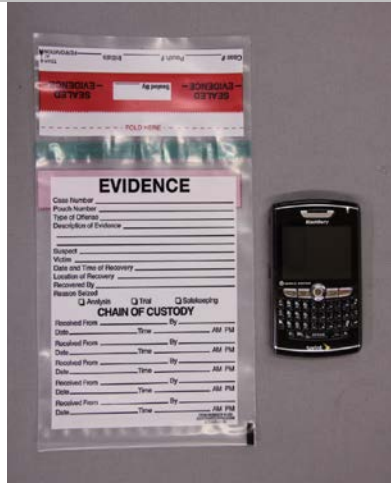
### Standard Supplies Needed for Packaging Cell Phones/MP3 Players (iPods)



#### Standard supplies:

- Strapping tape
- Evidence tape
- Scissors
- Gloves
- Sharpie

**Other Items Needed for Packaging Cell Phones/MP3 Players (iPods)**



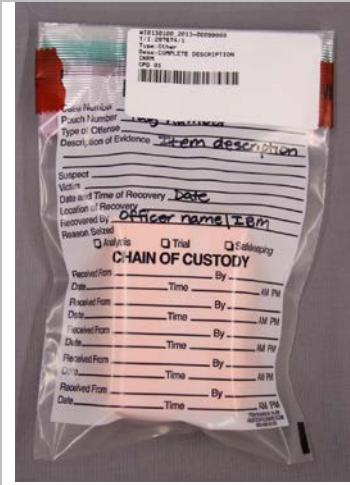
**Other items needed:**

- Phone/MP3 player
- Small size A plastic bag

**Notes:**

- Do not fold bag
- Please do not use bubble wrap
- One phone/MP3 player per bag

**Packaged Item**



# CLOTHING

<b>Description</b>	Clothing articles submitted as Evidence, Safekeeping, or Found.
<b>Conditions of Acceptance</b>	The proper size bag must be used. For example, socks go in a small size A bag, t-shirts go in a medium size B bag, and sweatshirts go in a large size C bag.
<b>Suggested Packaging Container</b>	Paper bag
<b>Packaging Criteria</b>	<ul style="list-style-type: none"> <li>• Wet clothing must be <i>completely</i> dried in the air dry lockers. See <i>Using the Air Dry Lockers</i> on page 21.</li> <li>• Each item of clothing that possibly contains physical evidence should be packaged in a separate bag.</li> <li>• Safekeeping/Found: Clothing can be packaged in the same bag if it belongs to the same owner.</li> <li>• If the item contains blood or other body fluids, see <i>Biological Items</i> on page 35.</li> </ul>
<b>LERMS Property Type</b>	“Clothes/Furs/Accessories”
<b>Investigative Considerations</b>	<ul style="list-style-type: none"> <li>• Clothing items should be folded inward to protect the physical evidence.</li> <li>• Wear gloves and touch the items as little as possible.</li> <li>• Items should be packaged separately to avoid cross-contamination.</li> <li>• Always use paper bags, never plastic, to package clothing containing physical evidence.</li> </ul>

## Packaging Procedure

1. Write the required information on the correct size paper bag.
2. Place the item in the bag and seal with strapping tape.
3. Place evidence tape over the bag seam and write your initials/IBM across the junction of the tape and the bag.
4. Place the bar code label on the upper-right corner of the bag front.

### Standard Supplies Needed for Packaging Clothing



#### Standard supplies:

- Strapping tape
- Evidence tape
- Scissors
- Gloves
- Sharpie

### Other Items Needed for Packaging Clothing

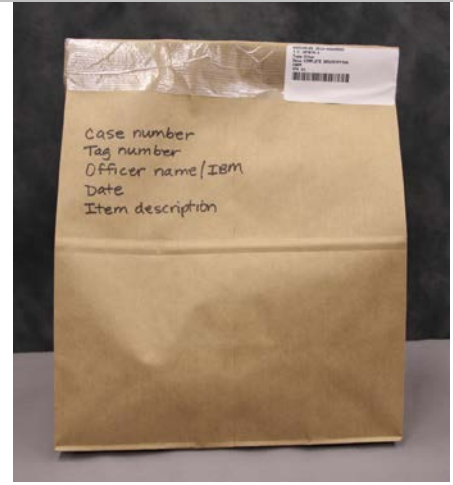


**Other items needed:**

- Clothing item
- Paper bag (Large size C in photo)

**NOTE:** If the item contains blood or other body fluids, see *Biological Items* on page 35.

### Packaged Item



### Folding Fabric Items Containing Physical Evidence

Fabric items should be folded inward to protect physical evidence as shown in the example below.



# COMPUTERS/USB DRIVES/GAME SYSTEMS

<b>Description</b>	Includes computer towers, laptops (including notebooks and netbooks), tablet computers (such as iPads, Kindle Fires, and Nooks), USB drives, game systems, and external hard drives.
<b>Conditions of Acceptance</b>	No special conditions.
<b>Suggested Packaging Container</b>	<ul style="list-style-type: none"><li>• <b>Towers:</b> String tag</li><li>• <b>Laptops/tablets/USB drives/game systems:</b> Paper bag</li></ul>
<b>Packaging Criteria</b>	<p><b>Towers:</b></p> <ul style="list-style-type: none"><li>• Place a single strip of evidence tape around the back side of the tower to prevent tampering (see photo below).</li><li>• Place the bar code label on the string tag and attach it to the tower.</li><li>• Do <i>not</i> place bar code label directly on the tower.</li></ul> <p><b>Laptops/tablets/USB drives/game systems:</b></p> <ul style="list-style-type: none"><li>• Use the smallest size bag for the item.</li><li>• Leave room in the bag for the item to be re-packaged after examination. In other words, do not fold the bag tightly.</li><li>• Package one item in a bag.</li><li>• It is not necessary to wrap the device in bubble wrap.</li></ul>
<b>LERMS Property Type</b>	“Computer-Laptop-Game Systems”
<b>Investigative Considerations</b>	<ul style="list-style-type: none"><li>• Power off the device so that the data is not removed remotely.</li><li>• Package one item per bag to allow for easier processing in the lab.</li></ul>

## Packaging Procedure

### **Towers:**

1. Place one strip of evidence tape around the back side of the tower to prevent the sides of the tower from being opened before it is examined by the lab.
2. Sign your initials/IBM on the evidence tape.
3. Place the bar code label on one side of the string tag and the required written information on other side of the string tag and tape it to the top of the tower.

### **Laptops/tablets/USB drives/game systems:**

1. Write the required information on the correct size paper bag.
2. Place the item in the bag and seal with strapping tape.
3. Place evidence tape over the bag seam and write your initials/IBM across the junction of the tape and the bag.
4. Place the bar code label on the upper-right corner of the bag front.

## Standard Supplies Needed for Packaging Computers/USB Drives/Game Systems



### Standard supplies:

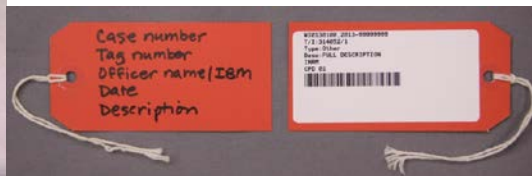
- Strapping tape
- Evidence tape
- Scissors
- Gloves
- Sharpie

## Packaging Towers



### Notes:

- Write required information on one side of string tag and place bar code label on opposite side
- Tape string tag to tower
- Place one strip of evidence tape across back of tower and sign initials/IBM on the evidence tape (NOT on the tower)





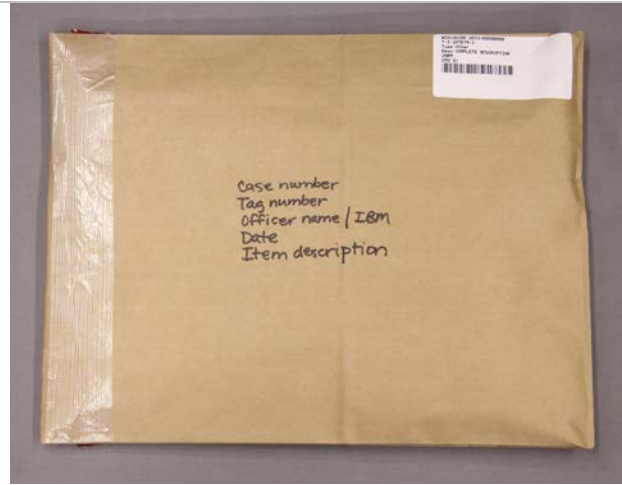
**Other Items Needed for Packaging  
Laptops/Tablets/USB Drives/Game Systems**



**Other items needed:**

- Laptop (or tablet, USB drive, game system)
- Paper bag (Large size C in this photo)

**Packaged Item**



**Notes:**

- Turn large size C bag lengthwise for laptops
- Use smaller size bag as appropriate for tablets and USB drives
- Do not use bubble wrap

# COUNTERFEIT CURRENCY

<b>Description</b>	Currency that is forged.
<b>Conditions of Acceptance</b>	No special conditions.
<b>Suggested Packaging Container</b>	Small size A plastic bag
<b>Packaging Criteria</b>	Should <i>not</i> be packaged in a currency bag.
<b>LERMS Property Type</b>	“Other”
<b>Investigative Considerations</b>	Wear gloves when handling counterfeit currency because it can be processed for fingerprints.

## Packaging Procedure

1. Write the required information on a small size A plastic bag.
2. Place the item in the bag and seal with strapping tape.
3. Place evidence tape over the bag seam and write your initials/IBM across the junction of the tape and the bag.
4. Place the bar code label on the upper-right corner of the bag front.

## Standard Supplies Needed for Packaging Counterfeit Currency



### Standard supplies:

- Strapping tape
- Evidence tape
- Scissors
- Gloves
- Sharpie

## Other Items Needed for Packaging Counterfeit Currency



### Other items needed:

- Counterfeit currency
- Small size A plastic bag

## Packaged Item



## CURRENCY/COINS

<b>Description</b>	U.S. and foreign paper money and coins.
<b>Conditions of Acceptance</b>	No special conditions.
<b>Suggested Packaging Container</b>	Currency bag
<b>Packaging Criteria</b>	<ul style="list-style-type: none"> <li>• Use a currency bag, record the denominations, record the total, and initial the package.</li> <li>• A second person <i>must</i> verify the total and initial the bag.</li> <li>• Coins and currency can go in the same bag.</li> <li>• Separate U.S. and foreign currency/coins into different bags.</li> <li>• Place the packaged currency in the secure cash locker in the district intake room.</li> </ul> <p><b>NOTE:</b> Strapping tape is <i>not</i> required to seal currency bags.</p>
<b>LERMS Property Type</b>	“Currency-Cash”
<b>Investigative Considerations</b>	<ul style="list-style-type: none"> <li>• Make a copy of the currency to submit to Records to be scanned to the case.</li> <li>• When currency is disposed of, U.S. currency must go to the General Fund while foreign currency is auctioned.</li> </ul>

### Packaging Procedure

1. Count the currency and coins.
2. Write the denominations and other required information on the currency bag and initial the bag. Be sure to place U.S. and foreign currency/coins into separate bags.
3. Have a second person verify the total and initial the bag.
 

**NOTE:** This step is required.
4. Place the currency and coins in the currency bag, tear off the top strip, and discard it.
5. **IMPORTANT:** Tap the bottom of the bag on a hard surface to make sure the currency moves to the bottom of the bag and does not get caught in the self-sealing strip.
6. Seal with the self-sealing strip. **NOTE:** Strapping tape is *not* required.
7. Place evidence tape on the *back* of the bag at the top and write your initials/IBM across the junction of the tape and the bag.
8. Place the bar code label on the *front* of the bag below the *Chain of Custody* section.

