

Kent PD	WASPC	Title
#16.150	N/A	Unmanned Aerial System (UAS) Operations

Authorized Uses

All uses of the UAS must be authorized by someone the rank of sergeant or higher. The UAS operator has the ability to decide to decline applying the UAS in any given situation.

Crime Scene and Collision Scene Applications - A primary use of the UAS will be to conduct crimes scene and collision scene documentation.

Search and Rescue – A UAS may be deployed in an effort to locate missing children or elderly in areas where a UAS has a greater potential of finding the missing.

Officer Safety Tactical Applications - A UAS may be deployed in an effort to protect officers from unnecessary exposure to danger and minimize the risk of injury to bystanders, officers and suspects, and enhance the likelihood of bringing peaceful resolutions to potentially deadly incidents. Use of the UAS for these safety purposes should be limited to incidents involving violent felony suspects, or involving persons who are emotionally or mentally debilitated and pose a risk of serious bodily injury or death to themselves or others, or those fleeing from police apprehension, or any situation requiring the capabilities of air support. Examples of these types of incidents include, but are not limited to, armed barricaded suspects, armed suicidal suspects, high risk search warrants, high risk violent offender apprehension, hostage situations and bomb threat/improvised explosive device investigations. These types of incidents will likely require remote manual operation of the UAS.

Mutual Aid – Valley SWAT - Deployment of the UAS as part of mutual aid within our city limits to support a Valley SWAT operation is authorized as long as its use meets the standards for "Authorized Uses of UAS" listed above. Deployments inside buildings will be subject to the restrictions currently in place for deploying robots, pole cameras and other observation devices utilized by Valley SWAT, to include search warrant requirement. Use of an UAS in this capacity must be authorized by someone the rank of commander or higher.

Community Outreach Demonstrations – In an effort to encourage public trust and effectively engage our community, the use of an UAS as part of a community meeting or special event is authorized. The UAS demonstration should be limited to showcasing the department's investigative capabilities and educating the public on the UAS program.

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Prohibited Uses

The UAS shall not be used for the following.

- To conduct random surveillance activities
- To target a person based solely on individual characteristics, such as, but not limited to race, ethnicity, national origin, religion, disability, gender or sexual orientation
- To harass, intimidate or discriminate against any individual or group
- To conduct personal business of any type

Authorized Operators

Only personnel who have successfully completed the required training shall be permitted to operate the UAS.

Flight Logs

Each authorized UAS operator will maintain a flight log. Operators will log the date, flight time and locations of all UAS deployments. They will also note, case number, incident type, automated flight or manual flight, and whether photo images or video were captured during the flight.

Program Coordinator

The Chief of Police will designate someone the rank of commander or higher to oversee the UAS Program. Their duties will include the following:

- Ensuring that policies and procedures conform to current laws, regulations and best practices.
- Establishing a training standard for operators that meets FAA requirements
- Overseeing the selection and training of operators
- Maintaining and updating the Certificate of Authorization (COA) with the FAA
- Overseeing procurement and maintenance of UAS equipment
- Review of UAS deployments to ensure compliance with policies and operating procedures
- Conducting audits of flights logs semiannually

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Photographs and Video Recording

All photographs and video recording collected by the UAS will be copied to a thumb drive, DVD, or CD and entered into evidence.

Retention of Data

Photographs and video collected by the UAS shall be retained in accordance with Washington State Records Retention Schedules.

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The first officer at the crime scene is to secure and protect the crime scene.

The responding officer handles minor crime scenes. Patrol vehicles contain equipment for latent print recovery, photography, crime scene sketching, and evidence collection and preservation.

At major crime scenes, the officer contacts the patrol sergeant for detective call out. The patrol sergeant contacts the detective sergeant to make the request. The detective sergeant calls the detective.

While waiting for the detective at major crime scenes, fleeting evidence may be lost. The responding officer should take the steps necessary to preserve this evidence.

The investigating detective may decide that additional skills are needed. The detective contacts the detective sergeant to call out the evidence specialist.

Crime scene investigators or officers collect and package evidence carefully to preserve the original condition of the item. Collect and package a sample of evidence material as complete and practical as possible.

Collection of Biological/DNA Evidence

Gloves must always be worn when handling potential biological/DNA evidence. Gloves must be changed frequently and always between handling evidence items to avoid contamination between items. Additional personal protective equipment including Tyvek suits, shoe covers, masks, etc. may be needed to protect the collector and evidence. No eating or drinking should be done around potential biological/DNA evidence. Talking over biological/DNA evidence should be avoided. A mask should be worn by anyone experiencing cold symptoms.

Biological evidence is fragile and can easily be destroyed. Care should be taken to store the evidence in a dry cool place. Sunshine, moisture, and warm temperatures can damage or destroy the evidentiary value of biological/DNA evidence. Do not freeze liquid blood vials; refrigerate promptly.

There are three methods of collection recommended by the Washington State Patrol (WSP) crime lab:

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1. Collect the entire item
2. Collect a portion of the item
3. Remove the biological material from the item.

Collecting the Entire Item

The best way to collect an item of biological/DNA evidence is generally to collect the entire item. This allows the laboratory to process the evidence for several forensic disciplines (e.g. trace, latent prints).

Collecting a Portion of the Item

If the entire item is not able to be collected because the item is too large (e.g. flooring, walls), a portion of the item may be removed. Using a clean cutting instrument, cut a large enough area around the stain/pattern to avoid having the cutting instrument come in close contact with biological material.

Removing the Biological Material from the Item

If the item is not able to be collected, the visible stain may be transferred off the object by swabbing or scraping:

- **Swabbing**: For dried body fluid, moisten a sterile swab with water (not dripping wet, just moist enough to dissolve the stain) and rub the stain. It is always best to use sterile, deionized water to moisten swabs. If this is not possible, clean water should be used. Commercially bottled water be an appropriate option. A control swab, moistened with the water used may be submitted as an additional item of evidence. For wet body fluid it isn't necessary to moisten the swab with water. Saturate the swab as much as possible with the fluid and air dry before packaging. Place the swab in a swab box and seal inside an envelope.
- **Scraping**: If dried body fluid can be easily flaked off a surface, use a new/sterile scalpel or razor blade and scrape it onto a clean piece of paper. If more than one stain is to be collected, use a new/sterile blade for each scraping. Present day testing is so sensitive that contamination of the blade from the previous stain may be detected. Fold and tape the paper closed so

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the substance can't fall from the paper and then seal the paper inside an envelope.

Never package biological/DNA evidence in plastic. Use clean paper bags, envelopes, cardboard boxes, or some other breathable packaging material. The presence of moisture enhances bacterial growth. No envelope should be licked to seal. Bacterial action, mold, sunshine, moisture, and warm temperatures can damage the evidentiary value of biological evidence and damage or destroy DNA.

Clothing and Other Large Items That Require Drying

Evidence items, stains, and swabs must be thoroughly dried at room temperature without the use of heat. Partially dried items will be subject to bacterial action and mold, destroying their value as evidence. The forensic drying cabinets circulate room temperature air without the use of heat:

- Place items in the forensic drying cabinets located in the secure evidence garage.
- Prevent cross contamination by using separate cabinets. Never put more than one person's items into the same cabinet.
- Seal the cabinet door using the provided numbered tie strap. The case report should indicate that items have been sealed in the forensic drying cabinet noting the specific seal number. The numbered seal should be submitted as an additional item of evidence as proof that nobody accessed your evidence while it was drying.
- Turn the power switch on and inform evidence personnel of the drying items.
- Evidence personnel will notify you when evidence is dry.
- If all forensic drying cabinets are unavailable, use the locking drying cabinet located at the East Hill Substation in the Evidence Storage Room across from the Evidence Processing Room.
- If all drying areas are in use, evidence personnel will make room in the alarmed evidence storage area at the impound lot. If after hours, contact Records for the evidence person scheduled for call back.

Collection of Latent Prints

Because latent prints are fragile and susceptible to destruction, proper collecting, handling, and packaging of evidence is critical. Gloves should be worn at all times

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when handling the evidence.

Latent print evidence is typically divided into two categories: porous and non-porous.

Porous Evidence

Latent prints on porous evidence such as paper, unfinished wood, cardboard, etc. are stable because the sweat and oils of the print are absorbed into the surface. They will not be rubbed off or destroyed if they come into contact with another surface. The following steps should be followed when collecting porous latent print evidence:

- Allow wet or damp evidence to dry before packaging.
- Package porous evidence as conveniently as possible. Several paper and cardboard items may be packaged into a single container.
- Submit all porous evidence to the King County AFIS Laboratory for latent print processing. No "field processing" of this type of evidence is required or desired.

Non-Porous Evidence

Latent prints on evidence such as plastic, glass, metal, foil, etc. are much more fragile because they can easily be wiped off the surface. Even with gloves, it is important not to touch areas of the surface common for someone to touch to prevent damage to any existing prints.

- Package non-porous evidence as carefully as possible. Secure the item with a tie strap through holes in a box or find another way to package the item without destroying the prints.
- King County AFIS can be contacted to request assistance with processing the evidence for latent prints prior to packaging.
- Submit all non-porous evidence that has not already been processed to the King County AFIS Lab for processing.

Questionable Surfaces

If there is question as to the surface, follow the non-porous guidelines.

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Lifting Latent Prints

For items too large to collect (i.e. vehicles, sliding glass doors, counter tops, etc.) it may be necessary to dust a smooth or non-porous surface with fingerprint powder. If any prints appear, they should be photographed at a 90 degree angle with a scale before lifting from the surface with lifting tape. The lifting tape is then placed on a latent lift card to preserve the print.

- Complete the back of the latent lift card to document the case number, date, location the print was lifted from, and who the prints were lifted by. A sketch of the item (i.e. bottle, knife, window, etc.) that the print was lifted from should also be made indicating with an "X" where the print was on the item. Also draw an arrow showing what direction was up.
- King County AFIS may be contacted to request assistance with processing crime scenes.
- All latent lift cards collected by the same person for the same case should be packaged together as one item.

Collection of Other Evidence Items

For wet items collected as evidence:

- Dry in the forensic drying cabinet located in the secure evidence garage.
- Package in paper.

For weapons:

- Package firearm and ammunition separately. Secure all firearms with a tie strap when possible. Follow the guidelines in the WSP Forensic Services Guide for unloading.
- Careful attention should be taken if the weapon is to be processed for latent prints. Follow WSP Crime Lab procedures.
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For vehicles:

- Process for evidence at the scene. Vehicles that are unable to be processed at the scene should be towed to a secure storage area for further processing.
- Use the processes described previously in this standard for the collection of evidence.

