

ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE
1123.22, PROPERTY AND EVIDENCE

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POLICY:

Procedures have been established to ensure the safekeeping and proper disposition (including efforts to identify and notify the owner or custodian) of all property and evidence coming into the control of the Orlando Police Department. Responsibility for ensuring that the procedures are followed is assigned to the supervisor of the Property and Evidence Section, who will be considered the property custodian. In order to monitor compliance, periodic audits and inspections shall be conducted by individuals who are not directly involved with the control of property and evidence.

PROCEDURES:

1. CLASSES OF PROPERTY

Property shall be categorized and defined as follows:

Drugs - Controlled substances and paraphernalia containing drug residue, which may or may not have evidential value.

Evidence - Property not included in drugs, guns, money, and valuables, which will, or has the potential to, be needed for the prosecution of a criminal case.

Found - Property that is not included in any of the above categories. NOTE: If not claimed by an owner within 90 days, the property will automatically be disposed of. If there is any possibility that the property may be needed for prosecution, it should be classified as evidence, not as found property.

Gun/Firearm - Any weapon designed to, or capable of being made to, propel a projectile by explosive action, which may or may not have evidential value.

Money - All currency (whether genuine or counterfeit), which must be separated from other property and entered separately, regardless of amount, and which may or may not have evidential value.

Personal - Property not included in drugs, guns, money, valuables, and evidence, whose owner is known. This includes property in an arrestee's possession, property belonging to a deceased person, and property taken from an impounded vehicle. NOTE: Personal property will automatically be released to the owner with photo identification. If there is any possibility that the property may be needed for prosecution, it should be classified as evidence, not as personal property. Property and Evidence staff will send a Release of Property postcard to the owner after their property has been in

Property and Evidence's custody for over 90 days. If the owner does not claim the property within 30 days of the postcard being mailed, it will be disposed.

Valuables - Property such as stocks, bonds, expensive jewelry, or any other items of extreme value that need to be stored in the vault, and which may or may not have evidential value. (Credit cards are not considered valuables.)

2. SEIZING PROPERTY

Department employees may seize property under the following circumstances:

- a. When the property is evidence of a crime.
- b. When the property is in the immediate custody of an arrestee, or person who is taken into protective custody pursuant to the Marchman Act or Baker Act, and its seizure is for safekeeping.
- c. When the property constitutes contraband.
- d. When the property is in an impounded vehicle and its seizure is for safekeeping.
- e. When the property is turned over to an employee as found property or is found by the employee in the course of his or her duties.
- f. When the property is that of a deceased person and its seizure is for safekeeping.
- g. With the property owner or agent's approval, a firearm may be held for safekeeping when a disturbance or circumstances warrants its removal from the scene until the dispute or threat is resolved.
- h. When the property is a weapon in the possession of a person who is reasonably believed to have threatened or attempted to commit suicide.

2.1 SEIZING MONEY

When a member seizes money, a receipt shall be provided. The type of receipt depends upon the nature of the seizure.

2.1.1 MONEY SEIZED FOR FORFEITURE

In accordance with P&P 1106, Contraband, Forfeiture and Seizure, when money is seized pursuant to the Florida Contraband Forfeiture Act, a Notice of Forfeiture and Property Receipt form shall be completed (this form is available in the Quartermaster Unit: refer to P&P 1106 for additional procedures). The person in possession or claiming the money will be asked to sign the receipt. If feasible, the money will be counted in their presence. A witnessing officer shall be present at the time the money is counted. For procedures on submitting seized money into evidence, refer to section 3.5.7 of this policy, which addresses specific handling requirements for money.

2.1.2 ALL OTHER MONEY SEIZED

For all other money seized, the person shall be provided a Seized Money Receipt (Attachment A). This form is available in the Quartermaster Unit. The person will be asked to acknowledge the amount seized by signing the Seized Money Receipt form. If feasible, the money will be counted in the presence of the person from whom it is seized. A witnessing officer shall be present at the time the money is counted. Officers equipped with a body worn camera shall record while counting all money.

2.2 FOUND PROPERTY

When finding property while on duty, or receiving property that is found by someone else, the finding or receiving employee shall:

- a. Check the property through Teletype if it has a serial number.
- b. Attempt to contact the owner if one can be identified via telephone. If unable to reach by telephone, a Release of Property Postcard (Attachment E) must be mailed to the owner.
- c. Complete an Incident Report when applicable, including if the owner was contacted.
- d. Submit the property to the Property and Evidence Section if it cannot be immediately returned to the owner.

The submitting employee shall inquire as to whether the finder wishes to make a claim to the property if the rightful owner cannot be identified or located. If the finder wishes to make such a claim, the finder shall be advised that, upon the property being turned over to the finder, the Agency will charge the finder a sum sufficient to cover the Agency's cost for transportation, storage, and publication of notice. The submitting employee shall also note in the Incident Report and the Quick Property Receipt that the finder wishes to claim the property.

2.3 DECEDENT'S PROPERTY

Normally, a decedent's residence and the property therein will be left in the control of a close relative or representative of the estate. If such a relative or representative is not immediately available, the premises shall be secured and the key will be submitted to the Property and Evidence Section. In the event a decedent's residence cannot be secured and property is taken into custody for safekeeping, a note listing the items taken shall be left in a prominent place inside the premises advising that OPD will keep the items for 90 days unless they are claimed within that period by a representative of the estate. The assigned detective shall attempt to contact a representative of the estate.

The Property and Evidence Section shall not release a decedent's property to a claimant unless the claimant can provide documentary evidence of his or her appointment as personal representative of the estate or a court order directing the release of the property.

2.4 PROPERTY IN AN UNLOCKABLE/UNSECURABLE VEHICLE

Members who find or are directed to an unsecured vehicle shall do the following:

- a. If there is no property in plain view, and the vehicle is lockable, the member shall secure the vehicle and leave a business card inside (printed side up) indicating the date and time of the discovery.
- b. If there is property in plain view, which is able to be completely hidden and the vehicle is lockable, the member shall hide the property inside the vehicle and leave a business card inside (printed side up) indicating the date and time of the discovery.
- c. If there is property in plain view that cannot be completely hidden, regardless of whether the vehicle is lockable or unlockable, the member shall take custody of the property. Per the current issue of P&P 1113, Initial Police Reports (concerning found property where the owner is known and the property is not immediately returned), an Incident Report will be completed. The member shall leave a business card inside (printed side up). The business card will indicate the case number, the date and time of the custody, and the telephone number for Property and Evidence Section or Airport Lost and Found (as applicable).

2.5 DISABLED PARKING PERMITS

A law enforcement officer may confiscate a disabled parking permit from any person who fraudulently obtains or unlawfully uses such permit. Additionally, a law enforcement officer may confiscate any disabled permit that is expired, reported as lost or stolen, or defaced, or that does not display a personal identification number.

- a. The permit number of each confiscated permit must be submitted to the Department of Highway Safety and Motor Vehicles, and the fact that the permit has been confiscated must be noted to the permit holder's record. Members who confiscate a disabled parking permit must call the Department of Highway Safety and Motor Vehicles at 1.850.617.2000.
- b. A confiscated permit must be held as evidence until a judicial decision about the violation has been made. After a finding of guilt has been made or a plea of nolo contendere has been entered, the charging agency shall destroy the confiscated permit. A confiscated permit may not, under any circumstances, be returned to its registered owner after a finding of guilt has been made or a plea of nolo contendere has been entered in court. The permit number of each destroyed permit must be reported to the Department of Highway Safety and Motor Vehicles.