### Standard Supplies Needed for Packaging Currency/Coins

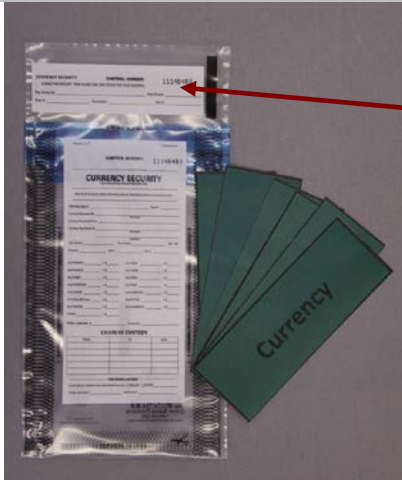


#### Standard supplies:

- Evidence tape
- Scissors
- Gloves
- Sharpie

**NOTE:** Strapping tape is *not* required to seal currency bags.

### Other Items Needed for Packaging Currency/Coins



Tear off the top strip and discard

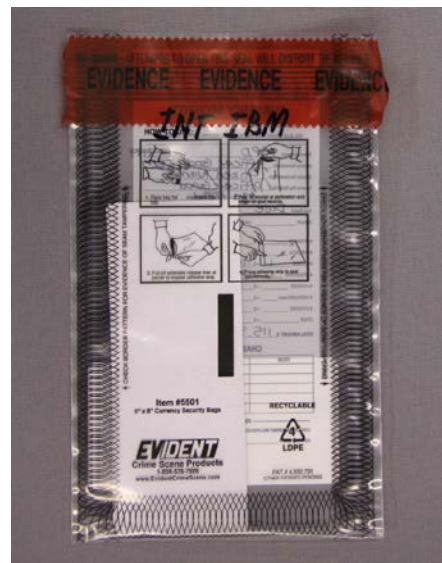
#### Other items needed:

- Currency/coins
- Plastic currency bag

#### Notes:

- Have a second person verify the total and initial bag
- Strapping tape is *not* needed
- Bar code label goes on front of bag
- Evidence tape goes on back of bag

### Packaged Item



# DNA SWABS

<b>Description</b>	Applicator used to obtain DNA cells. MPD uses DNA swab kits provided by the FSU for this purpose.
<b>Conditions of Acceptance</b>	No special conditions.
<b>Suggested Packaging Container</b>	DNA swab kit envelope (6" x 9" gold envelope)
<b>Packaging Criteria</b>	<ul style="list-style-type: none"> <li>• Must be packaged in the DNA kit envelope.</li> <li>• Do <i>not</i> use paper bags or place the envelope in a bag.</li> </ul>
<b>LERMS Property Type</b>	“Biological”
<b>Investigative Considerations</b>	<ul style="list-style-type: none"> <li>• Do <i>not</i> lick the envelope to seal it to avoid contaminating the DNA evidence. Use strapping tape to seal the envelope.</li> <li>• This kit is currently used only by FSU investigators.</li> </ul>

## Packaging Procedure

1. Write the required information on the DNA swab kit 6" x 9" gold envelope.
2. Place the item in the envelope and seal the envelope with strapping tape.  
**NOTE:** Do *not* lick the envelope to avoid contaminating the DNA evidence.
3. Place evidence tape over the back seam of the envelope and write your initials/IBM across the junction of the tape and the envelope.
4. Place the bar code label on the upper-right corner of the *front* of envelope.

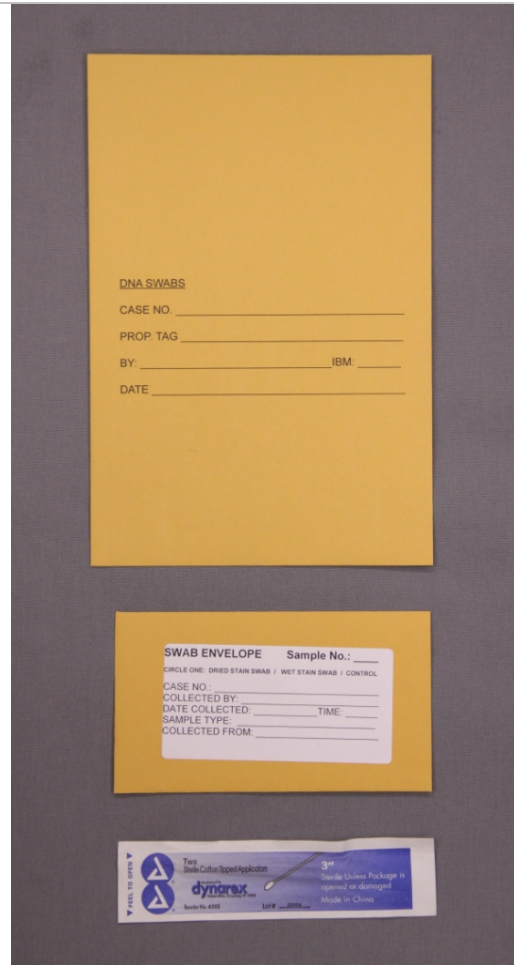
### Standard Supplies Needed for Packaging DNA Swabs



#### Standard supplies:

- Strapping tape
- Evidence tape
- Scissors
- Gloves
- Sharpie

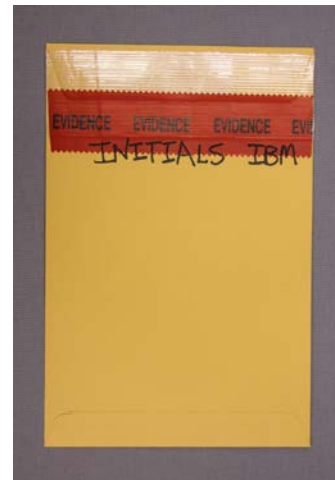
**Other Items Needed for Packaging DNA Swabs**



**Other items needed:**

- DNA swab kit

**Packaged Item**



# DOCUMENTS

<b>Description</b>	Paper documents of 8½" x 11" size or larger.
<b>Conditions of Acceptance</b>	Please do not submit lab reports and internal documents such as Property Room release forms. These documents should be submitted to Records as part of the case file where they will be scanned to the case and filed with the paper records.
<b>Suggested Packaging Container</b>	Plastic bag: <ul style="list-style-type: none"> <li>• Medium size B for 8½" x 11" or smaller documents.</li> <li>• Large size C for photo line-ups and larger documents.</li> </ul>
<b>Packaging Criteria</b>	For a large quantity of documents, a box may be a better alternative. Contact the Property Room with questions.
<b>LERMS Property Type</b>	"Documents" -OR- "Documents/Personal or Business"

## Packaging Procedure

1. Write the required information on the correct size plastic bag.
2. Place the item in the bag and seal with strapping tape.
3. Place evidence tape over the bag seam and write your initials/IBM across the junction of the tape and the bag.
4. Place the bar code label on the bag front:
  - **Medium size B bag:** Lower-right corner (see photo). Bags are filed horizontally in a file cabinet so bar code label must be in the correct position.
  - **Large size C bag:** Upper-right corner.

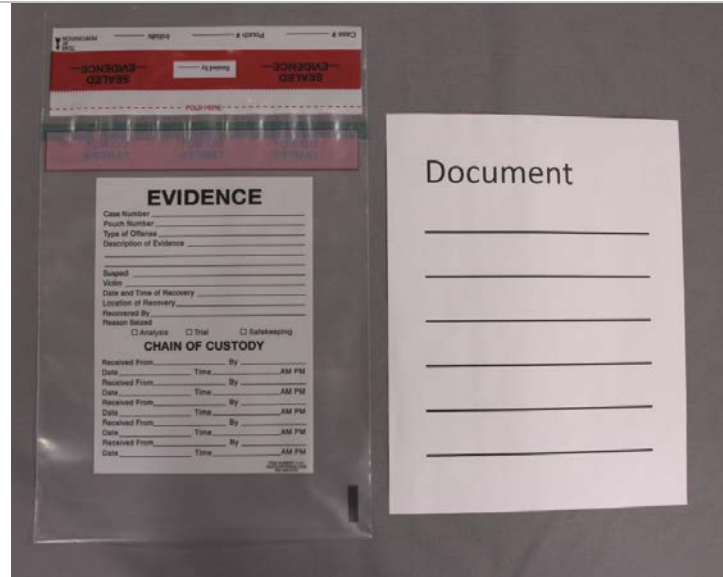
### Standard Supplies Needed for Packaging Documents



#### Standard supplies:

- Strapping tape
- Evidence tape
- Scissors
- Gloves
- Sharpie

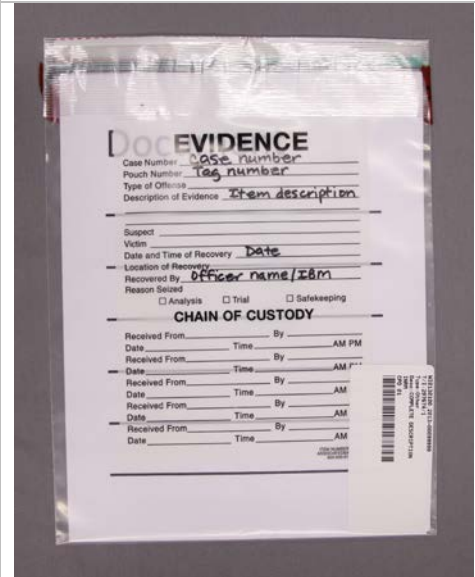
**Other Items Needed for Packaging Documents  
(8½" x 11" or smaller)**



**Other items needed:**

- Document
- Medium size B plastic bag

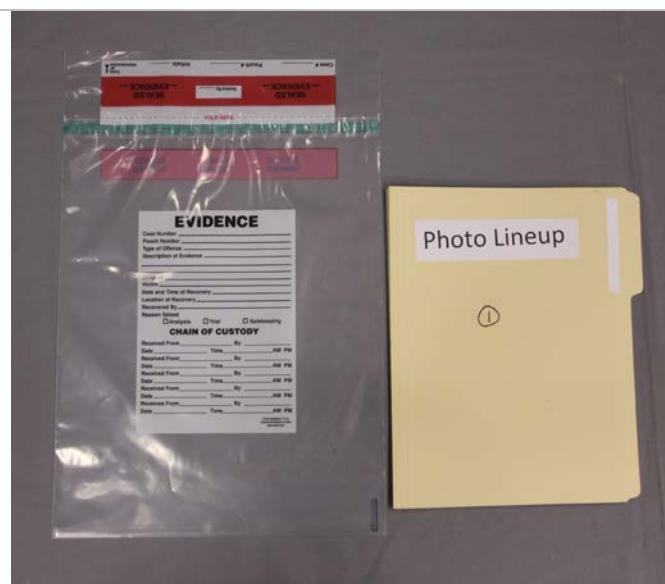
**Packaged Item**



**Notes:**

- Place bar code label on lower-right corner

**Other Items Needed for Packaging Photo Line-ups and Larger Documents**



**Other items needed:**

- Document
- Large size C plastic bag

**Packaged Item**





## DRUGS/CONTROLLED SUBSTANCES

<b>Description</b>	Includes both illegal and prescription drugs.
<b>Conditions of Acceptance</b>	<ul style="list-style-type: none"><li>• All drugs <i>must</i> be weighed and the weight recorded in LERMS.</li><li>• Pills can be recorded in LERMS as “dosage units” rather than by weight.</li></ul>
<b>Suggested Packaging Container</b>	<ul style="list-style-type: none"><li>• Paper bag</li><li>• White slide box placed in a paper bag</li><li>• Paper evidence bindle placed in a paper bag. See <i>How to Make a Paper Evidence Bindle</i> below.</li></ul> <p><b>NOTE:</b> White slide boxes and paper evidence bindles must be placed into a paper bag.</p>
<b>Packaging Criteria</b>	<ul style="list-style-type: none"><li>• Must be packaged separately from paraphernalia.</li><li>• Must be completely dry before packaging to avoid mold growth.</li><li>• Record the description, drug type, and weight in LERMS.</li><li>• <b>Metal or glass containers:</b> If drugs are in metal or glass containers, remove the drugs from the containers and package the drugs and containers separately. If drugs are in liquid form such as steroids, they may be submitted in the glass containers.</li><li>• <b>Paper and plastic containers:</b> If drugs are in paper or plastic containers such as Ziploc bags or pill bottles, it is acceptable to leave the drugs in the containers; however, if the containers will be tested at the WSCL for DNA or fingerprints, the drugs must be removed from their containers.</li><li>• <b>Gem packs:</b> The Property Room does not stock gem packs.</li><li>• <b>Drugs for destruction:</b> Enter a notation that the item is for destruction in the LERMS description and in your case report.</li></ul>
<b>LERMS Property Type</b>	“Drugs/Narcotics”
<b>Investigative Considerations</b>	<ul style="list-style-type: none"><li>• Drugs should be packaged in paper to avoid moisture problems and mold growth.</li><li>• Powdery substances can leak from bag seams. Use a paper evidence bindle to hold the substance before placing it in a paper bag for packaging. See <i>How to Make a Paper Evidence Bindle</i> below.</li><li>• If drug packaging is to be tested at the WSCL for DNA or fingerprints, the drugs must be removed from the packaging. In this case submit the drugs and the packaging in separate bags.</li><li>• When drugs are destroyed, the destruction machine can handle paper and plastic, but not metal and glass. This is the reason drugs must be separated from metal and glass containers, but they can remain in paper and plastic containers such as Ziploc bags and pill bottles.</li><li>• <b>Khat:</b> This plant material will break down quickly and should be frozen as soon as possible. Please contact the Property Room when</li></ul>

submitting Khat so that it can be collected quickly.

