

OFFICER'S EVIDENCE HANDBOOK



Revised August 2010

Supplemental List of Changes Since April 2007 Revision

Revision Date	Procedure	Change	Page Number
8/10		Revision: Cover page	
8/10		Revision: Table of Contents	i
8/10	Chapter 1, General Procedures	Revision: 1.00.010 Definitions. Deleted the word “equipment” under <i>Asset Seizure</i> . Added <i>Weapons/Forfeiture</i> .	1.00-1
8/10	Chapter 1, General Procedures	Revision: 1.00.020 Case and Property Numbering. Under <i>Property Number</i> , changed the sequential number from a two-digit number to a three-digit number. Under <i>Property Number</i> , added “Weapons Forfeiture” and “Money” when additional property numbers are needed. Changed all of the property numbers under “Example” to three digits.	1.00-2
8/10	Chapter 1, General Procedures	Revision: 1.00.030 Property/Evidence Report. Changed the example property numbers in the third bullet to three-digit numbers. Added “Weapons Forfeiture” in the fourth bullet. Added “...by the collecting officer” in the tenth bullet.	1.00-3 and 1.00-4
8/10	Chapter 1, General Procedures	Revision: 1.00.050 General Packaging and Sealing. Added the first paragraph regarding Personal Protective Equipment. Under “Sealing/Packaging Evidence,” added “...along with evidence tape to seal all seams” at the end of the third bullet. Under the tenth bullet, changed “property” to “case” number and “item” to “property” number in the first sentence.	1.00-5 through 1.00-7
8/10	Chapter 2, Types of Evidence	Revision: 2.00.040 Diesel Fuel. Deleted the Laboratory Request for Analysis Report (3000-136-001) and added the Dyed Fuel Testing, Sample Identification, and Collection Record (3000-372-026) under “Forms to be Completed” and under “Procedures.”	2.00-8
8/10	Chapter 2, Types of Evidence	Revision: 2.00.050 Drugs/Controlled Substances. In the fifth bullet under “Procedures,” added the statement “...unless conclusive identification has been made.”	2.00-9
8/10	Chapter 2, Types of Evidence	Revision: 2.00.100 Securities – Money/Jewelry/Valuables. Under “Procedures,” in the seventh bullet,	2.00-16

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The ***Officer's Evidence Handbook*** is designed to be a "how to" guide for the trooper in the proper handling, packaging, and submission of property/evidence. It is simply written and easy to understand. Although this handbook was primarily written for the on-road trooper, the guidance provided is for all employees who have a need to submit evidence/property to the Property and Evidence Custodian. An attempt has been made to take the "mystery" out of evidence collecting, and therefore give confidence to each individual in the collection of all types of evidence.

What is "Evidence"?

The *Encarta Dictionary* defines evidence as "objects or information used to prove or suggest the guilt of somebody accused of a crime" and "to demonstrate or prove something." Any item taken as evidence must help to prove a particular crime. If you are in doubt about the evidentiary value of something, please consult with your supervisor or the district's Property and Evidence Custodian.

The guidance and procedures contained in the ***Officer's Evidence Handbook*** are issued on the authority of the Chief of the Washington State Patrol. This handbook provides the employee with a ready source of guidance in the proper handling of property/evidence. It is not intended to cover every situation, but is intended to serve as a guide and framework for the proper submission of evidence under most circumstances. The Property and Evidence Custodian should be consulted in those instances where ambiguity may exist, and the Property and Evidence Custodian should seek out the advice of the department Evidence Control Officer for final clarification.

This handbook will be revised as needed and will provide uniformity statewide in the proper handling of property/evidence. Employees are expected to comply with the instructions contained in this handbook and to demonstrate the use of good judgment in evidence handling. The information contained within this manual complies with standards prescribed by the Commission on Accreditation for Law Enforcement Agencies (CALEA).

Other references for the proper handling of property/evidence are the ***Property and Evidence Custodian Manual***, ***WSP Regulation Manual/Chapter 21.00***, and the ***Standard Operating Procedures and Quality Manual***, published by the Crime Laboratory Division. These three references are all in agreement and provide the framework to the procedures as written in the ***Officer's Evidence Handbook***.

Chapter 1.00

General Procedures



OFFICER'S EVIDENCE HANDBOOK

Chapter 1.00 - General Procedures

1.00.010 DEFINITIONS

► **Evidence**

Physical evidence is any article, material, or substance found in connection with an investigation that helps determine the circumstances of a criminal act.

► **Found Property**

Items that have been found, are the property of an individual, firm, agency, or concern, and are not evidence or contraband. (See **1.00.100, Found Property**, for claimant process.)

► **Asset Seizure**

Any property (e.g., vehicle, money, house, etc.) that the department is going to seek civil action for the forfeiture of that property. The Narcotics Section is required by law to notify the owner(s) of seized property within 10 days of a seizure. Because of this, when an officer completes the **Property/Evidence Report** (3000-110-096), the property listed should be correctly classified as either "**Evidence**" or "**Asset Seizure**." (See Chapter 21 of the *Regulation Manual*, **PROPERTY SEIZURE - NARCOTICS INVESTIGATION**.)

The officer should check with the Narcotics Section on all seizures. Just because drugs and money are found together, it does not necessarily mean that an asset seizure can take place! The officer should check with the Seizure Unit in the Narcotics Section for criteria utilized to determine a seizure.

► **Safekeeping**

Items that are being held for caretaking purposes to protect the valuables of those owners that temporarily do not have control over their custody (e.g., guns, money, jewelry, wallets, purses, etc., recovered from auto accident, where victim/owner has been separated from these items). The Property and Evidence Custodian will immediately attempt to contact the owner and return the item(s).

► **Weapons Forfeiture**

If one can prove that the weapon(s) (gun) was acquired in whole or part with proceeds from sale of drugs, or that they were acquired in exchange for drugs, the weapons can be seized under RCW 69.50.505. If one can prove that the defendant had the weapon (gun) on him/her for "protection" during a drug deal, one could possibly be able to argue that under RCW 69.50.505 (1)(b), it was "equipment" used in the delivery of drugs.

Most often, weapons are seized and forfeited under RCW 10.105.010 as an instrumentality used or intended to be used in the commission of a felony. The statute differs from the drug statute in that a felony conviction is necessary for forfeiture, so weapons are usually held in evidence until the conviction and then they are forfeited.

1.00.020 CASE AND PROPERTY NUMBERING

► **Case Number**

The statewide **case number** received from Communications consists of eight digits (**Example:** 05-123456). The first two digits indicate the year (followed by a dash). The remaining six digits are the sequential number.

► **Property Number**

The **property number** consists of the case number, followed by a dash and a three-digit sequential number.

Example: 05 - 123456 - 001
Year Case No. Property No.

Usually, only one property number is needed per case; however, additional property numbers will be needed in certain instances. **When requesting an additional property number, refer Communications to the original case number.** This will ensure another case number is not issued for a case already in progress. Additional property numbers will look like -001, -002, -003, -004, -005, etc.

WHEN ADDITIONAL PROPERTY NUMBERS ARE NEEDED: *(Use same case number)*

- Items of the same case held for **different purposes**:

- *Evidence*
- *Weapons Forfeiture*
- *Asset Seizure*
- *Found Property*
- *Money*
- *Safekeeping*

- Items of the same case collected by **different officers**.

- Items of the same case collected at **different locations**.

- Items of the same case collected on **different dates**.

EXAMPLE:

05-123456-001	EVIDENCE (drugs).
05-123456-002	FOUND PROPERTY (bystander later turns in diamond ring found near the scene).
05-123456-003	ASSET SEIZURE (one of the cars at scene to be taken for a seizure hearing because of two kilos of cocaine, considerable amount of cash, and a notebook list of customers).
05-123456-004	SAFEKEEPING (checkbook and wallet in accident vehicle, driver sent to hospital).
05-123456-005	DIFFERENT OFFICERS (a second officer collected additional evidence at the scene).

05-123456-006	DIFFERENT LOCATIONS (blood was taken at the hospital).
05-123456-007	DIFFERENT DATES (additional evidence was taken as a result of search warrant on vehicle in the driveway at the residence of one of the drivers on a different date).

IMPORTANT: All of the above situations were from the same case, but have different property numbers! Take your time in calling for property numbers—there is no hurry. Wait until you get back to the squad room and have all the items separated before you call for a property number(s). Take your time!

The above example is the exception. Most cases will have only one property number. Each vehicle impounded for evidentiary custody to the district bullpen shall have its own property number and be listed on a separate Property/Evidence Report (3000-110-096).

1.00.030 PROPERTY/EVIDENCE REPORT

The **Property/Evidence Report** (3000-110-096) is the workhorse report of the evidence system. **ALL** property/evidence turned in will be accompanied by the Property/Evidence Report. A Property/Evidence Report is prepared by the collecting officer prior to submission of property (drop box) to the Property and Evidence Custodian. Detailed instructions for completing this form are included in **Chapter 3.00, Forms**, of this handbook.

Important guidelines in the use of the Property/Evidence Report are as follows:

- ▶ **All property/evidence obtained shall be submitted with the Property/Evidence Report to the Property and Evidence Custodian or deposited in the evidence drop box before the collecting officer goes off shift.**

Officers should not store evidence in personal desks, lockers, vehicles, homes, or other places that are not secure or would interrupt the chain of custody.

If Communications is unable to draw a property number, the officer should still turn in the evidence with a note and the Property/Evidence Report to the drop box before the end of shift. A property number can be obtained the next day by either the Property and Evidence Custodian or the collecting officer.

- ▶ Property/evidence is usually deposited in the collecting officer's district. However, it is permissible to deposit the evidence in any of the other districts, if it is more accessible for the collecting officer at the time.
- ▶ Anytime a different property number is utilized (-001, -002, -003, etc.), an additional Property/Evidence Report is required. It may be the same case, but each property number requires its own Property/Evidence Report.

- ▶ Only check one box for the type of property/evidence for that report. If there is more than one type of property (“**Evidence**,” “**Found Property**,” “**Asset Seizure**,” “**Weapons Forfeiture**,” “**Safekeeping**”), then a different property number and Property/Evidence Report is used.
- ▶ The “**Asset Seizure**” box is only checked if the items seized are actually going to a forfeiture hearing. This usually applies with a felony drug arrest where there is probable cause to believe that there was intent to deliver.

It is satisfactory to initially check the “**Evidence**” box on seizures, as the collecting officer will not really know if the item is able to be seized until after conferring with the Narcotics Section, which is usually the next business day.

- ▶ **ITEM NUMBERS:** Do not place bar-code labels on the Property/Evidence Report. Rather, write the item number in the Item # column. Bar-code labels only go on the item and the package.
- ▶ Only one item per line may be entered on the Property/Evidence Report. If the case has more items than will fit on the Property/Evidence Report, additional Property/Evidence Reports should be used, numbering the pages accordingly (1 of 3, 2 of 3, etc.). If all of the items are from the same category of property, an additional property number is not needed. The officer may use as many pages as it takes to list the items in this same category of property.
- ▶ Consolidation of like items (especially “**Found Property**” and “**Safekeeping**”) is preferred under one item tag number. Rather than listing all similar items with different tag numbers, these like items should be consolidated whenever possible.

EXAMPLES:

- One wallet with contents (list contents—money, credit cards, etc.). This entire listing will have only one item number written on the Property/Evidence Report.
- Clothing (list articles of clothing—shirt, trousers, shoes, etc.). This entire listing will have only one item number written on the Property/Evidence Report.
- ▶ If it is anticipated that an item will be transferred from the evidence system to another location, such as the crime laboratory, then that item should not be consolidated, but should have its own item number for that article on the Property/Evidence Report.
- ▶ If an item has a serial number, it should be checked through the Washington Crime Information Center/National Crime Information Center (WACIC/NCIC). The owner of all guns should be checked through NCIC III region by the collecting officer to determine if there are any convictions that would make it illegal to possess the firearm (e.g., any felony, Domestic Violence, etc.). This information should be passed on to the Property and Evidence Custodian.
- ▶ Do not write in the shaded area of the Property/Evidence Report. This area is reserved for the Property and Evidence Custodian.

- ▶ **REMARKS SECTION:** Do not be bashful about using this section! Use this area to communicate to the Property and Evidence Custodian reference anything extraordinary about the case, or special custodial care needed for specific items of property/evidence.

EXAMPLES: "Gun reported stolen to Oak Harbor PD"

"Blood-soaked clothing has been air-dried"

"Ok/not ok to release personal belongings from vehicle"

1.00.040 ITEM BAR-CODE LABELS

Item labels are bar-coded and printed in pairs. The pair of labels have unique numbers (**Example:** AA-0000).

- ▶ One label shall be affixed to the item; the other label to the package or blue evidence tag.
- ▶ The number of item labels on a package or tag should be appropriate to the contents of the package or tag. Do not overfill a package. Additional packages or tags should be used when needed.
- ▶ Item labels shall be affixed sequentially directly below the information box on the evidence package, or in the spaces provided on the evidence tag.
- ▶ The item bar-code label number shall be hand-copied to the Property/Evidence Report (3000-110-096) in the column provided. A description of the item shall be entered on the Property/Evidence Report only, not on the package.

1.00.050 GENERAL PACKAGING AND SEALING

To minimize accidents and workplace exposures, the submitting officer and witnesses shall wear Personal Protective Equipment (PPE) when handling evidence and when working in the evidence areas. This shall include wearing protective gloves and any other PPE's as needed.

Packaging material is made available from the Property and Evidence Custodian. Adequate supplies are available at each office. This material usually consists of assorted sizes of paper bags, manila envelopes, metal cans, brown wrapping paper, and evidence tape. The bags and envelopes are pre-stamped with an information box, designed for the collecting officer to fill in the blanks to identify the property/evidence. Evidence tape is used to seal all packaging. Unique aspects of packaging specific types of property/evidence are described in other areas of this handbook under the **type** of property/evidence the officer has collected. (Refer to the Table of Contents for types of property/evidence.)

Sealing/Packaging Evidence

- ▶ Evidence that is not properly packaged, sealed, and initialed on all seams will not be accepted by the Property and Evidence Custodian.

- ▶ When improperly packaged property or evidence is submitted to the Property and Evidence Custodian, the “**right of refusal**” shall be exercised by the Property and Evidence Custodian and the property shall be returned to the submitting officer. A log of improperly submitted evidence shall be kept by the Property and Evidence Custodian and reported to the District Evidence Lieutenant or Sergeant weekly (*this includes “**Found Property**” and “**Safekeeping**”*).