Investigating officers or technicians mark collected physical evidence immediately.

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Mark and label evidence as follows:

- Place unmarked physical evidence in a container. Seal and mark the container.
- Properly label all items or containers with a barcode label before entering into evidence. Barcode labels are to include the following:
 - Date
 - Case number
 - Item number
 - Item description
 - Serial number, if available
 - Type of crime
 - Name of submitting officer

Reference/Known Samples

An elimination sample is one of known source taken from a person who had lawful access to the crime scene to be used for comparison with evidence. A reference sample is material of a verifiable/documented source which shows an association or link between an offender, crime scene, and/or victim when compared with evidence of an unknown source. For example, the suspect's and/or victim's buccal swab submitted for comparison with a bloodstained shirt recovered as evidence.

A reference/known sample is taken from an individual under supervised circumstances. A chain of custody must be maintained on the sample from the time of collection. The reference sample may be collected by law enforcement, medical staff, or correctional staff.

A "secondary" reference sample is a personal item (e.g. toothbrush, hair brush, comb) that is believed to be from an individual. This type of reference may be used when a "primary" reference is not available.

Method of Reference Sample Collection

A buccal (saliva) sample on swabs is the easiest method of collection for known/reference samples.

1. Verify that the subject's mouth is empty.
2. Wash or sanitize hands, then put on gloves.

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3. Carefully remove swab from package.
4. Avoid touching swab tip with gloves or against any surface.
5. Have the subject open his or her mouth and immediately bring swab tip to inside of cheek.
6. Gently rub and rotate swab along the inside of the cheek for 5-10 seconds, ensuring that the entire swab-tip has made contact with the cheek.
7. Immediately remove swab, being careful not to touch swab tip against teeth, lips, or other surface.
8. Place swab directly into swab box and/or evidence envelope.
9. Label the swab box and/or evidence envelope with the person's name and related case number.
10. Use evidence tape to seal outer packaging.
11. Initial and date for chain of custody verification.
12. Store swab at room temperature.

When submitting evidence to the crime lab for DNA analysis, the following reference samples should be submitted:

- Reference samples from the victim(s) and suspect(s).
- Reference samples for elimination purposes (e.g. a consensual partner of a sexual assault victim).
- Reference samples from family members in a missing person's investigation.
- If evidence sample profile matches to an offender profile in the CODIS database, a reference sample will be requested to confirm the hit.

If reference samples are not submitted with the initial laboratory request, the request may be cancelled unless other arrangements have been made in advance or sufficient justification is provided on the DNA Case Supplemental Information form. Sufficient justification may include an inability to obtain reference samples.

See the WSP Forensic Services Guide for other methods of collecting reference samples.

Precautions

- Investigators must use caution to avoid unnecessary, damaging exchange/contamination with the crime scene. Some exchange is unavoidable; however, it must be controlled and held to a minimum.

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- After the incident, the suspect and the victim must not come in contact; clothing from each must be packaged and kept separate. The suspect and/or victim must not be brought back to the crime scene while it is still being processed. Samples taken from the scene should be packaged separately from the suspect and victim clothing to avoid contamination.
- Special care must be taken not to contaminate or lose any small particles of evidence.
- Avoid damaging any critical areas of the evidence which may have holes, rips, tears, smears, impressions, stains, cuts, or bloodstain patterns. When removing clothing, avoid cutting through these critical areas. If cutting is unavoidable, such as when removing clothing in an emergency room, be sure to take careful notes/photos of the location and appearance of the critical area, and identify the cuts made by medical personnel. Photographs taken before alteration or changes in appearance to the evidence time should be submitted to the crime lab with the items. Remember to use a scale/ruler in the photographs.
- Control/reference samples must be collected as soon as possible to avoid loss and change. If control samples from both the victim and suspect are not both available, contact the crime lab to determine what evidence should be submitted. Both control and questioned samples usually must be submitted before any comparisons can be made.
- Damp or wet items, particularly clothing, must be air-dried at room temperature in a secure area over clean paper. Use the forensic drying cabinets located in the secure evidence garage. An exception to this is fire debris. Never put fire debris in the forensic drying cabinet. It ruins the expensive filters. Fire debris evidence should be packaged according to the guides in the WSP Forensic Services Guide on page 75. After drying, handle the clothing carefully so that trace evidence is not lost. Wrap the clothing item in paper will keep the trace evidence from being lost in the seams of the paper bag. Do not use plastic containers. Avoid contamination.
- It is critical that each item or container be properly sealed and labeled. The label must describe at a minimum, the case number, the item number, the contents, and the name of the person collecting the evidence.

Inventory Procedure for Collected Evidence

The investigating officer or evidence technician lists all physical evidence collected from a crime scene on an evidence room log. The log should include the case

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number, item number, item description (make, model, serial number, if any), and the name of the submitting officer. Note collection of evidence on the case report.

Evidence – Transfer of Custody

The evidence office maintains an original evidence room log for each piece of submitted evidence. Evidence personnel record evidence transfers on the original log and in the computerized records management system through the final disposition. For evidence transfer within the department:

- On the original evidence room log, record the name of the person removing the evidence, the date and time, and the reason. The person removing the evidence receives a photocopy of the log along with the evidence, if returning via a storage locker.
- The person removing the evidence returns it directly to the evidence office and signs the evidence room log.
- If the evidence office is closed, sign the photocopy of the evidence room log and place it, along with the evidence, in a storage locker in the evidence room.
 - If using the self-lock lockers, place the evidence in the locker and shut the door. It locks automatically.
 - If using the transfer lockers, place the evidence in the locker and lock. Place the key in the evidence drop box.
- Evidence personnel retrieve the evidence from the locker to place in storage and file the signed photocopy of the evidence room log in the evidence file noting the return on the original log.

For evidence leaving the building:

- On the original evidence room log, record the destination agency and location, the reason, and the date sent. Evidence personnel sign the evidence room log.
- The paperwork required by the destination agency is completed and is sent with the evidence (i.e., Request for Lab Exam forms).
- Evidence personnel sign the evidence room log when the evidence is returned.

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#17.20	#17.2	ID Owners of Property/Evidence

Release Procedures for Disposing of Property/Evidence

Authorized Methods of Evidence Disposal:

- A. Return to owner or finder
- B. Destruction
- C. Sale or auction
- D. Appropriate for department use
- E. Donate
- F. Trade for credit

Procedures Applicable to All Methods of Evidence Disposal:

- A. Items submitted into the evidence system for destruction shall be destroyed within 30 days except for drugs and firearms. Documentation of destruction shall be noted on the back of the original evidence log in the final disposition section, on a property disposition form, or on a property transaction form.
- B. Disposal, destruction, or release of evidence is determined by the submitting officer, assigned detective, prosecutor, court disposition, court order, statute of limitations, or the Support Services Manager and is authorized by signature or electronic mail. The authorization is noted on the evidence log or property disposition form.

Notification of Owner

Evidence and property that is no longer needed shall be returned to the owner. Evidence personnel, after receiving notification for release, shall notify the owner by phone or mail that the evidence or property is available. Items not claimed within 60 days shall be disposed of. The release or disposal of property shall be documented on a property disposition form or on the evidence log in the final disposition section and in the computerized records management system.

Disposal of Evidence

A. Controlled Substances

- 1. Drugs designated for destruction shall be placed in a Drug Destruction File. When a quantity sufficient for destruction has accumulated, an audit

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is conducted by evidence personnel and the Special Investigations Unit (SIU) Commander (or commissioned supervisor designee). The audited items are sealed in containers and initialed by those conducting the audit.

2. On the day of destruction, a commissioned officer (appointed by the SIU Commander) and an evidence representative verify that the seals are intact, transport the audited items to the designated destruction site, witness the destruction, and verify by signature that the items were destroyed.
3. Evidence personnel document the destruction of evidence on the case evidence logs and in the computerized records management system.
4. Documentation of the disposal of controlled substances is provided to the Chief of Police and is maintained in the evidence office.

B. Liquor

1. Evidence personnel notify the Liquor Control board, in writing, when disposing of large quantities of seized alcohol.

C. Money

1. All money shall be disposed of, after proper authorization is received, in one of the following ways:
 - a. Return to owner
 - b. Deposit in City general fund
 - c. Deposit in Kent Police Narcotics Account
2. Money submitted to the evidence section as an item of evidence shall be returned to its owner if, the money has not been seized through the forfeiture procedure by the department, the ownership is not disputed by another party, and the criminal proceedings and appeal periods are completed.
3. Money submitted as evidence, which cannot be returned to the owner, shall be deposited in the City of Kent General Fund. Evidence personnel shall document all monies deposited by case number, item number, and

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amounts in a report that will be attached to a receipt from the City of Kent cashier verifying the deposit. This report shall be placed in the evidence section money deposit binder for future reference.

4. Money submitted in the course of a narcotics investigation and/or seized as assets through forfeiture shall be released to the narcotics sergeant for deposit in the narcotics accounts.

D. Firearms

1. Firearms shall be disposed of by:
 - a. Return to owner
 - b. Destruction
 - c. Appropriation for Department use
 - d. Trade for credit
2. Firearms legal to possess and no longer needed as evidence shall be returned to the owner if eligible to possess firearms. Authorization to release firearms is determined by the investigating officer/detective, prosecutor, court disposition, court order, or the Support Services Manager.
 - a. All firearms illegal to possess, seized, unclaimed, or if so ordered by court order shall be disposed of.
 - b. The evidence technician/custodian shall document the case number, item number, and description of the firearms to be disposed of.
 - c. The SIU Commander or commissioned supervisor designee, along with the evidence technician/custodian, will audit the firearms to be disposed of.
 - d. The destruction shall be witnessed and verified by two evidence personnel.
3. Appropriation for Department Use
 - a. Weapons that are appropriated for department use will only be used for department programs or training purposes.
 - b. The evidence technician/custodian will submit a report listing the

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firearms to be disposed of to the Chief of Police. The Chief of Police will make a determination as to what firearms, if any, will be appropriated for department use or traded for credit.