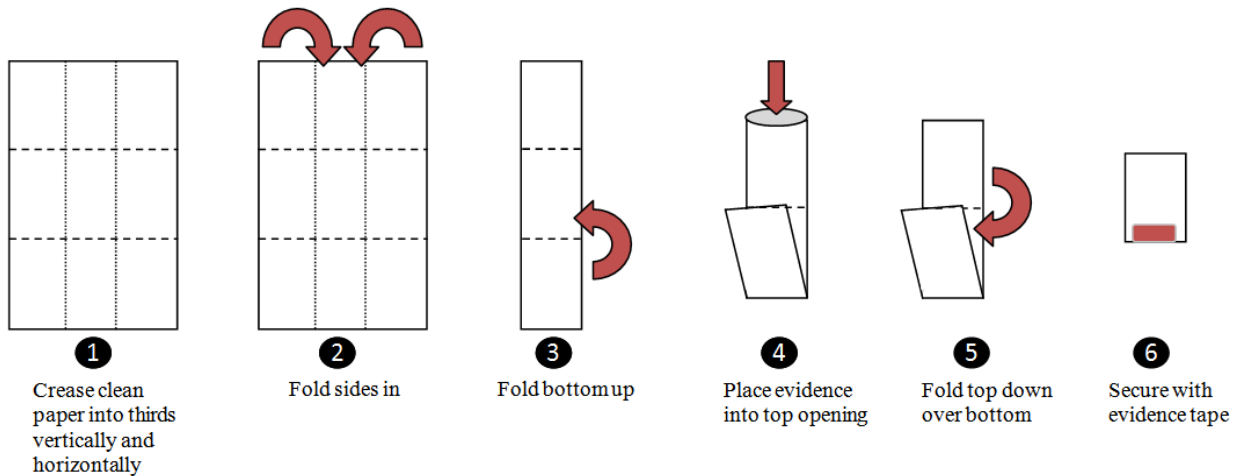
- Prescription drugs cannot be returned to the owner unless they are in the original prescription container with the label.

### Packaging Procedure

1. Weigh the item, if required. Pills can be recorded as “dosage units,” but drugs such as marijuana, cocaine, and heroin must be weighed.
2. Write the required information on the correct size paper bag.
3. Place the item in the bag and seal with strapping tape.
4. Place evidence tape over the bag seam and write your initials/IBM across the junction of the tape and the bag.
5. Place the bar code label on the upper-right corner of the bag front.

### How to Make a Paper Evidence Bindle

The following steps demonstrate how to make a paper evidence bindle. Bindles can be used for powdery substances such as cocaine, marijuana shake, seeds, and other small items.



### Standard Supplies Needed for Packaging Drugs



#### Standard supplies:

- Strapping tape
- Evidence tape
- Scissors
- Gloves
- Sharpie

### Other Items Needed for Packaging Drugs



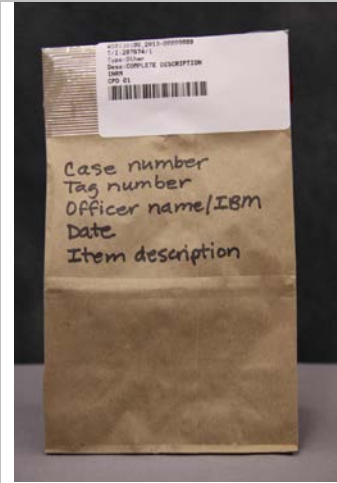
#### Other items needed:

- Drug item
- Scale
- Paper bindle (optional)
- Paper bag (Small size A in this photo)

#### Notes:

- See procedure above for instructions on how to fold a paper bindle
- Record weight and drug type in LERMS

### Packaged Item



## EXPLOSIVES

<b>Description</b>	Bombs, dynamite, black powder, flares, etc.
<b>Conditions of Acceptance</b>	The Property Room does not accept explosives. Contact the Dane County Bomb Squad at <b>608-284-6800</b> .
<b>Suggested Packaging Container</b>	N/A
<b>Packaging Criteria</b>	N/A
<b>LERMS Property Type</b>	N/A

# FAKE IDS

<b>Description</b>	Counterfeit IDs submitted as Evidence, Found, or Seized.
<b>Conditions of Acceptance</b>	No special conditions.
<b>Suggested Packaging Container</b>	Plastic bag
<b>Packaging Criteria</b>	If the item can be destroyed, please enter a notation that the item is for destruction in the description field in LERMS and in your case report.
<b>LERMS Property Type</b>	“Identity Documents”
<b>Investigative Considerations</b>	No special considerations.

## Packaging Procedure

1. Write the required information on the small size A plastic bag.
2. Place the item in the bag and seal with strapping tape.
3. Place evidence tape over the bag seam and write your initials/IBM across the junction of the tape and the bag.
4. Place the bar code label on the upper-right corner of the bag front.

### Standard Supplies Needed for Packaging Fake IDs



#### Standard supplies:

- Strapping tape
- Evidence tape
- Scissors
- Gloves
- Sharpie

### Other Items Needed for Packaging Fake IDs



#### Other items needed:

- ID
- Small size A plastic bag

### Packaged Item



# FINGERPRINTS

<b>Description</b>	Prints including fingers and palms.
<b>Conditions of Acceptance</b>	Must be packaged in gold fingerprint envelope, not in a bag.
<b>Suggested Packaging Container</b>	Fingerprint envelope (5½" x 7½" gold envelope)
<b>Packaging Criteria</b>	<ul style="list-style-type: none"><li>• Tape edges of print to contrasting backer card.</li><li>• If using tape instead of a lifter, attach tape straight to backer card.</li><li>• Use one backer card per lifter.</li><li>• Up to 4 lifters can go in one envelope.</li><li>• Elimination prints can go in the same envelope.</li><li>• Package backer card in fingerprint envelope; no bag is needed.</li><li>• Complete backer card information and top portion of envelope.</li></ul>
<b>LERMS Property Type</b>	"Fingerprints"
<b>Investigative Considerations</b>	No special considerations.

## Packaging Procedure

**NOTE:** Fingerprint envelopes require a different method for placing the strapping tape, evidence tape, and bar code label than other pieces of evidence.

1. Complete the top portion on the front of the fingerprint envelope (case number, tag number, etc.).
2. Tape edges of print to contrasting backer card.
3. Complete the backer card information and place the backer card in the fingerprint envelope.
4. Seal the *back* of the envelope with strapping tape.

**NOTE:** Do *not* place strapping tape on the front of the envelope as the FSU uses this space to record information.

5. Place evidence tape over the strapping tape and write your initials/IBM across the junction of the tape and the envelope.

**NOTE:** Do *not* place evidence tape on the front of the envelope as the FSU uses this space to record information.

6. Place the bar code label on the upper-right corner on the *back* of envelope.

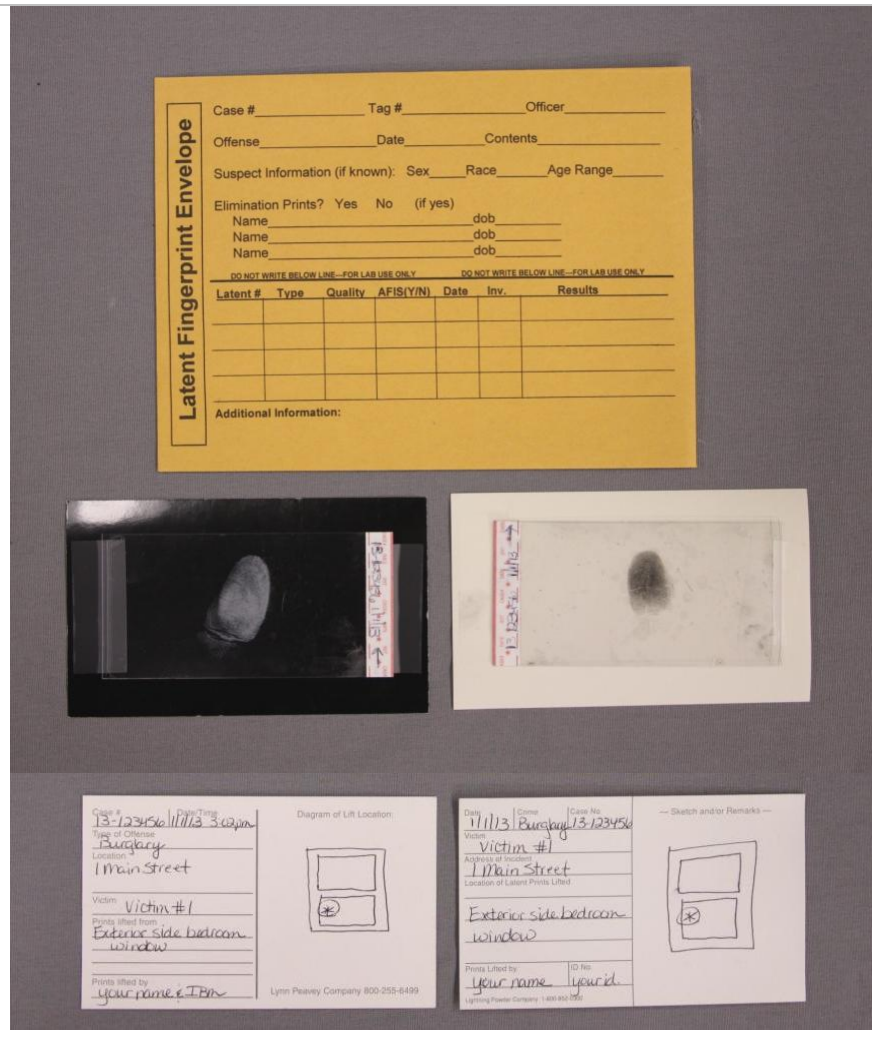
### Standard Supplies Needed for Packaging Fingerprints



#### Standard supplies:

- Strapping tape
- Evidence tape
- Scissors
- Gloves
- Sharpie

### Other Items Needed for Packaging Fingerprints



#### Other items needed:

- Fingerprint envelope
- Backer card with fingerprint attached to blank side
- Backer card with complete information on printed side

**Completed Fingerprint Envelope**

**Latent Fingerprint Envelope**

Case # 13-123456 Tag # 123456 Officer "Last Name"  
 Offense Burglary Date 01-01-13 Contents 1 Latent  
 Suspect Information (if known): Sex M Race LL Age Range 18-25  
 Elimination Prints? Yes  No  (if yes)  
 Name Victim #1 dob 05-05-55  
 Name \_\_\_\_\_ dob \_\_\_\_\_  
 Name \_\_\_\_\_ dob \_\_\_\_\_