Figure 1-1

- ▶ **ALL SEAMS** of the evidence package must be sealed with Washington State Patrol evidence tape. This sealing includes all manufactured seams on envelopes and paper bags (including side and bottom of bags). **Staples and glued flaps on envelopes or paper bags do not constitute proper seals.** If WSP evidence tape is unavailable, a clear tape may be used if the type, when removed, would tear fibers from the package and reveal unauthorized entry. A note shall be left for the Property and Evidence Custodian stating why evidence tape was not utilized. Staples may be used to close the opening along with evidence tape to seal all seams.



Figure 1-2

1. Top may be stapled, but also requires evidence tape to seal.
 2. Seal side seams.
 3. Seal bottom seams.
- ▶ For evidence too large or bulky to seal in a package, attach a Property/Evidence Tag (*blue tag*) (3000-110-182). **Without damaging the item, place a piece of evidence tape across the opening** (e.g., suitcase). Sometimes paper under a portion of the evidence tape can prevent damage to the article.

- ▶ The tape must be initialed by the collecting officer (and witness, when required) at an angle across all taped seams so that part of the writing is off the tape and on the package. The date of sealing shall be placed on the package in the same manner (see **Figures 1-1 and 1-2**).
- ▶ Purses and wallets should be placed inside a paper bag or envelope and sealed as described above. Money shall be packaged separately, unless it will be released to the owner by the end of your shift.



Figure 1-3

Seal across lid and down side of can

- ▶ Bottles, jars, and cans must be capped tightly to avoid leakage, and then sealed with tape. The tape must extend across the top of the lid and down both sides of the body of the container. Initials and date still apply as described above. A blue tag identifies the property/evidence (see **Figure 1-3**).
- ▶ Different types of drugs shall be packaged individually. If multiple types of drugs are packaged together, it will not be accepted by the Property and Evidence Custodian and will be returned to the officer for correction. Drug evidence will not be packaged with any other type of evidence.
- ▶ **DRUG PARAPHERNALIA SHALL NOT BE PACKAGED WITH DRUG EVIDENCE.** This will include bongs, straws, spoons, pipes, scales, etc. Articles with trace amounts shall be packaged separately (same property number, but a different item number). The drug package will be weighed by the Property and Evidence Custodian each time the package is received in, and checked out of, the property room.
- ▶ **MONEY SHALL BE PACKAGED SEPARATELY FROM OTHER PROPERTY/EVIDENCE** (same case number, but a different property number). **REMEMBER**, all money should be counted and the package sealed and initialed by two officers.

Opening and Resealing Evidence

Once evidence has been sealed, there is an assumption the evidence is secure. When the seal has been broken, the integrity of the contents can no longer be ensured. To minimize suspicion of wrongful action, it is important the same precautions used in initial sealing of the property be followed in any subsequent resealing.

Under normal circumstances, evidence—once sealed—shall not be opened except for **analysis** or **introduction in court**. When sealed evidence must be opened, the following procedures shall be complied with:

- ▶ Sealed evidence shall be opened in the presence of another witness.
- ▶ The evidence package shall be opened in a manner that will preserve the information on the evidence tape and stamped label. Do not break the old seal. A slit cut in another area of the package will preserve the seal.
- ▶ The evidence shall be handled as required. If the packaging is damaged to the point it is not practical to reuse it, the material should be repackaged and the original package material included inside the new package, along with the evidence. The new package must be sealed with evidence tape on all seams **with initials of both the witness and the person that opened the package**, along with the date (as described above).

1.00.060 WEIGHING OF CONTROLLED SUBSTANCES

All drug evidence shall be weighed prior to and after packaging, including pills. Different types of drugs shall be weighed and packaged individually. Counting pills is not required. The weight must be reported on the Property/Evidence Report (3000-110-096). There are spaces for **“Quantity,” “Item Weight,”** and **“Package Weight”** on the Property/Evidence Report.

- ▶ **Quantity** — The quantity column is to indicate the number of "containers" (e.g., "13" plastic bags of green vegetable matter or "2" bottles of pills). Two bottles of pills would have two item numbers—one for each bottle.
- ▶ **Item Weight** — The item weight is the weight of the drug inside its first container (e.g., if you have a wood box with a plastic bag containing marijuana inside, the item weight would be the plastic bag with the marijuana).
- ▶ **Package Weight** — The package weight is the weight of the drug and containers after they have been placed inside an evidence envelope/package, sealed with evidence tape, and item labels affixed. Weigh the envelope on a triple-beam balance or an electronic digital scale just prior to placing in the evidence drop box.

The following procedure should be used for weighing material on a triple-beam balance scale:

- ▶ Start by zeroing the balance. Place the balance on a level surface, and place all the beam weights to the far left. The pointer at the right end of the balance should swing an equal distance either side of the zero mark, finally coming to rest on zero. If this is not the case, adjust the screw knob under the weighing pan until the pointer reads zero.
- ▶ Place the material to be examined—still in its first container (e.g., plastic bag)—on the balance and weigh it. Remember to read the weight to the nearest 0.1 gram. Place this weight on the Property/Evidence Report as your item weight.

1.00.070 CRIME LABORATORY ANALYSIS

All evidence requiring laboratory analysis shall be submitted to the Property and Evidence Custodian with a completed Request for Laboratory Examination (3000-210-005). Do **not** place the Request for Laboratory Examination inside the sealed evidence container. (Laboratory personnel must be able to retrieve the form without breaking any evidence seals.)

- ▶ Fill out the Property/Evidence Report (3000-110-096).
- ▶ The *Crime Laboratory Division Standard Operating Procedures and Quality Assurance Manual* (Rev. 4/06, published by the Crime Laboratory Division), is an excellent source to refer to in submitting all types of evidence to the crime laboratory. Each squad room and all Property and Evidence Custodians have copies available, and it is also available on Inside WSP (FLSB/Crime Lab Division/Division Documents).
- ▶ Choose a suitable container so that evidence can be securely packed and preserved during transmittal.
- ▶ Each item must be wrapped and sealed separately to avoid contamination.
- ▶ See **Chapter 3.00, Forms**, for instructions in filling out the Request for Laboratory Examination.
- ▶ The Property and Evidence Custodian will handle delivery of the evidence to the appropriate crime laboratory facility.

1.00.080 HANDLING BIOHAZARDOUS EVIDENCE

The collecting officer must be constantly aware of the potential of infectious evidence containing bloodborne pathogens, which are disease-causing micro-organisms found in human blood. These include, but are not limited to, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).

Use **universal precautions** (i.e., treat **all** blood and blood-stained objects as sources of bloodborne pathogens) when handling biological specimens or stains. Use appropriate protective equipment, such as face, eye, hand, and shoe protection. Practice good personal hygiene.

Each officer shall have an adequate supply of personal protective equipment available in the patrol vehicle to protect against an exposure of bloodborne pathogens that may be encountered in the collecting of contaminated infectious evidence. These supplies should include, but are not limited to:

- ▶ Latex or vinyl gloves (one pair of gloves and face mask on person at all times)
- ▶ Tyvek coverall with foot covering
- ▶ Tyvek shoe/boot cover
- ▶ Red plastic biohazard bags
- ▶ Needle syringe keepers (minimum of 2)
- ▶ Quikkit (including gloves, disinfectant spray, towelettes, spill absorbent, scoops, bags, plastic tongs, face shield)

The proper handling of specific items that have the potential of infectious contamination is explained under separate chapter headings for that type of evidence. (Refer to the Table of Contents.)

All evidence material that has the potential of spreading infection shall have a **BIOHAZARD** label affixed to the package by the collecting officer.

Drying Areas

Each district has a centralized drying room facility for the proper drying of blood-soaked clothing. The Property and Evidence Custodian can assist the collecting officer in this task.

Cleaning Areas

Every facility in a district has a designated area with a cleaning schedule (instructions) for the officer to be able to properly clean any equipment that may have been contaminated by infectious substances encountered at a scene. The officer should become familiar with these areas and the location of cleaning supplies before the event occurs. One part bleach to 10 parts of water is the approved disinfectant that will kill contaminants.

Large contaminations—such as a large portion of the interior of a patrol vehicle, uniforms, etc.—are contracted out to designated vendors to remove the biohazard. The Property and Evidence Custodian can direct the officer to the district cleaning areas and will coordinate the use of approved biohazard uniform cleaners and car detailers, as needed.

Biohazard Waste

Each detachment facility and district office has a plainly marked biohazard disposal container that is monitored by the Property and Evidence Custodian. This container is lined with a red plastic biohazard bag and is utilized for the disposal of used latex gloves, soiled clothing, used needle syringe keepers, etc. Any item that has been used for cleanup or has been contaminated by a potential infectious bloodborne pathogen should be disposed of in this container. **DO NOT USE THE REGULAR GARBAGE FOR DISPOSAL OF CONTAMINATED WASTE—OR PLACE REGULAR GARBAGE IN THE CONTAMINATED WASTE CONTAINER.**

Additional Supplies and Information

All of the above-listed personal protective equipment should be replaced, as needed, through the district. Biohazard labels for packaging, additional red bags for transporting, and needle syringe keepers are available in the squad room. (The Property and Evidence Custodian is responsible for the inventory of the biohazard cleaning supplies and condition of the sites.)

Additional information beyond evidence collection for personal protection against bloodborne pathogens may be obtained in the departmental bloodborne pathogen exposure plan, which is included in Chapter 5.00 of the *Regulation Manual*, **Employee Health**.

1.00.090 HANDLING EVIDENCE WITH THE COURTS

Most evidence turned in to the property room is never presented in court. Generally, it is either stipulated to by the defense or a guilty plea is entered, and the evidence is ultimately destroyed. However, on occasion, it is necessary to present the evidence to either district or superior court on a contested case. When evidence is needed for court, the following procedures shall apply.

Presentation of Evidence

- ▶ When the evidence is checked out with the Property and Evidence Custodian, the collecting officer and the Property and Evidence Custodian shall sign a Transfer/Disposition Report (3000-110-179), showing the transfer of evidence.
- ▶ The evidence shall remain in the collecting officer's immediate custody until presented to the court to be marked as evidence.
- ▶ If a request is made of the officer to open packages and show clothing or other items that have dried blood on them, the officer has a duty to warn the court of the potential of bloodborne pathogen contamination of surrounding participants (e.g., judge, jury, counsels, etc.).

Universal precautions shall be taken in the courtroom when handling such items. If presentation of biohazard evidence is anticipated, the officer should consult with the prosecutor and repackage the items in clear viewing plastic to prevent the spread of bloodborne pathogens to the courtroom audience. Always handle with appropriate protective measures as outlined in **1.00.080, Handling Biohazardous Evidence**, of this handbook. Latex gloves worn by all handling parties are the minimum that is required when handling this type of biohazard material.

- ▶ The signature of the court official to whom the evidence is released shall be obtained on the Transfer/Disposition Report.
- ▶ If evidence is left with the court, a photocopy of the signed Transfer/Disposition Report shall remain with the evidence. The white copy—after being signed by the court official, indicating that it is now in the custody of the court—shall be returned to the Property and Evidence Custodian.

Return of Evidence to Property and Evidence Custodian

- ▶ Where evidence is returned to the agency after the trial or appeal process, the arresting officer is responsible for returning the evidence to the Property and Evidence Custodian.
- ▶ In those cases when the evidence was merely presented for trial, and then the court did not wish to retain, the evidence is returned to the Property and Evidence Custodian, and both the Property and Evidence Custodian and the collecting officer once again sign the Transfer/Disposition Report, maintaining the chain of custody.

Seal Broken and Evidence to be Returned to Agency

- ▶ In the presence of a court official, the officer shall inventory the contents of the unsealed package to ensure all the items of the exhibit are present.
- ▶ The officer will not accept evidence from the court until it is resealed in his/her presence. The seal must be initialed and dated by the court representative and the officer. **This is critical with drug evidence.**
- ▶ A court official must sign the Transfer/Disposition Report on which the unsealed exhibits are listed, and the officer shall provide a copy to the court official.
- ▶ The evidence shall be returned to the Property and Evidence Custodian after the exhibit has been properly sealed.
- ▶ If a question of compromise, tampering, or other discrepancy arises, the division/district commander shall be notified.

1.00.100 FOUND PROPERTY

The rights and obligations to claim found property by a finder are defined in RCW 63.21, Lost and Found Property. This information is also located on the back of both pages of the Property/Evidence Report (3000-110-096). There will be instances when a finder of property will approach an officer on duty with questions as to what to do. The following guidance is provided:

- ▶ Any employee of a governmental entity (e.g., Washington State Patrol, Department of Transportation, etc.) who finds or acquires any property while acting within the course of his or her employment may not claim possession of the lost property as a finder.

- ▶ If the owner immediately claims the property from the first employee taking custody, no Property/Evidence Report is required. This situation will be documented and the owner shall sign for return of the property on a Receipt for Property (3000-110-203).
- ▶ If found property is not claimed during the shift of the collecting employee, a Property/Evidence Report and the found property shall be submitted to the Property and Evidence Custodian. If the finder desires to claim the property and the owner cannot be located, a yellow copy is provided to the finder.
 - On the reverse side of the Property/Evidence Report are the finder's rights and obligations to claim the found property (RCW 63.21). The finder should be asked to sign this portion of the report.
 - If the property is retained by the finder (under \$25 value), the employee filling out the report must also sign.
- ▶ Found items identifiable by a unique number shall be entered into the Washington Crime Information Center (WACIC) as recovered articles/firearms, as appropriate.

1.00.110 OUTPOST TROOPERS

All procedures relating to property and evidence apply to outpost troopers. However, due to the distances involved to the nearest property/evidence drop box, an outpost trooper is allowed to "temporarily" store evidence in a personal evidence locker, subject to the following:

- ▶ The evidence locker must be located in a secure location.
- ▶ Key control should only include the outpost trooper and the Property and Evidence Custodian.
- ▶ The outpost trooper must transfer the evidence within five working days to a designated Washington State Patrol evidence drop box.
- ▶ The outpost trooper should use the "remarks" section on the Property/Evidence Report (3000-110-096) to document the move from the outpost personal evidence locker to an evidence drop box at the district or detachment.