Members who confiscate a disabled parking permit must do the following:

- a. Contact the Department of Highway Safety and Motor Vehicles at 1.850.617.2000 and report the permit number and the circumstance behind the confiscation.
- b. Submit the permit into evidence.
- c. Document on the Quick Property Receipt (LERMS entry) with the following information:
 1. Disabled Parking Permit Number
 2. DHSMV Employee Name that was contacted
 3. Date and Time DHSMV was contacted
 4. Circumstance for confiscation

Property and Evidence Personnel must do the following:

- a. Upon judicial judgment or finding of guilt or a plea of nolo contendere has been entered in the court, the disabled permit shall be destroyed. Before the destruction of the disabled parking permit, Property and Evidence personnel must contact the DHSMV at 1.850.617.2000 and report the permit number.
- b. Document on the evidence receipt the name of the DHSMV employee who was contacted.

NOTE: Refer to the current issue of P&P 1113, Initial Police Reports, for incident report requirements.

3. SUBMITTING ITEMS TO THE PROPERTY AND EVIDENCE SECTION

Any item that may contain latent, trace or biological evidence and is to be processed must be handled with a fresh set of latex gloves. Before handling another potential evidence item, a fresh set of gloves must be used. Officers are not to handle such evidence with their personal black gloves in order to avoid cross-contamination.

Officers who need assistance with the handling of any evidence should contact a Crime Scene Investigator (CSI) for guidance.

All seized property, except for those items requiring off-site storage, shall be submitted to the Property and Evidence Section as soon as possible and in all cases prior to the end of shift, with the exception of those items seized by Crime Scene Investigators (CSIs). All documentation of such property shall be completed before the end of the seizing employee's end of shift. CSIs will ensure that their seized property is properly secured in the Forensic Lab until such time that it is turned over to the Property and Evidence Section, which shall occur no later than 30 days from the time of seizure.

It should be noted that documented supervisory approval is needed for exceptional circumstances allowing items to be secured and submitted after the officer's end of shift.

Property and Evidence custodians shall enter all submissions into agency records within 24 hours of receipt, excluding weekends and holidays.

3.1 QUICK PROPERTY RECEIPT

All property submitted to the Property and Evidence Section shall be documented on a Quick Property Receipt, which is generated by entering the items into LERMS. In order to enter the items into LERMS, the employee will select the Property Quick Entry option in LERMS, under the Property Room tab. Each item entered should include a description, manufacturer, model, and serial number, if obtained. Once employees enter the item into LERMS, the occurred incident will show what type of case the item belongs to. If a report was not completed, the occurred incident will not show. Each item submitted must be entered separately into LERMS, even if they are in the same package. Once completed, the employee will be able to print the Quick Property Receipt via LERMS. The Quick Property Receipt shall be delivered to the Property and Evidence Section or nearest substation along with the items.

3.2 PACKAGING, SEALING, TAGGING, AND MARKING

Employees who submit items to the Property and Evidence Section are responsible for ensuring the items are properly identified, packaged, sealed, and labeled before submitting them. Materials for packaging, sealing and labeling items will be available in the patrol substations and in the Property and Evidence Section.

When marking valuable items for later identification in court, care shall be taken to avoid defacing the items. Red zip-tie identification tags for firearms are available with the other packaging materials. Handguns must be boxed and sealed with red tamper-resistant evidence tape.

All property submitted, except firearms, bicycles, and exceptionally large or bulky items, must be packaged in sealed bags or envelopes. Every item (or package) shall have a standard 3" x 6" tag attached to it. There are three different types of tags for:

- a. Bicycles
- b. Firearms

c. All other items

If the item being submitted is packaged in a bag or manilla envelope and is not a firearm, a standard 3"x6" tag is not needed. The employee shall write their name, employee number, date, the offense, the item number, and full description of the item on the package.

3.2.1 EVIDENCE PACKAGING

The following guidelines should be utilized when packaging evidence to ensure the preservation and integrity of the evidence:

- a. Employees shall attempt to obtain sufficient amounts of the evidence to be tested and preserved for evidentiary value.
- b. Select an appropriate container based on the type of evidence and its condition.
- c. Generally, the package should be only slightly larger than the object so that it does not shift and become damaged.
- d. Always use clean containers to prevent contamination.
- e. Paper bags, envelopes, or cardboard boxes (not plastic garbage bags) should be used for most items.
- f. Wet items must be thoroughly dried before being packaged. After the item has been dried, it should be packaged in a paper bag or cardboard box. Do not use plastic bags or other airtight containers. (See Section 3.5.6 for instructions on drying wet evidence.)
- g. Liquid evidence and samples must be placed into leak-proof containers and sealed inside zippered plastic bags.
- h. Controlled substances such as pills, crack cocaine and powder cocaine must be packaged in a clear plastic bag to allow visual inspection without opening the package. Small amounts of crack cocaine, heroin or loose powders must be placed into a clear 3" x 5" plastic bag and then packaged in a larger plastic bag.
Cannabis must be packaged in a brown paper bag or manila envelope. Small amounts of loose cannabis or seeds must be placed into a 3" x 5" clear bag and then packaged in a brown paper bag or manila envelope.
- i. Label the package with the proper safety warning, if appropriate.

Additional information is available in the FDLE Crime Laboratory Evidence Submission Manual, which is available in the Property and Evidence Section.

3.2.2 EVIDENCE PACKAGE SEALING

In order to prevent inadvertent or improper handling of the evidence, the evidence package should be closed and secured as soon as practical after it is collected. In the field, simply stapling the bag shut will enable you to detect if anyone else has gained access to your evidence.

Packages will be completely sealed at all openings and along any seams that could easily come open.

The specially-designed evidence tape should be used. The person packaging the evidence will initial and date the seals. If the evidence is to be submitted to the FDLE Lab, FDLE requires that ALL openings and seams of the package be sealed with red evidence tape.

If a sealed evidence package must be opened, do not cut or break the original seal if at all possible. It is better to open the package at another point and retain the original package. It must then be correctly resealed and the chain of custody label affixed and annotated properly.

3.3 IMPROPERLY SUBMITTED EVIDENCE

When evidence is improperly submitted, the submitting employee will receive an email indicating that there is a problem in the packaging, labeling, or accompanying documentation. The employee shall respond to the Property and Evidence Section and correct the problem within 72 hours of receipt. If the corrections are not completed during this time, additional emails will be sent to the employee's chain of command, beginning with their immediate supervisor, until the evidence is corrected.

3.4 AFTER NORMAL WORKING HOURS

After normal working hours, access to the packaging room can be gained by deactivating the Property and Evidence lobby alarm and using your control access card. Packaged and tagged items, along with the Quick Property Receipt, shall be placed

inside the evidence storage lockers or closets. After placing the items in the storage locker or closet, the submitting employee shall ensure the locker is locked and sign the After Hours log sheet.

Large bulky items such as bicycles and safes, which will not fit into lockers, must be stored in the storage closets. If the storage closets in the packaging room area are full, there are remaining storage closets located on the rear, south side of the Crime Scene Facility building. Should all storage lockers and closets be full, the submitting employee will contact Communications, who will contact the on-call Property and Evidence personnel to respond. Large bulky items shall not be stored at patrol substations.

Also located in the packaging room is a refrigerator with bolted-down lock –boxes inside for the storage of items that require refrigeration.

3.5 SPECIFIC HANDLING REQUIREMENTS

Several types of items require special handling procedures.

3.5.1 DRUGS

Drugs submitted to the Property and Evidence Section fall into three categories:

- a. Contraband only, to be destroyed.
- b. Drugs deposited through the MedReturn Drug Collection Site.
- c. Evidence.

When an employee submits drug evidence as “Found Drugs” it must also have the words “No Evidentiary Value” or “To Be Destroyed” annotated on the package. This procedure will help eliminate non-evidentiary drugs being stored in Property and Evidence unnecessarily. Property and Evidence personnel shall ensure that this is completed at the time of submission or Property and Evidence will initiate the form for improperly submitted evidence.