DO NOT WRITE BELOW LINE—FOR LAB USE ONLY      DO NOT WRITE BELOW LINE—FOR LAB USE ONLY

Latent #	Type	Quality	AFIS(Y/N)	Date	Inv.	Results

Additional Information:



**Notes:**

- Fingerprints must be submitted in the envelope; no bags please
- Do not place strapping tape or evidence tape on front of envelope as the FSU uses that space to record information
- Place bar code label on the upper-right corner on back of envelope



# FIREARMS

<b>Description</b>	All firearms submitted for Evidence, Safekeeping, or Found.
<b>Conditions of Acceptance</b>	<ul style="list-style-type: none"> <li>• At a minimum, the make, model, caliber, serial number, and owner name (if known) <i>must</i> be recorded on the firearm box.</li> <li>• Complete other information on the firearm box if it is known.</li> <li>• If the serial number is not readable, write “Obliterated” on the box.</li> </ul>
<b>Suggested Packaging Container</b>	Handgun box or long gun box (required)
<b>Packaging Criteria</b>	<ul style="list-style-type: none"> <li>• Must be in a standard handgun or long gun box.</li> <li>• Must be unloaded and made safe.</li> <li>• One firearm per box.</li> <li>• Unloaded magazines can be packaged in the same box – secure with zip ties. See <i>Investigative Considerations</i> for information on loaded magazines.</li> <li>• Package gun cases separately in a bag or attach a string tag directly to the case.</li> <li>• Attach a biohazard sticker to the box if the firearm contains blood or other body fluids/materials.</li> </ul>
<b>LERMS Property Type</b>	“Firearms-No BB or Pellet”
<b>Investigative Considerations</b>	<ul style="list-style-type: none"> <li>• Before a firearm can be released to the owner (even Safekeeping items), a background check on both the firearm and the owner must be completed.</li> <li>• Double-check the serial number recorded on the box and in LERMS since it is used to complete background checks.</li> <li>• The FSU can be contacted if the serial number is obliterated as they may be able to recover the number through lab processing.</li> <li>• To contain trace evidence, consider placing a piece of Kraft paper in the bottom of the firearm box before strapping the firearm in the box.</li> <li>• If magazines are loaded, leave them loaded to preserve DNA. The interior bottom of the magazine well may have DNA from skin cells that accumulate when the suspect loads the magazine. Loaded magazines should be packaged separately from firearms.</li> <li>• Gun cases may be returned to owners without submitting them to the Property Room. Gun cases may also be submitted as Safekeeping and the Property Room will send a letter to the owner with information on how to retrieve the case.</li> </ul>

### Packaging Procedure

1. Verify that the firearm is unloaded and made safe.
2. Place the item in the firearm box with the barrel facing the correct end of the box (as shown on the outside of the box) and secure with zip ties on the *inside* of the box.
3. Seal the box with strapping tape. Place the tape along the length of the box opening as well as the box ends.
4. Place evidence tape on the box as shown in the following photos and write your initials/IBM across the junction of the tape and the box.
5. Place the bar code label on the box as shown in the following photos.  
**Handgun boxes:** Left side panel.  
**Long gun boxes:** Front upper-right corner.
6. Write the required information on the box.

#### Standard Supplies Needed for Packaging Firearms



#### Standard supplies:

- Strapping tape
- Evidence tape
- Scissors
- Gloves
- Sharpie

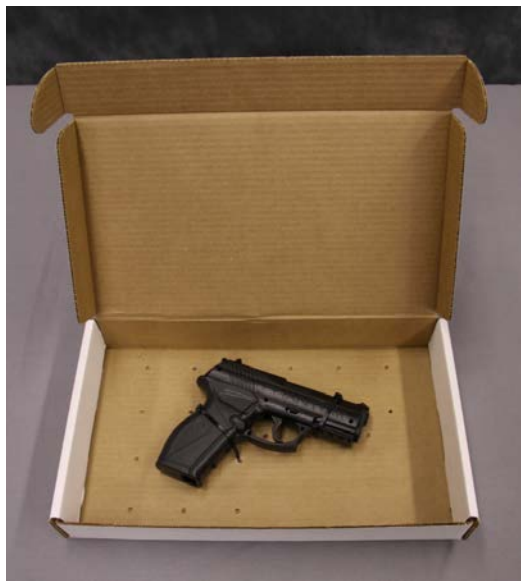
**NOTE:** Use a biohazard sticker if firearm contains blood or other body fluids/materials.

**Other Items Needed for Packaging Firearms in Handgun Boxes**

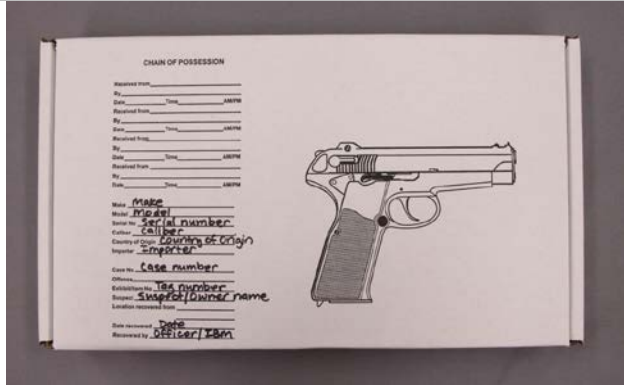


**Other items needed:**

- Handgun
- Zip ties (fasten on inside of box)
- Handgun box

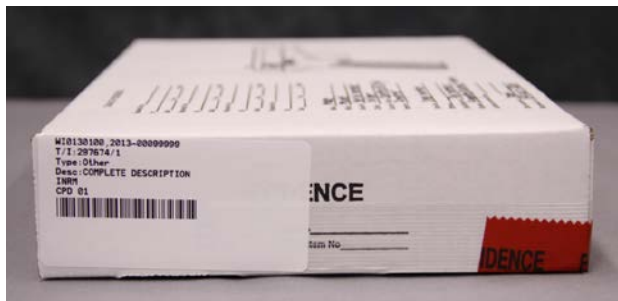
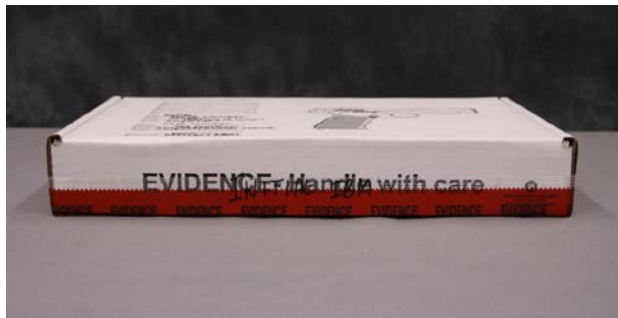


**Packaged Item**

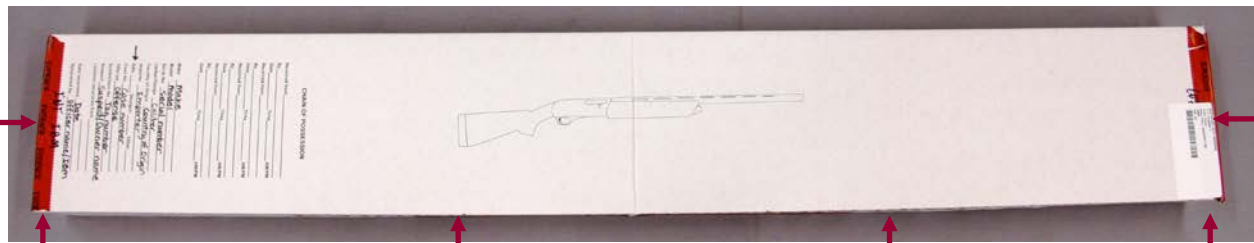


**Notes:**

- Record known information on box (at a minimum make, model, caliber, and serial number)
- Place strapping tape and evidence tape along bottom front and bottom sides of box
- Sign initials/IBM on front of box at junction of box and evidence tape
- Place bar code label on left end panel



## Packaging Firearms in Long Gun Boxes



18" strip of evidence tape

Strapping tape along entire opening

Strapping tape and evidence tape with initials/IBM (both ends of box)

Bar code label

### Other items needed:

- Long gun
- Zip ties (fasten on *inside* of box as shown in handgun box photos above)
- Long gun box

### Notes:

- Record known information on box
- Place strapping tape along *front* opening and on box *ends*
- Place evidence tape on box *front* (18" strip) and on box *ends*
- Sign initials/IBM on box front and box ends at junction of box and evidence tape
- Place bar code label on front upper-right corner

Received from	_____
By	_____
Date	_____ Time _____ AM/PM
Received from	_____
By	_____
Date	_____ Time _____ AM/PM
Received from	_____
By	_____
Date	_____ Time _____ AM/PM
Make	<u>Make</u>
Model	<u>Model</u>
Serial No.	<u>Serial number</u>
Caliber/Gauge	<u>Caliber</u>
Country of Origin	<u>Country of Origin</u>
Importer	<u>Importer</u>
→ Rifle	Shotgun _____ Other _____
Case No.	<u>Case number</u>
Offense	<u>Offense</u>
Exhibit/Item No.	<u>Tag number</u>
Suspect	<u>Suspect/Owner name</u>
Location recovered from	_____
Date recovered	<u>Date</u>
Recovered by	<u>Officer name/IBM</u>
	<u>INT IAA</u>
EVIDENCE EVIDENCE EVIDENCE EVIDENCE EVIDENCE	
EVIDENCE	
Place	Case No.
Mark	Exhibit/Item No.
Here	



# FIREWORKS

<b>Description</b>	Consumer fireworks such as fire crackers, bottle rockets, and other fireworks that travel in the air.
<b>Conditions of Acceptance</b>	<ul style="list-style-type: none"> <li>• Accepted for destruction only.</li> <li>• No display fireworks (fireworks containing more than 50 milligrams of pyrotechnic content such as M-80s) accepted.</li> <li>• Contact the Dane County Bomb Squad at <b>608-284-6800</b> for disposal of display fireworks and other explosive material.</li> </ul>
<b>Suggested Packaging Container</b>	Paper bag
<b>Packaging Criteria</b>	Enter a notation that the item is for destruction in the description field in LERMS and in your case report.
<b>LERMS Property Type</b>	“Explosives”
<b>Investigative Considerations</b>	No special considerations.

## Packaging Procedure

1. Write the required information on the correct size paper bag.
2. Place the item in the bag and seal with strapping tape.
3. Place evidence tape over the bag seam and write your initials/IBM across the junction of the tape and the bag.
4. Place the bar code label on the upper-right corner of the bag front.

### Standard Supplies Needed for Packaging Fireworks



#### Standard supplies:

- Strapping tape
- Evidence tape
- Scissors
- Gloves
- Sharpie

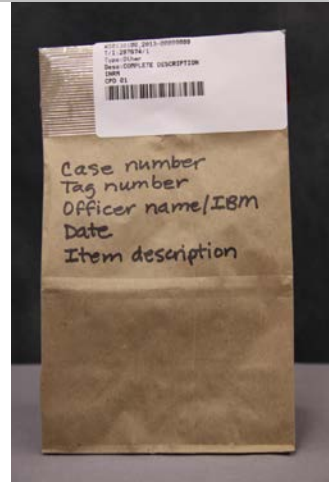
**Other Items Needed for Packaging Fireworks**



**Other items needed:**

- Fireworks
- Paper bag (Small size A in this photo)

**Packaged Item**



# FLAMMABLES

## Description

This category includes gasoline, spray paint, lighters, and other flammable substances.