Chapter 2.00

Types of Evidence



OFFICER'S EVIDENCE HANDBOOK

Chapter 2.00 - Types of Evidence

2.00.010 ALCOHOL

Forms to be Completed

- ▶ **Property/Evidence Report** (3000-110-096)
- ▶ **Property/Evidence Tag** (3000-110-182)

Procedures

- ▶ Alcohol beverages are to be treated the same as any other evidence collected. Alcohol should only be entered into the evidence system if it is intended to be used in the prosecution of an arrest.
- ▶ If the alcohol is a small amount, the evidence should be packaged with appropriate sealing the same as other evidence is packaged.
- ▶ If a larger amount of alcohol beverage is confiscated, the Property/Evidence Tag (blue tag) may be used. Ensure that an item label is on the item and a corresponding item label is on the blue evidence tag.
- ▶ Evidence tape should be used to mark the top level of the contents on partially filled containers. This should be noted on the Property/Evidence Report.
- ▶ Do not take alcoholic beverages in for ***“Safekeeping.”***
- ▶ Under no circumstances shall departmental personnel take possession of confiscated or found alcoholic beverages for their personal use or for the use of any other person(s).

2.00.020 BIOHAZARDS - BLOOD/URINE/SYRINGES/BLOOD-SOAKED CLOTHING

BLOOD/URINE

Forms to be Completed

- ▶ **Property/Evidence Report** (3000-110-096)
- ▶ **Toxicology Laboratory Request for Analysis** (3000-136-001). Used for all drug/alcohol analysis regarding either blood or urine sent to the Toxicology Lab (gray-top vacutainer).
- ▶ **Request for Laboratory Examination** (3000-210-005). This form is sent to the crime laboratory (lavender-top vacutainer) to:
 - Identify as blood, semen, saliva, or urine.
 - Determine the species (human or animal).

- Determine presence of various blood factors, if human.
- Establish the possibility and/or probability of an individual as the source through traditional and DNA analyses.

Procedures

Refer to the *Regulation Manual* (**BLOOD/URINE SAMPLE RETRIEVAL**) for the legal guidance to be considered in taking a sample of blood/urine from a suspect.

Blood taken only for the purpose of determining the level of drugs or alcohol will be sent to the Toxicology Laboratory in the ***gray-topped vacutainers***. **USE ONLY GRAY-TOPPED VACUTAINERS SUPPLIED BY THE TOXICOLOGY LABORATORY.** These vacutainers do not need to be refrigerated because they contain a preservative. The tubes will be accompanied by a Toxicology Laboratory Request for Analysis.

Blood and/or other body fluids taken for any other examination will be sent to a crime laboratory in ***lavender-topped vacutainers***. These vacutainers need to be refrigerated immediately after collection because they do not contain a preservative. The tubes will be accompanied by a Request for Laboratory Examination.

Packaging Tips

- ▶ In most cases, a urine sample will be collected in a cup. Have a qualified technician place the sample in two gray-top vacutainers. Do not remove the preservative. Allow urine to cool prior to placing into the gray-top vacutainer (*otherwise the top may shoot out or the glass vials may break*).
- ▶ **IF NO GRAY-TOP VIAL OR TECHNICIAN AVAILABLE:** There will be times when urine is collected at places other than a hospital (e.g., jail). When there is no technician to assist in the transfer of the urine from the cup to the vial, it is satisfactory to send the specimen in the cup to the appropriate lab for analysis.
- ▶ Adequate precautions must be taken to prevent leakage. While using latex protective gloves:
 - Ensure the lid is tightly closed. Place a bar-code item label on the cup.
 - Wrap the cup in an absorbent material (such as paper towels) and place in a plastic ziplock bag. Latex gloves may be used in lieu of a plastic bag. Seal the bag or glove with evidence tape; date and initial. Place the other bar-code label, along with a **BIOHAZARD** label, on the plastic bag or glove.
 - Place in appropriate cardboard container with the appropriate form. The Property and Evidence Custodian will wrap and mail.

Blood/Urine Vacutainers

- ▶ On the labels containing the lot number of the vials, note the suspect's name, date of birth, and date and time of the blood draw. Ask the phlebotomist to place their initials on each vial label after the date and time of the draw. Place a separate bar-coded evidence label on each vial (i.e., if there are two vials, one vial will be AM1000 and the other AM1001), taking care not to cover the information you wrote on the vial labels or the lot numbers of the vials.

Hand-write the numbers of the two bar-coded evidence labels in the appropriate column on the Property/Evidence Report.

- ▶ Wrap the vials in the absorbent material provided in the Styrofoam kit provided by the lab.
- ▶ Place the wrapped vials in the provided ziplock plastic bag and seal the bag with evidence tape, date, and initial.
- ▶ Place the remaining two bar-code item labels on the plastic bag containing the vials (see **Figure 2-1**).
- ▶ Place the plastic bag in the Styrofoam container. **DO NOT SEAL THE STYROFOAM CONTAINER WITH EVIDENCE TAPE.** If the container will not stay closed, merely place a small piece of cellophane tape on one spot to secure.



Figure 2-1

Item labels on both vials and plastic bag

- ▶ **ALL BLOOD/URINE SHALL HAVE A BIOHAZARD LABEL AFFIXED TO THE STYROFOAM CONTAINER.**
- ▶ Place the Styrofoam container and the completed form inside the provided cardboard mailing box. Do not tape or mark on the mailing box. The Property and Evidence Custodian will prepare the box for mailing in accordance with postal regulations.

SYRINGES

Forms to be Completed

- ▶ **Property/Evidence Report** (3000-110-096). This form is used only if entered as evidence. Do not use if only disposing of syringe.
- ▶ **Request for Laboratory Examination** (3000-210-005). This form is used only if submitting syringe contents to the crime laboratory for analysis.

Syringe handling and packaging is one of the greatest dangers regarding infectious diseases. **NEVER** touch the exterior of a syringe—there is potential for contamination with bodily fluids, chemicals, or drugs. Syringes are handled with "mechanical means," the issued plastic tongs. Wear gloves when handling syringes in case of splashing. (Gloves will not protect against a needle stick.)

Each officer shall have at least two "Needle Syringe Keepers" available for use. Place syringes in the needle keeper to transport for processing and disposal.

Very rarely will syringes be entered into the evidence system. One exception would be if the syringe was used against someone in an assault as a deadly weapon. Generally, the syringe will be transported to the office for disposal into the designated sharps container. If syringes are needed to help make the case, they should be photographed, and these photographs become a part of the case file.

Procedures

Place syringe into the needle keeper by the following method:

- ▶ Place one-half of the needle keeper on a flat surface, with the end against a vertical surface.
- ▶ Use the tongs to pick up the syringe **BY THE PLUNGER**, not the barrel, and slide into the keeper.
- ▶ Cap the keeper by twisting on the other half. The syringe is ready to transport. Do **NOT** hold the keeper in your hand and drop the syringe in!

The syringe is disposed of in the following manner:

- ▶ After arriving at the office, remove the syringe by preparing the work surface (evidence preparation table) with a sheet of butcher paper. Wearing gloves, twist the needle keeper open and pull apart the halves over the butcher paper, slightly angling the halves so the syringe slides out.
- ▶ Carefully deposit the entire syringe, held by tongs, into the red sharps container that is provided at each office.
- ▶ Dispose of the empty needle keeper in the biohazard bin, and obtain a replacement needle keeper.

On rare occasions, the contents of the syringe will have to be submitted to the crime laboratory for analysis. The Bloodborne Pathogen Standard completely prohibits the removal of contaminated needles from a syringe (including by shearing or breaking). **THE CRIME LABORATORY WILL NOT ACCEPT SYRINGES WITH NEEDLES.**

The following method will be used to extract the contents from a syringe in order to submit the substance to the crime laboratory for analysis:

- ▶ Put on a pair of latex gloves. Prepare the work surface and remove the syringe from the needle keeper as described above.
- ▶ Place a "Clickseal Micro-Centrifuge Tube" in the plastic box provided at the office.
- ▶ While using both a face mask/shield to protect mucous membranes from splashing, hold the syringe by the plunger with the tongs, slowly inject the syringe contents into the tube, and seal shut.
- ▶ Because of the pressure from the constricted needle to the tube, while injecting the sample, lean away from the tube to minimize spray into the face.
- ▶ Carefully deposit the entire syringe, held by tongs, into the red sharps container that is provided nearby.
- ▶ Dispose of the empty needle keeper in the biohazard bin, and obtain a replacement needle keeper.

- ▶ Properly package the Clickseal Tube for submission to the crime laboratory for analysis in the same manner that blood is packaged (see **2.00.020, Biohazards - Blood/Urine**) using one of the blood kits, minus the vials for this purpose.
 - Because of the small size of the tube, place one bar-code item label on the sealed plastic bag and one label on the outside of the final packaging.
 - Affix a **BIOHAZARD** label on the outside of the Styrofoam container.
 - Turn the package in to the Property and Evidence Custodian with a Property/Evidence Report and a Request for Laboratory Examination.

BLOOD-SOAKED CLOTHING

Forms to be Completed

- ▶ **Property/Evidence Report** (3000-110-096)
- ▶ **Request for Laboratory Examination** (3000-210-005)

All blood-soaked clothing should be treated with the utmost of caution, utilizing universal precautions at all times. Even after the clothing has been dried, it is still a biohazard with every potential of transmitting an infectious disease, such as Hepatitis B, to the handler.

The evidence value of blood-soaked clothing is extremely important. It may be gathered at the scene, in the ambulance, or at the hospital.

Procedures

- ▶ Adequate protective gear must be worn. Some scenes will require a full-body Tyvek suit, while others may only require a pair of latex gloves. Pointed and sharp-edged objects must be handled with extreme care. Blind searches are definitely to be avoided. Officers must not place their hands into any space that is not visually inspected. Eyes must be protected if splashes are likely to occur.
- ▶ The officer should carefully document from whom the clothing was removed, who assisted, where it was removed, the time obtained, what bag it went into, and any contamination that it may have already received.
- ▶ Using "universal precautions" as described in **1.00.080, Handling Biohazardous Evidence**, blood-soaked clothing shall be carefully placed in a plastic red biohazard bag for immediate transport to a biohazard drying room provided in each district. Time is of the essence—especially in warm weather—as critical components of the liquid blood will start rapidly breaking down, limiting their examination potential by the crime laboratory.

DO NOT LET BLOOD-SOAKED CLOTHING SIT IN THE RED BAG ON THE HOT METAL SURFACE OF A PATROL CAR. Especially in the summer months of Eastern Washington, protection from heat is extremely important.

Drying rooms are strategically placed throughout the state so as to be no more than two hours from any given scene where blood-soaked clothing will be collected. The officer should become familiar with the drying room facility in the district where he/she is assigned.

- ▶ Because of emergent time constraints, it may be necessary that an officer other than the primary investigating officer transport this clothing to the drying room facility.
- ▶ Unless district procedures are already in place for the use of the drying room, the Property and Evidence Custodian may have to be called to assist in the hanging of blood-soaked clothing to dry.
- ▶ Plastic hangers, plastic clothes pins, butcher paper on the floor, and a room that can be secured and marked "**BIOHAZARD**" are available and will be utilized. The clothing is air-dried at room temperature with no draft. The red plastic bags used to transport are discarded in the biohazard refuse bin.
- ▶ When clothing has thoroughly dried (still using gloves), it is carefully taken down and packaged in brown kraft paper and/or bags. Whenever possible, the clothing should be wrapped in the paper that served to catch the drippings. This will aid in preserving any fibers, blood, dirt, etc., that may have separated from the article of clothing.

DO NOT USE PLASTIC BAGS OR CONTAINERS TO PACKAGE CLOTHING. The only time plastic is used is to initially transport from the scene to the drying facility.

- ▶ **EVEN THOUGH THE BLOOD IS NOW DRIED, IT IS STILL HIGHLY INFECTIOUS** and should be handled with extreme caution. **BIOHAZARD** labels are placed on the outside of the package. An item label is placed on the clothing in a place where it will not affect the crime laboratory examination. A corresponding item label is placed on the outside of the package. The package is sealed with evidence tape and initialed and dated as described under **1.00.050, General Packaging and Sealing**.
- ▶ The Property/Evidence Report is submitted to the Property and Evidence Custodian. If analysis is desired, the Request for Laboratory Examination is submitted.
- ▶ The drying room is cleaned using the cleaning supplies provided at the site. A ten-part water to one-part bleach solution will effectively kill any remaining infectious substance.

2.00.030 CELL PHONES/COMPUTERS/DIGITAL STORAGE DEVICES AND MEDIA

Forms to be Completed

- ▶ **Property/Evidence Report** (3000-110-096)
- ▶ **Request for Laboratory Examination** (3000-210-005)

Cell Phones

The Computer Crimes Unit (CCU) in the Investigative Assistance Division performs forensics on cell phones, since they can be used to send text messages; store pictures, video, and audio files; and have Internet capabilities. All cables (power cable) and adapters should be collected as well with any cellular phone or Personal Digital Assistant (PDA). The very nature of cellular phones causes the digital information to be very fragile. These devices require extra care to maintain the information. If the device is off, it should be kept off. If the device is on, it must be removed from the network. Turning the device off can make the data contained in the phone inaccessible. CCU staff should be consulted as needed when dealing with these devices.

Computers

CCU personnel are available to assist prior to the collection of any computer taken as evidence. They caution that no attempt should be made to power up a computer taken as evidence, as this may destroy information on the machine.

Other Digital Storage Devices and Digital Storage Media

Other technologies that can be looked at forensically are i-Pods, video game consoles (Xboxes, PlayStations, etc.), and any other type of device that can be connected to the Internet or may store digital information, as they may be used in criminal activities.

Other forms of digital storage devices and media may be used to store evidentiary information, such as the following.

- ▶ Floppy disks/Zip disks
- ▶ CDs/DVDs
- ▶ External backup drives (tapes and tape drives, external hard drives)
- ▶ USB “Jump”/“Thumb” drives
- ▶ Hard-drive-based TV recorders (e.g., Tivo)
- ▶ Data storage cards (could be hidden in a variety of devices such as digital cameras, music players, and Global Positioning System [GPS] units)
- ▶ Digital music devices
- ▶ Hand-held digital photo viewers

Consult with CCU about the handling and storage of items of this kind.

Procedures

- ▶ If any cell phones or computers become evidentiary, a property number is obtained and the item(s) are tagged with a bar-code label—one label on the item, and one label on the package. When possible, the evidence items should be packaged, sealed with evidence tape, and appropriately dated and initialed. Do not place evidence tape directly on a computer. The preferred method is to place the computer in a paper bag and seal the bag with evidence tape.
- ▶ The Property/Evidence Report and a Request for Laboratory Examination are completed and the evidence, along with the forms, is turned in to the evidence drop box before going off shift.
- ▶ Consultation with CCU personnel is highly recommended before taking any action that may compromise the evidentiary value of any electronic information storage device. Simply turning a device on or off can destroy/alter or make evidence inaccessible.
- ▶ In any investigation involving a serious felony or high-profile case, CCU should be consulted prior to handling the digital evidence. The CCU phone number is (360) 704-4242. After hours, contact CCU personnel through District 1 (Tacoma) Communications.

