

TUCSON POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



PREPARED BY
BILL BRANTLEY
TPD PROPERTY & EVIDENCE
QUALITY ASSUARANCE MANAGER



ALCOHOL

TUCSON POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



All containers must still have the factory seal or be completely drained and dried prior to submission.



Place the container in a small plastic evidence envelope and seal the top. This includes bottles, cans, and other sealed or dried, empty containers.

REMARKS

- If alcohol evidence is not considered crucial to prosecution, empty and discard containers at the scene and document said action in your case report. Photograph if possible.
- If alcohol evidence is retained and there are several containers of the same brand, consider keeping one container of each brand and discarding the rest.
- Alcohol in the original keg, case, six-pack, or cooler container may remain as is. Bag or affix a property tag to the original container and secure to prevent loss of contents.
- It is not recommended to retain unopened aluminum beer cans because the seal will fail over time causing potential damage to fingerprint and DNA evidence and possibly causing liquid damage to other case evidence. If the can is needed, make a small hole in the bottom of the can to drain the contents. Submit the empty can after drying is complete.



AMMUNITION

TUCSON POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



The Property & Evidence Section takes all ammunition except military rounds. Those need to be submitted to the EOD Unit.



Keep ammunition in the manufacturer's box if possible. Package ammunition in plastic evidence bags, but do not overstuff the bags. This can cause the seals to pop open and also make it difficult to carry and store.

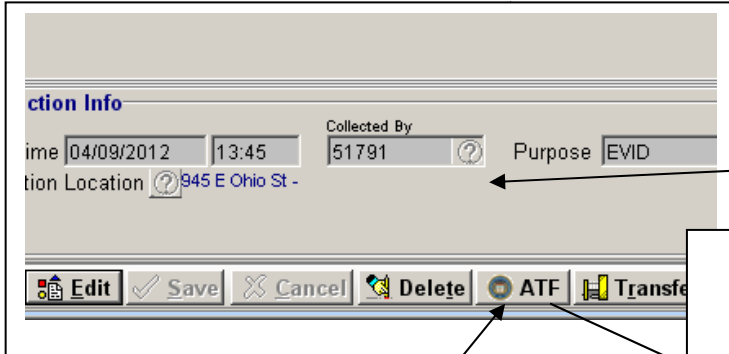
REMARKS

- Do not package ammunition with a firearm. Pima County Superior Court requires all firearm evidence to be separated from ammunition prior to it being brought into the courtroom. These rounds should be packaged and submitted in a separate envelope and labeled as removed from the firearm.
- Ammunition removed from a firearm should have its location or position in the chamber, magazine, or clip documented.
- Bullets found embedded in objects, should be removed by cutting out the object around the bullet. Do not dig out the bullet as this may alter markings. Leave bullet intact, if possible.
- Ammunition is heavy in large quantities. Use multiple packages to keep the weight more manageable.



ATF TRACE FORM

TUCSON POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



All firearms submitted into Property & Evidence require a completed ATF Trace Form. The form is accessed in the Items Tab “3” of the BEAST. First fill out all of the item information. Once the firearm is saved, the ATF button can be accessed with a click. Fill out all of the information.



REMARKS

- Enter the firearm serial number in the serial number box on Tab “3”.
- You no longer need to print the form and include it with the weapon.
- The returned ATF “traces” are printed out by Evidence and sent to case file.
- Do not put “Unk” or “Unknown” in the possessor field. If you do not have a name, leave the field blank.

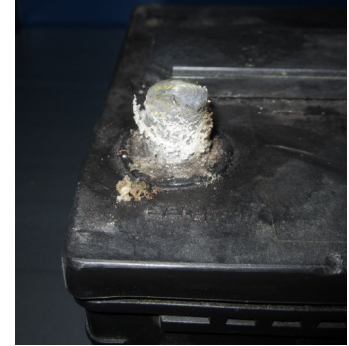
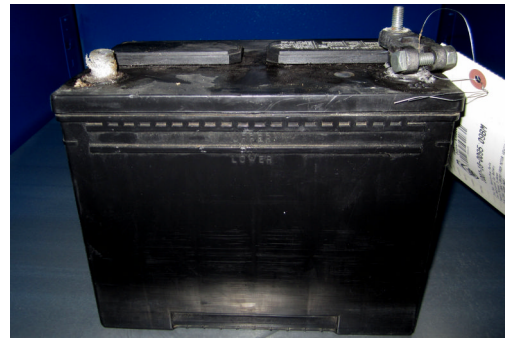


BATTERIES

TUCSON POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



Property & Evidence accepts all standard sized batteries (AAA, AA, C, D, 9-volt, button batteries, etc.) Batteries with the leads (+ & -) on the same end should have tape wrapped over the contacts.



Acid batteries (vehicle type) are treated as hazardous and require draining by Haz-Mat prior to submitting them to Evidence. Corrosion from the acids can damage the evidence and adjacent evidence.