In general, the Property Room does *not* accept flammable materials; however, in situations where it has evidentiary value it may be accepted. **Contact the Property Room for authorization to submit flammable items.**

**See also:** *Hazardous Substances* on page 74.

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<b>Conditions of Acceptance</b>	Item has evidentiary value and the Property Room has given authorization to submit the item.
<b>Suggested Packaging Container</b>	<ul style="list-style-type: none"><li>• <b>Liquids:</b> Place a sample in a glass jar, place jar in a plastic bag</li><li>• <b>Spray paint cans:</b> Use a paper bag if the can will be tested for DNA or fingerprints; otherwise, use a plastic bag</li><li>• <b>Empty gasoline cans:</b> String tag</li><li>• <b>Clothing soaked with flammables:</b> Metal can</li></ul>
<b>Packaging Criteria</b>	<ul style="list-style-type: none"><li>• Place a sample in a glass jar, if applicable, and dispose of the remainder.</li><li>• Take all flammable items to the First Street Bay and place in the yellow fireproof locker. A computer is available to enter the item into LERMS.</li></ul>
<b>LERMS Property Type</b>	“Chemical” -OR- “Fuel” -OR- “Other”
<b>Investigative Considerations</b>	If flammable items must be checked for fingerprints, contact the FSU to have an investigator photograph the container, and then submit the container for fingerprinting as soon as possible. After the container is processed for fingerprints, it will be destroyed.

---

## Packaging Procedure

### If using a bag:

1. Write the required information on the correct size bag, place the item in the bag, and seal with strapping tape.
2. Place evidence tape over the bag seam and write your initials/IBM across the junction of the tape and the bag.
3. Place the bar code label on the upper-right corner of the bag front.

### If using a metal can:

1. Place the item in a metal can obtained from the FSU and firmly close the can lid.  
**NOTE:** Strapping tape is *not* required to seal metal cans.
2. Place evidence tape over the top of the can and write your initials/IBM across each end of the tape at the junction of the can and the tape.
3. Write the required information on one side of the can and place the bar code label on the opposite side of the can.

### Standard Supplies Needed for Packaging Flammables



#### Standard supplies:

- Strapping tape
- Evidence tape
- Scissors
- Gloves
- Sharpie

**NOTE:** Strapping tape is *not* required to seal metal cans.

### Other Items Needed for Packaging Flammables – Example: Clothing Soaked with Flammables



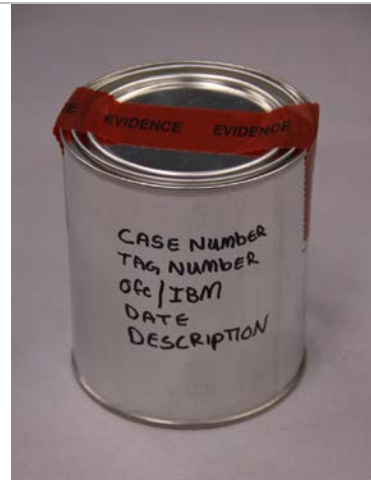
#### Other items needed:

- Flammable item
- Appropriate container (Small metal can in this photo)

#### Notes:

- Metal cans are available from the FSU
- Initial both ends of the evidence tape on a metal can
- Strapping tape is *not* required to seal metal cans

### Packaged Item





# FOUND/LOST PROPERTY

<b>Description</b>	Property of no evidentiary value that is found in public locations or is turned in to MPD by a citizen, that has an aggregate value of \$50 or more, and whose owner is <i>unknown</i> .  If the owner of such property is <i>known</i> , it is considered to be safekeeping property. See <i>Prisoner Property/Safekeeping</i> on page 93.
<b>Conditions of Acceptance</b>	<ul style="list-style-type: none"><li>• All found/lost items submitted to the Property Room require a case report to determine the disposition of the item.</li><li>• Department staff should make every effort to return the item to the owner, if known, before submitting it to the Property Room.</li><li>• Items that are found on private property should <i>not</i> be taken into custody although MPD can assist in locating the owner.</li><li>• Items that have been abandoned on the street rather than taken to the County Landfill or a recycling facility, for example TVs, will not be accepted. Please contact the Streets and Recycling Department.</li></ul>
<b>Suggested Packaging Container</b>	Varies depending on the item type. Refer to the section for the specific item type.
<b>Packaging Criteria</b>	<ul style="list-style-type: none"><li>• Record that the owner is <i>unknown</i>, in the description field in LERMS and in your case report.</li><li>• If the item can be destroyed, please enter a notation that the item is for destruction in the description field in LERMS and in your case report.</li><li>• Complete the Recovered Location field in LERMS.</li></ul> <p><b>NOTE:</b> There are no differences in packaging sealing requirements based on the Property Code (Evidence, Found, Safekeeping, Seized). Found/lost property must be sealed with strapping tape and evidence tape unless a string tag is used. Evidence tape is not required for string tags.</p>
<b>LERMS Property Type</b>	Varies depending on specific item.
<b>Investigative Considerations</b>	The Property Room receives a considerable number of phone calls regarding lost property. Detailed descriptions in LERMS are extremely helpful in item searches.  For example, “Keys: Bucky Badger decoration, Honda key, 2 silver keys” is more useful than “Keys.”

## Packaging Procedure

The packaging procedure varies depending on the item type. Refer to the section for the specific item type.

**NOTE: There are no differences in packaging sealing requirements based on the Property Code (Evidence, Found, Safekeeping, Seized).** Found/lost property must be sealed with strapping tape and evidence tape unless a string tag is used. Evidence tape is not required for string tags.

# HAZARDOUS SUBSTANCES

**Description**

In general, the Property Room does not accept hazardous substances; however, in situations where it has evidentiary value it may be accepted. This category includes household chemicals such as paint thinner, solvents, and other chemicals such as those used to manufacture drugs.

**See also:** *Flammables* on page 71 and *Explosives* on page 60.

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**Conditions of Acceptance**

Hazardous substances will be accepted only in conjunction with a criminal investigation and in consultation with the Madison Fire Department. **Contact the Property Room for authorization to submit hazardous substances.**

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**Suggested Packaging Container**

Metal can

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**Packaging Criteria**

- Take a sample of the substance using gauze and tongs provided by the FSU and dispose of the remainder of the substance.
- If the Property Room gives authorization to submit a hazardous substance, it must be taken to the First Street Bay and placed in the yellow fireproof locker. A computer is available at this location to enter the item into LERMS.

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**LERMS Property Type**

“Chemical” -OR- “Other”

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**Investigative Considerations**

- If hazardous substances must be checked for fingerprints, have an FSU investigator photograph the container, and then submit the container for fingerprinting as soon as possible. After the container is processed for fingerprints, it will be destroyed.
- Use paper bags for items to be checked for fingerprints.

---

**Packaging Procedure**

1. Take a sample of the hazardous substance using the gauze and tongs obtained from the FSU.
2. Discard the tongs. They should *not* be packaged in the metal can to avoid any type of chemical reaction with the hazardous substance.
3. Place the gauze in a small metal can obtained from the FSU and firmly close the can lid.  
**NOTE:** Strapping tape is *not* required to seal metal cans.
4. Place evidence tape over the top of the can and write your initials/IBM across each end of the tape at the junction of the can and the tape.
5. Write the required information on one side of the can and place the bar code label on the opposite side of the can.

### Standard Supplies Needed for Packaging Hazardous Substances



**Standard supplies:**

- Evidence tape
- Scissors
- Gloves
- Sharpie

**NOTE:** Strapping tape is *not* required to seal metal cans.

### Other Items Needed for Packaging Hazardous Substances



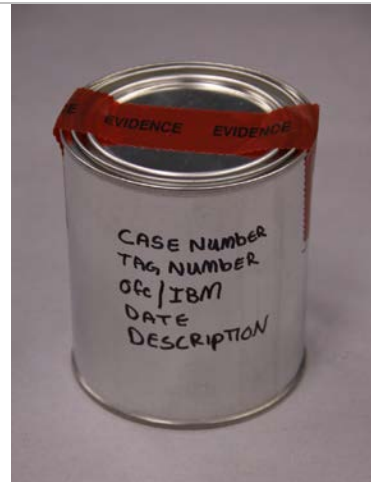
**Other items needed:**

- Hazardous substance
- Gauze
- Tongs
- Metal can (Small can in this photo)

**Notes:**

- Metal cans are available from the FSU
- Initial both ends of the evidence tape on a metal can
- Strapping tape is *not* needed to seal metal cans
- Discard tongs after sample is taken

### Packaged Item



## IDS/DRIVER'S LICENSES/CREDIT CARDS

<b>Description</b>	IDs, driver's licenses, and credit/debit cards taken for Evidence, Safekeeping, Found, or Seized.
<b>Conditions of Acceptance</b>	No special conditions.
<b>Suggested Packaging Container</b>	Plastic bag
<b>Packaging Criteria</b>	<ul style="list-style-type: none"> <li>• Package each owner's items separately.</li> <li>• Place the ID or card facing out so that it can be viewed by Property Room staff to locate a current address.</li> <li>• Safekeeping: Record the owner's information in the description field in LERMS and in your case report.</li> <li>• If the item can be destroyed, please enter a notation that the item is for destruction in the description field in LERMS and in your case report.</li> </ul>
<b>LERMS Property Type</b>	"Identity Documents" -OR- "Credit/Debit Cards"
<b>Investigative Considerations</b>	No special considerations.

### Packaging Procedure

1. Write the required information on the small size A plastic bag.
2. Place the item in the bag and seal with strapping tape.
3. Place evidence tape over the bag seam and write your initials/IBM across the junction of the tape and the bag.
4. Place the bar code label on the upper-right corner of the bag front.

### Standard Supplies Needed for Packaging IDs/Driver's Licenses/Credit Cards



#### Standard supplies:

- Strapping tape
- Evidence tape
- Scissors
- Gloves
- Sharpie

**Other Items Needed for Packaging IDs/Driver's Licenses/Credit Cards**



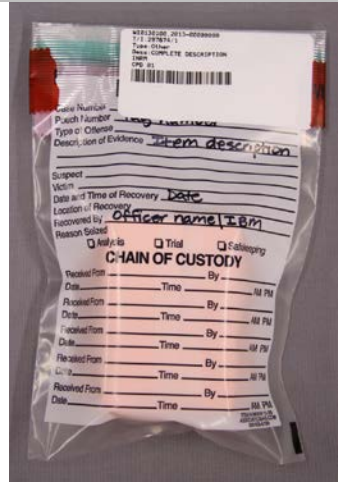
**Other items needed:**

- ID
- Small size A plastic bag

**Notes:**

- Place cards facing out so that the information can be viewed

**Packaged Item**



# JEWELRY

<b>Description</b>	Fine and costume jewelry, loose gems, and watches.
<b>Conditions of Acceptance</b>	No special conditions.
<b>Suggested Packaging Container</b>	Plastic bag
<b>Packaging Criteria</b>	<ul style="list-style-type: none"><li>• Use color descriptors in the description field in LERMS and on the package rather than using a specific gem and metal, for example, “yellow color ring with clear stone” rather than “gold ring with diamond.”</li><li>• If the item has a value greater than \$1000, it is considered to be “sensitive.” Please indicate this fact in the description field in LERMS and in your case report.</li></ul>
<b>LERMS Property Type</b>	“Jewelry/Precious Metals”
<b>Investigative Considerations</b>	No special considerations.

## Packaging Procedure

1. Write the required information on the correct size plastic bag.
2. Place the item in the bag and seal with strapping tape.
3. Place evidence tape over the bag seam and write your initials/IBM across the junction of the tape and the bag.
4. Place the bar code label on the upper-right corner of the bag front.