2.00.040 DIESEL FUEL**Forms to be Completed**

- ▶ **Property/Evidence Report** (3000-110-096)
- ▶ **Diesel Fuel Inspection Notice** (3000-150-171)
- ▶ **Dyed Fuel Testing, Sample Identification, and Collection Record** (3000-150-035)

All packaging materials will be provided by the submitting officer. This material includes two fuel sample bottles, absorbent material for each bottle, a ziplock bag, and a cardboard shipping container. Evidence tape and bar-code labels are supplied at the district squad room.

Procedures

Submitting officers will obtain a property number through Communications. The two (2) four-ounce sample bottles of diesel fuel will be packaged according to the directions below and deposited into an evidence drop box. Notify the Property and Evidence Custodian of your submission. A properly completed Property/Evidence Report shall accompany the evidence.

- ▶ Each of the fuel sample bottle caps are sealed with evidence tape and wrapped in an absorbent material.
- ▶ The two fuel sample bottles are placed in a single plastic ziplock bag, sealed with evidence tape, initialed, and a single bar-code item label is placed on the outside of the bag identifying both bottles as one sample unit.
- ▶ The second bar-code item label is placed on the Diesel Fuel Inspection Notice in the comments section.
- ▶ Both the Diesel Fuel Inspection Notice and a Dyed Fuel Testing, Sample Identification, and Collection Record are placed inside the **unsealed** cardboard container. A properly completed Property/Evidence Report is turned in with the package.

2.00.050 DRUGS/CONTROLLED SUBSTANCES**Forms to be Completed**

- ▶ **Property/Evidence Report** (3000-110-096)
- ▶ **Request for Laboratory Examination** (3000-210-005)
- ▶ **High Intensity Drug Trafficking Awareness (HIDTA) Seizure Report** (3000-140-001)

Many drugs are very potent, and even minute amounts present a health hazard. Do not eat, drink, or smoke while handling the material. Be sure to exercise good personal hygiene when

handling suspected substances by washing the hands thoroughly after handling, even if direct contact was not made. **ALWAYS WEAR GLOVES WHEN HANDLING DRUGS. NEVER TRY TO IDENTIFY A SUBSTANCE BY TASTE OR SMELL.**

Procedures

- ▶ **DO NOT PACKAGE SYRINGES.** Neither the Property and Evidence Custodian nor the crime laboratory will accept syringes as drug-related evidence. If it is absolutely necessary that the liquid inside of the syringe be analyzed, the procedures in **2.00.020, Biohazards - Blood/Urine/Syringes/Blood-Soaked Clothing**, in this manual should be followed.
- ▶ **DO NOT PACKAGE SHARPS.** A popular hiding place for razor blades, etc., that are used for drugs is between the lamination of a driver's license and loose in a plastic bag of cocaine. The officer should ensure that no "**sharp**" is submitted with the drug evidence. If the officer is unable to remove "**sharps**" from the evidence package, it should be properly labeled to alert anyone coming in contact with it. (Other items that could be classified as "**sharps**"—such as knives, pointed objects, martial arts weapons, etc.—should be submitted with a blue evidence tag and not be hidden in a package.)
- ▶ Each type of drug must be packaged separately to prevent cross-contamination.
- ▶ All drugs should be field-tested prior to packaging. The results should be included in the officer's case report and also written in the "Remarks" section of the Property/Evidence Report.
 - Drug field test kits are **presumptive** tests (i.e., a positive test indicates a probability that the substance being tested for is present). The test is **not** a conclusive test that proves the presence or absence of a particular drug.
 - The field test kit is useful in establishing probable cause and provides support for an affidavit to obtain a search warrant.
 - Do not use a field test if the amount of the suspected material is very small and the test would use up too much of the substance, precluding further testing at the crime laboratory. In these cases, just send in the sample to the crime laboratory through the Property and Evidence Custodian.
 - Do not send in the used field test kit to the crime laboratory. Discard the used kit in the biohazard waste bin. The crime laboratory will confirm the test by analyzing the submitted substance.
- ▶ A Request for Laboratory Examination must be completed for all drug evidence, unless conclusive identification has been made by the appropriate authority or Property and Evidence Custodian. Marijuana will be analyzed by the Property and Evidence Custodian or the local Marijuana Technician.
- ▶ Consider completing a High Intensity Drug Trafficking Awareness (HIDTA) Seizure Report for drug evidence.

Request for Laboratory Examination

- ▶ List the items in order of priority (i.e., the order in which the officer wants the items to be examined).

- ▶ Write the item numbers clearly.
- ▶ Do not list suspected substances as a particular drug. List substances as "suspected cocaine" or "suspected of containing heroin."

MARIJUANA-MUSHROOMS-VEGETABLE MATERIAL

Forms to be Completed

- ▶ **Property/Evidence Report** (3000-110-096)
- ▶ **Request for Laboratory Examination** (3000-210-005) (*mushrooms only—not marijuana*)

Green vegetable matter that is suspected to be marijuana is submitted to the Property and Evidence Custodian for analysis. Since marijuana is analyzed by the Property and Evidence Custodian, it needs to be packaged separately from evidence going to the crime laboratory for analysis. There is no need to fill out a Request for Laboratory Examination for marijuana; the prosecutor will advise the Property and Evidence Custodian when the case is set for trial so that the marijuana is analyzed in a timely manner.

Procedures that are followed for the packaging of suspected marijuana are the same as that of mushrooms, except that mushrooms are sent to the crime laboratory for analysis.

Procedures

- ▶ **DRUG PARAPHERNALIA SHALL BE PACKAGED SEPARATELY FROM MARIJUANA.** The paraphernalia will have the same property number and will be entered on the same Property/Evidence Report, but will have a different bar-code item label and be placed in separate packaging material (same property number, different item number).
- ▶ **MARIJUANA MUST BE PACKAGED SEPARATELY FROM OTHER CONTROLLED SUBSTANCES.** Property and Evidence Custodians and/or local Marijuana Technicians analyze marijuana. All other drug items go to the crime laboratory for analysis by forensic scientists (same property number, different item number).

Do not package wet or damp green vegetable matter. If green vegetable matter is damp, place it in a paper container, such as a paper bag, which will breathe, and then place in a manila envelope or other appropriate paper container. Do not package it in the original plastic baggie. A large quantity of green vegetable material may require direct air drying. If that is the case, notify the Property and Evidence Custodian that the material needs to be dried before final packaging. (The drying of wet plant material is applicable to both suspected marijuana and mushrooms. Mushrooms are sent to the crime laboratory for analysis, accompanied by a completed Request for Laboratory Examination.)

- ▶ Suspected marijuana should be field-tested prior to packaging. The results should be included in the officer's case report and also written in the "Remarks" section of the Property/Evidence Report.
- ▶ Dried marijuana in a plastic bag is generally dry enough for packaging. Each bag should be sealed with evidence tape and dated and initialed (see **Figure 2-2**). It should then be placed in a larger envelope/package and sealed (see **Figures 1-1** and **1-2** in Chapter 1 of this handbook). Each plastic bag of marijuana should have a separate bar-code item number.



Figure 2-2
Properly sealed plastic bag

2.00.060 EXPLOSIVES/HOMEMADE FIREWORKS

Forms to be Completed

- ▶ **Property/Evidence Report** (3000-110-096)
- ▶ **Transfer/Disposition Report** (3000-110-179)

Any explosive and all fireworks that appear to be homemade, such as tennis ball explosives, M-80, Cherry Bomb, etc., shall be approached with caution. These suspected explosives necessitate that the Washington State Patrol Explosives Unit be notified immediately. The arresting officer is **not to** handle these types of explosives. **A bomb technician shall be consulted with prior to handling, seizing, or otherwise dealing with dangerous explosives.**

Procedures

- ▶ The suspected explosives detonated or confiscated by the bomb technician shall be photographed for evidentiary purposes in order to enable the prosecutor or the arresting officer to present in court.
- ▶ The suspected explosive will not be tagged, but a bar-code item label shall be placed on the evidence envelope and a Property/Evidence Report and a signed Transfer/Disposition Report submitted to the evidence drop box, indicating that the explosives were disposed of or confiscated by the responding Washington State Patrol Explosives Unit bomb technician.
- ▶ Under **no** circumstances are explosive devices or homemade fireworks (tennis ball bombs, M-80s, etc.) to be placed in evidence storage lockers or stored in the property rooms, bullpens, or cargo containers. The Property and Evidence Custodian shall be consulted regarding temporary storage of explosives and/or homemade fireworks.
- ▶ For information on packaging of **commercially-produced** fireworks, please refer to **Section 2.00.080, Fireworks**, of this manual.

2.00.070 FIREARMS

Forms to be Completed

- ▶ **Property/Evidence Report** (3000-110-096)
- ▶ **Weapon Forfeiture Request** (3000-110-005)
- ▶ **Property/Evidence Tag** (blue tag) (3000-110-182)
- ▶ **Request for Laboratory Examination** (3000-210-005) (only if applicable – e.g., fingerprints)

The number of firearms encountered by the officer during a tour of duty has increased significantly in recent years. It is important to handle these weapons in a safe manner while preserving them for evidence. Many weapons will be taken in as safekeeping, only to find that the person in possession of the weapon is not allowed by law to possess the firearm. Familiarity with RCW 9.41, Firearms and Dangerous Weapons, is a must for the officer. The Property and Evidence Custodian is an excellent source to utilize in helping the officer to determine if the weapon should be submitted for forfeiture to the court.

Procedures

- ▶ Handle the weapon carefully, even if it is on “safe” or is not cocked—the safety may be faulty or the trigger pull may be very light (“hair trigger”).
- ▶ **Firearms shall be unloaded immediately.** If the officer is unsure as to how to unload the weapon, assistance from another officer should be obtained. Do not let pride get in the way on this one; it is most important to ensure that the weapon is properly unloaded and made to be in a safe condition.

— UNLOADING REVOLVER

Open the cylinder and remove the cartridges.

— UNLOADING SEMI-AUTOMATIC PISTOL

Remove the magazine. Remove the live round, if any, from the chamber.

- ▶ The exception to the above procedure is if the weapon is involved in a shooting. Each cartridge will have to be diagrammed as to its location in the cylinder; and, in a semi-automatic, which cartridge was in the chamber, etc. The officer should refer to the *Physical Evidence Handbook* (3000-210-463) (available on Inside WSP under FLSB/Crime Lab Division/Division Documents) and/or consult with the crime laboratory.
- ▶ Firearms shall be submitted to the Property and Evidence Custodian/drop box in an **UNLOADED** condition. If it is necessary to turn in a loaded weapon, the collecting officer shall place the weapon in a paper bag and clearly post a warning in red ink on the paper bag to the Property and Evidence Custodian (see **Figure 2-3**). Whenever possible, the Property and Evidence Custodian should be personally contacted and alerted to the loaded incoming weapon.

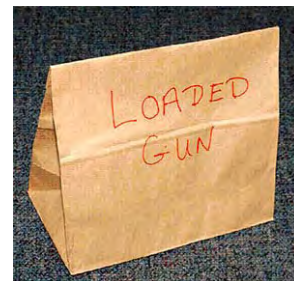


Figure 2-3

Loaded gun in labeled paper bag

- ▶ Firearms are to be secured with a tie strap. For semi-automatics, the tie strap is placed through the magazine well and out the ejector port (see **Figure 2-4**). For revolvers, the tie strap is run through the cylinder (see **Figure 2-5**).

**Figure 2-4**

Semi-automatic pistol secured with tie strap, blue tag, and item labels

**Figure 2-5**

Revolver secured with tie strap, blue tag, and item labels

- ▶ Magazines, ammunition, holsters, belts, etc., are to be sealed inside an evidence envelope. All accessories will have a separate bar-coded item tag placed onto them. Place the other bar-coded item tag onto the evidence envelope.
- ▶ Fill out a Property/Evidence Tag (blue tag) and secure the tag to the weapon. Place one item label on the weapon. (Consult with the Property and Evidence Custodian if alternate placement of the bar-coded item tag is necessary to prevent destruction of latent prints.) Do not cover the weapon's serial number. Place the second item label on the blue tag. **DO NOT PLACE FIREARMS INSIDE OF ANY ENVELOPE OR PACKAGE.**
- ▶ If the firearm requires examination, the weapon should be appropriately packaged to protect evidence such as blood, hair, and latent prints. Do not use plastic bags; breathable paper packaging is recommended. Along with the Property/Evidence Report, another form that may be needed is the Request for Laboratory Examination.
- ▶ If blood is on the firearm, a biohazard warning label will be affixed to either the blue tag or the package.
- ▶ All weapons taken by the collecting officer will be checked through the Washington Crime Information Center/National Crime Information Center (WACIC/NCIC) to ascertain if stolen. Utilizing a Triple III check, the person in possession of the weapon will also be checked to ascertain if a conviction exists that would not allow possession of the firearm. This information must be given to the Property and Evidence Custodian.
- ▶ The officer should become familiar with RCW 9.41, Firearms and Dangerous Weapons. If a person has a conviction that prohibits possession of a firearm, the officer shall fill out the Weapon Forfeiture Request and take it to the prosecutor with the case report to pursue a weapon forfeiture hearing before the court.
- ▶ The officer should submit a copy of the Weapon Forfeiture Request with the firearm to the property room, or write the reason why the weapon will not be petitioned to the court for forfeiture in the "Remarks" section of the Property/Evidence Report.

- ▶ RCW 9.41 prohibits possession of a firearm under the following circumstances:
 - All felony convictions.
 - All out-of-state comparable felonies.
 - DUI in possession of a firearm. (The firearm does not have to be on person, but merely within his/her control. Bear in mind that if the firearm is just in a vehicle and not loaded, a concealed pistol license is not required and seizure of the weapon is not appropriate.)
 - Convictions that disqualify a person from possessing a firearm under federal law also disqualify a person under Washington law.
 - Conviction of any offense, felony or non-felony, where a firearm was used (e.g., brandishing).
 - Domestic Violence "misdemeanor" convictions:
 - Fourth Degree Assault
 - Coercion
 - Stalking
 - Reckless Endangerment 2nd Degree
 - Criminal Trespassing 1st Degree
 - Violation of the provisions of a protection/no contact order restraining/excluding from residence
 - Persons under 18 years of age subject to the exceptions stated in RCW 9.41.042.
- ▶ The term "conviction" as it relates to illegal weapon possession applies even if the charge is ultimately dismissed after a probation period. The officer should not be bashful in seeking out a forfeiture of a weapon through the local prosecutor or court. The Weapon Forfeiture Request is designed to facilitate this process. The Property and Evidence Custodian is available for assistance.