All of the below-listed procedures, except for the assignment of Q-numbers, apply to both categories. Q-numbers apply only to drug evidence that will require laboratory analysis.

All drugs, except those deposited through the MedReturn Drug Collection Site, must be separated by type and sealed in individual bags or envelopes. Controlled substances such as pills, crack cocaine and powder cocaine must be packaged in a clear plastic bag to allow visual inspection without opening the package. Small amounts of crack cocaine, heroin or loose powders must be placed into a clear 3” x 5” plastic bag and then packaged in a larger plastic bag. Cannabis must be packaged in a brown paper bag or manila envelope. Small amounts of loose cannabis or seeds must be placed into a 3” x 5” clear bag and then packaged into a brown paper bag or manila envelope. If the baggies/containers of the confiscated or found drugs are to be submitted to the OPD Forensic Lab for latent processing, the drugs must be repackaged in another container. Only empty baggies/containers will be forwarded for processing. No drugs are to be forwarded to the OPD Forensic Lab except for drying purposes in the OPD Forensic Lab Drying Room. It shall be the confiscating officer’s responsibility, under a CSI’s supervision, to secure the drugs in the Drying Room and ultimately turn same in to the Property and Evidence Section once they are dry. Pills, except those deposited through the MedReturn Drug Collection Site, in quantities of 100 or less will be counted, while larger quantities will be weighed. All other drugs, to include drug residue, must be weighed. The amount and description of the drug (to include all markings) will be entered on all applicable forms (i.e., Quick Property Receipt, evidence tag, Laboratory Transmittal form if one is prepared, and on the bag/envelope). Each bag/envelope will be assigned a Q-number, which will become part of that drug’s description on all applicable forms (e.g., Q1-5 white pills, Q2-2 yellow capsules, Q3-1 baggie marijuana, etc.). Each bag/envelope will be sealed, with the submitting employee’s signature written across the seam of the tape.

If the drugs constitute evidence for either a juvenile felony case or adult trafficking cases, the submitting employee shall prepare a Laboratory Transmittal form when submitting the drugs. (See section 5.2) (Note: Laboratory analysis in other drug cases will be performed at a later date when requested by the State Attorney’s Office, and Property and Evidence Section personnel will prepare the Laboratory Transmittal forms.)

Drug paraphernalia will be packaged separately. Paraphernalia to be examined by the lab for drug evidence will be given a Q-number. All other paraphernalia with no residue present will be entered as either personal property or evidence.

Wet material, such as a green marijuana plant, will be placed in a paper bag marked "to be dried." The evidence tag will be stapled to the bag. Wet material must be dried before being submitted to Property and Evidence (see Section 3.5.6).

Should a member of the department need drugs for court, a Disposition of Property document will be given to the member. Should the court decide to keep the drugs, the officer must complete the Disposition of Property form and have the person taking custody of the drugs sign the form. Once the form is completed, the form must be submitted back to Property & Evidence within the same day.

Before the purging of drugs, the Property & Evidence supervisor must obtain a Motion of Forfeiture and Destruction of Narcotic and Dangerous Drugs form, which must be signed by a Legal Advisor. The Property & Evidence supervisor must then get a criminal court judge to sign an Order for Forfeiture and Destruction of Narcotic and Dangerous Drugs form. Once these forms are completed, the Property & Evidence supervisor has 10 days for the drugs to be destroyed.

Legal drugs put under personal property (owner's information) can be given back to the owner. If legal drugs are put into Evidence, a sworn member of the department must give approval to the Property & Evidence custodians for release.

3.5.1.1 DRUGS DEPOSITED THROUGH THE MEDRETURN DRUG COLLECTION SITE

The MedReturn Drug Collection Site is a depository for citizens to voluntarily submit prescription drugs for disposal. The key to the MedReturn Drug Collection box will be maintained by the Special Enforcement Section commander. A Special Enforcement Division (SED) manager or supervisor will accompany a SED detective to collect the drugs from the box, weigh the drugs collectively, package the drugs together and complete an incident report. The SED detective will notate on the package, "MedReturn Drug Collection, To Be Destroyed." Property and Evidence personnel will handle the abandoned drugs in the same manner as "Found Drugs."

3.5.2 FIREARMS

All firearms submitted to Property and Evidence shall be documented in an incident report, arrest report or supplement. In order for all firearms to be returned to the owner, a report must be completed by the person obtaining the firearm. The report shall detail the circumstances of the seizure, to include where the weapon was located (e.g., under seat of car, in trunk, etc.); identity of owner and how it was determined; why the weapon was seized; and what charges, if any, were filed by the officer.

If the firearm is submitted to the lab for testing, it should be noted in the incident report, and all results shall be forwarded to the State Attorney's Office, when appropriate. If no charges were filed in an incident where charges would initially appear to be appropriate, the reason shall be indicated in the incident report or supplement.

Firearms will normally be submitted in an unloaded, safe condition. Do not place anything (including the red tag) in contact with the interior of the barrel of any firearm. When submitting a loaded magazine and/or loose ammunition in a box with a firearm, it is required that these items be placed into an envelope in the same box to ensure that the firearm remains in an unloaded condition. If it is necessary to submit a loaded firearm, the Property and Evidence specialist receiving the firearm will be advised of its condition. If submitted after working hours, the firearm will be placed inside an evidence locker with a red tag attached indicating that there is a loaded weapon inside. A Property and Evidence specialist coming to a red-tagged locker must summon an on-duty range officer to assist in rendering the firearm to a safe condition.

Any time a firearm is confiscated, the officer must run the serial number on Teletype. The employee is responsible for ensuring any applicable message is canceled. Persons who have had a weapon confiscated for any reason should be informed by the employee who confiscated their weapon to contact the Property and Evidence section to request release of the weapon and that the release review process could take a month or longer, with no guarantee of the desired outcome. The Property and Evidence Supervisor will review the request for the release of the weapon based on the criteria established by the Police Legal Advisor. Notification of the request will be sent to the submitting employee. If the firearm has been submitted to FDLE, the Police Evidence Supervisor can retrieve the weapon from FDLE and release it to the owner based on the criteria

for release on the Return of Property form. If the case does not meet the criteria for release (e.g., convicted felon, domestic violence injunction), the Property and Evidence section will forward the matter to the Police Legal Advisor for review.

An officer, CSI or CSO who comes into contact with a loaded firearm shall not attempt to unload or render safe any firearm they are not familiar with operating/unloading. The officer should request an on-duty range officer to respond and assist in rendering the firearm to a safe condition. The firearm should be secured either in place or in the trunk of the officer's vehicle until a range officer is contacted.

A Departmental bullet trap/snail drum shall be used during the extraction process in rendering the firearm safe when dealing with a firearm that is unfamiliar to the range officer. A range officer or other sworn member may render a firearm safe on the street and extract the round if the weapon is pointed safely to soft ground and he or she is familiar with the operation of the firearm.

All officers who collect any firearm shall meet in person with a CSI in the OPD Forensic Lab to turn in the firearm to ensure that all necessary information is obtained and the firearm is properly categorized, labeled, handled, and reviewed for processing eligibility. In the rare case where a CSI will be unavailable for an unreasonable period, please ensure that a Gun Processing Request form (Attachment B) is completed and hand-delivered to the OPD Forensic Lab if the firearm is to be submitted directly to Property and Evidence.

All firearms will be documented on the Quick Property Receipt and gun tag. The Quick Property Receipt and gun tag must be filled out completely, documenting all of the following information: serial number, manufacturer (e.g., Smith & Wesson, Colt, etc.), firearm type (rifle, shotgun, pistol, etc.), caliber, country of origin, owner (if known), first and last names of the possessor of the firearm, the possessor's DOB, the first and last name of any associates with the possessor, the recovery location, and the address. This required information is being collected for ATF to be entered into the Electronic Trace Submission System (ETSS or eTrace).