Found Property

Employee Responsibility:

- A. Any employee authorized to accept found property shall in cases where the finder wishes to claim the found property:
 1. Advise the finder if the property is illegal for him/her to possess.
 2. Advise the finder if the found property is to be held for evidence in judicial or other official proceedings.
 3. Advise the finder in writing using the Kent Police Found Property Statement Form of the procedures to be followed in claiming found property.
 4. Submit the evidence section copy of the Found Property Rights Statement Form along with the found property to the evidence section.
- B. Any employee authorized to accept found property should in cases where the finder does not wish to claim the property:
 1. Initiate a found property report.
 2. Submit the item into evidence.

Evidence Section Responsibility:

A. Unclaimed Found Property Disposition

1. As provided for in RCW 63.32.010, after 60 days any found property retained by the evidence section may be donated (bikes), destroyed, auctioned, or appropriated to department use.

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2. The evidence technician/custodian shall monitor found property items for 60 days and disposition items accordingly.

B. Procedures of Found Property Claims

1. The evidence custodian/technician upon receiving the Found Property Rights Statement Form shall note the date the report was made and monitor found property claims for compliance to claim procedures.
2. If the finder at any time fails to comply with claims procedures, the right to claim the property will be forfeited, and the found property will be immediately surrendered to the department.
3. If the appraised value of the property is more than the cost of publication of notice, the finder must submit payment of \$10.00, plus the cost of publication incurred by the Kent Police, pursuant to R.C.W. 63.21.010. (If by check, it should be certified and made payable to the CITY TREASURER). Such payment shall be submitted after 60 days, but not later than 90 days after the report of finding.
4. Upon receiving the payment the evidence technician will deposit the payment to the City of Kent to be placed in Found Property Claims account.
5. The release form will then be prepared and a copy of the release form, along with a copy of the receipt of payment from the City of Kent will be provided to the finder. Copies of release and receipt will also be forwarded to the records section to be placed in the master case file. The original documents will be placed in the evidence room case file and closed accordingly.

Auctions

A. General Auctions

1. Property or evidence items designated for auction shall be auctioned in accordance with RCW 63.32.010.

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2. A list of all items auctioned will be maintained in the evidence office for six years.

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Procedures for Receiving All Found and Evidentiary Property by Department Employees

Any employee of the department taking property into custody shall complete a case report detailing why the property was taken into custody and package and submit the items to Evidence in a secure evidence storage locker prior to the end of their duty shift. Officers should submit the signed evidence room log at the same location as the property, placing the log in the holder provided. Exceptional circumstances may delay the processing and submission of evidence into the control of the evidence room.

Packaging and Submitting Property for Secure Storage

Procedures for entering property/evidence:

- A. All property/evidence submitted at the east or west hill substations shall be secured in an evidence locker. Place the locker key in the key drop slot. Property/evidence submitted at the main station shall be secured in an evidence locker. Place the evidence log in the evidence office in-tray.
- B. Evidence and property shall be properly packaged and sealed prior to being submitted into the evidence system. Improperly packaged items are not accepted. Evidence personnel notify the submitting person (and their supervisor) of the necessary corrections. Evidence personnel do not open sealed items to verify the contents. Properly packaged, sealed, and identified items are entered into the evidence system and stored in the appropriate secure evidence storage area.
- C. A barcode label with the following identification is required on all items submitted:
 1. Date submitted
 2. Case number
 3. Item number
 4. Item description
 5. Serial number, if available
 6. Type of crime
 7. Officer name

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Kent PD	17.30
WASPC	17.3
Previous Kent PD Policy	33.1.1

Kent PD	WASPC	Title
#17.40	#17.4	Temporary Storage and Processing

All evidence and found property is initially secured in storage lockers located in the evidence processing rooms. Such rooms are at the police headquarters and at the east and west hill substations. Rooms are accessible 24-hours a day to Kent Police Department employees on official business via electronic key card or simplex push button lock.

Temporary Evidence Storage

Purpose:

To establish a location for patrol officers to temporarily store evidence for processing or packaging.

Application:

A designated locker will be used for officers who need temporary evidence storage in order to respond to high priority calls, or go off-duty without incurring any overtime costs associated with processing or packaging evidence. All evidence will be processed before the officer goes off shift, unless the delay is approved by the officer's supervisor.

Procedure:

Keys to the temporary evidence locker are contained in the Master Key Box located in the Records Unit. Only personnel of the rank of sergeant or higher are authorized to sign out these keys. Verbal authorization may be given by the sergeant for an officer to access the evidence locker key.

The authorized person signs out the key and unlocks the locker. The officer places the evidence in the locker and secures the door. The locker keys are kept by the officer. When the evidence is completely processed, the evidence is removed and entered following normal evidence procedure. The key is signed back into records by the officer.

Responsibility:

The authorizing sergeant is responsible to make sure the evidence is processed and packaged in a timely manner and that the key is returned to the Records Unit

Effective:	10/23/95
Revised:	1/7/16
Kent PD	17.40
WASPC	17.4
Previous Kent PD Policy	33.1.3/33.1.1

Kent PD	WASPC	Title
#17.40	#17.4	Temporary Storage and Processing

Master Key Box.

The following methods of packaging may be used:

- Heat-sealed in plastic. The ends are then heat-sealed and the seals initialed by the submitting officer.
- Packaged in an appropriately sized envelope, paper bag, box, can, or other sealable container. Do not use staples or tape tags to package. All entry points are to be sealed with evidence tape. The officer initials across each seal.
- Large items that are unable to be packaged (bikes, lawn mowers, etc.) may be submitted with a barcode label affixed on a string or wire tag attached to the item.

Special Handling Procedures

A. Large Items:

Large items that cannot be placed into a secure evidence locker should be placed in the secure/enclosed evidence garage. A key is secured in the records section key lock box to gain entry into this area. Only sergeants and evidence personnel have authorization to sign out the key from records and are responsible for its return. **Exceptions:** bicycles should be transported to the auction container located in the secured area of the City of Kent Shops complex.

B. Open Containers:

Open containers shall be sealed to prevent leakage and contamination of evidence or other items. If the container cannot be sealed in such a manner, the contents will be placed in a sealable container and submitted along with the original container.

C. Biological Evidence

Biological evidence and items contaminated with biological fluids must be air

Effective:	10/23/95
Revised:	1/7/16
Kent PD	17.40
WASPC	17.4
Previous Kent PD Policy	33.1.3/33.1.1

Kent PD	WASPC	Title
#17.40	#17.4	Temporary Storage and Processing

dried at room temperature prior to packaging in paper. Biohazard labels are required on the packaging. Refer to the WSP Forensic Services Guide or the evidence help book for drying and packaging information.

Evidence requiring refrigeration will be placed in the secured refrigerator in the evidence processing room at the main station. Keys to the refrigerator are contained in the Master Key Box located in the records section. Only personnel of the rank of sergeant or higher are authorized to sign out these keys.

Effective:	10/23/95
Revised:	1/7/16
Kent PD	17.40
WASPC	17.4
Previous Kent PD Policy	33.1.3/33.1.1

Kent PD	WASPC	Title
#17.50	#17.5	Perishable Evidence or Property

Perishable Items

When possible, perishable items shall be released to the owner upon recovery. A photo of the item can be taken and submitted into evidence.

If it is not possible to release the item, and it is to be submitted into evidence, the employee's supervisor will contact evidence personnel and advise them of the situation. Evidence personnel will then make the proper arrangements to secure the item. The Records Section has the name of the evidence call back person.

The Evidence Unit has available both temporary and permanent storage for perishable items.

Effective:	10/23/95
Revised:	5/14/15
Kent PD	17.50
WASPC	17.5
Previous Kent PD Policy	33.1.1

Kent PD	WASPC	Title
#17.60	#17.6	Hazardous Materials

The Evidence Supervisor is responsible for maintaining inventory and facilitating disposal of BIOHAZARD material. By job description the Evidence Supervisor is also the Biohazard Coordinator.

All disposable equipment and materials used by employees which comes in direct contact with blood or bodily fluids shall be placed in a RED leak-proof plastic bag (tied closed) at the location/room/place where used and transported to the Kent Police Department for final disposal. Final disposal shall be made into the biohazardous material waste receptacle located within the headquarters building evidence processing room. Receptacles are clearly marked with Biohazard Signs and/or labeling.

Biological Evidence

Biological evidence and items contaminated with biological fluids must be air dried at room temperature prior to packaging in paper. Biohazard labels are required on the packaging. Refer to the WSP Forensic Services Guide or the evidence help book for drying and packaging information.

Evidence requiring refrigeration will be placed in the secured refrigerator in the evidence processing room at the main station. Keys to the refrigerator are contained in the Master Key Box located in the records section. Only personnel of the rank of sergeant or higher are authorized to sign out these keys.

Sharps Disposal

All sharps shall be disposed of as "Biohazardous Waste" unless deemed a critical piece of evidence. Sharps shall be disposed of by being placed into an individual "needle keeper" leak proof, rigid, puncture-resistant, break resistant container. These containers are available for needles and are located in patrol vehicle trunks, evidence processing areas, and at the medical area of the corrections facility.

All full sharps containers and other potentially hazardous materials will be disposed of into the Biohazardous Materials Waste Receptacle located in the Police Department Evidence processing area.

Sharps containers will be replaced when 2/3 full by Evidence personnel. Evidence personnel will also coordinate removal of biohazard waste receptacles; this will be

Effective:	10/23/95
Revised:	1/7/16
Kent PD	17.60
WASPC	17.6
Previous Kent PD Policy	33.1.1

Kent PD	WASPC	Title
#17.60	#17.6	Hazardous Materials

done by a contracted company that is set up to handle biohazard waste.

Hazardous, Suspicious, or Unknown Materials

A. Methamphetamine Laboratory Investigations:

No employee shall retrieve, transport, or handle any item involved in or near the production of methamphetamine.

If it is suspected that a methamphetamine laboratory has been discovered in the course of an investigation, the employee's supervisor will be contacted and he/she will contact the department's narcotics supervisor. If deemed necessary, the fire department will also be contacted and asked to respond as a safety/precautionary measure only.

The narcotics supervisor or designee is responsible for ensuring that the appropriately trained personnel, organization, or agency, such as the Washington State Patrol or the King County Department of Public Safety, is contacted. The selected personnel or agency is responsible for collecting representative samples of suspected substance for evidentiary purposes.

In addition, the narcotics supervisor or designee is responsible for notifying the Washington State Department of Ecology in compliance with RCW 69.50.511. This notification is to aid in securing a contractor to respond for identification, clean up, and disposal of any and all suspected hazardous substances.