2.00.080 FIREWORKS

Forms to be Completed

- ▶ **Property/Evidence Report** (3000-110-096)
- ▶ **Transfer/Disposition Report** (3000-110-179)
- ▶ **Property/Evidence Tag** (blue tag) (3000-110-182)

Procedures

- ▶ Commercially produced fireworks that are confiscated shall be photographed for evidentiary purposes in order to enable the prosecutor, or the arresting officer, to present in court. The fireworks will be tagged with the appropriate bar-code item labels utilizing the Property/Evidence Tag (blue tag).
- ▶ The Property and Evidence Custodian shall be notified and told when there are commercially produced fireworks being placed into the evidence system.

- ▶ The evidence and the Property/Evidence Report are submitted, along with a signed Transfer/Disposition Report, to the evidence drop box. This will authorize the Property and Evidence Custodian to dispose of the fireworks.
- ▶ As soon as practical, the fireworks shall be temporarily placed in a safe and secure location (such as an approved storage container, magazine, or bunker).
- ▶ For homemade fireworks, refer to **Section 2.00.060, Explosives/Homemade Fireworks**, of this manual.

2.00.090 PHOTOGRAPHS/VIDEOS/CASSETTE TAPES

Forms to be Completed

- ▶ **Property/Evidence Report** (3000-110-096)

Photographs, negatives, audio statement tapes, and videotapes are not necessarily evidence, **but may become evidentiary**. If so, the item(s) should be handled as outlined in the **Procedures** section below.

Initially, all investigative photographs, negatives, audio statement tapes, and videotapes should be placed in a sealed envelope and attached to, or placed inside of, the case file. Not entering as evidence will facilitate releasing copies of this material for public disclosure, should an inquiry be made. **DO NOT ENTER INTO THE EVIDENCE SYSTEM UNLESS SO DIRECTED.**

Procedures

- ▶ If any of the above-mentioned items become evidentiary, a property number is obtained and the item(s) are tagged with a bar-code label—one label on the item, and one label on the package. The package is sealed with evidence tape and appropriately dated and initialed.
- ▶ The Property/Evidence Report is completed and the evidence, along with the report, is turned in to the evidence drop box before going off shift.

2.00.100 SECURITIES – MONEY/JEWELRY/VALUABLES

MONEY

Forms to be Completed

- ▶ **Property/Evidence Report** (3000-110-096)
- ▶ **Receipt for Property** (3000-110-203)
- ▶ **Cash Management Form** (3000-372-001)

Currency placed into the evidence system must be counted by two employees and a Cash Management Form will be filled out by the submitting officer and signed by both the submitting

officer and a witness. The Property and Evidence Custodian shall not accept currency without two signatures on the package and the Cash Management Form. This rule is not solely to reduce the chance of theft and increase accuracy; it is equally important to convince a jury or judge that the handling of evidence leaves no room for error. A small supply of Receipt for Property forms should be carried in the patrol car.

Most money will be taken under a "safekeeping" status and returned to the owner by the Property and Evidence Custodian as soon as possible. Money will only be taken as "evidence" if the funds are a part of the criminal act being charged (e.g., a seizure as a result of a violation of the Uniform Controlled Substances Act, marked money utilized in a drug buy, a rolled-up money bill with white powder residue, etc.). **DO NOT TAKE MONEY AS EVIDENCE UNLESS IT HAS ACTUAL EVIDENTIARY VALUE.** Money, by itself, is not illegal to possess. The officer should use good judgment in determining if money will be taken as "**Evidence**" or "**Safekeeping**."

Procedures

- ▶ Whenever funds are discovered on a defendant or in the area being searched or inventoried, the finding officer shall summon another officer immediately. Funds shall be counted by two officers and the defendant or person claiming ownership.
- ▶ If the owner is not present, the funds shall be counted by two officers.
- ▶ If it is not possible to use another officer to count the funds, then the officer should secure another credible witness (e.g., officer from another agency, paramedics, tow operator, etc.).
- ▶ The collecting officer shall give a Receipt for Property to the person from whom the funds were taken. Money should be listed on the receipt by denominations and should be signed by the defendant/owner, the collecting officer, and the witness. The white copy is turned in with the Property/Evidence Report, the yellow copy is retained by the collecting officer, and the pink copy goes to the defendant/owner.
- ▶ The name of the witness shall be indicated in the "Remarks" section of the Property/Evidence Report.
- ▶ The funds shall be placed in an envelope and sealed with evidence tape on all seams. The seams shall be initialed by both the collecting officer and the witness. Regardless of whether the property category of money becomes "**Evidence**," "**Found Property**," "**Asset Seizure**," or "**Safekeeping**," the package is always sealed with evidence tape and appropriately initialed.
- ▶ **MONEY MUST BE PACKAGED SEPARATELY FROM OTHER PROPERTY AND A SEPARATE PROPERTY NUMBER WILL BE REQUESTED FOR THE MONEY.** The reason for this is that it is stored separately from other property. The Property and Evidence Custodian places the money either in the bank or the property room safe. Other property from the same case will be stored with the general property in the property room.
- ▶ **FUNDS IN EXCESS OF \$10,000 SHALL REQUIRE CALL-OUT OF THE PROPERTY AND EVIDENCE CUSTODIAN OR PRIMARY ALTERNATE.**
- ▶ **FUNDS IN EXCESS OF \$5,000 SHALL BE PLACED IN AN EVIDENCE DROP BOX AT A 24-HOUR-STAFFED INSTALLATION (E.G., DISTRICT OFFICE).** The submitting officer will advise the Property and Evidence Custodian of the storage of funds.

- ▶ **DO NOT TAKE MONEY FROM AN INDIVIDUAL IF IT IS NOT RELATED TO THE ARREST.** The officer has no right to take money from an individual based on social status, race, religion, age, gender, demeanor, clothing, etc. However, the officer is obligated to secure the money for safekeeping if the owner has been separated from it. In this case, the Property and Evidence Custodian will attempt to return the funds as soon as possible to the rightful owner.
- ▶ At no time should an officer turn confiscated funds over to another individual without determining they are entitled to the funds and obtaining a proper receipt for the funds.

JEWELRY/VALUABLES

Forms to be Completed

- ▶ **Property/Evidence Report** (3000-110-096)
- ▶ **Receipt for Property** (3000-110-203)

For those items of jewelry and other small items that have obvious value, the handling is similar to that of money as described above. When in doubt as to its value, these items should be treated as though they have value and should be appropriately secured in the property/evidence system.

Procedures

- ▶ If the item has obvious value, the property should be inventoried by the collecting officer and a witness.
- ▶ Proper sealing procedures should be utilized, and both the collecting officer and the witness should initial the sealing of the package.
- ▶ The name of the witness should be indicated in the "Remarks" section of the Property/Evidence Report.
- ▶ The item(s) should be separately packaged from the rest of the property taken, as jewelry and other valuable items will be stored in a locked inner secure area separate from the general property in the property room.
- ▶ If taken from the owner, a Receipt for Property form shall be filled out and the owner, witness, and collecting officer will sign. A copy will be left with the owner.
- ▶ For most jewelry and small valuable items, it is satisfactory to deposit them in the locked evidence drop box. However, those items of obvious extreme value shall be deposited at a 24-hour-staffed installation (e.g., district office). The submitting officer will advise the Property and Evidence Custodian of the storage of the items.

2.00.110 VEHICLES

Forms to be Completed

- ▶ **Property/Evidence Report** (3000-110-096)
- ▶ **Property/Evidence Tag** (blue tag) (3000-110-182)
- ▶ **Property Room Access Record** (3000-110-254)
- ▶ **Tow/Impound and Inventory Record** (3000-110-076)
- ▶ **Request for Tow Invoice** (3000-365-006)

Most vehicles that the officer has towed in are impounds and will usually be stored at a tow company's lot. Other vehicles will be entered as evidence and be stored at the evidence storage yard (bullpen) within the district. There are many reasons why a vehicle might be entered into the evidence system. Examples of evidentiary situations include, but are not limited to:

- Vehicular Homicide
- Vehicular Assault
- Hit-and-Run serious injury
- Felony Eluding
- Use of Force with vehicle
- Patrol car collisions
- Vehicles with suspected contraband—search warrant
- Shootings
- Vehicles with altered VIN
- Stolen parts—chop shops
- Vehicles that were part of a crime scene
- Insurance Fraud—arson of vehicle
- Auto theft
- Vehicles awaiting seizure hearings
- etc. etc. etc.

Procedures

- ▶ A property number is obtained from Communications. When multiple vehicles are involved with the same case, each vehicle shall have a separate property number (01, 02, 03, 04, etc.) and be listed on a separate Property/Evidence Report.
- ▶ Where bullpen keys are secured in key boxes in detachment offices or Communications Centers, officers shall notify Communications each time they utilize the bullpen key to access the bullpen—AND, the officer will sign the Property Room Access Record for the bullpen. The reason for access (i.e., “placing a vehicle, property number #####, into District 5 bullpen” or “service of a search warrant on case number #####”) shall be entered in the Computer-Aided Dispatch (CAD) Log by Communications; after exiting the bullpen, the officer shall notify Communications.
- ▶ Where personnel (sergeants, detectives, and the Property and Evidence Custodian) are issued keys for bullpen locks, the **KEY ACCOUNTABILITY** and **INSPECTIONS** policies of the *Regulation Manual* shall be followed to maintain key security. Personnel issued keys for

bullpen locks shall also notify Communications each time they utilize the bullpen in the same manner as described above.

- ▶ A lawful inventory will be conducted on all vehicles placed in the bullpen using the Tow/Impound and Inventory Record (3000-110-076). A copy of the Tow/Impound and Inventory Record shall be turned in to the Property and Evidence Custodian. (Refer to the *Regulation Manual*, **INVENTORY OF VEHICLES, EVIDENCE SYSTEM**, and **SEARCHES**.)
- ▶ "**Safekeeping**" items require a separate property number and will be immediately released to the owner by the Property and Evidence Custodian. Items submitted as "**Evidence**" will not be released by the Property and Evidence Custodian without the permission of the collecting officer.
- ▶ Items in a vehicle not entered into evidence can be returned to the owner. If unable to return to the owner, the items will be placed into safekeeping. Proper security of all items is a departmental responsibility.
- ▶ All vehicles placed in the bullpen **MUST** have an absorbent pad secured on the ground under the engine. The pad needs to be secured with an appropriate weighted object (rocks, bricks, steel rods, etc.) Check with the Property and Evidence Custodian for the location of these pads and securing devices (see **Figure 2-6**). If the interior of a vehicle is exposed, a tarp shall be secured over the vehicle. It is the responsibility of the officer to utilize the absorbent pads and tarps when placing a vehicle in the bullpen.



Figure 2-6

Absorbent mat placed under vehicle stored in the evidence storage yard

- ▶ Each bullpen is an extension of the property room, and security of the facility is a high priority. All personnel entering the bullpen, other than the Property and Evidence Custodian, shall advise Communications so that a Computer-Aided Dispatch (CAD) Log entry can be made indicating they were inside the facility at a certain date and at a specific time.

- ▶ The Property/Evidence Tag (blue tag) is attached to inside of the vehicle to either the steering wheel or mirror. One item label is attached to the dash; the other item label is placed on the blue tag. On severely damaged vehicles, it may be necessary to place the blue tag inside a clear plastic bag and attach to the vehicle wherever it can best be observed (see **Figure 2-7**).

**Figure 2-7**

Vehicle in evidence storage yard with blue tag and item labels (one item label on blue tag and one on the dash)

- ▶ Keys to drivable vehicles shall be turned in to the evidence drop box with the Property/Evidence Report as a separate "item number" than the vehicle, but on the same report. **DO NOT LEAVE KEYS IN DRIVEABLE VEHICLES.**
- ▶ Turn in the tow bill and the Request for Tow Invoice with the Property/Evidence Report.
- ▶ If a vehicle is being stored for a search warrant, all access to the vehicle should be sealed. An effective seal is a small piece of evidence tape across opening of trunk, hood, and doors (see **Figures 2-8, 2-9**).

**Figure 2-8**

Evidence tape securing trunk of vehicle

**Figure 2-9**

Evidence tape securing hood of vehicle

- ▶ Use evidence tape with a paper bridge to prevent damage to painted surfaces (see **Figure 2-10**).



Figure 2-10
Evidence tape with paper bridge securing door of vehicle

- ▶ If explosive material is encountered, the Explosives Unit will be immediately notified. Do not disturb the items.

Vehicles as “Rolling Methamphetamine Labs”

If a clandestine laboratory is encountered, the Special Weapons and Tactics (SWAT) Team will be notified. Every effort should be made to contact a Washington State Patrol detective with the local narcotics task force to assist with securing the components (vehicle included) of the methamphetamine lab for evidentiary purposes.

- ▶ Once the officer has probable cause to believe that criminal activity has taken place that justifies a seizure, authorization to seize the property should be obtained from a supervisor.
- ▶ When a vehicle is impounded for narcotics trafficking in violation of RCW 69.50, Uniform Controlled Substances Act, the investigating officer shall notify the Narcotics Section of the intended seizure by the next working day. The Narcotics Section shall determine if forfeiture seizure proceedings shall commence.
- ▶ Guidance on the seizure process may be obtained in the *Regulation Manual* under **PROPERTY SEIZURES - NARCOTICS INVESTIGATION**.

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Chapter 3.00

Forms

**OFFICER'S EVIDENCE HANDBOOK****Chapter 3.00 - Forms**

**PROPERTY/EVIDENCE REPORT
(3000-110-096)****I. INSTRUCTIONS FOR USE**

- A. A completed Property/Evidence Report (3000-110-096) shall accompany all property and evidence submitted to the Property Custodian.
- B. Case and property numbers are obtained through Communications. The property number is the case number with a suffix. The property number identifies property/evidence associated with the case. The first property number would be the case number with -001, the second would be -002, and so forth.
- C. Items of the same case that were obtained by different officers, from different locations, or on different occasions shall be reported on separate Property/Evidence Reports (same case number, different property numbers).
- D. Items of the same case that are being held for different purposes (evidence, found property, asset seizure, or safekeeping) shall be reported on separate Property/Evidence Reports (same case number, different proper numbers).