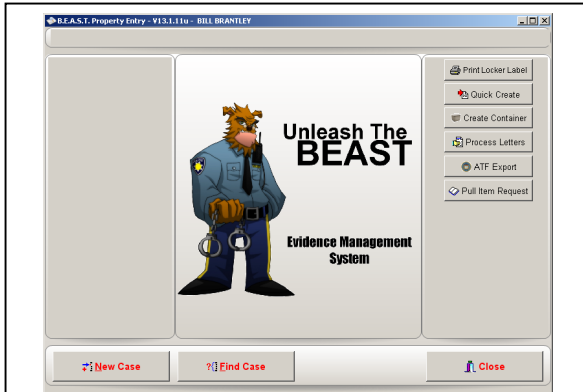
REMARKS

- Batteries should be packaged separately from any other metal items inside a plastic evidence bag. Example: a 9-volt battery with both the + & - terminals on one end has the potential to start a fire if a metal object such as a key makes contact with both. (Think about this next time you clean out your “junk” drawer at home).



BEAST

TUCSON POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



The BEAST is the TPD Evidence information system. It is used to enter information pertinent to the property (what is it, where did you collect it, and who does it belong to). After all information is entered, a barcode is printed and attached to the packaged item.



The BEAST label is a miniature “property sheet” with all of the necessary information located on the label.

REMARKS

- All users are required to attend training prior to the issuing of a password.
- If the computer system is not working properly, take the following steps in order:
 - Reboot the computer completely (This corrects most IT network issues). If this does not work, then proceed to the next step.
 - Contact the Evidence Section at 837-7361. If it is after hours, contact the on-call supervisor listed in TPD Wiki. An Evidence Technician may be called out for simple repairs of printers, if no other printers are available.
 - If the system cannot be corrected with a phone call or call-out, complete a TPD Form TPD0931A (TPD Property & Evidence Informational Data Sheet B.E.A.S.T. Tracking System) and place the form with the property. (See BEAST Correction Form page for further information).



BICYCLES

TUCSON POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



C11 Bike Rack – Located on the west end of the parking lot next to the Evidence Impound Lot.



C12 Bike Rack – Located inside the “sally port”. The bike room is on the southwest corner.



C19 Bike Rack - Store in the fenced cage by the inside stairwell of level P3 in the parking garage. There is a chain and padlock provided for additional security. Cage and padlock can be opened using your BC26 key.



C13 Bike Rack – Located in Room 1007, which is on the lower (parking) level under the north ramp of the sally port.



C14 Bike Rack – Located in the officers parking lot southeast of the carport area.

REMARKS

- Each substation has bike racks available for storage of bicycles. Attach to racks with locks and cables provided on the racks. Affix cable once around a secured area of the bike. The C12 & C13 racks are in secure rooms that lock, padlocks or cables are not necessary at these locations. Make sure a property tag with a BEAST label is fastened to each bike.
- Bicycles are released at EPIC by appointment. Have the owner call the P&E Citizen help line at 791-4458 for further information.
- Substation personnel may release bicycles to an owner prior to P&E making their pick-up. Verify on the label the person is the listed owner and the bike is not listed as “Evidence”. Use a “Green Release” form TPD1412 (available in the common drive or in the packaging room) for the return. Fill out the receipt portion, case number, item information and have the owner sign at the bottom. Route the completed form to P&E so the BEAST record can be updated.



BLOOD DRYING CABINETS

TUCSON POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



Enter Here

The blood drying cabinets are located through the double doors on the east side of the building in the secured parking lot.



Bio-hazardous items that are not dry shall be placed into a drying cabinet. Hang your wet items inside the cabinet using hangers from a box located on the counter across from the cabinets.

Complete instructions are provided on the east wall.

HAZARDOUS STORAGE
BULK STORAGE
WET DROP-OFF AND
PACKAGING



REMARKS

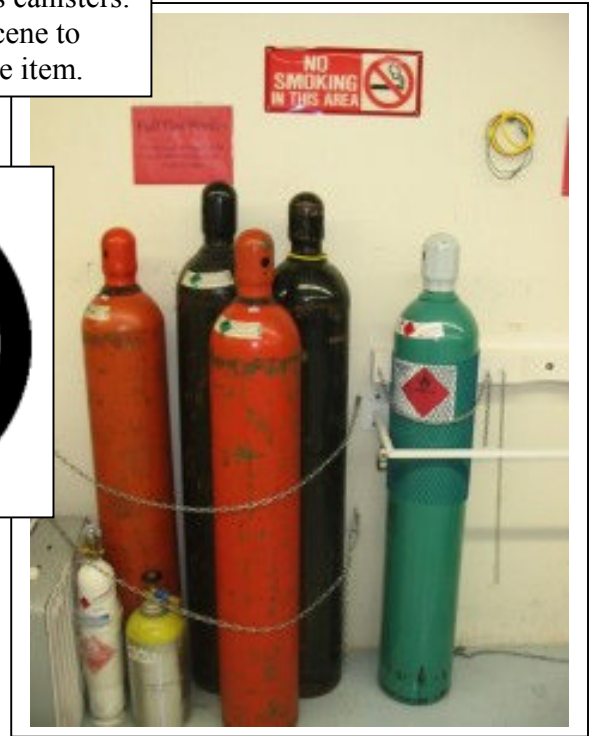
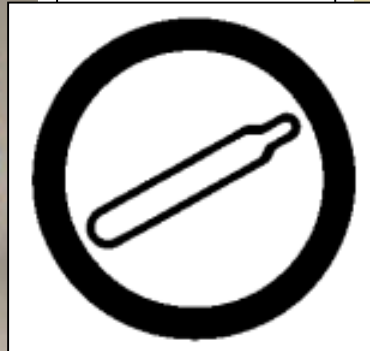
- Use the BC26 key to lock the cabinet. Make sure you are completely done prior to locking the cabinet. Once locked, keys must be checked out from the Property & Evidence Section.
- Store the original packaging inside the cabinet on a shelf.
- Document the items using the BEAST terminal in the room. Place the item labels in the pouch located on the cabinet door. Indicate the appropriate cabinet door number in the submission locker field of the BEAST record.
- Non bio-hazardous items that cannot be dried prior to end of shift may also be placed into the drying cabinets, space permitting.
- Bio-hazardous bags used for transport, but not necessary for trace collections, can be discarded in the **red** bio-hazardous disposal bin located in the room.
- Property & Evidence personnel will package the items once they are completely dry. There is no need to respond back to EPIC for packaging unless notified of a discrepancy.