Any chemicals submitted that are "safe" shall be submitted in accordance with standard evidence handling procedures with exception to the following:

1. The evidence will be marked in bold print "METH LAB INV" on the outside of the evidence packaging.
2. It shall be noted on the evidence log in the "Notation" section, "METH LAB INV" as a second precautionary measure in the handling of the evidence.

Effective:	10/23/95
Revised:	1/7/16
Kent PD	17.60
WASPC	17.6
Previous Kent PD Policy	33.1.1

Kent PD	WASPC	Title
#17.70	#17.7	Facility Controls - Security

Access to the evidence facilities is restricted to police personnel, except in case of emergency that requires a Kent Fire Department response. This also includes the secure vehicle storage.

Evidence personnel have keys and security codes to the secure evidence storage areas. A key to only the secure evidence garage is kept in the locked key box in Records and may be temporarily signed out by sergeants for after-hours access. Individual security codes for the garage alarm are issued to sergeants. Police personnel accessing the evidence garage must be accompanied by evidence personnel or a sergeant at all times.

The secure evidence storage area is on the first floor of City Hall. It is for the indefinite storage of most found, recovered, and evidentiary property. Access to the evidence storage area is limited to evidence personnel. Others entering the area must be accompanied by evidence personnel. A log is maintained noting the name, date, reason for visit, time in and time out of any person entering the secure evidence storage area. The area is covered by an audible alarm system that is monitored by the records section. A vault located within the area is used to secure all money, precious metals, and jewelry. A secure storage room is used to keep all firearms and drugs separate from other property.

A combination safe is located in the vault. Only the Support Services Assistant Chief and Special Investigations Unit (SIU) Commander have the combination to the safe and must be accompanied by evidence personnel to access the area. Currency and jewelry valued at \$5,000 or more is stored in the safe.

The secure evidence office is located at the Kent Police Headquarters. The evidence office maintains all evidence records and related documents. The evidence office may be used for temporary evidence storage during the check-in process. Access to the evidence office is limited to evidence personnel. Others entering the area must be accompanied by evidence personnel. A log is maintained noting the name, date, reason for visit, time in and time out of any person entering the evidence office. The office is covered by an audible alarm system that is monitored by the records section.

Refrigeration equipment is available for temporary storage of perishable evidence in the evidence processing room at police headquarters and in the evidence office. Refrigeration equipment for long-term storage of perishable evidence is located in

Effective:	10/23/95
Revised:	1/7/16
Kent PD	17.70
WASPC	17.7
Previous Kent PD Policy	32.2.1

Kent PD	WASPC	Title
#17.70	#17.7	Facility Controls - Security

the secured evidence storage area. Refrigeration temperatures are maintained at 33-40 degrees Fahrenheit (1-3 degrees Celsius). Freezing temperatures are maintained at 32 degrees Fahrenheit (0 Celsius) or below.

Effective:	10/23/95
Revised:	1/7/16
Kent PD	17.70
WASPC	17.7
Previous Kent PD Policy	32.2.1

Kent PD	WASPC	Title
#17.80	#17.8	Facility Controls – Preventing Exposure

The Kent Police Department Evidence area is equipped with a large fan and ductwork to ventilate the area. This work was completed in 1999.

Effective:	8/14/14
Revised:	1/7/16
Kent PD	17.80
WASPC	17.8
Previous Kent PD Policy	New

Kent PD	WASPC	Title
#17.90	#17.9	Evidence Facilities - Restricted Area

Access to the evidence facilities is restricted to police personnel, except in case of emergency that requires a Kent Fire Department response. This also includes the secure vehicle storage.

Evidence personnel have keys and security codes to the secure evidence storage areas. A key to only the secure evidence garage is kept in the locked key box in Records and may be temporarily signed out by sergeants, for after-hours access. Individual security codes for the garage alarm are issued to sergeants. Police personnel accessing the evidence garage must be accompanied by evidence personnel or a sergeant at all times.

The secure evidence storage area is on the first floor of City Hall. It is for the indefinite storage of most found, recovered, and evidentiary property. Access to the evidence storage area is limited to evidence personnel. Others entering the area must be accompanied by evidence personnel. A log is maintained noting the name, date, reason for visit, time in and time out of any person entering the secure evidence storage area. The area is covered by an audible alarm system that is monitored by the records section. A vault located within the area is used to secure all money, precious metals, and jewelry. A secure storage room is used to keep all firearms and drugs separate from other property.

A combination safe is located in the vault. Only the Support Services Assistant Chief and Investigations Commander have the combination to the safe and must be accompanied by evidence personnel to access the area. Currency and jewelry valued at \$5,000 or more is stored in the safe.

The secure evidence office is located at the Kent Police Headquarters. The evidence office maintains all evidence records and related documents. The evidence office may be used for temporary evidence storage during the check-in process. Access to the evidence office is limited to evidence personnel. Others entering the area must be accompanied by evidence personnel. A log is maintained noting the name, date, reason for visit, time in and time out of any person entering the evidence office. The office is covered by an audible alarm system that is monitored by the records section.

Effective:	10/23/95
Revised:	5/8/15
Kent PD	17.90
WASPC	17.9
Previous Kent PD Policy	33.1.2

Kent PD	WASPC	Title
#17.100	#17.10	Person Entry/Exit Recording

Access to the evidence facilities is restricted to police personnel, except in case of emergency that requires a Kent Fire Department response. This also includes the secure vehicle storage.

Evidence personnel have keys and security codes to the secure evidence storage areas. A key to only the secure evidence garage is kept in the locked key box in Records and may be temporarily signed out by sergeants for after-hours access. Individual security codes for the garage alarm are issued to sergeants. Police personnel accessing the evidence garage must be accompanied by evidence personnel or a sergeant at all times.

The secure evidence storage area is on the first floor of City Hall. It is for the indefinite storage of most found, recovered, and evidentiary property. Access to the evidence storage area is limited to evidence personnel. Others entering the area must be accompanied by evidence personnel. A log is maintained noting the name, date, reason for visit, time in and time out of any person entering the secure evidence storage area. The area is covered by an audible alarm system that is monitored by the records section. A vault located within the area is used to secure all money, precious metals, and jewelry. A secure storage room is used to keep all firearms and drugs separate from other property.

A combination safe is located in the vault. Only the Assistant Chiefs and Commanders have the combination to the safe and must be accompanied by evidence personnel to access the area. Currency and jewelry valued at \$5,000 or more is stored in the safe.

The secure evidence office is located at the Kent Police Headquarters. The evidence office maintains all evidence records and related documents. The evidence office may be used for temporary evidence storage during the check-in process. Access to the evidence office is limited to evidence personnel. Others entering the area must be accompanied by evidence personnel. A log is maintained noting the name, date, reason for visit, time in and time out of any person entering the evidence office. The office is covered by an audible alarm system that is monitored by the Records section.

Effective:	10/23/95
Revised:	11/30/15
Kent PD	17.100
WASPC	17.10
Previous Kent PD Policy	33.1.2

Kent PD	WASPC	Title
#17.110	#17.11	Security of Sensitive Property

Receiving Sensitive Items Into Evidence

Additional security measures are required for controlled substances, currency, firearms, and jewelry. Such property may be submitted via the secured storage lockers or taken directly to evidence personnel. These sensitive items are stored in a separate locked area of the secured evidence storage.

Currency

A minimum of two department employees must count and verify exact amounts of currency prior to submission into evidence. Mechanical counters may be used for large sums of currency. Currency and jewelry totaling \$5,000 or more in value must be immediately secured in one of the five safe deposit lock boxes located in the main PD Evidence Processing Room. Keys to the safe deposit boxes are stored in the Master Key Box located in the Records Unit. The officer must sign the key log documenting receipt of the key. Once the property is secured, the officer will return the key to Records and sign the key log documenting its return. Amounts under \$5,000 can still be secured in one of the evidence lockers. If all five safe deposit boxes are in use, the evidence must be given to evidence personnel. If after hours, the Records Section has the name of the evidence call back person.

1. Packaging currency
 - a. Remove all coins and currency from purses, wallets, backpacks, clothing, etc., before submitting into evidence.
 - b. Place all currency in a KPD evidence money envelope. Complete the required information on the envelope including verification signature.
 - c. The submitting person will properly seal and initial all access points.
2. Retaining currency
 - a. Currency critical to the arrest, incident, or investigation remains in evidence storage until the case is adjudicated or the disposition of the currency is determined.
3. Depositing Currency
 - a. Evidence personnel or the narcotics supervisor shall deposit currency not considered evidence in the appropriate account, noting the

Effective:	10/23/95
Revised:	10/28/19
Kent PD	17.110
WASPC	17.11
Previous Kent PD Policy	33.1.1/33.1.2

Kent PD	WASPC	Title
#17.110	#17.11	Security of Sensitive Property

transaction on a daily cash report form. Evidence personnel also note the transaction on the evidence log and in the computerized records management system.

Precious Metals/Jewelry

Seal precious metals, jewelry (including costume), and gemstones in a properly marked container and package separately from other types of property or evidence.

Controlled Substances

1. Package different types of controlled substances as separate evidence items in appropriate containers to prevent cross-contamination, loss, or degradation of the evidence.
2. Moist marijuana or mushrooms must be loosely packaged (no more than two-thirds full) in paper envelopes, bags, or boxes to allow for proper drying regardless of the reason for submission. Tape all seams to prevent dried substance from escaping.
3. Package and submit large quantities of marijuana in the secured evidence garage to prevent strong odors from infiltrating the station.
4. Drugs removed from body cavities require special handling for later analysis. Refer to the WSP Forensic Services Guide.

Firearms

All firearms submitted into evidence must be entered as recovered into WACIC. Records personnel will document the WACIC number in RMS under the Notes tab. If the firearm is reported stolen, type the name of the agency it was reported stolen to and their case number in the description field when logging the firearm into evidence. Firearms with obliterated serial numbers require serial number restoration at the WSP Crime Lab. If the firearm doesn't have an apparent serial number, type "none" in the serial number field when logging the firearm.

1. Make the firearm safe
 - a. The submitting officer or detective renders the weapon safe by

Effective:	10/23/95
Revised:	10/28/19
Kent PD	17.110
WASPC	17.11
Previous Kent PD Policy	33.1.1/33.1.2

Kent PD	WASPC	Title
#17.110	#17.11	Security of Sensitive Property

unloading the ammunition. If the weapon has been used in a crime and position of ammunition is critical, refer to WSP Forensic Services Guide prior to unloading the firearm.