Example: If, on the same case, some items are being held as evidence and some for safekeeping, you should use two separate Property/Evidence Reports with two different property numbers. All of the evidence would be listed on one form, with the property number being the case number with the suffix -001. All safekeeping property would be listed on a separate form, with the property number being the case number with the suffix -002.

- E. A description of the property/evidence shall be entered on the lines provided. Additional forms shall be used if more space is needed. **Additional pages do not require different property numbers**, unless C or D above applies.

II. DISTRIBUTION

- A. The original copy submitted to the Property and Evidence Custodian with the evidence/property.

[illegible]

FINDER'S RIGHTS AND OBLIGATIONS TO CLAIM FOUND PROPERTY (RCW 63.21)

*A PERSON WHO FINDS PROPERTY HAS THE RIGHT TO CLAIM PROPERTY IF:

1. The property is not unlawful to possess (contraband).
2. The owner of such property is unknown.
3. The finder is not an employee of a governmental entity acting within course of employment.

TO CLAIM SUCH PROPERTY, THE FINDER MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS:

1. Within seven days, the finder must surrender the property to the Washington State Patrol unless the property is valued at \$25 or less.
2. When the property has an apparent value of more than \$25, the finder must sign this form indicating an intent to claim or waive right to claim the property.
3. Within seven days of the finding, the finder must obtain a signed statement establishing an appraisal of the property based on current market value from a qualified person (one who engages in buying and selling like items), or from a district court judge, and forward a copy of such appraisal to the Washington State Patrol office listed above. If found property has been taken into custody by the Washington State Patrol, such property will be available for appraisal inspection at the office where the property is being stored (listed above), during business hours, or by appointment within the seven-day limit.
4. Within 30 days of the finding, the finder must publish a notice of the found property once a week for two consecutive weeks.
5. On property valued at more than \$25, payment of \$5 or 10% of the appraised value of such property (whichever is greater) must be made to the Washington State Patrol to be deposited in the General Fund of the state of Washington.

THE FOUND PROPERTY WILL BE RELEASED TO THE FINDER 60 DAYS FROM THE DATE OF RECEIPT IF:

1. No owner was found.
2. Sixty days have elapsed following judicial or official proceedings involving the property.
3. The finder has presented evidence of compliance with the publication requirement and the appropriate fee has been paid.

NOTE: WHEN NINETY DAYS HAVE PASSED AFTER THE FOUND PROPERTY WAS REPORTED TO THE WASHINGTON STATE PATROL AND THE FINDER HAS NOT COMPLETED THE REQUIREMENTS OF THE PROCEDURE, THE FINDER'S CLAIM SHALL BE DEEMED TO HAVE EXPIRED AND THE FOUND PROPERTY SHALL BE DISPOSED OF AS UNCLAIMED PROPERTY.

I HAVE READ THE FINDER'S RIGHTS AND OBLIGATIONS TO CLAIM FOUND PROPERTY AND IT IS MY INTENTION TO:

☐ CLAIM THIS PROPERTY ☐ WAIVE MY RIGHT TO THIS PROPERTY ☐ FINDER REFUSED TO SIGN

SIGNATURE OF FINDER


FOR EVIDENCE OFFICER USE ONLY			
RELEASE REQUIREMENTS	CLAIM VOID	APPRAISAL DETAILS	EVIDENCE HOLD
<input type="checkbox"/> APPRAISAL MADE <input type="checkbox"/> PROOF OF PUBLICATION <input type="checkbox"/> FEE PAID AMOUNT _____	<input type="checkbox"/> CONTRABAND <input type="checkbox"/> OWNER FOUND <input type="checkbox"/> GOV'T EMPLOYEE <input type="checkbox"/> FAILED TO COMPLY WITH 90-DAY LIMIT	APPRAISED BY _____ QUALIFICATIONS _____ VALUE _____	HOLD PLACED BY _____ BADGE # _____ RELEASE DATE _____
PROPERTY LEFT WITH FINDER BY:	BADGE #	<input type="checkbox"/> FOR APPRAISAL PURPOSES <input type="checkbox"/> VALUE \$25 OR LESS	

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TRANSFER/DISPOSITION REPORT (3000-110-179)

I. **PURPOSE**

- A. **TO MAINTAIN THE CHAIN OF CUSTODY.** Documentation is necessary to show each person who has had the evidence in their custody from the time of collection until the evidence has been entered into court. This documentation proves the integrity of the evidence.
- B. **TO ENSURE ACCOUNTABILITY.** Once evidence has been submitted to the Property Custodian, it shall not be released or disposed of without an authorizing signature. This authorization is from either the submitting officer, a Prosecuting Attorney, or a court order.

		WASHINGTON STATE PATROL TRANSFER-DISPOSITION REPORT			
DEFENDANT _____			DATE OF ARREST _____	OFFICER _____	BADGE # _____
PURPOSE <input type="checkbox"/> COURT <input type="checkbox"/> DISPOSAL <input type="checkbox"/> EXAMINATION <input type="checkbox"/> RETURN TO OWNER <input type="checkbox"/> OTHER				PROPERTY NUMBER _____	
ITEM NO.	PKG #	DESCRIPTION OF PROPERTY MAKE, MODEL, SERIAL #OAN	ITEM NO.	PKG #	DESCRIPTION OF PROPERTY MAKE, MODEL, SERIAL #OAN
DELIVERED BY: _____		DATE/TIME _____	BADGE # _____		RECEIVED BY: _____
DELIVERED BY: _____		DATE/TIME _____	BADGE # _____		RECEIVED BY: _____
IF THIS EVIDENCE IS LEFT IN COURT, THE PERSON RECEIVING SAME MUST SIGN BELOW:					
SIGNATURE _____		TITLE _____		DATE _____ TIME _____	
EVIDENCE RETURNED TO PROPERTY CUSTODIAN			RECEIVED BY:		
DATE _____ TIME _____			DATE _____ TIME _____		
SIGNATURE _____			SIGNATURE OF PROPERTY CUSTODIAN _____		
BADGE # _____			BADGE # _____		
AUTHORIZATION TO RELEASE OR DISPOSE OF EVIDENCE					
RELEASE ITEMS <input type="checkbox"/> OWNER / CLAIMANT <input type="checkbox"/> DISPOSAL <input type="checkbox"/> SPECIAL DISPOSAL INSTRUCTIONS					
ITEM NUMBERS _____					
SIGNATURE OF OFFICIAL _____ TITLE _____ DATE _____					
FINAL DISPOSITION OF PROPERTY					
RELEASED TO:		SIGNATURE		ITEMS DATE	
<input type="checkbox"/> OWNER		_____		_____	
<input type="checkbox"/> CLAIMANT		_____		_____	
<input type="checkbox"/> WASHINGTON STATE PATROL		_____		_____	
<input type="checkbox"/> CHARITABLE ORG.		_____		_____	
<input type="checkbox"/> PROP. CUSTODIAN DISPOSAL & WITNESS		_____		_____	
<input type="checkbox"/> OTHER		_____		_____	
SIGNATURE OF RELEASING OFFICER _____					

3000-110-179 R 7/95

ORIGINAL(ATTACH TO MASTER RECORDS)

RECEIPT FOR PROPERTY (3000-110-203)

I. PURPOSE

- A. The Receipt for Property (3000-110-203) is used any time there is a need to provide a receipt for evidence/property that is seized by or surrendered to members of the Washington State Patrol.

II. DISTRIBUTION

- A. **White Copy** – To be submitted with evidence/property, along with Property/Evidence Report, to the Property and Evidence Custodian.
- B. **Yellow Copy** – Officer's file copy.
- C. **Pink Copy** – Owner's copy.



RECEIPT FOR PROPERTY

TO: NAME, ADDRESS, (including ZIP code), Phone Number	PROPERTY NUMBER
	DATE / TIME

I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING DESCRIBED CASH OR ITEM(S) FROM THE ABOVE DESCRIBED INDIVIDUAL.

AMOUNT OR QUANTITY	DESCRIPTION OF ITEM(S)	PURPOSE (if applicable)

RECEIVED BY	
<input type="checkbox"/> Check if possible biohazard. I have been made aware that the item(s) described above is/are contaminated with potential biohazards. I hereby release the WSP and its employees from any responsibility from further handling or disposition of the items(s).	
PRINT	SIGNATURE
RECEIVED FROM	
PRINT	SIGNATURE
WITNESSED BY	
PRINT	SIGNATURE

ORIGINAL – ATTACH TO MASTER PROPERTY/EVIDENCE REPORT

WEAPON FORFEITURE REQUEST (3000-110-005)

I. INSTRUCTIONS FOR USE

- A. The Weapon Forfeiture Request (3000-110-005) is used for cases in which a weapon was confiscated under RCW 9.41.098 (*see back of form for list of offenses*).
- B. Submit the completed Weapon Forfeiture Request to the Prosecutor's Office along with your case report.

II. DISTRIBUTION

- A. Submit completed form to the Prosecutor's Office with the case report.



WEAPON FORFEITURE REQUEST

This information should be presented to the prosecutor prior to arraignment or other court proceedings pertaining to this case.

COURT	CITATION NUMBER	CASE / EVIDENCE NUMBER	
DEFENDANT (LAST, FIRST, MI)		D.O.B.	TODAY'S DATE
WEAPON DESCRIPTION			
MAKE	MODEL	SERIAL NUMBER	CALIBER
<p>I, TROOPER _____ PETITION THE COURT TO ORDER THE FORFEITURE OF THE FIREARM LISTED BELOW IN ACCORDANCE WITH RCW 9.41.098, SECTION _____. (SEE REVERSE) SEE ATTACHED CASE REPORT FOR DETAILS.</p> <p>_____ TROOPER'S SIGNATURE DATE</p>			
<p>I, THE UNDERSIGNED JUDGE/COURT COMMISSIONER, ORDER THE WEAPON DESCRIBED ABOVE BE FORFEITED TO THE WASHINGTON STATE PATROL IN ACCORDANCE WITH RCW 9.41.098, SECTION _____.</p> <p>DONE IN OPEN COURT THIS _____ DAY OF _____, 20 ____.</p> <p>_____ JUDGE / COURT COMMISSIONER</p>			

Refer to RCW 9.41.098 attached

RCW 9.41.098 Forfeiture of firearms-Disposition-Confiscation. (1) The superior courts and the courts of limited jurisdiction of the state may order forfeiture of a firearm which is proven to be:

(a) Found concealed on a person not authorized by RCW 9.41.060 or 9.41.070 to carry a concealed pistol: PROVIDED, That it is an absolute defense to forfeiture if the person possessed a valid Washington concealed pistol license within the preceding two years and has not become ineligible for a concealed pistol license in the interim. Before the firearm may be returned, the person must pay the past due renewal fee and the current renewal fee;

(b) Commercially sold to any person without an application as required by RCW 9.41.090;

(c) In the possession of a person prohibited from possessing the firearm under RCW 9.41.040 or 9.41.045;

(d) In the possession or under the control of a person at the time the person committed or was arrested for committing a felony or committing a nonfelony crime in which a firearm was used or displayed;

(e) In the possession of a person who is in any place in which a concealed pistol license is required, and who is under the influence of any drug or under the influence of intoxicating liquor, as defined in chapter 46.61 RCW;

(f) In the possession of a person free on bail or personal recognizance pending trial, appeal, or sentencing for a felony or for a nonfelony crime in which a firearm was used or displayed, except that violations of Title 77 RCW shall not result in forfeiture under this section;

(g) In the possession of a person found to have been mentally incompetent while in possession of a firearm when apprehended or who is thereafter committed pursuant to chapter 10.77 or 71.05 RCW;

(h) Used or displayed by a person in the violation of a proper written order of a court of general jurisdiction; or

(i) Used in the commission of a felony or of a nonfelony crime in which a firearm was used or displayed.

(2) Upon order of forfeiture, the court in its discretion may order destruction of any forfeited firearm. A court may temporarily retain forfeited firearms needed for evidence.

(a) Except as provided in (b), (c), and (d) of this subsection, firearms that are: (i) Judicially forfeited and no longer needed for evidence; or (ii) forfeited due to a failure to make a claim under RCW 63.32.010 or 63.40.010; may be disposed of in any manner determined by the local legislative authority. Any proceeds of an auction or trade may be retained by the legislative authority. This subsection (2)(a) applies only to firearms that come into the possession of the law enforcement agency after June 30, 1993.

By midnight, June 30, 1993, every law enforcement agency shall prepare an inventory, under oath, of every firearm that has been judicially forfeited, has been seized and may be subject to judicial forfeiture, or that has been, or may be, forfeited due to a failure to make a claim under RCW 63.32.010 or 63.40.010.

(b) Except as provided in (c) of this subsection, of the inventoried firearms a law enforcement agency shall destroy illegal firearms, may retain a maximum of ten percent of legal forfeited firearms for agency use, and shall either:

(i) Comply with the provisions for the auction of firearms in RCW 9.41.098 that were in effect immediately preceding May 7, 1993; or

(ii) Trade, auction, or arrange for the auction of, rifles and shotguns. In addition, the law enforcement agency shall either trade, auction, or arrange for the auction of, short firearms, or shall pay a fee of twenty-five dollars to the state treasurer for every short firearm neither auctioned nor traded, to a maximum of fifty thousand dollars. The fees shall be accompanied by an inventory, under oath, of every short firearm listed in the inventory required by (a) of this subsection, that has been neither traded nor auctioned. The state treasurer shall credit the fees to the firearms range account established in RCW 79A.25.210. All trades or auctions of firearms under this subsection shall be to licensed dealers. Proceeds of any auction less costs, including actual costs of storage and sale, shall be forwarded to the firearms range account established in RCW 79A.25.210.

(c) Antique firearms and firearms recognized as curios, relics, and firearms of particular historical significance by the United States treasury department bureau of alcohol, tobacco, and firearms are exempt from destruction and shall be disposed of by auction or trade to licensed dealers.

(d) Firearms in the possession of the Washington state patrol on or after May 7, 1993, that are judicially forfeited and no longer needed for evidence, or forfeited due to a failure to make a claim under RCW 63.35.020, must be disposed of as follows: (i) Firearms illegal for any person to possess must be destroyed; (ii) the Washington state patrol may retain a maximum of ten percent of legal firearms for agency use; and (iii) all other legal firearms must be auctioned or traded to licensed dealers. The Washington state patrol may retain any proceeds of an auction or trade.