COMPRESSED GAS CANISTERS

TUCSON POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL

Property & Evidence **DOES NOT** accept or transport large compressed gas canisters. Hazmat should be called to the scene to safely transport and dispose of the item.



REMARKS

- Compressed gas canisters require special needs for transportation and storage. The most common method for securing a canister is by chaining it to a stable wall. Transportation also requires a safe means of securing the canister to prevent movement and damage to the valve assembly. Damage to a cylinder can turn it into a lethal projectile.
- Common types of gas stored in the canisters are acetylene, hydrogen, oxygen, and nitrous oxide.
- Small Co2 canisters from paintball guns and air/pellet guns are acceptable as well as small propane canisters of 5 pounds or less.



Acceptable





COMPUTERS

TUCSON POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



Place a BEAST label onto a property tag and attach it with a plastic tie or tape it onto the case with clear evidence tape. (DO NOT AFFIX LABEL DIRECTLY)



If the case is open and requires protection from dust, needs processing for DNA, or fingerprints, loosely wrap the CPU in a plastic bag and place the BEAST label on the bag.

REMARKS

- Electronic components such as internal hard drives should be submitted in a paper evidence envelope to prevent "static charges". All other computer items (keyboards, mice, monitors, etc. can be submitted in plastic.



CURRENCY

TUCSON POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



All currency needs to be separated from wallets, purses, backpacks and all other property or evidence for storage in the Treasury unit's vault.

Label #1

Tucson Police Department
 0000-00-0002:BB4
 Item Type: Currency-USCurrency
 Item Description: Money
 Property Purpose: Evidence
 Crime Class: (0501) BURGLARY/FORCIBLE ENTRY
 Collection Date: 11/30/2006
 Offense Location:
 Collection Area: Park / Speedway -
 Packaging Officer: 38628 BILL BRANTLEY
 Submitting Officer: 38628 BILL BRANTLEY
 Review Date:
 Owner : Smith,Mister DOB:1/1/1950
 Finder : Pigg,P DOB:1/11/1995 *Juvenile*

Bill Brantley 4/3/07 1400
 Submitting Officer's Signature Date/Time #25

Label #2

Tucson Police Department
 0000-00-0002:BB4
 Tucson Police Department

| Paper | | Coin | |
|-------|-----------------|------|--------|
| 0 x | 1.00 = | 0 x | .01 = |
| 0 x | 2.00 = | 0 x | .05 = |
| 2 x | 5.00 = 10.00 | 0 x | .10 = |
| 0 x | 10.00 = | 0 x | .25 = |
| 2 x | 20.00 = 40.00 | 0 x | .50 = |
| 0 x | 50.00 = | 0 x | 1.00 = |
| 1 x | 100.00 = 100.00 | | |
| 0 x | 1000.00 = | | |

Total = 150.00 Total = 0.00
 Total Cash Received - \$150.00
 Date Collected: 11/30/2006 11:20
 Col Location: Park / Speedway
 Collecting Officer: 38628 BILL BRANTLEY
 Owner : Smith,Mister DOB:1/1/1950

Bill Brantley 4/3/07
 Counted By: Date
Scott We 4/3/07
 Verified By: Date

All currency submissions will have two barcode labels on the package. The first label contains general information and is the one found on all submitted items. The second label is an itemization label of all denominations and the total quantity of each type. This label also has two signature lines. One line is for the submitting officer and the second for the verifying officer. Remember, all currency submissions totaling over \$100 requires a 2nd officer for verification.



REMARKS

- Currency in excess of \$1000 is to be dual verified in the presence of a sworn supervisor. The cash must be submitted to the blue drop box located in the Records Section or submitted directly to an Evidence Technician.
- Amounts over \$10,000 require an Evidence call-out.
- Large sums of coins may require evidence call-out if it is after-hours. We have a coin counter for these instances. During business hours, please respond with the coins to EPIC at 945 E. Ohio and we will assist with the coin counter. After hours will require a call-out. Refer to TPDWiki for contact information.