2. Secure the firearm with a tie strap through the magazine well and ejector port for semi-automatics and through the cylinder of revolvers, if possible. Do not put anything through the barrel.

3. Unsafe firearms

If you cannot unload the firearm due to it being rusty or for any other reason, you can't make the firearm safe, or are not positive that it is unloaded;

- a. Lock the firearm in the gun safe at the range.
 - i. If there is nobody at the range, Records has a key to the range.
- b. The key to the gun safe is in the gun safe when it's not in use.
- c. After locking the firearm in the gun safe, drop the key in the evidence locker.
- d. Notify evidence personnel and the Range Master via email that there is an unsafe firearm in the gun safe.

4. Packaging Firearms for Submission to Evidence

- a. If the firearm does not need to be processed for latent prints, DNA, and there is no blood on it, affix the barcode label to a string tag and attach the tag to the trigger guard.
- b. If the firearm needs to be processed for latent prints, DNA, or has blood on it, package it in a gun box.
 - i. If the gun has blood on it, affix a biohazard label to the box.
 - ii. If the gun is being sent to the crime lab for DNA analysis or AFIS for latent print processing, place the lab request forms along with the evidence log in the tray outside the evidence office.
- c. All firearms must be submitted to Evidence unloaded.
- d. Package magazines and ammunitions as separate items.
 - i. It is not necessary to unload magazines.
- e. All firearms must be secured with tie straps if possible (even if they are packaged in a box).
 - i. For semi-automatic firearms, lock the slide back and secure the

Effective:	10/23/95
Revised:	10/28/19
Kent PD	17.110
WASPC	17.11
Previous Kent PD Policy	33.1.1/33.1.2

Kent PD	WASPC	Title
#17.110	#17.11	Security of Sensitive Property

- tie strap through the magazine well ejector port.
 - ii. For revolvers, secure the tie strap through a cylinder.
 - iii. For long guns, you may need to connect a few tie straps together and use creativity to design a way to hold the receiver open.
 - iv. Never place anything inside the barrel.
- 5. ATF tracing is required for all firearms submitted to evidence except those submitted for safekeeping.
 - a. The submitting officer completes the ATF Trace Request.
 - b. Firearms with partial serial numbers require ATF tracing.
 - c. Firearms with obliterated serial numbers must first be sent to WSP Crime Lab for restoration of the serial number.
 - d. The Trace Request is submitted to evidence with the evidence log. Evidence personnel fax the request to ATF and route the original to Records to be scanned into Oracle. Evidence retains a copy of the fax receipt.
- 6. IBIS Test Fire is required for all firearms submitted to evidence except for revolvers and those submitted as safekeeping.
 - a. The Range Master fires the guns for IBIS.
 - b. Evidence personnel notifies the Range Master when a firearm needs to be test fired.
 - c. Evidence personnel completes the WSP Crime Lab request for the casings that were test fired by the Range Master to be entered into IBIS.

Access to the evidence processing rooms and the secure vehicle storage is restricted to Kent police personnel only. Unescorted access to the secure evidence storage room and the secure evidence office is limited to:

- A. Evidence Personnel
- B. Fire Department personnel on an emergency response

In case of an emergency requiring Fire Department entry to the secured evidence storage area, the following procedure has been established when evidence personnel are unavailable:

Effective:	10/23/95
Revised:	10/28/19
Kent PD	17.110
WASPC	17.11
Previous Kent PD Policy	33.1.1/33.1.2

Kent PD	WASPC	Title
#17.110	#17.11	Security of Sensitive Property

- A sealed envelope containing keys and the door code to the evidence storage area is contained in the locked key box in Records.
- Records personnel are authorized to sign out the envelope to Fire Department or Evidence personnel only, recording the names of the releasing and receiving person and the date on the key log.
- Any other release of the envelope must be approved by the Chief of Police and the same procedure followed.
- Fire department employees will access the area to respond to the emergency, and then return the keys and code to Records.
- The receiving Records Specialist will seal the code and keys in a new envelope, record the names of the releasing, and receiving person and date on the key log, and return the envelope to the locked key box.
- Fire department personnel will provide Records staff with the names of all Fire Department personnel that entered the evidence area.
- The release of this envelope will be documented noting why entry was made without evidence staff via e-mail or supplemental report if an original case report is available. This report will be forwarded to the Support Services Manager and Evidence Unit Supervisor. This document will be kept in the evidence office.
- Evidence personnel will sign out the envelope and change the door code following non-evidence personnel access to the storage area.

Effective:	10/23/95
Revised:	10/28/19
Kent PD	17.110
WASPC	17.11
Previous Kent PD Policy	33.1.1/33.1.2

Kent PD	WASPC	Title
#17.120	#17.12	Evidence/Property Tracking System

Any employee of the department taking property into custody shall complete a case report detailing why the property was taken into custody and package and submit the items to Evidence in a secure evidence storage locker prior to the end of their duty shift. Officers should submit the signed evidence room log at the same location as the property, placing the log in the holder provided.

Exceptional circumstances may delay the processing and submission of evidence into the control of the evidence room.

Effective:	10/23/95
Revised:	1/8/16
Kent PD	17.120
WASPC	17.12
Previous Kent PD Policy	33.1.1

Kent PD	WASPC	Title
#17.130	#17.13	Evidence/Property Reports

A trial requires an accurate record of crime scene events. Every detective, officer, and evidence technician involved in a crime scene must submit a detailed case report.

The crime scene investigator's report should contain the following:

1. Date and time of arrival at the scene
2. Location of the scene
3. Name of victim(s), if known
4. Name of suspect(s), if known
5. Narrative of action(s) at the scene, including photographs, sketches, measurements taken, and evidence collected
6. Police incident/case number

Effective:	10/23/95
Revised:	1/8/16
Kent PD	17.130
WASPC	17.13
Previous Kent PD Policy	32.2.6

Kent PD	WASPC	Title
#17.140	#17.14	Recording Property Movement

The evidence office maintains the evidence logs that reflect the location of property stored in secure evidence storage. The logs include:

1. Date and time the property was received.
2. General description.
3. Assigned item number.
4. Storage location.
5. Chain of custody through final disposition.

Effective:	10/23/95
Revised:	1/8/16
Kent PD	17.140
WASPC	17.14
Previous Kent PD Policy	33.1.5

Kent PD	WASPC	Title
#17.150	#17.15	Drugs

All drugs must be removed from backpacks, suitcases, pockets, etc. and packaged as separate items. All drugs packages must be weighed by the submitting officer. The package weight, the date it was weighed, and the initials of the person who weighed it must be written on the outside of the package prior to submitting to evidence.

If a package weight is not written on the package, it will be returned to the submitting officer for correction. If the officer's initials and date are not written next to the package weight, evidence personnel may accept it without returning it for correction. However, they should send an e-mail instructing the officer to include initials and date in the future.

Each time a drug package is accepted into evidence or released from evidence, evidence personnel will weigh the package and write the weight, date, their initials, and a reason code (NP for new property, CO for checked out, or CI for checked in) on the outside of the package, except when processing for disposal.

Scales for weighing drug packages are calibrated yearly by an outside vendor.

Effective:	9/26/14
Revised:	10/28/19
Kent PD	17.150
WASPC	17.15
Previous Kent PD Policy	New

Kent PD	WASPC	Title
#17.160	#17.16	Disposing Property

Final disposition of unclaimed and evidentiary property is accomplished as follows:

1. All unclaimed property may be disposed of after 60 days past the date that the owner was notified, or 60 days past the date that the property was submitted if the owner is unknown or there is no way of contacting the owner.
2. Hold evidentiary property that is part of an "active" case until case status is changed to "closed" by the investigating officer or detective.
3. Dispose of firearms as directed by state law, RCW 9.41.098.
4. Disposal of all sex crime evidence must be authorized by the Commander over person's crimes and then as directed by state law.
5. Disposal of all homicide evidence must be authorized by the Commander over person's crimes.
6. Disposal of all death investigation evidence not classified as a homicide must be authorized by the detective sergeant over person's crimes.
7. Dispose of all property and evidence as directed by state law, RCW 63.32 and 69.50.

Effective:	10/23/95
Revised:	1/8/16
Kent PD	17.160
WASPC	17.16
Previous Kent PD Policy	33.1.7

Kent PD	WASPC	Title
#17.170	#17.17	Disposal of Hazardous Materials

The Evidence Supervisor is responsible for maintaining inventory and facilitating disposal of BIOHAZARD material. By job description the Evidence Supervisor is also the Biohazard Coordinator.

All disposable equipment and materials used by employees which comes in direct contact with blood or bodily fluids shall be placed in a RED leak-proof plastic bag (tied closed) at the location/room/place where used and transported to the Kent Police Department for final disposal. Final disposal shall be made into the biohazardous material waste receptacle located within the headquarters building evidence processing room. Receptacles are clearly marked with Biohazard Signs and/or labeling.

Sharps Disposal

All sharps shall be disposed of as "Biohazardous Waste" unless deemed a critical piece of evidence. Sharps shall be disposed of by being placed into an individual "needle keeper" leak proof, rigid, puncture-resistant, break resistant container. These containers are available for needles and are located in patrol vehicle trunks, evidence processing areas, and at the medical area of the corrections facility.

All full sharps containers and other potentially hazardous materials will be disposed of into the Biohazardous Materials Waste Receptacle located in the Police Department Evidence processing area.

Sharps containers will be replaced when 2/3 full by Evidence personnel. Evidence personnel will also coordinate removal of biohazard waste receptacles; this will be done by a contracted company that is set up to handle biohazard waste.

Effective:	10/23/95
Revised:	8/14/14
Kent PD	17.170
WASPC	17.17
Previous Kent PD Policy	12.4.7

Kent PD	WASPC	Title
#17.180	#17.18	Recording Sold Property

All personnel shall submit property seized through any legal process to evidence. The Kent Police Department follows the State of Washington guidelines (RCW 63.32 and 69.50) for asset seizure and forfeiture regarding property seized through criminal investigations, held as found property, and for disposal following adjudication of criminal cases

Kent Police Department understands the importance of maintaining records pertaining to the proceeds of property that was sold, traded, and appropriated for department use.