(3) The court shall order the firearm returned to the owner upon a showing that there is no probable cause to believe a violation of subsection (1) of this section existed or the firearm was stolen from the owner or the owner neither had knowledge of nor consented to the act or omission involving the firearm which resulted in its forfeiture.

(4) A law enforcement officer of the state or of any county or municipality may confiscate a firearm found to be in the possession of a person under circumstances specified in subsection (1) of this section. After confiscation, the firearm shall not be surrendered except: (a) To the prosecuting attorney for use in subsequent legal proceedings; (b) for disposition according to an order of a court having jurisdiction as provided in subsection (1) of this section; or (c) to the owner if the proceedings are dismissed or as directed in subsection (3) of this section. [2003 c 39 § 5; 1996 c 295 § 10; 1994 sp.s. c 7 § 414; 1993 c 243 § 1; 1989 c 222 § 8; 1988 c 223 § 2. Prior: 1987 c 506 § 91; 1987 c 373 § 7; 1986 c 153 § 1; 1983 c 232 § 6.]

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PROPERTY/EVIDENCE TAG (3000-110-182)


I. PURPOSE

- A. The Property/Evidence Tag (3000-110-182) shall be used for all evidence/property too large or bulky to be packaged.

Examples of these types of items are weapons, vehicles, vehicle parts, luggage, stereos, containers of alcohol, appliances, etc.

II. DISTRIBUTION

- A. Affix one of the bar-coded item labels on the property/evidence item and place the other corresponding item label on the Property/Evidence Tag.
- B. The completed Property/Evidence Tag shall be securely attached to the property/evidence.

 PROPERTY / EVIDENCE TAG	
PROPERTY/EVIDENCE # _____	
EVIDENCE <input type="checkbox"/> SEIZED <input type="checkbox"/> DATE _____	
SAFEKEEPING <input type="checkbox"/> RECOVERED <input type="checkbox"/> FOUND <input type="checkbox"/>	
DEFENDANT	
OFFICER	PERSONNEL #
DISTRICT	DETACH #
<u>1</u>	<u>7</u>
AFFIX ITEM LABEL HERE	AFFIX ITEM LABEL HERE
<u>2</u>	<u>8</u>
AFFIX ITEM LABEL HERE	AFFIX ITEM LABEL HERE
<u>3</u>	<u>9</u>
AFFIX ITEM LABEL HERE	AFFIX ITEM LABEL HERE
<u>4</u>	<u>10</u>
AFFIX ITEM LABEL HERE	AFFIX ITEM LABEL HERE
<u>5</u>	<u>11</u>
AFFIX ITEM LABEL HERE	AFFIX ITEM LABEL HERE
<u>6</u>	<u>12</u>
AFFIX ITEM LABEL HERE	AFFIX ITEM LABEL HERE
<div style="border: 2px solid black; border-radius: 15px; padding: 10px; width: 80%; margin: 0 auto;"> <p style="margin: 0;">FOR PROPERTY CUSTODIAN USE ONLY</p> <p style="margin: 0; text-align: center;">AFFIX LABEL HERE</p> </div>	

3000-110-182 11/92

REQUEST FOR LABORATORY EXAMINATION (3000-210-005)

I. INSTRUCTIONS FOR USE

- A. The Request for Laboratory Examination (3000-210-005) must accompany all submissions of evidence to the Crime Laboratory.
- B. Submit the completed Request for Laboratory Examination to the Property and Evidence Custodian along with the Property/Evidence Report (3000-110-096) and the evidence.

II. DISTRIBUTION

- A. ***White and Pink Copies*** – Submitted with the evidence to the Crime Laboratory.
- B. ***Yellow Copy*** – Retained by officer.

Officer's Evidence Handbook

WSP CRIME LABORATORY LOCATIONS

WSP – Kennewick Crime Laboratory
143302 E Law Ln
Kennewick WA 99337
(509) 734-7022
FAX (509) 734-7025

WSP – Seattle Crime Laboratory
2203 Airport Way S Ste 250
Seattle WA 98134
(206) 262-6020
FAX (206) 262-6033

WSP – Latent Prints Laboratory
3310 Capitol Boulevard (98501)
PO Box 42608 (98504-2608)
Olympia WA
(360) 705-5988
FAX (360) 705-5795

WSP – Spokane Crime Laboratory
580 W 7th St
Cheney WA 99004
(509) 625-5401
FAX (509) 625-5440

WSP – Vancouver Crime Laboratory
1401 W Kauffman Ave
Vancouver WA 98660
(360) 993-3800
FAX (360) 993-3899

WSP – Marysville Crime Laboratory
2700 116th St NE Ste P
Tulalip WA 98271-9425
(360) 651-6503
FAX (360) 651-6506

WSP – Tacoma Crime Laboratory
2502 112th St E
Tacoma WA 98445-5104
(253) 536-4280
FAX (253) 536-4290

INSTRUCTIONS FOR USE

Submit the white and pink copies of this form with your evidence. The yellow copy is your receipt.

NOTE: When submitting evidence in person, keep the yellow copy attached until the form is signed by the receiving laboratory. Clearly identify the agency case number and item number on each evidence package and use the exact numbers on the form. Contact the lab prior to submitting six or more items to discuss and agree on which items to submit and the priority of each item relative to one another.

The shaded areas on the lower half of the form are for laboratory use only.

PRIMARY AGENCY CASE NUMBER: The top space is used for your case number or incident number (what your agency uses to track the case). Submit one agency case number per request. Put case number on your evidence package. The bottom space is used only to cross-reference a related case number or evidence number.

WSP LABORATORY NUMBER: These spaces will be filled in by the receiving laboratory.

EVIDENCE ITEM#: The individual tracking number or letter designation assigned to each separate item (what your agency uses to identify the item). This is a required entry for evidence control purposes. It must match the evidence item # on the evidence package. No duplicate evidence item numbers.

ITEM DESCRIPTION: Brief description of each item. Examples are "packet of white powder," "fired cartridge case," and "victim's blue jeans."

EXAM CODES: This is a guide for possible types of examinations and consists of a letter designation for the general type or functional area of examination requested. These codes are listed below.

NOTE: If the general type for the examination you are requesting is unknown or unlisted, use "OTH" (for other) and fill in the examination you need under "SPECIAL INSTRUCTIONS."

SPECIAL INSTRUCTIONS: List the specific examination you are requesting. A list of some common examinations is provided with the "EXAM CODES" below. This section can also be used to convey information that would be pertinent to the examination requested.

SUBMITTED BY: This space is filled in by the submitting agency representative who personally delivers or ships the evidence to the laboratory.

SUBMITTAL METHOD: This space will be filled in by the receiving laboratory.

If you have any questions regarding the use of this form, the proper submittal of evidence, or the types of examinations possible, please call the laboratory serving your area.

EXAM CODES	COMMON EXAMINATIONS (for use in SPECIAL INSTRUCTIONS)
CHE	<u>Chemical Analysis</u> Chemical unknown analysis Explosive analysis Fire debris analysis Metal analysis Solid incendiary analysis Toxic substance analysis
CLA	<u>Clandestine Laboratory Analysis</u> Clandestine drug analysis Determination of synthesis route Precursor analysis
CON	<u>Controlled Substance Analysis</u> Controlled drug analysis
CSRT	<u>Crime Scene Response</u> Bloodstain pattern analysis Crime scene reconstruction Evidence recognition
DNA	<u>DNA</u> Body fluid identification DNA typing Species determination
FDNA	<u>Convicted Offender DNA Databank</u> Convicted offender DNA typing

EXAM CODES	COMMON EXAMINATIONS (for use in SPECIAL INSTRUCTIONS)
F/T	<u>Firearm & Toolmark Examination</u> Bullet comparison Cartridge case comparison Firearm operability Firing distance determination IBIS (Integrated Ballistic Identification System) Serial number restoration Toolmark comparison
LAT	<u>Latent Print Examination</u> AFIS search IAFIS search Latent print processing Prints comparison
MIC	<u>Microanalysis</u> Damage assessment Fiber comparison Glass comparison Hair screening Physical match Paint and polymer comparison Soil comparison Shoe/tire comparison Tape examination
OTH	<u>Other</u>
QD	<u>Questioned Document Examination</u> Altered document analysis Handwriting comparison Indented writing examination Typewriter/printer/copier comparison

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**STATE TOXICOLOGY LABORATORY
REQUEST FOR ANALYSIS
(3000-215-001)**

I. INSTRUCTIONS FOR USE

- A. The State Toxicology Laboratory Request for Analysis (3000-215-001) must accompany **all** submissions of evidence to the toxicology laboratory (i.e., blood vials, urine samples).
- B. Submit the completed Toxicology Laboratory Request for Analysis form to the Property Custodian along with the Property/Evidence Report (3000-110-096) and the evidence.

Washington State Toxicology Laboratory - Washington State Patrol

Driving Under the Influence/DRE – Request for Analysis

2203 Airport Way S Ste 360
Seattle WA 98134-2027
Phone: (206) 262-6100
Fax: (206) 262-6145
e-mail: toxlab@wsp.wa.gov

Subject's Information: (Please print clearly)

Name:

Last First MI
Date of Birth: ____/____/____ Sex: M ☐ F ☐ DUI ☐ DRE ☐ DRE Evaluator: _____

Date Sent: ____/____/____

Date of Incident / Arrest: ____/____/____

Agency Case #
County
Sent By: Name:

Phone: ()

Send Results To:

Agency:

Address:

City St Zip:

Return Evidence To (if different):
Traffic Information:

 Accident? Y ☐ N ☐

 Vehicular Homicide? Y ☐ N ☐

 Driver ☐ Passenger ☐ Pedestrian ☐

 Vehicular Assault? Y ☐ N ☐

 Number of vehicles? 1 ☐ 2 ☐ 3 or more ☐

 Was medical treatment given prior to blood draw? Y ☐ If yes, list any drugs:

Case History: brief description of the incident and attach copy of the investigation report/DRE Face Sheet:

- ☐ No DRE Available
☐ Subj. refused DRE
☐ Subject injured
☐ DRE not requested

Drugs suspected or admitted: list symptoms, observations, drug history, prescriptions, etc.

Sample Information:

Specimen	Collected	Sent
Blood	_____	_____
Urine	_____	_____
Other	_____	_____

Analysis Requested:

Blood Alcohol: ☐
 Drug Screen:
 Blood ☐ Urine ☐
 Other: (Specify)

DRE Opinion: (check box)

- ☐ CNS Depressants
☐ CNS Stimulants
☐ Hallucinogens
☐ Dissociative Anesthetic
☐ Narcotic Analgesics
☐ Inhalants
☐ Cannabis

Chain of Custody: (signature required)

Please print name

From:	To:	Date:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Comments:
Laboratory Use Only
Laboratory #
Date:
Analyst:
Specimens Received:

Note all volumes are approximate

A _____ ml

B _____ ml

C _____ ml

D _____ ml

E _____ ml

Other/Notes:
Sealed Y ☐ N ☐
☐ Box sealed

☐ Bag sealed

☐ Tubes sealed

Samples leaked Y ☐

- ☐ 1st Class ☐ UPS
☐ Certified ☐ Fed Ex
☐ Registered
☐ Campus Mail
☐ Hand Delivered

**AUTHORIZATION TO TOW/IMPOUND
&
INVENTORY RECORD
(3000-110-076)**

I. PURPOSE

- A. The Authorization to Tow/Impound & Inventory Record (3000-110-076) is used:
1. To authorize the tow company to tow/impound a vehicle. ***(No vehicle shall be towed for any reason without the use of this form.)***
 2. To document inventory of the vehicle.
 3. As a receipt certifying that the tow driver has received the vehicle and its contents.

II. DISTRIBUTION

- A. **White Copy** – Turned in to your supervisor.
- B. **Yellow Copy** – For the tow company.
- C. **Pink Copy** – For the officer's file.
- D. **A photocopy must be submitted along with the Property/Evidence Report (3000-110-096) to the Property Custodian if the vehicle is held as evidence.**

[illegible]

CASH MANAGEMENT FORM (3000-372-001)

I. PURPOSE

- A. The Cash Management form (3000-372-001) shall be used for all currency submitted into the evidence system.

II. DISTRIBUTION

- A. The completed Cash Management form shall be submitted with the Property/Evidence Report (3000-110-096).

Division/District/Office _____
 Date _____
 Evidence No. _____



CASH MANAGEMENT

Denomination	Count	Total
100.00		
50.00		
20.00		
10.00		
5.00		
2.00		
1.00		
.50		
.25		
.10		
.05		
.01		
TOTAL		

I acknowledge the above funds were counted and witnessed by:

 Signature

 Badge No.

 Signature

 Badge No.

HIDTA SEIZURE REPORT (3000-140-001)

I. PURPOSE

- A. The HIDTA Seizure Report (3000-140-001) shall be used for providing information to the Northwest HIDTA Watch Center. This information is shared with other law enforcement agencies to assist in identifying drug trafficking individuals and trends across the state.

II. DISTRIBUTION

- A. The completed HIDTA Seizure Report shall be submitted to your supervisor and an electronic copy faxed or mailed to NW HIDTA Watch Center at the location listed in the upper right-hand corner of the form.



HIDTA SEIZURE REPORT

THIS INFORMATION WILL BE SUBMITTED TO WSIN AND COBIJA DATABASES AND MAY BE SHARED WITH OTHER AGENCIES HAVING MUTUAL INTEREST.