EPIC

TUCSON POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



EPIC (Evidence Property & Identification Center) is located at 945 E. Ohio Street, Tucson, AZ 85714-1694. The public hours for picking up property are Monday through Thursday, 0900 – 1700 hours and Fridays from 1200 to 1700 hours. The officer counter is open Monday through Friday, 0700 to 1700 hours. The facility is closed for city holidays.



Entry and exit through the north and south gates are controlled with a keycard reader. Only one vehicle is permitted through the gate for each swipe of a department keycard. Tailgating may cause vehicle damage.

DO NOT allow the public to enter the South Officer Entrance when moving through the doorway.



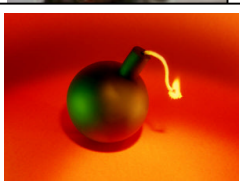
REMARKS

- Undercover officers should park in the secured parking lot and enter the building from the North Officer Entrance.
- All doors are alarmed against “forced entry”. DO NOT prop or hold open any exterior doors at the facility. Move quickly in and out of the building. If you stop to converse with someone, let the door close completely and re-latch for 10 seconds. Failure to do this may set off an audible alarm and signal Communications to dispatch an officer.
- Refer to the *Vehicle Processing Bays – EPIC* page for procedures for submitting vehicles at EPIC.



EXPLOSIVES

TUCSON POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



The TPD Property & Evidence Section **DOES NOT** accept any explosives or explosive material. Check TPDWiki for the call-out information for Bombs-EOD.



If you are unsure, call the EOD unit for consultation. A false alarm is still better than the alternative.

REMARKS

- **DO NOT** submit





FIREWORKS

TUCSON POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL

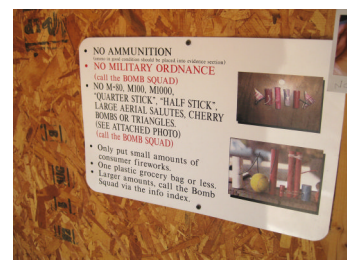


Explosives such as flares, firecrackers, manufactured fireworks smaller than 2 inches (small amounts only, up to a small box full) are the only things to be put in the bomb shed.

DO NOT submit fireworks to Property & Evidence or place into bins inside any substation. They shall be transported and stored in the Fireworks Shed located at C13 (ODM) in the northwest corner of the secured parking lot.



Follow the directions inside the shed for submission to the EOD.



REMARKS

- Ammunition (except military rounds) that is in good condition is to be placed into evidence under normal procedures. The evidence section does accept lighters, lighter fluid, and matches.
- All other explosives, including black powder, and carbon dioxide cylinders contact the EOD (In TPDWiki "BOMBS-EOD").



FLAMMABLE LIQUIDS

TUCSON POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



Flammable liquids (gasoline, etc.) must be emptied from all items prior to submission to Property & Evidence. Open container by unscrewing the lid counter clockwise, then unscrew plug. Pour liquid into top tray and it will funnel down the drain. When finished, replace the plug and lid.

REMARKS

- The locations of the containers are as follows:
 - Code 11 (ODS): **Southwest fence area, north of the Sgt. Parking**
 - Code 13 (ODM): **In the vehicle bays, by the bike storage**
 - Code 19 (ODD): **In the north stall of the vehicle bay area**
- If accelerants are needed for investigative purpose, submit a small sample in a sealed mason jar disposing of the remainder.



FOODSTUFFS (PERISHABLES)

TUCSON POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



Property & Evidence does not accept perishable items such as food. Items that may have been bitten or touched should be photographed and DNA collected from the item.



Items mold and decay over time destroying the evidence and creating negative health conditions in the storage area. It will also attract insects and rodents compromising all evidence.

REMARKS

- Soda and beer in cans should not be submitted to Property & Evidence. Over time, the seals fail or the cans explode and contaminate the case items in the bag as well as the surrounding evidence.
- Sealed/never opened glass liquor bottles are acceptable (see the “Alcohol” entry for further).
- If a priority item needs to be submitted and held for Crime Laboratory processing, contact the Evidence on-call supervisor listed in TPDWiki for instructions.



FOUND PROPERTY

TUCSON POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



A Found Property call can result in a wide assortment of items. Firearms are entered as **“Evidence”** even though they are connected to a Found Property case. All other items are entered as a collection type of “Found Property”.



Per ARS 12-944

- A. If any property is available for release and the owner is known, the agency shall make a reasonable attempt to notify the owner.
- B. If the owner of found property that has a value of more than one hundred fifty dollars is not known, the agency holding the property shall publish or post a notice containing a description of the property before the final disposal of the property.

REMARKS

- Found Property is recovered, lost, or abandoned property of no evidentiary value whatsoever, whose rightful owner is not known to the finder or the Department.
- Due diligence must be exercised to locate or identify the rightful owner. Upon failing to do so, the Department will dispose of the property after 30 days of receipt.
- The reporting officer should make every effort to contact the owner of the property, making sure the name, address and phone numbers are listed in BEAST and the case report. If there is an ID with the property, list the name, date of birth, address, and driver’s license and/or social security number in the report.
- Per ARS 12-941, the “Finder” of the item may claim the item 30 days after all reasonable efforts have been made to locate and notify the owner. This is **not** 30 days from collection! The Property & Evidence Section may place advertisements in a local paper advertising the found item, which will extend the waiting time. The Property & Evidence Section will contact the “Finder” by mail once all applicable time expires. Ensure the “Finder” is connected to the desired items in BEAST.
- Employees of the federal, a state or a local government who found the property in the course of performing the duties of the office or employment are exempt from placing a claim on “Found Property”.