1. Propertyroom.com website maintains a database that can be accessed at any time to determine what an item of property sold for and what the department received as proceeds.
2. The Evidence Unit maintains records for each item that was appropriated for department use. All appropriations must be approved by the Chief.
3. The Evidence Unit maintains records for all property that was donated.
4. The Evidence Unit maintains records of all firearms that were traded.
5. The Rangemaster keeps records of the proceeds regarding firearm trades.
6. The Special Investigations Unit (SIU) Sergeant maintains records of all proceeds from asset seizures.

Effective:	10/1/07
Revised:	1/8/16
Kent PD	17.180
WASPC	17.18
Previous Kent PD Policy	33.1.8/8.5.4

Kent PD	WASPC	Title
#17.190	#17.19	Destruction of Property

When property is sold the disposition of the money received is accounted for and recorded according to state law.

Every effort is made to return owner identified property to the owner. Letters are sent to last known addresses. If the letters are returned searches in data bases occur to ensure no updated address can be found.

All unclaimed items of property that have value are logged onto a form specifically for propertyroom.com and are identified by the case and item number. Corresponding barcode labels provided by propertyroom.com are then attached to both the item and the form by that item. Items are then accumulated to allow for less frequent trips by representatives of propertyroom.com.

Items are then sold on the website. Once items are sold a check is received by the Kent Police Department. Checks are then deposited into an account titled unclaimed property. This account is within the Police Department budget.

Release Procedures for Disposing of Property and Evidence

Authorized Methods of Evidence Disposal:

- Return to owner or finder
- Destruction
- Auction
- Appropriate for department use
- Donate
- Trade for credit

Procedures Applicable to All Methods of Evidence Disposal:

Items submitted into the evidence system for destruction shall be destroyed within 30 days except for drugs and firearms. Documentation of destruction shall be noted on a property disposition form and on the location section of the evidence log.

Release or destruction of evidence is determined by the submitting officer, assigned detective, prosecutor, court disposition, court order, statute of limitations, or the Support Services Manager and is authorized by signature or electronic mail. The

Effective:	10/23/95
Revised:	1/13/16
Kent PD	17.190
WASPC	17.19
Previous Kent PD Policy	33.1.1

Kent PD	WASPC	Title
#17.190	#17.19	Destruction of Property

authorization is noted on the property disposition form.

Notification of Owner

Evidence and property that is no longer needed shall be returned to the owner. Evidence personnel, after receiving notification for release, shall notify the owner by phone or mail that the evidence or property is available. Items not claimed within 60 days shall be disposed of. The release or disposal of property shall be documented on a property disposition form or on the evidence log in the final disposition section and in the computerized records management system.

Disposal of Evidence

Controlled Substances

- Drugs designated for destruction shall be placed in a Drug Destruction box. When a quantity sufficient for destruction has accumulated, an audit is conducted by evidence personnel and a commissioned supervisor or designee. The audited items are sealed in containers and initialed by those conducting the audit.
- On the day of destruction, a commissioned officer (appointed by the commissioned supervisor or designee) and an evidence representative verify that the seals are intact, transport the audited items to the designated destruction site, witness the destruction, and verify by signature that the items were destroyed.
- Evidence personnel document the destruction of evidence on the case evidence logs and in the computerized records management system.
- Documentation of the disposal of controlled substances is provided to the Chief of Police and is maintained in the evidence office.

Liquor

Evidence personnel notify the Liquor Control board, in writing, when disposing of large quantities of seized alcohol.

Effective:	10/23/95
Revised:	1/13/16
Kent PD	17.190
WASPC	17.19
Previous Kent PD Policy	33.1.1

Kent PD	WASPC	Title
#17.190	#17.19	Destruction of Property

Money

All money shall be disposed of, after proper authorization is received, in one of the following ways:

- Return to owner
- Deposit in City general fund
- Deposit in Kent Police Narcotics Account

Money that is submitted to the evidence section as an item of evidence shall be returned to its owner if the monies have not been seized through the forfeiture procedure by the department, the ownership is not disputed by another party, and the criminal proceedings and appeal periods are completed.

Money submitted as evidence, which cannot be returned to the owner, shall be deposited in the City of Kent General Fund. Evidence personnel shall document all money deposited by case number, item number, and amounts in a report that will be attached to a receipt from the City of Kent cashier verifying the deposit. This report shall be placed in the evidence section money deposit binder for future reference.

Money submitted in the course of a narcotics investigation and/or seized as assets through forfeiture shall be released to the narcotics sergeant for deposit in the narcotics accounts.

Firearms

Firearms shall be disposed of by:

- Return to owner
- Destruction
- Appropriation for department use
- Trade for credit

Firearms legal to possess and no longer needed as evidence shall be returned to the owner, if eligible to possess firearms. Authorization to release firearms is determined by the investigating officer/detective, prosecutor, court disposition, court order, or the Support Services Manager.

Effective:	10/23/95
Revised:	1/13/16
Kent PD	17.190
WASPC	17.19
Previous Kent PD Policy	33.1.1

Kent PD	WASPC	Title
#17.190	#17.19	Destruction of Property

- All firearms illegal to possess, seized, unclaimed, or if so ordered by court order shall be disposed of.
- Evidence personnel shall document the case number, item number, and description of the firearms to be disposed of.
- The detective commander or commissioned supervisor designee, along with the evidence personnel, will audit the firearms to be disposed of.
- The destruction shall be witnessed and verified by two evidence personnel.
- Appropriation for department use
 - Weapons that are appropriated for department use will only be used for department programs or training purposes.
 - The evidence technician/custodian will submit a report listing the firearms to be disposed of to the Chief of Police. The Chief of Police will make a determination as to what firearms, if any, will be appropriated for department use or traded for credit.

Found Property

Any employee authorized to accept found property shall, in cases where the finder wishes to claim the found property:

- Advise the finder if the property is illegal for him/her to possess.
- Advise the finder if the found property is to be held for evidence in judicial or other official proceedings.
- Advise the finder in writing using the Kent Police Found Property Statement Form of the procedures to be followed in claiming found property.
- Submit the evidence section copy of the Found Property Rights Statement Form along with the found property to the evidence section.

Effective:	10/23/95
Revised:	1/13/16
Kent PD	17.190
WASPC	17.19
Previous Kent PD Policy	33.1.1

Kent PD	WASPC	Title
#17.190	#17.19	Destruction of Property

Any employee authorized to accept found property should in cases where the find does not wish to claim the property submit the item into evidence.

Evidence Section Responsibility

As provided for in RCW 63.32.010, after 60 days any found property retained by the evidence section may be donated (bikes), destroyed, auctioned or appropriated to department use. The evidence technician/custodian shall monitor found property items for 60 days and disposition items accordingly.

Procedures of Found Property Claims

- Evidence custodian/technician upon receiving the Found Property Rights Statement Form shall note the date the report was made and monitor found property claims for compliance to claim procedures.
- If the finder at any time fails to comply with claims procedures, the right to claim the property will be forfeited and the found property will be immediately surrendered to the department.
- If the appraised value of the property is more than the cost of publication of notice, the finder must submit payment of \$10.00, plus the cost of publication incurred by the Kent Police, pursuant to R.C.W. 63.21.010. (If by check, it should be certified and made payable to the CITY TREASURER). Such payment shall be submitted after 60 days but not later than 90 days after the report of finding.
- Upon receiving the payment Records personnel will deposit the payment to the City of Kent to be placed in Found Property Claims account.
- The release of the property will be documented on a Property/Disposition form. A copy of the Property/Disposition form and a copy of the receipt of payment from the City of Kent will be provided to the finder. Copies of the Property/Disposition form and receipt will be forwarded to the Records Section to be placed in the master case file. The original documents will be placed in the evidence room case file.

Effective:	10/23/95
Revised:	1/13/16
Kent PD	17.190
WASPC	17.19
Previous Kent PD Policy	33.1.1

Kent PD	WASPC	Title
#17.190	#17.19	Destruction of Property

Auctions

Property or evidence items designated for auction shall be auctioned in accordance with RCW 63.32.010. The Propertyroom.com website maintains a database of items auctioned.

Effective:	10/23/95
Revised:	1/13/16
Kent PD	17.190
WASPC	17.19
Previous Kent PD Policy	33.1.1

Kent PD	WASPC	Title
#17.200	#17.20	Audits of Property

Semi-Annual Inspections

The Support Services Manager, accompanied by evidence personnel, conducts semi-annual inspections of the evidence facilities. This inspection determines if proper record-keeping, evidence accountability, storage, cleanliness, and disposal methods are being followed.

The Support Services Manager documents any problems found during these inspections and corrects as appropriate. The Support Services Manager forwards written documentation of the inspection and a list of all noted deficiencies to the Support Services Assistant Chief within 10 days of the semi-annual inspection.

Unannounced Annual Inspections and Audits

The Special Investigations Unit Commander, or designee, conducts an unannounced inspection of the evidence facilities at least annually. Under no circumstances will supervisory personnel having the property function under their control appoint the inspector or conduct the audit. However, evidence personnel will accompany the inspector.

This audit includes the random comparison of records with physical property to ensure the accuracy of the records. A complete report of audit findings shall be forwarded to the Chief of Police via chain of command and to the accreditation coordinator.

Annual Report – Evidence Items Cleared from Property Room

The Support Services Manager is responsible for compiling the number of evidence items received and cleared during the prior year. This report will be forwarded via Chain of Command to the Chief. New Property (NP) received and Disposed of Property (DO) are tracked in the department's Records Management System.

Records of Inspections, Audits, and Inventories

Copies of reports documenting the results of inspections, audits, and inventories will be maintained for four years in accordance with Washington State Records Retention guidelines.

Effective:	10/23/95
Revised:	4/15/19
Kent PD	17.200
WASPC	17.20
Previous Kent PD Policy	33.1.6

Kent PD	WASPC	Title
#17.210	#17.21	Audits After Change of Command

When evidence personnel are reassigned or terminated, a property audit will be conducted. Incoming evidence personnel, current evidence personnel and a designee appointed by the Chief will jointly complete the audit. A full audit of all sensitive items to include money, jewelry, firearms, and drugs will be completed. All other evidence will be spot checked for accountability. A final report will be sent up the chain of command. This report will also be stored in a notebook in evidence.

Effective:	10/23/95
Revised:	6/13/19
Kent PD	17.210
WASPC	17.21
Previous Kent PD Policy	33.1.6

Kent PD	WASPC	Title
#17.220	N/A	Found Property – No Value/Owner

Found Property With No Value and No Owner Identified

All drugs, money, and firearms must be entered into evidence for proper disposition.