Each firearm submitted will require a separate gun item tag and any accessories for the firearm, such as bullets, magazine and holster, may be submitted with that firearm under the same gun number. All loose ammunition submitted that is not to be processed shall be counted, and the description for the casing that circles the primer will be recorded, e.g., "Win, 9mm Luger." Loaded magazines shall not be unloaded; the CSI shall count and describe the rounds after processing.

In those cases involving a handgun that qualifies for submission to the FDLE Crime Lab (see below), the employee will submit the handgun to the FDLE lab for examination and ensure that the handgun is placed into a box sealed using the red tamper-proof evidence tape. The employee will complete an FDLE Lab Transmittal form (see Section 5.2), completing the top portion, and in the bottom portion will list:

- a. Q-1 – Weapon description including serial number.
- b. "Please enter Q1 into the NIBIN database."
- c. Brief summary of seizure, e.g., "Handgun confiscated during a traffic stop" or "Handgun found at 123 Smith Street."

The NIBIN (National Integrated Ballistics Information Network) database searches firearms that eject a shell casing; this would normally include shotguns, semi-automatic weapons, and full-auto weapons only (eliminating revolvers).

The FDLE Evidence Submission Manual case acceptance policy for firearms is:

1. All firearms associated with violent crimes (homicide, attempted homicide, robbery, assault/sexual assault with a firearm, battery/sexual battery with a firearm, kidnapping, home invasion) should be submitted.
2. Firearms that are associated with non-violent crimes (such as: carrying concealed weapon, drug offenses, search warrants) may only be submitted if they meet NIBIN criteria or with the prior approval of the Firearm Section supervisor.
3. Only found property firearms that meet NIBIN criteria may be submitted.

4. Firearms that are used to self-inflict a fatal gunshot should only be submitted when the firearm is directly related to a crime or when there is a projectile for comparison.
5. Firearms from gun-buy-back programs, domestic violence injunctions, Baker Act, or firearms maintained for safe keeping will not be accepted.
6. Black powder firearms, replica firearms, BB guns, and pellet guns will only be accepted with the prior approval of the Firearm Section supervisor.
7. A maximum of five firearms will be accepted per submission. A case may have multiple submissions with up to five firearms each.
8. Firearms from Federal agencies will be accepted only with the prior approval of the Firearm Section supervisor.

Firearms confiscated and submitted to Property and Evidence for safekeeping only will not be submitted to the FDLE Crime Lab or any other crime lab. As with all firearms, they must still be brought to a CSI in the OPD Forensic Lab. This will ensure all firearm seizures are reviewed in case a "safekeeping" firearm is later determined to be a "crime gun." Safekeeping firearms will be retained in the Property and Evidence section until released to a lawful owner or otherwise lawfully disposed of.

When an FDLE investigator directly collects an officer's firearm during the investigation of an officer-involved shooting, the name and employee number of the FDLE investigator receiving the firearm shall be noted in the CSI's Narrative Supplement report. Once FDLE has completed the firearm inspection or necessary processing, the FDLE investigator will notify the assigned OPD Homicide investigator, who shall arrange for the firearm to be returned to the original primary CSI for appropriate disposition.

In all other instances, the OPD CSI shall collect the firearm under the direction of the FDLE investigator or the assigned OPD Homicide investigator according to established evidence handling policy. If FDLE requires a subsequent inspection or necessary processing of the evidence, the assigned OPD Homicide investigator shall check the evidence out of the Property and Evidence section and deliver it directly to the FDLE investigator, maintaining the chain of custody. Once FDLE has concluded the evidence inspection or necessary processing, the FDLE investigator will notify the assigned OPD Homicide investigator, who shall arrange for the firearm to be returned directly to the Property and Evidence section.

Employees will not notify the Bureau of Alcohol, Tobacco, and Firearms (ATF) if a firearm is contraband as defined by the National Firearms Act unless:

- a. A large quantity of weapons is confiscated, or
- b. Investigative assistance is needed, or
- c. A firearm is recovered in the possession of a juvenile while committing a violent crime, or while committing any crime in a school zone.

The number for contacting ATF is 1.800.ATF.GUNS.

3.5.3 EXPLOSIVES AND COMBUSTIBLES

Explosives and combustibles shall not be stored in the Property and Evidence section, except for special types or quantities as specified in Sections 3.5.3.1 and 3.5.3.2.

3.5.3.1 EXPLOSIVES

Explosives (e.g., gunpowder, dynamite, plastic explosives, blasting caps, nitroglycerin, etc.) shall be stored off-site as directed by the Orlando Fire Department.

Ammunition and small quantities (i.e., several packages or assorted boxes) of fireworks may be stored in the Property and Evidence section if the material is not in a deteriorated condition. When in doubt about the condition of the material, the submitting officer should contact OFD.

3.5.3.2 COMBUSTIBLES

If needed for evidence, small quantities of petroleum-based substances, such as gasoline, kerosene, diesel fuel and paint thinner, shall be stored in the following manner:

- a. Two small samples will be placed into two small specimen bottles supplied by the Property and Evidence section.
- b. The level of the liquid will be marked and initialed on the original container.
- c. The OFD Hazardous Materials Response Team will be contacted for instructions on how to dispose of the remaining liquid.
- d. The empty container, unsealed for ventilation, will be submitted to the Property and Evidence section.

3.5.4 BIOHAZARDOUS MATERIAL

Property or evidence that has been contaminated with potentially infectious substances should be handled with care and with appropriate protective equipment (e.g., rubber gloves) in order to minimize exposure. If the material is wet or damp, it will be dried before being submitted. (See Section .3.5.6) When the material is submitted to the Property and Evidence section, it will be packaged in either a paper bag or brown wrapping paper and have a BIOHAZARD label affixed to it.

3.5.4.1 BIOHAZARDOUS EVIDENCE STORAGE GUIDELINES

The following guidelines must be followed:

- a. LIQUID BLOOD SAMPLES - Must be kept in secured refrigerated storage.
- b. LIQUID URINE SAMPLES - Must be kept in secured refrigerated storage.
- c. WHOLE TISSUE SAMPLES - Must be kept frozen in secured refrigerated storage.
- d. SEXUAL ASSAULT EVIDENCE COLLECTION SAMPLES ("swabs" obtained from Medical Examiner) - Ensure that the swabs have been air-dried prior to being packaged. Must be kept in air-conditioned storage.
- e. ITEMS STAINED WITH SEMEN, VAGINAL FLUID, OR OTHER BODY FLUIDS – Ensure that the items have been air-dried prior to being packaged. Items that have been thoroughly dried may be kept in air-conditioned storage.
- f. HAIR SAMPLES - Air-conditioned storage. (NOTE: Hair samples are not considered a biohazard unless contaminated with blood or other body fluids.)
- g. BLOODSTAINED ITEMS – Ensure that the items have been air-dried prior to being packaged. Items that have been thoroughly dried may be kept in air-conditioned storage.
- h. SALIVA SWABS AND SAMPLES - Ensure that the samples have been air-dried prior to being packaged. Items that have been thoroughly dried may be kept in air-conditioned storage.

Blood and other perishable evidence must be delivered to the laboratory or to refrigerated storage in a timely manner.

3.5.5 SHARP OBJECTS

A needle and syringe should be placed into a puncture-resistant container (i.e., "Sharps" container) prior to being submitted to the Property and Evidence section. Any other sharp object, such as a knife, will have its blade wrapped in masking tape before being placed into a paper bag; however, if the blade requires crime lab processing, it should not be taped. If special packaging is required, a CSI should be contacted for processing. If there is some reason to believe that the item has been contaminated with an infectious substance, a BIOHAZARD label will be affixed to the outside of the bag. As with all potentially infectious materials, appropriate protective equipment shall be used when handling.