LARGE “BULKY”

TUCSON POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



Property & Evidence uses a truck with a lift gate to load and transport large bulky items such as safes, appliances, shop tools, and furniture. They also have two mini-vans for items that will not easily fit into a patrol car for transport. Contact an Evidence Supervisor at 837-7361 during business hours or consult TPD Wiki – Evidence for after hour call-outs.

All large items should have a BEAST label placed onto a property tag, and then attach the tag to the item with a plastic tie. Do not affix the BEAST label directly on the object. Items are eventually returned to an owner or sent to the city auction site. A label placed directly on the item can damage or devalue the item, resulting in a claim against the City.

REMARKS

- Large bulky items should not be stacked next to the evidence bins. Place the item into the bulky cage and label the item, secure the item by closing the padlock. Only P&E personnel can open the padlock, so make sure everything is tagged and signed before locking.
- Bulky cages are available at the following areas:
 - C12 (ODW) – Two cages located inside the sally port on the east side.
 - C13 (ODM) – Two cages located inside the sally port on the west side.
 - C14 (ODE) – One cage located outside under the carport.
 - C19 (ODD) – Four small cages in the third floor evidence submission room.
 - C20 (EPIC) – Three cages located on the east side of EPIC to the left of the vehicle submission bays.



LICENSE PLATES

TUCSON POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



Confiscated Arizona license plates (suspended, revoked, or cancelled) are placed loose into the designated destruction box at each Team.



License plates seized as “evidence”.
Packaged and entered into the B.E.A.S.T. system.



REMARKS

- Confiscated Arizona license plates (suspended, revoked, or cancelled) shall be placed in the designated container in each packaging room. The seized plates will be collected by the Evidence Section and destroyed. These plates do not require entry into the B.E.A.S.T. system.
- License plates seized as “evidence” shall be packaged into a medium plastic evidence bag and entered into B.E.A.S.T. The package shall then be placed into an available evidence locker for storage. Do not drop the plate into the evidence mailbox, which may damage other case evidence.
- Per the Arizona Motor Vehicle Department, it is no longer necessary to return license plates to them. Confiscated license plates are immediately destroyed by the TPD Property & Evidence Section once collected from the evidence packaging room.



MARIJUANA - BULK

TUCSON POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL

**TUCSON POLICE DEPARTMENT
NOTICE OF DESTRUCTION**

Case # _____

Connect-Up # _____

Pursuant to Arizona Rules of Criminal Procedure 23.2 and A.R.S. § 13-3413, you are hereby notified that the items listed below may be destroyed or otherwise disposed of twenty (20) days from the receipt of this notice:

1. any amount of peyote, dangerous drugs, prescription only drugs, narcotic drugs or plants in excess of one (1) pound;
2. any amount of marijuana in excess of ten (10) pounds;
3. any materials and containers, in which the previous dangerous drugs, prescription only drugs, narcotic drugs or plants, or marijuana are or were packaged or housed;
4. any U.S. currency or currency of any other country.

Within ten (10) days, you or your attorney may make an objection to the destruction or disposition, or make a request to examine, test, photograph, or photograph the seized material by notifying:

Tucson Police Department, Evidence Section
P.O. Box 1071
Tucson, AZ 85702-1071
(520) 791-4626

Your objection or request must be made in writing and received within ten (10) days of the date of this notice. If no objection or request is received, the material will be subject to destruction or disposition twenty (20) days from the date of this notice.

SERVED BY: _____ P/P# _____

DATE: _____

Receipt of Notice Acknowledged by: _____

TPD 3241 (Rev 06/03) DEPARTMENT PROPERTY & EVIDENCE PACKAGING SUBSECTION

MARIJUANA WEIGHT LOG

Case # _____

Submitting Officer: _____ PR: _____ Date: _____ Time: _____

Verifying Officer: _____ PR: _____ Date: _____ Time: _____

| Incoming Weights (Submitting Officer) | | Outgoing Weights | | Incoming Weights | | Outgoing Weights | | Incoming Weights | | Outgoing Weights | |
|--|--------|------------------|--------|------------------|--------|------------------|--------|------------------|--------|------------------|--------|
| Item # | Weight | Date | Weight | Date | Weight | Date | Weight | Date | Weight | Date | Weight |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| Total: | | | | | | | | | | | |

TPD 3241 (Rev 06/03)

Dual Officer Count Required

ARS 13-3413 allows the Property & Evidence Section to destroy a percentage of the seized drugs. The "Twenty (20) Day Notice of Destruction" is the required notice to the arrestee and their attorney. The arrestee shall be served the form at the time of seizure and appropriate signatures obtained. The form shall be submitted with the marijuana.

All marijuana greater than four (4) pounds shall be accurately weighed and verified by two officers prior to packaging, sealing, and submitting to Property and Evidence. Weights shall be noted on the *Marijuana Weight Log (TPD 3241)* and signed by both verifying officers. Completed weight logs shall be submitted with the marijuana.