If the property is of no value and the owner cannot be identified, the item may be destroyed and properly disposed of by the officer. The officer must complete a case report, enter the item under the property tab of the report, and designate the item as DES (Destroyed by the Officer) in the involvement field, and then describe in the narrative how the disposal was completed.

Effective:	10/23/95
Revised:	12/4/15
Kent PD	17.220
WASPC	N/A
Previous Kent PD Policy	33.1.1

Kent PD	WASPC	Title
#17.230	17.22/17.23	Acceptance, Storage, and Return of Firearms Pursuant to Court Orders

Purpose

The following procedures apply to the collection, storage, and return of firearms, dangerous weapons, or concealed pistol licenses (CPL) that are temporarily surrendered pursuant to a court order. Firearms, dangerous weapons, or CPLs that are evidence in a criminal case shall be entered into Evidence in accordance with applicable evidence policies and procedures.

Surrender of Firearms, Dangerous Weapons, or CPLs by Order of a Court

Firearms may be ordered surrendered by a court pursuant to the following:

1. An Order to Surrender Firearms issued in accordance with RCW 9.41.040 or RCW 941.800;
2. An Extreme Risk Protection Order (ERPO) issued in accordance with Chapter 7.94 RCW;
3. The conditions of pretrial release of a defendant in a criminal case in accordance with CrR 3.2 and CrRLJ 3.2;
4. An Order of Judgement and Sentence issued by a court;
5. The terms and conditions of an order issued pursuant to Chapter 7.92 RCW, RCWs 7.90.090, 9A.46.080, 10.14.080, 10.99.040, 10.99.045, 26.09.050, 26.50.070, or 26.26.590;
6. Another order issued by a court.

Accepting or Taking Possession of Firearms, Dangerous Weapons, or CPLs

1. **Accepting or Taking Firearms, Dangerous Weapons or CPLs:** When an officer is serving an order requiring the surrender of firearms, dangerous weapons, or CPLs, or a person contacts police to surrender firearms, dangerous weapons, or CPLs, the officer should accept or take possession of all firearms, dangerous weapons, and CPLs:

Effective:	12/1/18
Revised:	N/A
Kent PD	17.230
WASPC	17.22/17.23
Previous Kent PD Policy	NEW

Kent PD	WASPC	Title
#17.230	17.22/17.23	Acceptance, Storage, and Return of Firearms Pursuant to Court Orders

- a. Voluntarily surrendered;
 - b. In plain sight;
 - c. Discovered pursuant to a lawful search.
2. **Failure to Comply with Extreme Risk Protection Order (ERPO):** The officer shall verify that all of the firearms listed on the ERPO (if any) are turned in. In the event the subject of the ERPO fails to comply with the requirements of the ERPO, the officer shall prepare a report under penalty of perjury detailing the non-compliance, and shall file the report with the court that issued the ERPO.
3. **Issuing and Filing Receipts:** When an officer accepts or takes possession of a firearm, dangerous weapon, or CPL, the officer shall provide the owner with a receipt identifying the property accepted or taken. The receipt can be found at <http://www.courts.wa.gov/forms/?fa=forms.contribute&formID=95>.
 - a. If the firearm or CPL is accepted or taken pursuant to an ERPO issued pursuant to Chapter 7.94 RCW, the officer shall, within 72 hours of accepting or taking possession of the firearm or CPL, file the receipt with the court issuing the order.
 - b. A copy of the receipt shall be provided to Records for entering into a database.
4. **Entering Firearms into Tiburon/WACIC:** When an officer accepts firearms, dangerous weapons, or CPLs pursuant to this policy, the firearms, dangerous weapons, or CPLs shall be submitted to Evidence using the same procedure for items of evidentiary value, except:
 - a. Type "Hold Per Court Order" before the description of the item in Tiburon.
 - b. Deliver a copy of the court order to Evidence along with the evidence log.
 - c. All firearms submitted to Evidence for any reason must be entered in WACIC as recovered.
 - d. Firearms or dangerous weapons should not be packaged in boxes unless they have blood on them or they are being sent to labs for latent print or DNA processing.

Effective:	12/1/18
Revised:	N/A
Kent PD	17.230
WASPC	17.22/17.23
Previous Kent PD Policy	NEW

Kent PD	WASPC	Title
#17.230	17.22/17.23	Acceptance, Storage, and Return of Firearms Pursuant to Court Orders

5. **Accessories Not to be Submitted:** Officers should not accept accessories that are not permanently attached to the firearm or dangerous weapon. For example, officers should not accept:
- a. Ammunition
 - b. Magazines
 - c. Holsters
 - d. Cases

Evidence Personnel: Accepting or Taking Possession of Firearms, Dangerous Weapons, and CPLs

1. Provide a copy of the court order to Records to be scanned into Oracle and placed in the Master Case File.
2. Write "Hold Per Court Order" under the case number on the evidence file.
3. Write "Hold Per Court Order" on the outside of the sack or envelope that holds the firearm, dangerous weapon, or CPL.
4. Hold the firearm, dangerous weapon, or CPL in a secure location until its release or forfeiture is ordered by the court, the court order has terminated, the court order has expired without renewal, or the firearm, dangerous weapon, or CPL is deemed unclaimed or abandoned.

Evidence Personnel: Returning Firearms, Dangerous Weapons, and CPLs

1. A firearm, dangerous weapon, or CPL shall be returned only after:
 - a. Confirming the person to whom the firearm is to be returned is the individual from whom the firearm was obtained;
 - b. Ensuring that 24 hours has elapsed between the time the firearm was seized and the firearm is to be released;
 - c. Confirming through a background check the respondent is eligible to own or possess a firearm under federal or state law; and
 - d. Confirming with the court that the Order to Surrender Firearms has terminated or expired.

Effective:	12/1/18
Revised:	N/A
Kent PD	17.230
WASPC	17.22/17.23
Previous Kent PD Policy	NEW

Kent PD	WASPC	Title
#17.230	17.22/17.23	Acceptance, Storage, and Return of Firearms Pursuant to Court Orders

2. Evidence shall seek confirmation from the Kent Prosecutor's Office of the requirements of "a" above.
3. Evidence must, if requested, provide notice of an impending release to a family or household member who has requested notice of such release. If notice has been requested, the firearm or CPL shall be held of 72 hours from the time notice has been provided to the family or household member.
4. If a firearm cannot be returned because it is required to be held in custody or is otherwise prohibited from being released, Evidence must provide written notice to the individual from whom it was obtained within five business days of the individual requesting return of his or her firearm and specify the reason the firearm must be held in custody. Notification may be made via email, text message, mail service, or personal service. For methods other than personal service, service shall be considered complete once the notification is sent.

Transfer of Firearm from One Owner to Another

1. The following shall be required prior to the transfer of a firearm from the owner to another:
 - a. The owner shall present a notarized letter identifying:
 - i. They are the lawful owner of the firearms that were seized;
 - ii. The firearms subject to transfer;
 - iii. They are transferring all ownership of the firearms;
 - iv. The name and date of birth of the individual to whom the firearms are being transferred.
2. The person to whom the firearm is transferred shall present a valid form of government-issued identification, and shall be subject to a criminal history check.
3. Firearms that are held pursuant to an ERPO shall not be permitted to be transferred during the pendency of the ERPO.
4. Firearms that are held as a result of a pending criminal offense shall not be

Effective:	12/1/18
Revised:	N/A
Kent PD	17.230
WASPC	17.22/17.23
Previous Kent PD Policy	NEW

Kent PD	WASPC	Title
#17.230	17.22/17.23	Acceptance, Storage, and Return of Firearms Pursuant to Court Orders

permitted to be transferred.

5. Firearms ordered forfeited shall not be permitted to be transferred to avoid forfeiture.

Effective:	12/1/18
Revised:	N/A
Kent PD	17.230
WASPC	17.22/17.23
Previous Kent PD Policy	NEW

Kent PD	WASPC	Title
#18.10	#18.1	Restraining During Transport

Prisoners transported by police or corrections officers shall be properly restrained to ensure the safety of the officers as well as the public. Approved restraint devices include: handcuffs, flex-cuffs, waist restraint (belly chain), and ankle cuffs.

In most cases, transported prisoners are handcuffed behind the back. The handcuffing of prisoners together is allowed only when the number of prisoners exceeds the number of available restraints to properly handcuff each prisoner individually. Handcuffing in front or handcuffing each hand to one side of a prisoner's belt is appropriate when the prisoner has an injury or disability that would be aggravated by handcuffing behind the back.

If a prisoner is handcuffed in the front, hinged cuffs should be utilized and their wrists should be positioned with one on top of the other, with the hands pointed towards the side of the prisoner's body. Male and female prisoners should not be handcuffed together.

The Kent Police Department does not allow its officers to hog tie prisoners during transport. Officers shall double lock all cuffs that are used.

If a case report or FI card is written, the officers shall document the type of restraints used and the double locking of handcuffs.

Prisoners must be properly restrained in a safety belt during transport. Prisoners are not handcuffed to any part of the vehicle during transport.

Effective:	10/1/07
Revised:	12/1/15
Kent PD	18.10
WASPC	18.1
Previous Kent PD Policy	24.2.1

Kent PD	WASPC	Title
#18.20	#18.2	Transporting Sick, Mentally Ill, Injured, or Disabled Persons

Officers may be required to transport prisoners under unusual circumstances. Examples of unusual circumstances that may be encountered are:

Disabled Persons - Do not assume that restraint devices are not needed on disabled prisoners. Officers transport disabled prisoners safely and consistently with the prisoner's specific needs.

Mentally Disturbed Persons - Officers should physically restrain all mentally disturbed prisoners during transport. If the prisoner is transported by ambulance, four point soft restraints are an option instead of handcuffs.

Sick/Injured Persons - Officers should restrain the sick/injured person consistent with their sickness or injury.

Extended Transports - Officers conducting extended transports may consider the use of waist restraint/handcuffs in front combination during these transports. Ankle cuffs can be used in addition if the officer feels it is appropriate.