3.5.6 WET MATERIAL

Wet or damp materials will not normally be stored in the Property and Evidence Section. The submitting employee shall contact a CSI in order to gain access to the air-drying room where the material will be thoroughly dried before it is submitted.

The following are drying procedures for wet evidence:

- a. Place barrier paper, absorbent side up, on the drying rack before laying out the evidence. DO NOT ALLOW BIOHAZARD MATERIAL TO COME INTO CONTACT WITH THE DRYING RACKS.

- b. Indicate on the paper, or by similar means, the case number, date, and identity of the person responsible for the evidence.

NOTE: Drying may take two or more days, depending on the circumstances. Periodically check on the evidence, and package and submit it to the Property and Evidence section as soon as it is dry. After an item is removed from the drying rack, the surface will be cleaned with a disinfectant solution.

Packaging materials are provided in the drying room.

3.5.7 MONEY

The money shall be counted in front of another employee who will verify the amount by cosigning the Quick Property Receipt. Both officers will then sign their names followed by their employee numbers on the Quick Property Receipt.

The money will be itemized on the package and Quick Property Receipt, listing the quantity of each denomination of bill or coin submitted.

Money seizures in excess of \$5,000.00 must be brought for submission to the Property and Evidence section ; it cannot be temporarily stored at any of the patrol substation . A supervisor must be present when money seizures in excess of \$5,000.00 are submitted.

If the money was seized but not forfeited, a copy of the Seized Money Receipt shall be included with the submitted evidence.

3.5.8 PERISHABLES

Perishables should not be stored in the Property and Evidence section. They should be photographed for evidential purposes. If the perishables cannot be immediately returned to the owner, they should be disposed of properly.

3.5.9 LARGE ITEMS

An employee submitting a large item that cannot be stored within the Property and Evidence storage areas inside of their main facility shall contact a Property and Evidence employee to arrange for storage. Should the submission occur after normal business hours, the on-call Property and Evidence employee will be called in to arrange for storage in the Property and Evidence section. Should the item(s) exceed the capabilities of the Property and Evidence storage facility, the supervisor of the Property and Evidence Section shall be immediately notified. Large items shall not be submitted at patrol substations.

3.5.10 BICYCLES

Bicycles in the possession of prisoners, both juveniles and adults, will be stored in the Property and Evidence bicycle storage room. During normal working hours a Property and Evidence specialist will provide access to the bicycle storage room. After normal working hours, bicycles submitted for storage as property or evidence will be stored in the secure storage closets located at Property and Evidence.

Should all the storage closets be full, the submitting employee will contact Communications, who will contact the on-call Property and Evidence personnel to respond. Bicycles shall not be submitted at the patrol substations.

3.5.11 OTHER VEHICLES

Motor vehicles, trailers, mopeds, and registered boats will be processed, stored, and released as prescribed by the current issue of P&P 1130, Vehicle Towing, Storage, and Inventory.

3.5.12 PRESERVING EVIDENCE IN ALCOHOL ORDINANCE CASES

Samples of contents from seized alcohol bottles, cans, cups, or glasses will be preserved for evidence in glass vials, which are available at the Quartermaster window. The sample vial will be placed into an evidence envelope and labeled "ALCOHOL." After the sample is taken, the container should be emptied. The submitting employee will package the container separate from the sample vial (the same evidence number should be used) and place it into evidence.

These samples should not be sent to the lab without a specific request from the City Prosecutor.

3.5.13 VIDEOTAPES

Videotapes should be placed into a plastic videotape case and sealed with evidence tape. Only put videotapes inside the plastic case. The cases are available in the Quartermaster Unit or Property and Evidence section. The submitting employee should initial and date the seal.

3.5.14 DIGITAL DISCS (CD OR DVD)

Prepare an evidence envelope or small bag and write in the description, "DVD" or "CD." Place the disc into a plastic jewel case, available in the packaging area of Property and Evidence, patrol substations, or in the Quartermaster Unit. Place the jewel case inside the evidence envelope or small bag and seal the package. Do not seal the plastic jewel case. Never package digital discs with other items.

3.5.15 AUDIO CASSETTE TAPES

Prepare an evidence envelope or small bag and write in the description, "Audio Tape." Place the tape inside the evidence envelope or small bag and seal the package. Never package audio tapes with other items.

4. EVIDENCE RELEASED TO OWNER PENDING TRIAL

Stolen property, with the exception of money or contraband that has been seized as evidence, shall be returned to its rightful owner as soon as possible. This is provided that there is no uncertainty as to who the rightful owner is and there is no law enforcement reason for retaining the property.

When such property is returned, the following procedures shall be followed.

4.1 MISDEMEANOR SHOPLIFTING CASES

In misdemeanor shoplifting cases, the property will be returned to the merchant who will be advised to hold it until the case is adjudicated, in the event that it may be needed for trial. Prior to releasing the property the officer should obtain a picture of the property, a sworn statement, and receipt showing value of property (if possible).

4.2 OTHER CASES

The return of property held as evidence in all other cases will involve the following steps:

- a. Documentation of the release to the owner will be made in the Incident Report and/or arrest report.
- b. If the property was submitted to Property and Evidence, the employee will electronically submit the Disposal Authorization with supervisory approval. The Evidence Disposal User Guide can be found at OPD on-line under Training References. If the property is in LERMS, the employee will email Property and Evidence, requesting release.
- c. If it is not obvious that the item's value is sufficient to constitute a felony (in a case of theft), an expert witness should be found to appraise it and provide a sworn statement stating its value. The sworn statement will be forwarded to the State Attorney's Office and a copy will be filed in the Records Unit.
- d. A photograph depicting the property will be taken, along with close-up shots of the property's serial number, price tag, and any other significant details.

5. PROCESSING EVIDENCE

5.1 LATENT PRINTS AND FORENSIC IMAGING LAB REQUESTS

Latent print cards and digital imaging media will not be submitted to the Property and Evidence section as evidence.. The submitting employee shall complete either the Latent Print Work Request (using the form and submission process outlined in the current issue of P&P 1136, Latent Prints), or the Forensic Imaging Lab Photo Request Order form (using the form and submission process outlined in the current issue of P&P 1902, Forensic Photography, Digital Cameras, and the Digital Imaging Archive). Photographs taken for evidentiary purposes shall be submitted to the OPD forensic Imaging lab for processing, printing and archiving in accordance with P&P 1902, Forensic Photography, Digital Cameras, and Digital Imaging Archive.

5.2 FDLE CRIME LAB and OPD FORENSIC LAB SUBMISSIONS

If the evidence requires examination and analysis by the FDLE Crime Laboratory, the submitting employee will complete the Laboratory Transmittal form. The Laboratory Transmittal will be filled out via the Internet at <http://www.flcjn.net/LIMSInfo.aspx>. One copy of the lab transmittal will be submitted to the Property and Evidence section with the evidence. The date, time, name, and signature of person in the laboratory receiving the evidence is noted on the FDLE Laboratory Transmittal form.

In DUI cases in which a blood analysis is requested, the submitting employee shall also prepare a Toxicology Services Work Request (Attachment C) along with the Laboratory Transmittal form.

If the evidence requires processing by the OPD Forensic Lab, the submitting employee will complete the CSI Evidence Processing Request (Attachment D). The evidence itself must be packaged and submitted to the Property and Evidence Section.

If the baggies/containers of the confiscated or found drugs are to be submitted to the OPD Forensic Lab for processing latents, the drugs must be repackaged in another container. Only empty baggies/containers will be forwarded for processing. No drugs are to be forwarded to the OPD Forensic Lab.