### Standard Supplies Needed for Packaging Jewelry



#### Standard supplies:

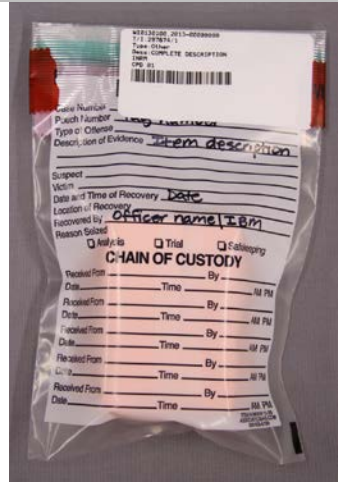
- Strapping tape
- Evidence tape
- Scissors
- Gloves
- Sharpie

**Other Items Needed for Packaging Jewelry**



- Other items needed:**
- Jewelry/watch item
  - Small size A plastic bag

**Packaged Item**



# KNIVES – EVIDENCE

<b>Description</b>	Straight or folded knives submitted as Evidence.
<b>Conditions of Acceptance</b>	Must be packaged safely.
<b>Suggested Packaging Container</b>	Knife box
<b>Packaging Criteria</b>	<ul style="list-style-type: none"> <li>• Straight knives must be secured with zip ties on the <i>inside</i> of a knife box.</li> <li>• Folded knives must be closed and secured to a knife box with zip ties on the <i>inside</i> of the box.</li> <li>• If the item is covered with blood, air dry before packaging and place a biohazard sticker on the package.</li> </ul>
<b>LERMS Property Type</b>	“Weapons-Other”
<b>Investigative Considerations</b>	<ul style="list-style-type: none"> <li>• If the knife is to be tested for DNA, do <i>not</i> package it in plastic; use the cardboard knife box.</li> <li>• Do <i>not</i> place strapping tape on the knife as it compromises DNA and fingerprints.</li> <li>• Knives covered with blood should not be placed back in the sheath. Package the sheath separately.</li> </ul>

## Packaging Procedure

1. Place the item in the knife box and secure with plastic zip ties fastened on the *inside* of the box.
2. Seal the front and sides of the box with strapping tape as shown in the photos.
3. Place evidence tape along the length of the box opening and write your initials/IBM across the junction of the tape and the box.
4. Place the bar code label on the left side panel of the box as shown in the photo below.
5. Write the required information on the box.

### Standard Supplies Needed for Packaging Knives - Evidence



#### Standard supplies:

- Strapping tape
- Evidence tape
- Scissors
- Gloves
- Sharpie



**Other Items Needed for Packaging Knives - Evidence**

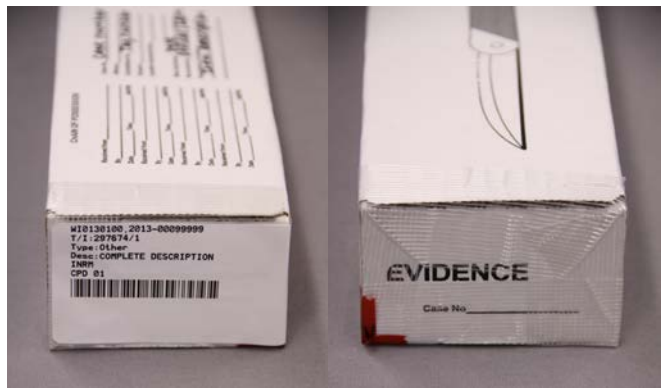
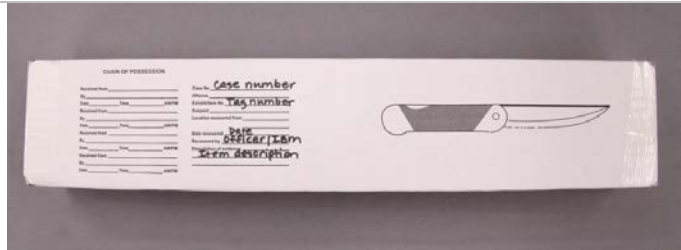


**Other items needed:**

- Knife (straight or folded)
- Zip ties
- Knife box



**Packaged Item**



**Notes:**

- Place bar code label on left side panel
- Seal the front and sides of the box with strapping tape

## KNIVES – SAFEKEEPING/FOUND/SEIZED

<b>Description</b>	Straight or folded knives submitted as Safekeeping, Found, or Seized.
<b>Conditions of Acceptance</b>	Must be packaged safely.
<b>Suggested Packaging Container</b>	<b>Straight knives:</b> Knife box <b>Folded knives:</b> Plastic bag <b>NOTE:</b> If the knife is evidentiary, see <i>Knives – Evidence</i> on page 80.
<b>Packaging Criteria</b>	<ul style="list-style-type: none"><li>• Straight knives must be secured with zip ties on the <i>inside</i> of a knife box.</li><li>• Straight knives must be packaged in a knife box as they can break through sharps tubes.</li><li>• Folded knives must be closed and secured with strapping tape.</li><li>• If the item is covered with blood, air dry before packaging and place a biohazard sticker on the package.</li></ul>
<b>LERMS Property Type</b>	“Weapons-Other”
<b>Investigative Considerations</b>	If the knife is evidentiary, see <i>Knives – Evidence</i> on page 80.

### Packaging Procedure

#### If using a bag:

1. Close the knife blade and secure it with strapping tape.
2. Write the required information on the small size A plastic bag.
3. Place the item in the bag and seal it with strapping tape.
4. Place evidence tape over the bag seam and write your initials/IBM across the junction of the tape and the bag.
5. Place the bar code label on the upper-right corner of the bag front.

#### If using a box:

1. Place the item in the knife box and secure with plastic zip ties fastened on the *inside* of the box.
2. Seal the front and sides of the box with strapping tape as shown in the photos.
3. Place evidence tape along the length of the box opening and write your initials/IBM across the junction of the tape and the box.
4. Place the bar code label on the left side panel of the box as shown in the photo below.
5. Write the required information on the box.

**Standard Supplies Needed for Packaging Knives - Safekeeping/Found/Seized**



**Standard supplies:**

- Strapping tape
- Evidence tape
- Scissors
- Gloves
- Sharpie

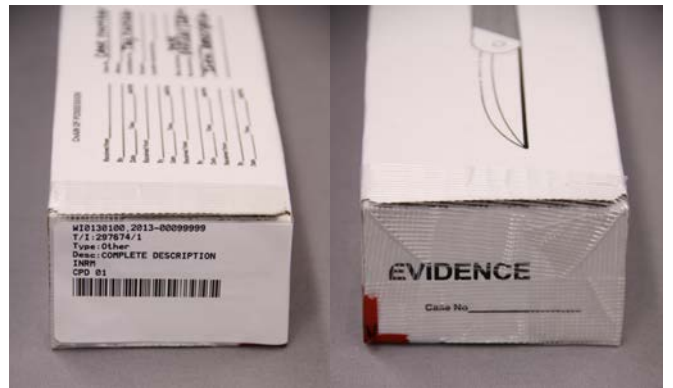
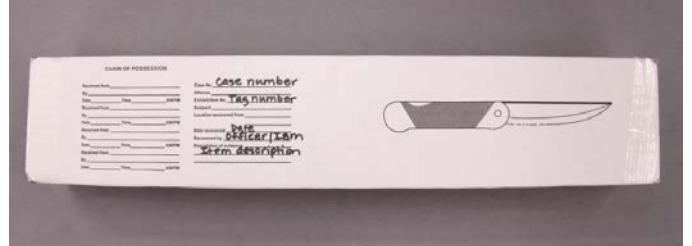
**Other Items Needed for Packaging Straight Knives – Safekeeping/Found/Seized**



**Other items needed:**

- Knife (straight or folded)
- Knife box

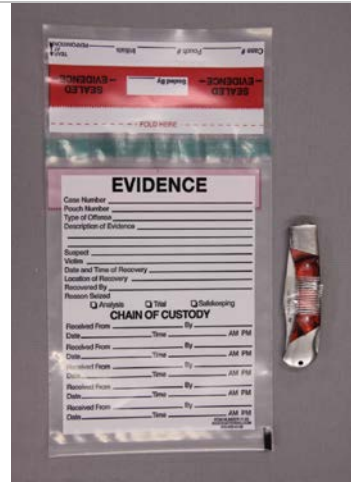
**Packaged Item**



**Notes:**

- Place bar code label on left side panel
- Seal the front and sides of the box with strapping tape

**Other Items Needed for Packaging Folded Knives – Safekeeping/Found/Seized**



**Other items needed:**

- Folded knife secured with strapping tape
- Small size A plastic bag

**Packaged Item**



# LIQUIDS

<b>Description</b>	Any liquid material submitted as Evidence.
<b>Conditions of Acceptance</b>	Item has evidentiary value. <b>See also:</b> <i>Alcohol</i> on page 23 and <i>Hazardous Substances</i> on page 74.
<b>Suggested Packaging Container</b>	As there are many types of liquids, it is difficult to make a general statement on how to package them. Some evidence items may need to be packaged in a metal can, for example, baby formula contained in a baby bottle where the bottle and the liquid are both evidentiary. Other items may require that a sample be transferred to a glass jar and the original container discarded. <b>Please contact the FSU for guidance on how to package liquids.</b>
<b>Packaging Criteria</b>	Varies depending on specific item.
<b>LERMS Property Type</b>	Varies depending on specific item.

## Packaging Procedure

Please contact the FSU for guidance on how to package liquids.

## Investigative Considerations

Please contact the FSU for guidance on handling liquids.

# MED DROP BUCKETS

<b>Description</b>	Unwanted and expired medications dropped off for safe and secure destruction at the East and West districts.
<b>Conditions of Acceptance</b>	Follow the protocol described in <i>Med Drop Box Protocol</i> below.
<b>Suggested Packaging Container</b>	Black 5 gallon buckets
<b>Packaging Criteria</b>	<ul style="list-style-type: none"> <li>• At the beginning of a new year, generate a case number to use for the entire year.</li> <li>• Screw the lid on the bucket until it locks.</li> <li>• Weight of drugs for each bucket must be in the LERMS description field.</li> <li>• Bar code label must be placed in correct location on bucket. See photos below.</li> <li>• Evidence tape must be placed horizontally on the bucket side handles as shown in the following photos. Evidence tape that is placed vertically often breaks when the buckets are stacked and, therefore, is not a good indicator of tampering.</li> </ul> <p><b>NOTE:</b> Strapping tape is <i>not</i> required to seal med drop buckets</p>
<b>LERMS Property Type</b>	“Drugs”
<b>Investigative Considerations</b>	No special considerations.

## Packaging Procedure

1. Screw the lid on the bucket until it locks.
2. Place a short piece of evidence tape *horizontally* over both of the bucket side handles at the junction of the lid and the handle as shown in the photo below.  
**NOTE:** Strapping tape is *not* required to seal med drop buckets.
3. Sign your initials/IBM on the tape, but *not* on the bucket.
4. Place the bar code label below the evidence tape on the bucket as shown in the photo below.

## Med Drop Box Protocol

Following is the departmental approved protocol for the med drop buckets.

### General Process

- At the beginning of a new year, districts should generate a case number to use for the entire year.
- Keys for the locked med drop receptacle should be locked within the control of the district captain and operations lieutenant.
- There should be two commissioned personnel assigned when the med drop receptacle is opened, when contents are handled, and when the bucket is tagged in LERMS.
- Med drop buckets are collected and stored by the Property Room. The buckets are catalogued and then destroyed at an authorized site.

### Med Drop Bucket Inspection

1. The bucket contained within the med drop receptacle should be inspected for capacity on a weekly or as needed basis.
2. If the bucket is not full, the receptacle should be closed and locked.
3. If the bucket is full or near capacity, remove it and secure the lid making sure the lid is screwed on until it locks.
4. Insert an empty bucket and lock the receptacle.
5. Return the key to the commanding officer from which it was taken.
6. Tag the bucket in LERMS. See the next section for instructions.

### Tagging the Med Drop Bucket

1. Weigh the bucket and generate a tag number in LERMS using the case number that has been generated for the current year. Enter the weight in the LERMS description field.
2. Place a short piece of evidence tape *horizontally* over both of the bucket side handles at the junction of the lid and the handle as shown in the photo below.
3. Sign your initials/IBM on the tape, but *not* on the bucket.
4. Place the bar code label below the evidence tape on the bucket as shown in the photo below.
5. Place the bucket and the *Quick Property Receipt* in an intake locker for pick up by a property clerk.
6. Complete a case report documenting the bucket weight, date collected, and that the property tagging process was completed.