REMARKS

- Marijuana bales greater than ten (10) pounds listed as "Found Property" still require a Notice of Destruction (write "Found Abandoned" on the bottom) and a weight sheet. The bales will be sent to destruction upon receipt of the paperwork.
- One marijuana bale from each room shall be marked as a "court bale". All court bales are kept for prosecution. The remaining bales are destroyed upon the expiration of the Twenty Day Notice of Destruction. (Per ARS 13-3413)

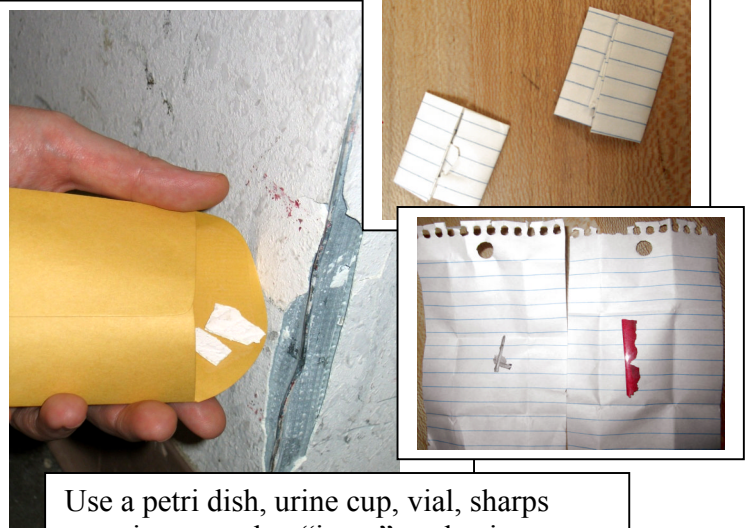


PAINT CHIPS

TUCSON POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



In hit-and-run cases, collect the known samples from all areas displaying fresh damage for comparison. Paint may vary in type or composition in different locations, even though the color appears the same. Use a different blade when collecting each known sample to prevent cross-contamination. Go deep enough to capture all layers of the paint sample.



Use a petri dish, urine cup, vial, sharps container, or other “inner” packaging to collect the paint chip sample. Package the “inner” packaging into a plastic evidence bag ensuring the sample cannot be crushed. Place each sampled area in its own package being careful to describe the exact location of collection in the case report.

REMARKS

- The color, manufacturer, model, and model year of an automobile can be determined from a paint chip. *NOTE: This is limited to original factory-applied paint only.*
- Paints can be transferred from one vehicle to another, from vehicle to object, or object to car.
- If the paint sample cannot be removed from the object, collect and submit the complete item.
- Don't use gummed tape to collect paint samples.



PROPERTY RELEASE

TUCSON POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



TUCSON POLICE DEPARTMENT PROPERTY RELEASE *(FOR HOLDS USE OTHER SIDE)*

All Property Release forms require an "authorizing" signature.

| | | | | |
|----------------------------------|------------------------------------|-------------|-------------|--------|
| Case Number (One per form) | | Crime Class | Date | |
| Detective/Officer name (Printed) | Detective/Officer name (Signature) | | P.R. Number | Detail |

Please indicate by item number and description what property for the above listed case may be released or destroyed. Listed owners will be given an opportunity to claim their property prior to disposal, unless otherwise noted by a disposal justification code. All items must include both a "Process Code" and "Disposal Code".

| Item # | Description | Process Code | Disposal Code |
|--------|-------------|--------------|---------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

The form must be filled out completely prior to sending to Property & Evidence.

All releases must have both codes completed.

For Disposal of Evidence in Homicides and Felony Sexual Offenses (ARS 13-4221)

Please answer the following questions. (circle Yes or No)

If all answers in either Box A or Box B are "YES", Property & Evidence will proceed to destroy.

The Process Code is what you are requesting we do with the property.

| | | |
|--|----|--|
| convicted of and incarcerated for this offense? Y/N ever incarcerated for this offense? Y/N t from supervised release? Y/N | OR | <ul style="list-style-type: none"> Is this COLD CASE evidence? Has the CAO approved the disposal? Has the victim of the case been notified? |
|--|----|--|

The Disposal Justification Code is the "reason" we are returning or destroying the property.

| | | | |
|---------------------------------------|--|----------------|------------------|
| Release to (Name): | | Date of Birth: | |
| Mailing Address (Street or P.O. Box): | | City: | State: Zip Code: |

| PROCESS CODES | | DISPOSAL JUSTIFICATION CODES | |
|-----------------------|------------------------------|------------------------------|----------------------|
| RTOL: Return to Owner | HOLD: Hold for Investigation | NRO: Not Rightful Owner | USC: Used in a Crime |
| DSTL: Destroy | PDSTR: Photo & Destroy | CTO: Court Order | APPR: Approved |
| AUCL: Auction | PRTO: Photo & Release | FORF: Forfeiture | HAZ: Hazardous |
| | | CON: Contraband | CLSD: Case Closed |
| | | DISM: Case Dismissed | PLED: Plea Agreement |