5.3 ELECTRONIC EVIDENCE CREATED IN THE COURSE OF A DIGITAL FORENSIC EXAMINATION

During the course of a digital forensic examination, electronic evidence files and reports are created. The electronic evidence may include forensic image files, extracted device data, screen captures, and analysis reports generated through forensic software. The electronic evidence shall be archived to the secure network storage within the Digital Forensic Lab. These items will not be stored in the Property and Evidence section.

If any electronics were stored in Property and Evidence and need to be submitted to FDLE, FDLE requires an Electronic Evidence Submission Form (Attachment H) be submitted along with the FDLE lab submittal. These forms can be found in the Property and Evidence packaging room.

6. ASSIGNMENT OF EVIDENCE AND EVIDENCE DISPOSAL

Any employee who submits evidence shall be responsible for purging (i.e., authorizing the disposal of) the evidence until it has either been disposed or reassigned to another employee.

6.1 PURGING RESPONSIBILITIES

Employees who have submitted evidence to the Property and Evidence section are directed to review their evidence log and submit unneeded evidence for purging every SIX months. Before purging any evidence, the employee shall ensure that the evidence is no longer needed for trial and that there are no appeals pending. After confirming that an evidentiary item can be purged, the employee will electronically submit via the AS400 a Disposal Authorization to Property and Evidence. Employees can obtain detailed instructions for this process by going to OPD On-line, accessing Training References and viewing the Evidence Disposal User's Guide. Property and Evidence will only accept electronically-submitted Disposal Authorizations with supervisory approval for purging requests.

LERMS Property: Employees will receive emails from LERMS with a web link, instructing them to dispose of Found Property and Personal Property they entered into Property and Evidence. Responses to these emails must be completed in a timely manner.

Purging instructions for Evidence in LERMS will be announced at a later date.

The Property and Evidence Section supervisor is authorized to purge evidence relating to a State misdemeanor or Orlando City Code violation 90 days after receiving either the applicable case disposition form from the State Attorney's Office or the final disposition of the case from the Clerk of the Court.

Final court dispositions will be sent via electronic mail to the assigned employee by the State Attorney's Office. The employee will review the case and if the evidence is not needed for multiple defendants or an appeal, the employee will electronically submit, via the AS400, a Disposal Authorization to Property and Evidence to the Property and Evidence section. If the evidence was entered into LERMS, the employee must email Property and Evidence, requesting disposal.

6.2 MAKING NECESSARY CONTACTS

When submitting found property for which an owner has been identified, or when releasing evidence for return to its owner, the submitting/assigned employee shall attempt to notify the owner. Making the necessary contacts will involve sending a Release of Property postcard (Attachment E) or: Release of Found Property postcard (Attachment F) to the owner's last known address. If the address is unknown, but a telephone number is available, the employee shall attempt to make the contact by telephone if there is no known way to contact the owner, it will be noted on the Disposition of Property form (Attachment G) and in the case report.

Necessary contacts regarding evidence will also be made with the State Attorney's Office or court clerk's office to ensure that there are no relevant appeals or trials of co-defendants pending.

If the found property belongs to an individual who is arrested and incarcerated, the arresting officer must advise the owner that he/she has 90 days to retrieve their property or it will be destroyed. If the individual is still incarcerated during this time, he/she or the arresting officer must contact Property and Evidence to place a hold on the property or it will be destroyed.

6.3 REASSIGNMENT OF EVIDENCE

Evidence will normally be reassigned to another employee when a case is assigned for investigation by the Criminal Investigations Division (CID) or when an employee leaves employment with the Orlando Police Department and is no longer working the case. This shall be accomplished by the employee's supervisor.

6.3.1 ASSIGNMENT TO EMPLOYEES

CID supervisors will promptly review and assign cases forwarded to CID. The Property and Evidence section will reassign evidence based on information within the case management system. Evidence that will not be needed will be signed off for disposal by the assigned detective/employee.

6.3.2 SEPARATING EMPLOYEES

Employees' letters of resignation or retirement will be forwarded to the Property and Evidence section by the Chief's office. The supervisor of the Reserve Unit will assure that the Property and Evidence section is notified of the resignation/termination of these officers. The employee's supervisor shall review the separating employee's evidence purge print-out to ensure that purging is complete. When purging is complete, the employee must have his/her supervisor sign the Orlando Police Department Sign-Out Form under the Property and Evidence section.

Evidence that cannot be purged will be reassigned to:

- a. Another employee who was a partner in the investigation of the case for which the evidence was submitted, or
- b. The separating employee's or reserve officer's supervisor for cases in which no partner is available. The supervisor shall, as soon as possible, review the evidence and purge any that will not be needed.

Employees or reserve officers who have been terminated will not purge evidence. The evidence will be reassigned to their supervisor.

6.4 DISPOSITION OF CERTAIN TYPES OF PROPERTY

A weapon used in the commission of a crime for which the defendant has been found guilty of a felony shall be authorized for release to Orange County Sheriff's Office only.

A firearm seized from a defendant as the result of an on-view breach-of-peace incident shall be authorized for release to Orange County Sheriff's Office only, unless a court orders otherwise. EXCEPTION: If a weapon or firearm used in a crime has been determined to have been stolen from someone else, it may be authorized for release to the owner/reporting agency.

Suspected stolen property seized from a defendant shall be authorized for release to the defendant in cases in which the charges have been dropped or dismissed, unless the defendant has admitted that the property does not belong to him or her, or the property is verified to have been stolen from another person.

Property and Evidence employees are responsible for purging drugs. They will obtain a computer-generated list of case numbers for drugs ready to be purged. The drugs and the Quick Property Receipts will be compared for quality control. Packaging will be inspected to ensure that drugs have not been tampered with.

7. WITHDRAWING EVIDENCE

When withdrawing evidence temporarily, for either court use or investigative purposes, the employee must sign and write the time and date on the back of the Property Receipt card (items entered in AS400) or sign the LERMS signature pad. Care will always be taken to preserve the chain of custody.

7.1 FOR INVESTIGATIVE PURPOSES

Detectives assigned to fraudulent document cases may, with supervisory approval, withdraw documentary evidence for use in an investigation for a period of up to 30 days in accordance with the current Property and Evidence "Temporary Out" system. If an extension is needed, the approving supervisor must personally notify the Property and Evidence section. When not being used, the withdrawn documents will be secured in metal lock boxes, which have been assigned to individual detectives for this purpose. Immediately upon completion of the investigation the documents will be returned to the Property and Evidence section.

If evidence is released to another law-enforcement agency, a Disposition of Property form will be signed and delivered to the Property and Evidence section.

Members may, with written authorization from the Chief of Police, acquire items such as guns, narcotics, etc., for use in their investigations (i.e., reverse stings). A copy of the written authorization signed by the Chief of Police will be attached to the back of the Property Receipt card (items entered in AS400) or scanned into LERMS. The acquiring member will also be required to document the use of this evidence in an Orlando Police Incident Report or Supplemental report.

7.2 FOR COURT

If the evidence is confiscated by the court, the trial clerk or other duly authorized representative of the court shall be asked to sign the Disposition of Property form or provide a receipt for the items. The form or receipt will be delivered to the Property and Evidence section within 24 hours. Evidence withdrawn for court use but not confiscated by the court will immediately be returned to the Property and Evidence Section.

7.3 EVIDENCE RECEIVED FROM FDLE

Any employee who picks up evidence from FDLE must return the evidence directly to the Property and Evidence section. If the evidence is needed by the employee for immediate use (i.e., respond to Court), the employee shall contact the Property and Evidence Section by phone so that the evidence may be assigned to the employee as a "Temporary Out." Any documents provided by FDLE or the Court, including disposition forms or property receipts of any type, must be taken to the Property and Evidence section within 24 hours.

8. DEPARTMENTAL USE OF UNCLAIMED PROPERTY

In some instances unclaimed property may be acquired for use by the Police Department.