#### Standard Supplies Needed for Packaging Med Drop Buckets



#### Standard supplies:

- Evidence tape
- Scissors
- Gloves
- Sharpie

**NOTE:** Strapping tape is *not* required to seal med drop buckets.

**Other Items Needed for Packaging Med Drop Buckets**



**Other items needed:**

- Med drop bucket

**Packaged Item**



**Notes:**

- Place evidence tape over both bucket side handles at the junction of the lid and the handle
- Sign initials/IBM on tape (not bucket)
- Place bar code label below evidence tape
- Be sure to screw lid on until red tab locks in place



# OVERSIZE ITEMS

**Description**

This category refers to items that are too large to be placed in a locker. Includes items such as TVs, furniture, vehicle parts, bike trailers, and so on.

**Conditions of Acceptance**

- Over-size items should be entered into LERMS and left on the intake room floor or, for very large or heavy items, at the First Street Bay.
- **Furniture, mattresses, and comforters:** In general, the Property Room prefers not to accept these items; however, in certain situations where it has evidentiary value it may be accepted. Please keep in mind that typically the WSCL will not accept these items. Consider contacting an investigator to take a sample from these items rather than confiscating the entire piece. **Please contact the Property Room for authorization to submit furniture, mattresses, and comforters.**

**Suggested Packaging Container**

String tag

**Packaging Criteria**

- Attach a string tag with the bar code label to the item.
- Protect TVs and delicate items by wrapping them in bubble wrap.

**LERMS Property Type**

Varies depending on specific item.

**Investigative Considerations**

Consider contacting an investigator to cut a sample from furniture and other over-size items rather than confiscating the entire piece.

**Packaging Procedure**

1. Wrap the item in bubble wrap if needed.
2. Place the bar code label on one side of the string tag and the required written information on other side of the string tag and attach it to the item. Evidence tape is not required for string tags.

**Standard Supplies Needed for Packaging Oversize Items**



**Standard supplies:**

- Strapping tape
- Evidence tape
- Scissors
- Gloves
- Sharpie

### Packaging Oversize Items – Example

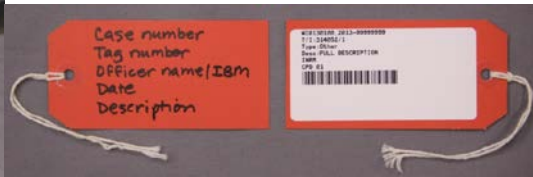


**Other items needed:**

- Oversize item
- String tag
- Bubble wrap (for delicate items)

**Notes:**

- Write required information on one side of string tag and place bar code label on opposite side
- Attach string tag to item
- Leave oversize items on the intake room floor or at the First Street Bay



### Packaging Oversize Items – Example



**Other items needed:**

- Oversize item
- String tag
- Bubble wrap (for delicate items)

**Notes:**

- Write required information on one side of string tag and place bar code label on opposite side
- Attach string tag to item
- Leave oversize items on the intake room floor or at the First Street Bay

# PARAPHERNALIA

<b>Description</b>	Items used for making, selling, or using drugs. Includes packaging material, scales, pipes, bongs, syringes, heroin kits, and other such items.
<b>Conditions of Acceptance</b>	Must be dry.
<b>Suggested Packaging Container</b>	Plastic bag <b>Syringes:</b> Sharps tube placed in a plastic bag
<b>Packaging Criteria</b>	<ul style="list-style-type: none"><li>• Paraphernalia must be packaged separately from drugs.</li><li>• All syringes, whether used or unused, must be packaged in a sharps tube and then placed in a plastic bag.</li><li>• Syringes containing drugs are considered to be a drug item and should be packaged separately from paraphernalia.</li><li>• Package any broken glass in a sharps tube, white slide box, or bubble wrap, and then place the item into a plastic bag.</li><li>• It is acceptable to package several items of paraphernalia in one bag.</li></ul> <b>NOTE:</b> Sharps tubes and white slide boxes must be packaged in a plastic bag.
<b>LERMS Property Type</b>	“Drug/Narcotic Equipment”
<b>Investigative Considerations</b>	No special considerations.

## Packaging Procedure

### If using a sharps tube:

1. Write the required information on the correct size plastic bag (usually medium size B).
2. Place the item in the sharps tube and seal the tube with strapping tape.
3. Place the sharps tube in the plastic bag and seal bag with strapping tape.
4. Place evidence tape over the bag seam and write your initials/IBM across the junction of the tape and the bag.
5. Place the bar code label on the upper-right corner of the bag front.

### If using a plastic bag:

1. Write the required information on the correct size plastic bag.
2. Place the item in the bag and seal bag with strapping tape.
3. Place evidence tape over the bag seam and write your initials/IBM across the junction of the tape and the bag.
4. Place the bar code label on the upper-right corner of the bag front.

**Standard Supplies Needed for Packaging Paraphernalia**



**Standard supplies:**

- Strapping tape
- Evidence tape
- Scissors
- Gloves
- Sharpie

**Other Items Needed for Packaging Paraphernalia - Syringes**



**Other items needed:**

- Syringe
- Sharps tube
- Medium size B plastic bag

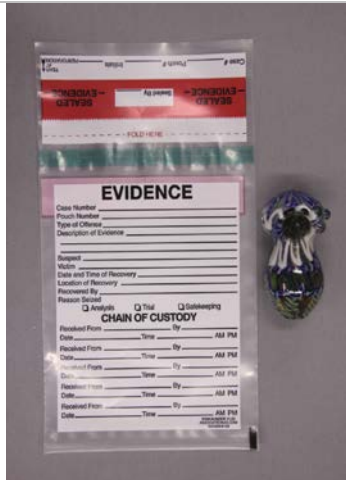
**Notes:**

- Several syringes may be packaged in one tube
- All syringes must go in a sharps tube
- Sharps tubes must go in a plastic bag

**Packaged Item**



**Other Items Needed for Packaging Paraphernalia**



**Other items needed:**

- Paraphernalia
- Plastic bag (Small size A in this photo)

**Notes:**

- Several paraphernalia items may go in one bag
- Package drugs separately from paraphernalia

**Packaged Item**



# PRISONER PROPERTY/SAFEKEEPING

<b>Description</b>	<p>Personal items collected from persons booked into the County Jail that are considered to be Safekeeping.</p> <p>Property of no evidentiary value that is found in public locations or is turned in to MPD by a citizen, that has an aggregate value of \$50 or more, and whose owner is <i>known</i>.</p>
<b>Conditions of Acceptance</b>	<ul style="list-style-type: none"> <li>• Prisoner property should be submitted at the <b>Central District Intake Room</b> to allow items to be released to owners quickly.</li> <li>• The <i>Prisoner Property Safekeeping Agreement</i> should be submitted to the Property Room. It is acceptable to attach it to the property.</li> <li>• Lighters will <i>not</i> be accepted as they are flammable.</li> </ul>
<b>Suggested Packaging Container</b>	String tag or plastic bag
<b>Packaging Criteria</b>	<ul style="list-style-type: none"> <li>• Tag each item separately; do not tie bags together.</li> <li>• Place bar code label on the string tag and not directly on bags/suitcases.</li> <li>• Items such as clothing or sleeping bags may be placed in extra large gray plastic bags.</li> <li>• Remove and dispose of food and drink items.</li> <li>• Separate any currency from bags/wallets and package in a currency bag.</li> <li>• Remove hazardous items such as weapons and narcotics and package separately.</li> <li>• Large bags that do not fit in a locker may be placed on the intake room floor.</li> <li>• Record the owner’s information in the description field in LERMS and in your case report.</li> <li>• For wallets with IDs and driver’s licenses, place the ID facing out so that it can be viewed by Property Room staff to locate a current address.</li> </ul>
<b>LERMS Property Type</b>	“Purses/Backpacks/Wallets” -OR- “Clothes/Furs/Accessories,” etc. depending on specific item
<b>Investigative Considerations</b>	<ul style="list-style-type: none"> <li>• Owners should be informed that their property is kept by the Property Room for 30 days after which time it is disposed of.</li> <li>• Owners may obtain a notarized letter to authorize another person to claim their property. Notaries are available at the jail.</li> <li>• Owners may contact the Property Room to ask for a time extension for holding their property.</li> </ul>

## Packaging Procedure

### If using a string tag:


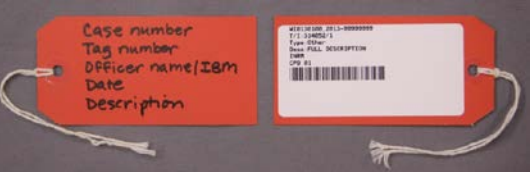



Place the bar code label on one side of a string tag and the required written information on other side of the string tag and tie it to the item. Evidence tape is not required for string tags.

**If using a small, medium, or large size plastic bag:**

1. Write the required information on the correct size bag.
2. Place the item in the bag and seal with strapping tape.
3. Place evidence tape over the bag seam and write your initials/IBM across the junction of the tape and the bag.
4. Place the bar code label on the upper-right corner of the bag front.

**If using an extra large gray plastic bag:**

1. Place item in the extra large gray plastic bag.
2. Twist the bag opening closed and use strapping tape to seal the bag.
3. Place the bar code label on one side of a string tag and the required written information on other side of the string tag and secure it to the bag with strapping tape. Evidence tape is not required for string tags.

Other Items Needed for Packaging Prisoner Property/Safekeeping with a String Tag	Packaged Item
 <div data-bbox="532 936 927 1094"> <p><b>Other items needed:</b></p> <ul style="list-style-type: none"> <li>▪ Bag/backpack</li> <li>▪ String tag</li> <li>▪ <i>Safekeeping Agreement</i> is required for Prisoner Property.</li> </ul> </div> 	
Other Items Needed for Packaging Prisoner Property/Safekeeping with an Extra Large Plastic Bag	Packaged Item
 <div data-bbox="651 1535 992 1734"> <p><b>Other items needed:</b></p> <ul style="list-style-type: none"> <li>▪ Bag/backpack</li> <li>▪ String tag</li> <li>▪ Extra large gray plastic bag</li> <li>▪ <i>Safekeeping Agreement</i> is required for Prisoner Property.</li> </ul> </div>	

# PURSES

<b>Description</b>	Purses submitted as Evidence, Safekeeping, or Found.
<b>Conditions of Acceptance</b>	No special conditions.
<b>Suggested Packaging Container</b>	<b>Evidence:</b> Paper bag <b>Safekeeping/Found:</b> String tag attached to purse
<b>Packaging Criteria</b>	<ul style="list-style-type: none"> <li>• Place bar code label on the string tag and not directly on the purse to avoid damage to the purse.</li> <li>• Remove and dispose of food and drink items.</li> <li>• Separate any currency from the purse and package in a currency bag.</li> <li>• Remove hazardous items such as weapons and narcotics and package separately.</li> <li>• Safekeeping: Record the owner's information in the description field in LERMS and in your case report.</li> </ul>
<b>LERMS Property Type</b>	"Purses/Backpacks/Wallets"
<b>Investigative Considerations</b>	If the purse is evidentiary, place it in a paper bag.

## Packaging Procedure

### If using a paper bag (Evidence):

1. Remove currency, food items, drink items, and hazardous items from the purse.
2. Write the required information on a paper bag, place item in the bag, and seal with strapping tape.
3. Place evidence tape over the bag seam and write your initials/IBM across the junction of the tape and the bag.
4. Place the bar code label on the upper-right corner of the bag front.

### If using a string tag (Safekeeping/Found):

1. Remove currency, food items, drink items, and hazardous items from the purse.
2. Place the bar code label on one side of the string tag and the required written information on other side of the string tag and tie it to the purse. Evidence tape is not required for string tags.