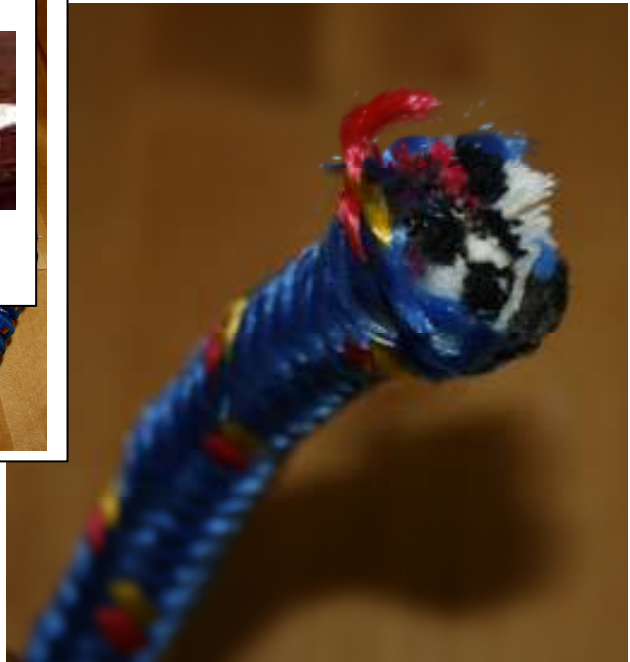
REMARKS

- Do not send "owners" straight to EPIC. Have the party call ahead to ensure the item has been processed for release. For speedier releases, fax or e-mail the form.
- If you have a more current address than RMS, make sure it is listed to ensure the quick release of the item to the rightful party.
- Only one release form per "owner". Fill out a new release on items going to another party.



ROPE / CORD

TUCSON POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



Submit the entire rope or Cord as found. If the rope or cord must be cut, specify which end was cut during evidence collection.

A piece of rope or cord can be compared with a questioned rope or cord.

Label and package the known and questioned samples separately.



REMARKS

- The composition, construction, color, and diameter can be determined. If a tracer is present, the manufacturer can be determined.
- Handle the sections of rope or cord carefully to prevent loss of trace material or contamination.
- Submit in sealable plastic evidence bags or paper bags if the item is wet with biological evidence.



SHARPS

TUCSON POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



All syringes/needles (used and unused) shall be packaged inside a sharps container. The container is then placed inside a plastic evidence bag with a BEAST label.



Any item with a sharp, jagged, or pointed edge shall be packaged in a way that is safe for all personnel transporting the item to investigation, court, release, or storage.

REMARKS

- Many items can be secured by wrapping evidence tags, dismantled firearms boxes, and cardboard around the item and securing with tape. Ensure the improvised sheath will not fall off during normal handling of the package.



SPRAY PAINT

TUCSON POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



Full cans of spray paint are considered combustible and require special storage.



Spray paint cans should be photographed, sampled, and fingerprinted at the scene.

REMARKS

- If the cans contain any remaining paint and propellant, they should be used up following the safety directions on the label. If the spray paint can does not work or the product is unusable, submit it with a “green” release for hazardous disposal. Do not throw spray paint cans in the trash unless they are empty.
- If submission is required, package the spray paint can in the standard plastic evidence bag and use the “FLAMMABLE” notation in the Hazmat button in BEAST (directly to the right of the Collection Location button).
- If the can is empty, list the description of the item as “empty spray paint can”. This authorizes P&E to place the item in general storage.
- Spray paint samples can be collected using a Petri dish or sterile cup and coating the inside of the item with the paint.



STANDARD PACKAGING

TUCSON POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL

OFFICER ONLY
 EVIDENCE PRESUMED PROPERTY Case # _____ Date _____
 SUSPECTING FOUND PROPERTY Officer _____ PIR _____
 Item # _____ Listed Owner _____
 Best Description of Service _____ Location of Incident _____

Tucson Police Department

USE CASH COUNT BELOW FOR MONEY - DO NOT TOTAL

| CURRENCY | | COIN | | CURRENCY | | COIN | |
|---------------|--|--------------|--|---------------|--|--------------|--|
| 1 Ten-Dollar | | 1 One-Dollar | | 1 Ten-Dollar | | 1 One-Dollar | |
| 1 Five-Dollar | | 1 Quarter | | 1 Five-Dollar | | 1 Quarter | |
| 1 Two-Dollar | | 1 Dime | | 1 Two-Dollar | | 1 Dime | |
| 1 One-Dollar | | 1 Nickel | | 1 One-Dollar | | 1 Nickel | |
| 1 Half-Dollar | | 1 Penny | | 1 Half-Dollar | | 1 Penny | |
| 1 Quarter | | | | 1 Quarter | | | |
| 1 Dime | | | | 1 Dime | | | |
| 1 Nickel | | | | 1 Nickel | | | |
| 1 Penny | | | | 1 Penny | | | |

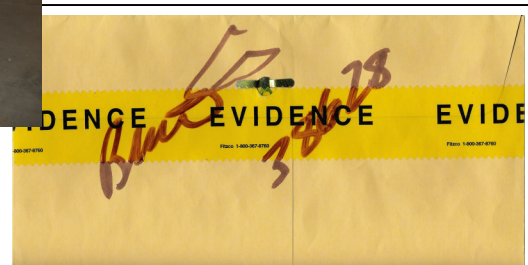
Officer Counting Money _____ PIR _____ Officer Verifying Count _____ PIR _____



TUCSON POLICE DEPARTMENT
BIOLOGICAL SPECIMEN SWABS

Case # _____
 Description/Location _____
 Collected By _____
 Date Collected _____
 Subject's Name _____

LOT # 801 Exp. Date April 1, 2016



The person sealing the items shall inscribe his/her initials and personnel number across the seal of the tape creating an "integrity seal". Plastic bags should be signed on the outside of the bag on the end with the seal.