8.1 PROCEDURES FOR ACQUIRING

Unclaimed items are released to PropertyRoom.com monthly for auction or disposal. Any requests for the departmental use of such items shall be addressed via memo to the Property and Evidence supervisor.

Upon identifying an article that could be used by the Police Department, an employee shall submit a memorandum via the chain of command and Police Legal Advisor to the Chief of Police requesting the article for Department use. The memorandum should include a complete description of the article, its item number, and an explanation of how the Department would make use of it. Once approved, the memorandum will be returned to the Investigative Services Bureau Commander who will make arrangements with the requesting division manager to receive the item. All approved memorandums will be forwarded to the Property and Evidence supervisor for proper notation and filing, with a copy to the OPD Quartermaster Unit property supervisor.

8.2 INVENTORY CONTROL

The Quartermaster Unit shall issue control numbers for all requested items (capital and noncapital) held by the Property and Evidence Section.

8.2.1 CAPITAL ITEMS

A capital item will be assigned to a division, section, or unit after completion of the Property Control Form, which can be obtained from the Quartermaster Unit. Capital items will not be issued to an individual. A City of Orlando property control number will be placed on capital items. This number will be recorded on the approving memorandum and the master copy of the disposal list. The Property and Evidence Section will retain the original memorandum. The Quartermaster Unit will retain a copy of the memorandum.

8.2.2 NONCAPITAL ITEMS

Quartermaster Unit personnel shall mark all nonexpendable, noncapital items with an OPD control number. The division/section manager will be issued the item from the Property and Evidence Section. The original approving memorandum authorizing issue will have the OPD control number noted beside the item and will be retained by the Property and Evidence Section. This control number will also be noted on the master copy of the disposal list. The Quartermaster Unit will retain a copy of the memorandum.

8.2.3 CONSUMABLES

If the items are consumables, they will be turned over to the Quartermaster Unit. The Quartermaster Unit will issue the consumable items after completion of a Requisition Form with the appropriate signatures.

9. AUDITS, INSPECTIONS AND INVENTORIES

the Property and Evidence supervisor and evidence custodians are accountable for all property within their control. Accountability is verified through audits, inspections, and inventories as follows:

- a. Every week, the Property and Evidence Section will conduct an audit of the items entered into LERMS to ensure all items have been submitted. In cases where property has not been submitted and there exists no documentation to indicate the LERMS entry should be deleted, the Property and Evidence Section will email the officer, requesting an explanation within 72 hours. Failure to respond within the aforementioned time may result in disciplinary action.
- b. A member of the Professional Standards Division shall conduct an annual audit consisting of an examination of conformance with agency controls, policies and procedures, of the property and evidence function. The audit will be conducted by a member not routinely or directly connected with the control of property or evidence. The audit should confirm that:
 - i. Property and Evidence storage areas are being maintained in an orderly manner;
 - ii. The location of evidence/property is properly documented and can be easily accessed;
 - iii. Property and evidence is being protected from damage or deterioration;
 - iv. Property and evidence having no further evidentiary value is being disposed of in a timely manner.
- c. The Support Services Manager shall conduct an unannounced inspection of the Property and Evidence Section each year, which consists of a review of property and evidence storage areas for organization and orderliness.
- d. An annual inventory of Property and Evidence is conducted by a member of the Professional Standards Division and a designee of the Chief of Police (CEO) not routinely or directly connected with control of evidence. The inventory shall consist of a random sampling of 20% of Property bin locations, 100 bin locations from the Evidence storage

area and 20% of high liability items (i.e., drugs, guns, money). It should be noted that all exceptional, valuable or sensitive items will be kept in a separate room within the secured evidence area.

- e. A partial inventory is conducted whenever the person responsible for the property and evidence control function is assigned to and/or transferred from the position. The inventory shall be conducted by a member of the Professional Standards Division and a designee of the Chief of Police (CEO).

Property and Evidence audits, inventories, and inspections may be conducted concurrently, but must be documented as separate functions.

10. CALL-OUT PROCEDURE

Should an after-hours need arise or access be needed for the Property and Evidence Section, refer to the current issue of P&P 1103, Call-Out Procedures for assistance.

11. LOST, MISSING, STOLEN OR DAMAGED PROPERTY AND EVIDENCE

Property that comes into the possession of any officer, CSO, or CSI of the Department in the course and scope of their duties that is not their own shall be delivered to the Property and Evidence Section, and the necessary reports shall be completed prior to the end of the current tour when the property was acquired. If property that came into possession of the officer, CSO, or CSI of the Department through the course of their duties is missing or damaged, the discovering party shall notify their supervisor by the end of the tour of duty when the discovery was made.

The supervisor, upon becoming aware of any missing/damaged property, will immediately notify their chain of command and conduct a search for the missing property or investigate the cause of the damaged property. If the property is not located within the first 24 hours of being reported missing, the supervisor will initiate an INOI according to the procedures set forth in P&P 1604, Discipline. Depending upon the circumstances, damaged property may be the subject of an INOI according to the procedures set forth in the P&P 1604.

The Property & Evidence supervisor may initiate an INOI to civilian members assigned to the Property & Evidence Section for any items found to be missing during annual inventories. In cases where an INOI is not issued, non high-liability items found to be missing during annual inventories will be investigated by the Support Services Manager.

ATTACHMENT A

ORLANDO POLICE DEPARTMENT SEIZED MONEY RECEIPT			
Date: _____	Time: _____	OPD Case # _____	
Print Name: _____		_____	_____
	Last Name	First Name	MI
Address: _____		Phone: _____	
Total Amount of Money: \$ _____			
By my signature, I acknowledge that the above-described property is an accurate annotation of the property in my possession and seized by the listed officer on the listed date and time.			
_____	_____	_____	_____
Claimant's Signature	Name of Officer Taking Property	Emp#	Officer's Signature
WHITE – OPD Records YELLOW – Claimant PINK - P&E – evidence package			

OPD P&P 1123.22 A Rev. 9/2019

ATTACHMENT B

ORLANDO POLICE DEPARTMENT
GUN PROCESSING REQUEST

COMPLETED FORMS ARE TO BE HAND-DELIVERED TO A CSI IN THE OPD FORENSIC LAB.
* SUBMIT GUNS TO A CSI OR THE PROPERTY AND EVIDENCE UNIT *

Gun # _____ Case #: _____
 Location of Incident/Arrest: _____
 Offense: _____ Date of Offense: _____
 Date Submitted: _____ Notify with Results: YES NO
 Submitted By: _____ Employee #: _____
 Assigned Unit: _____ *Patrol: Please include sector, rotation, and shift

SUBJECT INFORMATION (Type: A-Arrestee, O-Other, S-Suspect, V-Victim, W-Witness)					
Type	Name	Race	Sex	DOB	
	Ht/Wt _____ / _____	OPD Jacket # _____	SSN _____	DL _____	
Address: _____					
Type	Name	Race	Sex	DOB	
	Ht/Wt _____ / _____	OPD Jacket # _____	SSN _____	DL _____	
Address: _____					

VEHICLE INFORMATION

Color _____ Year _____ Make _____ Model _____ Tag _____

CHECK APPROPRIATE REQUESTS: (All crime guns are entered into eTrace)

<input type="checkbox"/> Test Fire	<input type="checkbox"/> Swab for DNA	<input type="checkbox"/> e Trace
<input type="checkbox"/> Latent Processing	<input type="checkbox"/> Other (Specify): _____	<input type="checkbox"/> Convicted Felon
<input type="checkbox"/> NIBIN Entry (Automatics)		<input type="checkbox"/> Drug-Related Offense

Serial # _____ Make _____ Model _____
 Caliber _____ # of Magazines _____ # of Rounds _____

DO NOT WRITE BELOW THIS SPACE - CSI USE ONLY

RESULTS:

Gun processed, latents were developed and forwarded to Latent Print Examiners.
 Gun processed, NO latents of value were developed.
 Gun WAS NOT processed due to: _____
 Gun swabbed for DNA and swabs entered under evidence #: _____
 Gun Test Fired by _____ DID NOT FUNCTION
 Name _____ Emp # _____
 Gun entered into eTrace
 Sent to FDLE: Gun (NIBIN) Test-fired Casings (NIBIN) Serial Number Restoration

COMMENTS: _____

 CSI Signature Employee # Date

 CSI Supervisor Signature Employee # Date

ATTACHMENT C

Reset Form

FLORIDA DEPARTMENT OF LAW ENFORCEMENT
TOXICOLOGY SERVICES
D.U.I. Work Request Form

SUBJECT INFORMATION

NAME			AGE	GENDER	HEIGHT	WEIGHT
LAST	FIRST	MIDDLE	_____	<input type="checkbox"/> M <input type="checkbox"/> F	___FT___IN	___LBS

INCIDENT INFORMATION (CHECK ALL THAT APPLY)

<input type="checkbox"/> TRAFFIC CRASH	<input type="checkbox"/> BOATING	<input type="checkbox"/> MISDEMEANOR D.U.I.	<input type="checkbox"/> FELONY D.U.I.
<input type="checkbox"/> TRAFFIC STOP	<input type="checkbox"/> JUVENILE		<input type="checkbox"/> SERIOUS BODILY INJURY (OTHER THAN DRIVER)
<input type="checkbox"/> OTHER _____			<input type="checkbox"/> FATALITY

DRUG HISTORY & SIGNS OF IMPAIRMENT: PLEASE LIST ANY DRUGS, MEDICATIONS OR PRESCRIPTIONS THE SUBJECT MAY HAVE TAKEN OR WERE IN HIS/HER POSSESSION. PLEASE INDICATE RESULTS OF D.R.E. (DRUG RECOGNITION EXAMINER) EXAM OR OTHER SIGNS OF IMPAIRMENT:

TEST RESULTS (IF AVAILABLE)

BREATH ALCOHOL RESULTS _____

SAMPLES SUBMITTED

<input type="checkbox"/> BLOOD (RECOMMENDED: TWO 10-ML GRAY STOPPERED TUBES)
<input type="checkbox"/> URINE (RECOMMENDED: LEAKPROOF CONTAINER WITH 60ML)
<input type="checkbox"/> OTHER:

TESTS REQUESTED

<input type="checkbox"/> BLOOD ALCOHOL	LIST DRUGS OF INTEREST: _____ _____ _____
<input type="checkbox"/> BLOOD DRUG SCREEN	
<input type="checkbox"/> URINE DRUG SCREEN	
(URINE ALCOHOL NOT AVAILABLE)	

OFFICER NAME (print) _____ PHONE # _____ DATE _____

AGENCY NAME _____ AGENCY CASE# _____

For any questions, please contact your nearest FDLE laboratory: Tallahassee 800-641-4627, Orlando 800-226-8521

ATTACHMENT D

ORLANDO POLICE DEPARTMENT
CSI EVIDENCE PROCESSING REQUEST

COMPLETED FORMS ARE TO BE SENT TO THE OPD FORENSIC LAB
* ALL EVIDENCE MUST BE SUBMITTED TO PROPERTY AND EVIDENCE *
* DO NOT SEND EVIDENCE THROUGH INTER-OFFICE MAIL OR LEAVE IN LATENT DROP BOX *

Evidence # _____ Case #: _____
Offense: _____ Date of Offense: _____
Date Submitted: _____ Notify with Results? YES NO
Submitting Officer: _____ Employee #: _____
Assigned Unit: _____ * Patrol: Please include sector, rotation, and shift

SUBJECT INFORMATION (Type: A-Arrestee, O-Other, S-Suspect, V-Victim, W-Witness)

Type	Name	Race	Sex	DOB	OPD Jacket #

LIST ITEMS TO BE PROCESSED AND ANY SPECIAL REQUESTS:

DO NOT WRITE BELOW THIS SPACE - CSI USE ONLY

RESULTS:

- Evidence processed, latents were developed and forwarded to Latent Print Examiners.
- Evidence processed, NO latents of value were developed.
- Evidence WAS NOT processed due to: _____
- Evidence swabbed for DNA and swabs entered into evidence #: _____
- FDLE Work Order submitted: DNA/Biology Toxicology Trace Evidence

COMMENTS:

CSI Signature Employee # Date

CSI Supervisor Signature Employee # Date

ATTACHMENT E

DATE: _____ CASE #: _____

ITEM #: _____

SUBJECT: **Release of Property**

The Property & Evidence Unit of the Orlando Police Department is holding property/evidence that belongs to you. If you are the lawful owner of said property, please bring photo identification and this card to claim the property.

We are located at 185 George DeSalvia Way, Suite #C Orlando, FL 32807. If you need further information, you may call 407.246.2445 between the hours of 9:00 a.m. and 12:00 p.m.; and 1:00 p.m. and 4:00 p.m., Monday through Friday.

If we do not hear from you within 90 days from the date of this notice, the property will be disposed of according to Florida law.

FROM: _____

ATTACHMENT F

DATE: _____ CASE #: _____

ITEM #: _____

SUBJECT: **Release of Found Property**

According to our records, the Property & Evidence Unit of the Orlando Police Department is holding property that was found by you. If you are the lawful finder, please bring photo identification, this card and a \$5.00 money order payable to the City of Orlando.

We are located at 185 George DeSalvia Way, Suite #C Orlando, FL 32807. If you need further information, you may call 407.246.2445 between the hours of 9:00 a.m. and 12:00 p.m.; and 1:00 p.m. and 4:00 p.m., Monday through Friday.

If we do not hear from you within 10 business days from the date of this notice, the property will be disposed of according to Florida law.

FROM: _____

ATTACHMENT G

Disposition of Property		
Case #: _____		
Evidence #: _____	Item #: _____	
Information on disposition of evidence received on _____ <small>Court Disposition Date</small>		
IF CONTACT IS MADE:		
Contact was made with: _____ <small>(Person property is to be released to)</small>		
on _____ <small>(Date)</small>	by _____ <small>(Officer's name and employee number)</small>	
<input type="checkbox"/> by letter	<input type="checkbox"/> by phone	<input type="checkbox"/> By personal contact
If by phone or personal contact: I spoke with _____ who stated: _____		
I AUTHORIZE _____ to receive the property as listed on the attached receipt. All files have been reviewed and reasonable attempts have been made to notify all proper parties.		
_____ <small>Officer</small>	_____ <small>ID #</small>	_____ <small>Date</small>
IF PROPERTY IS RELEASED:		
I hereby acknowledge that the attached list represents all property released to me and that I am legally entitled to such property.		
_____ <small>Signature and Date</small>		
_____ <small>Address and Telephone Number</small>		
IF CONTACT IS NOT MADE:		
No contact was made with owner of the property; however, I did attempt contact		
on: _____	by: _____	on: _____ by: _____
If no contact is necessary, sign for authorization for disposal of above listed evidence on the line below.		
_____ <small>Requesting Officer Name</small>	_____ <small>Employee #</small>	_____ <small>Date of Authorization of Disposal</small>
_____ <small>Approving Officer Name</small>	_____ <small>Employee #</small>	_____ <small>Date of Approving of Disposal</small>

ATTACHMENT H

Electronic Evidence Submission Form

Contact Information:

Name: _____ Phone: _____

Email: _____ Cell Phone: _____

CASE FACTS

Agency Case Number: _____

Offense Type: _____

Additional Information: _____

Analysis Requested: (describe any data of interest to be recovered)

If submitting a mobile device, please specify make, model, and whether the device is locked (if locked and the lock details are available, please also provide the information here):

FDLE Case number _____