**PLEASE FAX OR SUBMIT
ELECTRONIC COPIES TO:**

PHONE: (888) 388-3784

FAX: (206) 352-3697

E-MAIL: seizures@nw.hidta.org

PLEASE ATTACH A COPY OF YOUR REPORT OF INVESTIGATION TO THIS REPORT
OR PROVIDE A DETAILED NARRATIVE ABOUT THE CONTACT/SEIZURE

TIME	DATE OF SEIZURE:				<input type="checkbox"/> CHILDREN INVOLVED	
	TIME:				LEA COMMENTS:	
LEA	SEIZING/PRIMARY AGENCY:					
	CASE #:					
	POINT OF CONTACT:					
	TELEPHONE/E-MAIL:					
LOCATION	LOCATION:	(HWY #)	(MP #)	(Use address field if not on the highway)		
	ROADWAY:			ADDRESS:		
	CITY:			COUNTY:		ZIP:
	LATITUDE:			LONGITUDE:		
	TRAVEL DIRECTION:					
	POINT OF ORIGIN:				DESTINATION:	
SUBJECTS	SUBJECT 1:		(Last Name, First, M.I.)			
	<input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> OTHER:					
	SSN:		DOB:		SEX:	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
	OLN:		ARREST:	<input type="checkbox"/> YES	VIOLATIONS:	
	SUBJECT 2:		(Last Name, First, M.I.)			
	<input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> OTHER:					
	SSN:		DOB:		SEX:	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
	OLN:		ARREST:	<input type="checkbox"/> YES	VIOLATIONS:	
	SUBJECT 3:		(Last Name, First, M.I.)			
	<input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> OTHER:					
SSN:		DOB:		SEX:	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	
OLN:		ARREST:	<input type="checkbox"/> YES	VIOLATIONS:		
SEIZED	ITEMS:	TYPE:	AMOUNT:	VEHICLES	<input type="checkbox"/> RENTAL <input type="checkbox"/> SEIZED	
	DRUG:				YEAR:	
	DRUG2:				MAKE:	
	CURRENCY:				MODEL:	
	WEAPON:				PLATE:	
	OTHER:				STATE:	
METHODS	CONCEALMENT METHOD(S):					
	<input type="checkbox"/> TRUNK <input type="checkbox"/> BAGGAGE <input type="checkbox"/> UNDER SEAT <input type="checkbox"/> FLOOR <input type="checkbox"/> CENTER CONSOLE					
	<input type="checkbox"/> HIDDEN COMPARTMENT:		(LOCATION)			
	<input type="checkbox"/> OTHER:		(PROVIDE DETAIL)			
FOLLOW-UP	HAS ANY OTHER LAW ENFORCEMENT AGENCY BEEN ADVISED OF THIS SEIZURE? <input type="checkbox"/> YES <input type="checkbox"/> NO					
	IF YES, WHICH ONE:					
	WAS SOURCE OF SUPPLY PROVIDED BY SUBJECT? <input type="checkbox"/> YES <input type="checkbox"/> NO					
	IF SO PLEASE PROVIDE NAME AND DOB:					
WAS A CONTROLLED DELIVERY CONDUCTED AS A RESULT OF THIS SEIZURE? <input type="checkbox"/> YES <input type="checkbox"/> NO						

3000-140-001 R 10/30/08

DIESEL FUEL INSPECTION NOTICE (3000-150-171)

I. PURPOSE

- A. The Diesel Fuel Inspection Notice (3000-150-171) shall be used for submitting information on persons suspected of utilizing non-road grade diesel in place of regular diesel.

II. DISTRIBUTION

- A. The completed Diesel Fuel Inspection Notice shall be distributed as follows:
1. White copy to the Department of Licensing.
 2. Pink copy is retained by the officer.
 3. Yellow copy is provided to the driver.

DIESEL FUEL INSPECTION NOTICE



Case Number _____ Location _____ County _____

DRIVER INFORMATION

Name		DOB
Driver's License Number	State	Phone ()
Street Address	City	State/ZIP

EMPLOYER INFORMATION

Company Name	FEIN	Phone ()
Street Address	City	State/ZIP

VEHICLE INFORMATION

Year	Make	Model	Odometer
License Number	State	Expiration	Vehicle Identification Number (VIN)
Registered Owner	Owner Operator (Check One) Yes <input type="checkbox"/> No <input type="checkbox"/>		
Address	City	State/ZIP	

PROPULSION TANK SAMPLE INFORMATION

Item Number	Estimated Gallons in Tank	Where Was Fuel Obtained?
Vehicle Class Information (Check one) Logging <input type="checkbox"/> Construction <input type="checkbox"/> Farming <input type="checkbox"/> Interstate Trucking <input type="checkbox"/> Other _____		

ADDITIONAL TANK INFORMATION

Item Number	Location of Tank
Fuel Type	
Estimated Gallons	Estimated Capacity
Type of Tank (Check One) Bulk <input type="checkbox"/> Slip <input type="checkbox"/> Other _____	Measurements L _____ W _____ H _____
Shape of Tank (Check one) Cylinder <input type="checkbox"/> Oval <input type="checkbox"/> Rectangular <input type="checkbox"/>	

COMMENTS

--

Driver Signature _____ Date _____

CERTIFICATION

Inspector's Name and Title	Inspection Date	Inspection Time
----------------------------	-----------------	-----------------

This inspection is authorized under the Revised Code of Washington (RCW) 82.38.170, 82.38.260, 82.38.265, 82.38.270, and 82.38.275. If laboratory analysis results reflect the use of dyed diesel in the supply tank of a motor vehicle, per RCW 82.38.170(13), a civil penalty of \$1,000 or \$10 per gallon, whichever is greater, will be assessed. If you have questions, please contact the Fuel Tax Manager at (360) 664-1837. Dyed fuel must be removed within 24 hours.

**DYED FUEL TESTING, SAMPLE IDENTIFICATION,
AND COLLECTION RECORD
(3000-150-035)**

I. **PURPOSE**

- A. The Dyed Fuel Testing, Sample identification, and Collection Record (3000-150-035) shall be used for submitting information on persons suspected of utilizing non-road grade diesel in place of regular diesel.

II. **DISTRIBUTION**

- A. Shall be placed inside the unsealed cardboard container along with the Diesel Fuel Inspection Notice (3000-150-171).

DYED FUEL TESTING, SAMPLE IDENTIFICATION, AND COLLECTION RECORD

**SEND FUEL SAMPLE TO:**

Attn: John
2701 Prospect Avenue
Helena, MT 59620

Phone: (406) 444-6273

Fax: (406) 444-6205

SEND COMPLETED RESULTS TO:

Department of Licensing
Fuel Fraud Task Force
Attn: Debi Wentz
PO Box 9228
Olympia, WA 98507
Fax: (360) 570-7877

BILL TO:

Washington State Patrol
Commercial Vehicle Division
Fuel Fraud Task Force
Attn: Jovita Ramirez
2715 Rudkin Road
Union Gap, WA 98903

SAMPLE IDENTIFICATION

Case Number	Defendant's Name

COLLECTION RECORD

Collecting Officer	Badge	Date

Item #	License #	# of Bottles	Date	Time	Test Requested

Comments:

Collecting Officer's Signature

REQUEST FOR TOWING INVOICE (3000-365-006)

I. PURPOSE

- A. The Request for Towing Invoice (3000-365-006) shall be used to identify the billing information associated with a vehicle towed to a Washington State Patrol bullpen.

II. DISTRIBUTION

- A. The officer completes the top half of the form (trooper's signature line and above). The completed Request for Towing Invoice shall be submitted to the Property and Evidence Custodian or a secure drop box along with the tow bill and Property/Evidence Report.



REQUEST FOR TOWING INVOICE

Registered Owner:

Tow Date: Case & Property #:

BILLING INFORMATION	
Description	
Make:	
Model/Year:	
Vehicle License Number:	
Towed to:	
Towed from:	
Copy of Tow/Impound and Inventory Record Included	<input type="checkbox"/>
Copy of Towing Bill Included	<input type="checkbox"/>
TOTAL AMOUNT OF TOWING INVOICE \$ <input type="text"/>	

Trooper District/Detachment:

	√	FUND	AI	PI	Sub-Obj	Sub-Sub-Obj	Amount
CID	<input type="checkbox"/>	081	030	00160	ER	5001	\$
FOB	<input type="checkbox"/>	081	030	1100_____	ER	5001	\$
IAD	<input type="checkbox"/>	001	011	00220	ER	5001	\$
Other	<input type="checkbox"/>				ER	5001	\$
TOTAL							\$

PEC: Phone: Date:

A copy of the tow company invoice, towing credit card receipt or confirmation number, and the Tow/Impound and Inventory Record (3000-110-076) **must be included with** this invoice request. Please fax to BFS at (360) 596-4079.



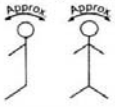
WASHINGTON STATE DRUG INFLUENCE EVALUATION (3000-150-008)

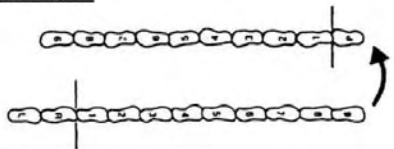
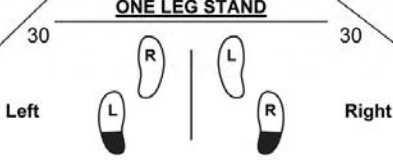

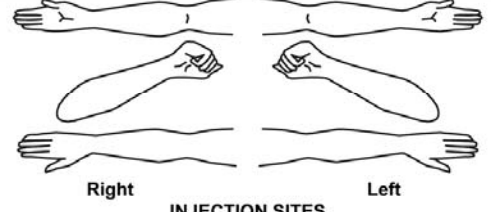
I. PURPOSE

- A. The Washington State Drug Influence Evaluation (3000-150-008) shall be used by Drug Recognition Experts (DREs) to note their observations of a subject suspected of being under the influence of a narcotic or illicit substance.

II. DISTRIBUTION

- A. The completed Washington State Drug Influence Evaluation is retained by the DRE. A copy of the completed form shall accompany the blood vials submitted as evidence to the Toxicology Laboratory.

WASHINGTON STATE DRUG INFLUENCE EVALUATION									
Case # 					Rolling Log # - 				
Type of Evaluation: <input type="checkbox"/> Traffic <input type="checkbox"/> Other <input type="checkbox"/> Field Certification <input type="checkbox"/> Mock Evaluation <input type="checkbox"/> Recertification <input type="checkbox"/> Instructor Observed									
ADMINISTRATIVE DETAILS									
DRE Name			DRE Agency			Arrest Date		Time DRE Notified	
DRE Number						Arrest Time		Time Evaluation Started	
Witness/Scribe					Witness/Scribe is: <input type="checkbox"/> DRE <input type="checkbox"/> DRE Instructor			County of Arrest	
Miranda Warnings Given By		Time of Miranda		Location of Evaluation		Collision: <input type="checkbox"/> N/A <input type="checkbox"/> Injury <input type="checkbox"/> Fatality <input type="checkbox"/> Property			
SUBJECT INFORMATION AND QUESTIONS									
Subject's Name (Last, First, MI)				DOB		Race		Driver's License Number and State	
				Sex <input type="checkbox"/> M <input type="checkbox"/> F					
What time is it?		What is the date?		What have you eaten today and when?			What have you had to drink today and when?		
When did you last sleep?		Are you sick or injured?			Diabetic <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, do you take Insulin? <input type="checkbox"/> Yes <input type="checkbox"/> No				
For how long?					Epileptic <input type="checkbox"/> Yes <input type="checkbox"/> No				
Do you have any physical impairment?		Are you under the care of a doctor or dentist? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, name:			What medications or drugs are you taking?				
1. BREATH TEST									
Breath Test Results			Instrument Number			Time		<input type="checkbox"/> BAC <input type="checkbox"/> PBT	
2. INTERVIEW OF ARRESTING OFFICER									
Name			Agency			<input type="checkbox"/> Arresting Officer is A.R.I.D.E. trained			
3. PRELIMINARY EXAMINATION									
First Pulse (beats per minute) at _____ hours. (Transfer to section 6)									
Attitude		Coordination		Speech		Breath		Facial Color	
Corrective Lenses <input type="checkbox"/> Hard Contacts <input type="checkbox"/> Soft Contacts <input type="checkbox"/> Glasses <input type="checkbox"/> None		Blindness <input type="checkbox"/> None <input type="checkbox"/> Left <input type="checkbox"/> Right		Eyes <input type="checkbox"/> Near Normal <input type="checkbox"/> Bloodshot <input type="checkbox"/> Watery		Eyelids <input type="checkbox"/> Normal <input type="checkbox"/> Droopy		Pupil Size <input type="checkbox"/> Equal <input type="checkbox"/> Unequal	
								Able to follow the stimulus? <input type="checkbox"/> Yes <input type="checkbox"/> No	
								Equal Tracking? <input type="checkbox"/> Yes <input type="checkbox"/> No	
4. EYE EXAMINATIONS									
HGN		Left		Right		Vertical Gaze Nystagmus		Notes and Observations	
Lack of Smooth Pursuit		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Distinct & Sustained Nystagmus at Maximum Deviation		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		Lack of Convergence <input type="checkbox"/> Yes <input type="checkbox"/> No			
Angle of Onset Prior to 45 degrees		°		°		<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">Right </div> <div style="text-align: center;">Left </div> </div>			
5. DIVIDED ATTENTION TESTS									
Romberg Balance 		Eyelid Tremors <input type="checkbox"/> Yes <input type="checkbox"/> No		How many seconds?		Notes and Observations			
		seconds estimated as 30 seconds.		How did you estimate the time?					

Case # 		Rolling Log # 																						
WALK AND TURN 		Notes and Observations <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Type of Footwear</td> <td></td> </tr> <tr> <td>Can't Keep Balance</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Starts Too Soon</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>Up <input type="checkbox"/> Back <input type="checkbox"/></td> </tr> <tr> <td>Stops Walking</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Misses Heel to Toe</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Steps Off Line</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Raises Arms</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Actual Steps Taken</td> <td></td> </tr> </table>		Type of Footwear		Can't Keep Balance	<input type="checkbox"/>	Starts Too Soon	<input type="checkbox"/>		Up <input type="checkbox"/> Back <input type="checkbox"/>	Stops Walking	<input type="checkbox"/>	Misses Heel to Toe	<input type="checkbox"/>	Steps Off Line	<input type="checkbox"/>	Raises Arms	<input type="checkbox"/>	Actual Steps Taken				
Type of Footwear																								
Can't Keep Balance	<input type="checkbox"/>																							
Starts Too Soon	<input type="checkbox"/>																							
	Up <input type="checkbox"/> Back <input type="checkbox"/>																							
Stops Walking	<input type="checkbox"/>																							
Misses Heel to Toe	<input type="checkbox"/>																							
Steps Off Line	<input type="checkbox"/>																							
Raises Arms	<input type="checkbox"/>																							
Actual Steps Taken																								
Describe Turn		Cannot Do Test: <input type="checkbox"/>																						
ONE LEG STAND 		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Left</td> <td style="width: 25%;"></td> <td style="width: 25%;">Right</td> <td style="width: 25%;"></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Sways</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Uses Arms to Balance</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Hops</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Put Foot Down</td> <td><input type="checkbox"/></td> <td></td> </tr> </table>		Left		Right		<input type="checkbox"/>	Sways	<input type="checkbox"/>		<input type="checkbox"/>	Uses Arms to Balance	<input type="checkbox"/>		<input type="checkbox"/>	Hops	<input type="checkbox"/>		<input type="checkbox"/>	Put Foot Down	<input type="checkbox"/>		
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