A prisoner who is sick or injured incidental to arrest usually receives medical attention before transporting to the jail. The arresting officer summons the Fire Department to the prisoner's location for treatment. The Fire Department recommends further treatment and appropriate method of transport, if necessary. If a prisoner needs further medical attention, the prisoner is transported to the hospital prior to being booked. If the prisoner is transported to the hospital, the arresting officer:

1. Transports the prisoner or follows the ambulance to the hospital. The prisoner is properly restrained with either handcuffs and/or soft restraints, prior to transport.
2. Upon arrival at the hospital, the officer is responsible for the continued restraint and security of the prisoner. Officers determine the extent of restraint needed based on the extent of the prisoner's injury.
3. The transport officer notes on the jail health screening form if the prisoner refuses treatment.

Effective:	10/1/07
Revised:	12/1/15
Kent PD	18.20
WASPC	18.2
Previous Kent PD Policy	24.2.1/24.3.1

Kent PD	WASPC	Title
#18.20	#18.2	Transporting Sick, Mentally Ill, Injured, or Disabled Persons

For prisoners requiring medication, the transport officer takes the necessary medication to the Corrections Facility. Medication is transported in a separate location from the prisoner.

Effective:	10/1/07
Revised:	12/1/15
Kent PD	18.20
WASPC	18.2
Previous Kent PD Policy	24.2.1/24.3.1

Kent PD	WASPC	Title
#18.30	#18.3	Prisoner Search Prior to Transport

The transporting police or corrections officer is responsible for the safety and security of themselves, the prisoner, other police officers, and the public.

Never assume someone else did a search. Transporting officers shall search prisoners for weapons, contraband, evidence, and means of escape each time a prisoner is in the officer's custody. This is done prior to court appearances, medical appointments, and transports to jails, holding facilities, or other locations. Officers shall search purses, fanny packs, baggage, etc., and keep those and other items separated from the prisoner.

Absent extenuating circumstances, prisoners shall be properly handcuffed prior to being searched.

Effective:	10/1/07
Revised:	9/24/14
Kent PD	18.30
WASPC	18.3
Previous Kent PD Policy	24.1.1

Kent PD	WASPC	Title
#18.40	#18.4	Vehicle Search Before/After Transport

Officers inspect their assigned vehicles at the beginning of each shift. This inspection is done to ensure that the vehicle is not damaged, is mechanically safe, and properly equipped. In addition to this, officers shall examine the interior of the vehicle to make sure it is free of weapons and contraband.

Officers shall repeat this search prior to and after each prisoner transport.

Effective:	10/1/07
Revised:	9/24/14
Kent PD	18.40
WASPC	18.4
Previous Kent PD Policy	24.1.2

Kent PD	WASPC	Title
#18.50	#18.1	Safety and Security During Transport

An officer transporting a prisoner to another facility complies with the rules of that facility. The transporting officer will:

- Secure firearms in a gun locker or in the trunk of the vehicle before the prisoner exits the vehicle.
- Leave restraints on the prisoner unless otherwise directed by the receiving officer.
- Provide necessary documents.
- Provide any special information to the receiving officer concerning the prisoner's behavior, health, risk of escape, or violence.
- If required by receiving agency, provide documentation of the transfer of custody. If no documentation is required, complete a Case Report noting incident/arrest.

When transporting the prisoner to a facility, officers shall obtain a signature from the receiving officer for the prisoner and the prisoner's property.

Effective:	10/1/07
Revised:	9/24/14
Kent PD	18.50
WASPC	18.1
Previous Kent PD Policy	24.1.6

Kent PD	WASPC	Title
#18.60	#18.5	Temporary Detention Rooms

The temporary detention rooms at the police station and substations are lighted and equipped with a bench. There are also restrooms and water fountains in close proximity. Detainees shall be permitted to use the restroom and have a drink of water upon request.

Effective:	10/1/07
Revised:	5/14/15
Kent PD	18.60
WASPC	18.5
Previous Kent PD Policy	25.1.1/25.4.1

Kent PD	WASPC	Title
#18.70	#18.5/6	Operating Temporary Holding Facilities

Purpose

The temporary detention rooms used by the Kent Police Department are not designed to be secure facilities. Any holding should be limited to the absolute minimum time necessary, not to exceed six hours.

Subjects brought into police facilities for detention and held under two hours are not required to be under constant supervision; however, officers are required to check on them every half-hour.

Juveniles

Juveniles accused of a criminal-type offense may be detained in the temporary detention rooms for up to six hours for the purposes of processing, release, or transfer to a juvenile facility. The six-hour clock runs continuously from the first time the juvenile is in secure custody status to the last time released from secure custody. Police cars are not considered a secure location and juveniles are not considered in secure custody status while being transported.

Juveniles detained in the temporary detention rooms shall not have sight or sound contact with adult arrestees or inmates during the time in secure custody status. An accused or adjudicated juvenile may be detained for up to six hours prior to a court appearance, and up to an additional six hours after a court appearance. The two six-hour periods cannot be combined to extend the time frame.

Adjudicated juveniles cannot be held for any length of time in adult jails, lockups, or holding facilities as a disposition. At no time shall a status offender or non-offender be detained for any length of time in the temporary detention rooms.

Safety Considerations

Officers should be aware of the following safety considerations when using temporary detention rooms:

Weapons Control: Officers shall keep their duty weapons secure in their holsters unless there is a need to enter the temporary detention room. Prior to entry, officers shall secure their weapon in the adjacent gun storage locker. Use of the gun storage locker shall be indicated on the "Subject Intake Observation Form".

Effective:	10/1/07
Revised:	8/15/19
Kent PD	18.70
WASPC	18.5/6
Previous Kent PD Policy	25.1.1/25.3.2/25.3.3/25.4.2

Kent PD	WASPC	Title
#18.70	#18.5/6	Operating Temporary Holding Facilities

Panic or Duress Alarm: None of the temporary detention facilities are equipped with panic alarms; however, the portable radios worn by officers are equipped with an emergency button, which notifies dispatch of the need for assistance.

Access to Area and Prisoner: Entry to the temporary holding facilities is limited by access codes or card keys. Only authorized personnel have access to these buildings.

Escape Prevention: Subjects shall be detained in locked rooms or continuously supervised by an officer to prevent escape.

Search of Detainee: Officers are required to search each detainee prior to bringing them into the station. The detainee's property is kept in a bag and in the officer's custody until the detainee is released.

Security Inspection: Officers are required to inspect each temporary detention room prior to using it for detaining a subject. Officers should inspect the room again just prior to the subject's release.

Separation: Subjects brought into police facilities for temporary detention will be separated by gender and status. Under no circumstances should an adult subject be held next to a juvenile.

Temporary Restraint Devices: If necessary, an officer may temporarily restrain the subject by securing them to a fixed object.

Visual Observation: Officers must visually check on detainees at least once every 30 minutes. This is done by looking through the temporary detention room window to check the subject's welfare. Officers shall note the time and the observer's name on the "Subject Intake Observation Form". These detention rooms are not equipped with any audio/video recording.

Fire Prevention

The following procedures help protect against fire as a result of temporary detention:

1. Subjects are searched and their property, including any lighters or matches, is confiscated prior to placing them into temporary detention rooms.

Effective:	10/1/07
Revised:	8/15/19
Kent PD	18.70
WASPC	18.5/6
Previous Kent PD Policy	25.1.1/25.3.2/25.3.3/25.4.2

Kent PD	WASPC	Title
#18.70	#18.5/6	Operating Temporary Holding Facilities

2. Each temporary detention room is equipped with a smoke detector/alarm that will sound in case of fire.

Fire Suppression

In the event of fire, the following fire suppression equipment may be used:

1. Each temporary detention room is equipped with a sprinkler system to extinguish fire.
2. A clearly marked fire extinguisher is located close to each of the temporary detention rooms

Fire Evacuation

Officers are responsible for the detainees they have secured in holding rooms. In the event of a fire, each individual officer is responsible for the evacuation of the detainee they have secured in a holding room. The detention room doors do not lock but can only be opened by an exterior handle. The police department and both substations have properly displayed exit signs to assist with prompt evacuation.

Reporting

The officer placing an individual in a temporary detention room shall complete the "Subject Intake Observation Form". Upon the release of a subject, the releasing officer shall ensure the form indicates the date and time released. The form shall be forwarded to a supervisor for approval. Once the form is completed and approved, it shall be routed to the Research and Development Analyst for tracking and reporting purposes.

Effective:	10/1/07
Revised:	8/15/19
Kent PD	18.70
WASPC	18.5/6
Previous Kent PD Policy	25.1.1/25.3.2/25.3.3/25.4.2

Kent PD	WASPC	Title
#18.80	#18.7	Non-Secure Holding of Juveniles

A status offender is classified as a runaway, missing juvenile/youth at risk, M.I.P., tobacco violations, or any court order pertaining to these non-offenses. Status offenders shall not be detained in the temporary detention rooms. Officers shall ensure status offenders are kept in a safe and secure area where they can be observed until other arrangements can be made for their release (ie. to parent or guardian, transported to a youth facility, etc.). Mitigating circumstances to detaining a status offender include suspected criminal behavior, active resistance to detention, or harm to self or others.

The Kent Police Department has two temporary detention rooms at the police station. These detention rooms are used for short term holding of non-status offenders until they can be released to responsible adults, transported to a juvenile detention facility, or if an adult, for processing prior to booking or release. The rooms shall be checked prior to placing anyone in them and then after their removal so as to document any potential damage that may have been done.

A temporary detention form will be accurately filled out when anyone is placed in one of the detention rooms. It is the responsibility of the detaining officer to complete the form and to log all status checks of the detainee, if the detainee leaves the room for a personal break, or for an interview/interrogation. For the safety of the detainee, only one person shall be kept in each detention room at a time.

Once the detainee has been transported or released, the investigating officer shall give the temporary detention form to their supervisor for approval. Once the form has been reviewed and signed off, the temporary detention forms shall be forwarded to the Research and Development Analyst who will track for reporting purposes.

Officers using the temporary detention rooms have the following responsibilities:

1. Notify the supervisor prior to the subject being placed into a temporary detention room.
2. Provide adequate supervision of the person being detained. Each officer is accountable for the subject they bring in. Every subject shall be searched prior to placement in the detention rooms. Personal property that is removed from the subject shall be placed outside of the detention room door.
3. If necessary, temporarily restrain the subject by securing them to a fixed object.
4. Ensure that male, female, and juvenile detainees are separated by both sight and sound.

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Kent PD	18.80
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Previous Kent PD Policy	23.2.1/23.2.2/25.3.1

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5. The department does not provide meals to any of the detainees.

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Kent PD	18.80
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