### Standard Supplies Needed for Packaging Purses



#### Standard supplies:

- Strapping tape
- Evidence tape
- Scissors
- Gloves
- Sharpie

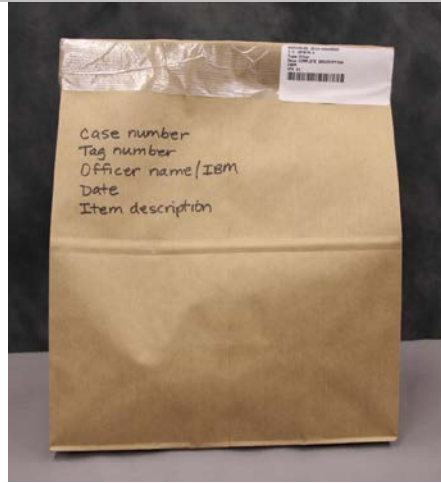
**Other Items Needed for Packaging Purses - Evidence**



**Other items needed:**

- Purse
- Paper bag (Large size C in this photo)

**Packaged Item**



**Other Items Needed for Packaging Purses - Safekeeping/Found**



**Other items needed:**

- Purse
- String tag
- *Safekeeping Agreement* is required for Prisoner Property. See *Prisoner Property/Safekeeping* on page 93.

**Packaged Item**



**Notes:**

- Do not place bar code label on purse; place it on the string tag



# SANE KITS

<b>Description</b>	Sexual Assault Nurse Examiner kit used to collect physical evidence in a sexual assault.
<b>Conditions of Acceptance</b>	<ul style="list-style-type: none"> <li>• Kit must be air dried before packaging.</li> <li>• If the kit contains combings only, it does <i>not</i> need to be air dried.</li> </ul>
<b>Suggested Packaging Container</b>	The kit itself should be sealed; no bag is needed.
<b>Packaging Criteria</b>	<ul style="list-style-type: none"> <li>• Seal the kit with strapping tape on all open sides.</li> <li>• Do <i>not</i> place the kit into a bag.</li> <li>• Write the requested information on the outside of the kit.</li> <li>• If the kit is being held for another law enforcement agency, indicate that agency in the description field in LERMS and in your case report so that it can be released to that agency.</li> <li>• If the victim is anonymous, write “Anonymous” on the Patient Name line on the box and in the LERMS description field.</li> </ul>
<b>LERMS Property Type</b>	“Biological”
<b>Investigative Considerations</b>	SANE kits are <i>not</i> automatically submitted to the WSCL. An officer, detective, or investigator must submit the kit to the WSCL after it is submitted to the Property Room.

## Packaging Procedure

1. Write the required information on the SANE kit.
2. Seal the SANE kit with strapping tape on all open sides.
3. Place evidence tape on both front and back side panels of box and sign initials/IBM on each side at the junction of the tape and the box.
4. Place the bar code label on the left side panel of the box as shown in the photo below.

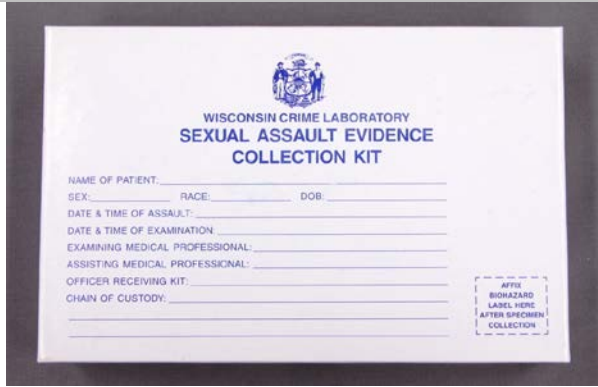
### Standard Supplies Needed for Packaging SANE Kits



#### Standard supplies:

- Strapping tape
- Evidence tape
- Scissors
- Gloves
- Sharpie

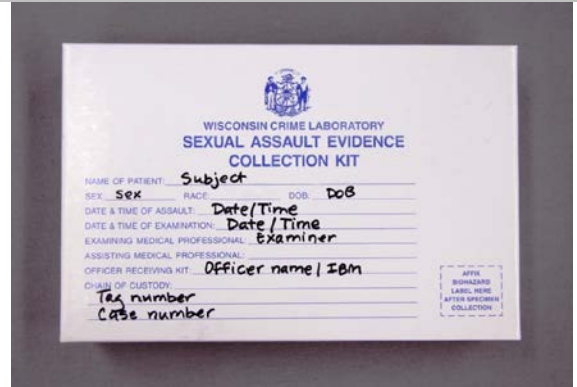
**Other Items Needed for Packaging SANE Kits**



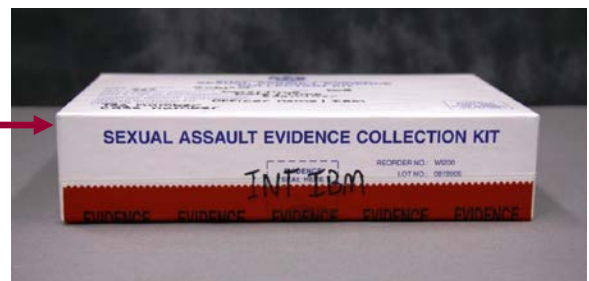
**Other items needed:**

- SANE kit

**Packaged Item**



Place bar code label on left side panel



**Notes:**

- Seal kit on all sides with strapping tape
- Place evidence tape on both front and back side panels of box and sign initials/IBM on each side
- Place bar code label on left side panel of box

# SHARP ITEMS

<b>Description</b>	Includes syringes, scissors, screwdrivers, and other sharp items. <b>See also:</b> <i>Knives</i> on page 80.
<b>Conditions of Acceptance</b>	Must be in a sharps tube or knife box.
<b>Suggested Packaging Container</b>	<b>Syringes:</b> Sharps tube placed in a plastic bag <b>Scissors/screwdrivers/other items too large for a sharps tube:</b> Knife box
<b>Packaging Criteria</b>	<ul style="list-style-type: none"><li>• Sharps tubes must be placed in a plastic bag.</li><li>• All syringes, whether used or unused, must be packaged in a sharps tube, which is placed in a plastic bag.</li><li>• Straight knives must be packaged in a knife box as they can break through sharps tubes. See <i>Knives</i> on page 80.</li></ul>
<b>LERMS Property Type</b>	“Drugs/Narcotic Equipment” (syringes) -OR- “Household Goods” -OR- “Tools” etc. depending on specific item
<b>Investigative Considerations</b>	No special considerations.

## Packaging Procedure

### If using a sharps tube:

1. Write the required information on the correct size plastic bag (usually medium size B).
2. Place the item in the sharps tube and seal the tube with strapping tape.
3. Place the sharps tube in a plastic bag and seal bag with strapping tape.
4. Place evidence tape over the bag seam and write your initials/IBM across the junction of the tape and the bag.
5. Place the bar code label on the upper-right corner of the bag front.

### If using a knife box:

1. Place the item in a knife box and secure with plastic zip ties fastened on the *inside* of the box.
2. Seal the front and sides of the box with strapping tape as shown in the photos.
3. Place evidence tape along the length of the box opening and write your initials/IBM across the junction of the tape and the box.
4. Place the bar code label on the left side panel of the box as shown in the photo below.
5. Write the required information on the box.

**Other Items Needed for Packaging Sharp Items - Syringes**



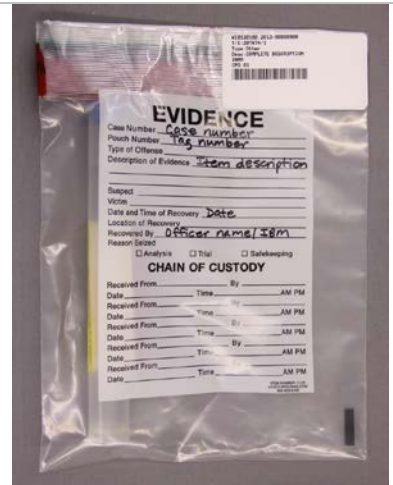
**Other items needed:**

- Syringe
- Sharps tube
- Medium size B plastic bag

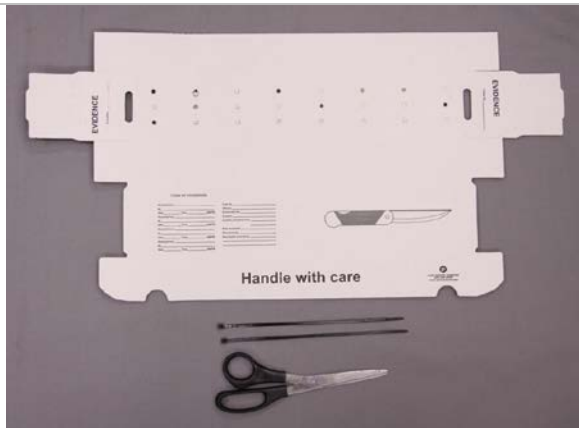
**Notes:**

- All syringes must go in a sharps tube
- Several syringes may be packaged in one tube
- Sharps tubes must go in a plastic bag

**Packaged Item**



**Other Items Needed for Packaging Sharp Items**

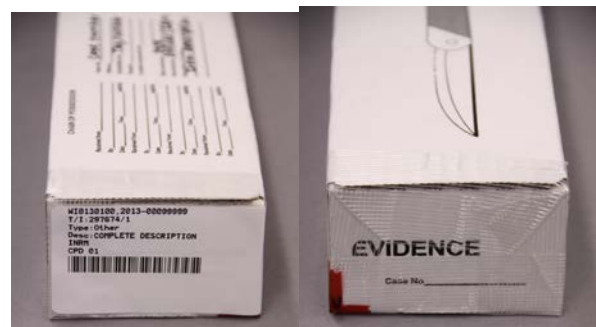
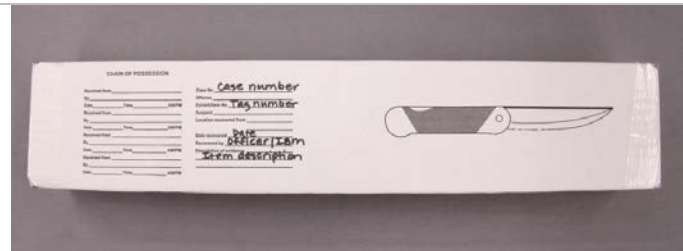


**Other items needed:**

- Sharp item such as scissors
- Zip ties
- Knife box



**Packaged Item**



**Notes:**

- Place bar code label on left side panel
- Seal the front and sides of the box with strapping tape

# WALLETS

<b>Description</b>	Wallets submitted as Evidence, Safekeeping, or Found.
<b>Conditions of Acceptance</b>	Item must be completely dry.
<b>Suggested Packaging Container</b>	Plastic bag
<b>Packaging Criteria</b>	<ul style="list-style-type: none"><li>• Separate any currency from the wallet and package it in a currency bag.</li><li>• Place the driver’s license or ID facing out so that it can be viewed by Property Room staff to locate a current address.</li><li>• Safekeeping: Record the owner’s information in the description field in LERMS and in your case report.</li><li>• Package should contain only one person’s property.</li></ul>
<b>LERMS Property Type</b>	“Purses/Backpacks/Wallets”
<b>Investigative Considerations</b>	No special considerations.

## Packaging Procedure

1. Remove any currency and package it separately in a currency bag.
2. Write the required information on the correct size plastic bag.
3. Place the wallet in the bag and then place the driver’s license or ID on top of the wallet facing out so that it can be viewed by Property Room staff.
4. Seal bag with strapping tape.
5. Place evidence tape over the bag seam and write your initials/IBM across the junction of the tape and the bag.
6. Place the bar code label on the upper-right corner of the bag front.

### Standard Supplies Needed for Packaging Wallets



#### Standard supplies:

- Strapping tape
- Evidence tape
- Scissors
- Gloves
- Sharpie

**Other Items Needed for Packaging Wallets**



**Other items needed:**

- Wallet
- ID (if in wallet)
- Plastic bag (Small size A in this photo)

**Packaged Item**



**Notes:**

- Place ID facing out
- Package currency separately