



### Re-Brief Evidence Booking Procedures

Proper handling, collecting and booking of evidence is a fundamental necessity of law enforcement. Any breakdown in this process degrades our ability to properly present the facts of an investigation and could cause the evidence to be inadmissible. Failure to follow proper evidence booking procedures can result in disciplinary action.

The Field Operations Manual, Section 19 states: "Once you have collected the item, retain physical control over it until it is booked in the evidence locker. **Property and evidence WILL be secured in an authorized Property/Evidence locker by the end of shift (Placing items in an employee locker or in your personal vehicle for temporary storage is strictly prohibited).** Under extenuating circumstances, a supervisor may authorize temporary storage in an authorized secure area (example: locked office safe, closet or file cabinet) if that area is only accessible by the Deputy or the supervisor. This will maintain chain of custody."

### Booking Instructions

Attached to this bulletin is an evidence booking instruction manual for Deputies. It is recommended that every individual print the manual and keep it readily available to ensure correct and consistent adherence to procedures.

Attention should be paid to every step listed in the booking instruction manual. Particular consideration should be given to the following steps:

1. When logging on, enter your same "User Name" and "Password" you use to log on to any Sheriff's Department computer.
2. Officer Booked vs Officer Collected.
  - Officer Booked is the person physically booking the item into evidence
  - Officer Collected is the person who collected the item in the field
3. Time and Date Collected is when the item was collected in the field, not when it's booked.
4. Assignment is where you were working when the item was collected.
5. Property Description is a brief but complete description of the item being booked (example: Glass Methamphetamine Pipe instead of Paraphernalia).
6. Specify the chain of custody in your report.
  - If the item was not booked into evidence, list the name of the person (Investigator) it was given to
7. When you are done, **log off**.

**Deputies and Investigators need to adhere to these booking procedures which reflect department policy. Sergeants will not be approving reports until verification is made that evidence was properly booked.**