REMARKS

- Integrity seals shall be inscribed with permanent ink ("Sharpie", etc.).
- Tagged items with no bag or seal do not require an inscription of initials.
- Most discrepancies for incoming items are for the lack of an integrity seal.
- Guns, Drugs, & Money need to be separated and packaged in their own bag or box.
- Valuables such as jewelry, gift cards, and collectibles should be packaged separately
- Package items based on where it will go. If you are aware that a pair of shoes might be sent to the Crime Lab due to the nature of the crime, then do not package it with other evidence such as clothes.



TAPE (ADHESIVE)

TUCSON POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL

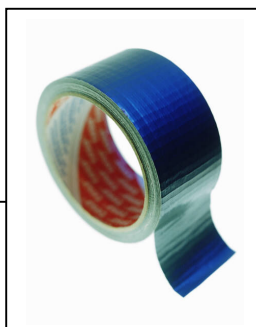


Leave the tape in the same condition it was found, if possible. Do not attempt to pull the tape apart.

Place the tape into a heavy plastic bag or heavy plastic sheet (interior packaging). Insert the wrapped item into an evidence bag for submission. Do not wrap the tape within a paper product.

REMARKS

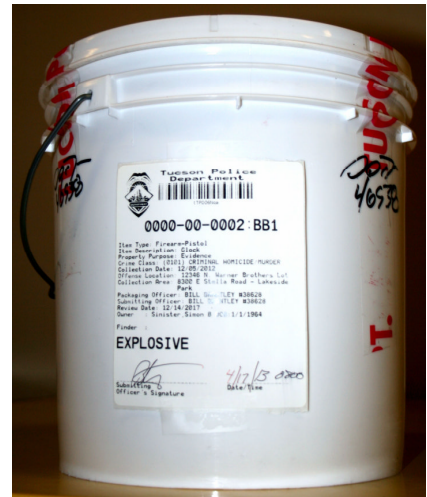
- Tape can be compared with known sources for similar composition, construction, and color. Comparisons can be made with the torn end of the tape and a suspected roll of tape as the source.
- Laboratories generally will examine duct, vinyl electrical, and packaging tapes, but will not examine cellulose acetate tape (such as Scotch tape).
- Tape should be submitted still adhered to the substrate. If it is not possible to submit the substrate, the tape should be placed adhesive side down on a clean plastic sheet. Package separately from any suspected source material.





UNDERWATER

TUCSON POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



Despite living in a desert, there are many areas of water that can be used to dispose of weapons and other evidentiary items. Items found in water should be carefully collected to best to preserve them for Crime Laboratory analysis and court.

Sealed evidence buckets can be requested from an Arson detective or the Crime Scene unit. There are unique dangers in examining and transporting any potentially loaded weapon recovered from a body of water. All parties should be contacted to ensure everyone is aware of the potential danger.

REMARKS

- Metallic items found submersed in water (lakes, ponds, washes, etc.) may oxidize (rust) once exposed to air.
- Items requiring forensic processing should be placed in a sealable container with water from the same water source and depth.
- Metallic (i.e. iron) items recovered underwater should be dried *under laboratory conditions*. Do not air dry.
- Firearms recovered in a *loaded condition* may remain loaded if necessary. A plastic tie locking device is not necessary in this instance. Attach labels to container exterior with a warning: "Loaded Firearm", and notify the on-call Evidence Supervisor listed in TPD Wiki.



VEHICLE BAYS - EPIC

TUCSON POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



Officer securing vehicle: Fill out information below, attach to door.

VEHICLE TYPE _____
 YEAR _____ MAKE _____ MODEL _____

Officer filling this form out _____ Case Detective _____

Crime Class: _____

Below this line EPIC Use Only

- PROCESSED BY ID / PR# _____ Date _____
- READY FOR RELEASE & EVIDENCE NOTIFIED PER _____
- HOLD FOR FURTHER PROCESSING PER _____
 (Contact at: _____)



The vehicle bays are alarmed. Follow the posted directions and disarm the system prior to raising the vehicle bay doors. Your BC26 key must stay in the alarm box until the vehicle is off loaded and the door is closed. Do not remove key until the roll-up door is closed.



After securing the vehicle in the bay, complete the Vehicle Information Form located on vehicle bay door. Then complete a BEAST entry and print and sign the label. Use the locker location of Vehicle Bay Code 20 (BAY20). The label can be placed in the packaging room mailbox or clipped to the vehicle bay door.



REMARKS

- Requests for processing by a Crime Scene Specialist are by appointment only and dependent upon availability.
- The tow truck will need to be individually carded at the north gate to enter and leave the secured parking lot. Do not have them “tailgate” behind a vehicle. The gate closing mechanism is triggered by ground sensors and set for only one vehicle at a time.