



Revised February 2013

Table of Contents

Hours and Contact Information	2
The Evidence Function	3
Submitting Evidence/Property	4-8
Location of Submission Areas	4-6
Evidence Entry and Barcoding	7
Number-of-Items Scenarios	7
Submitting Items After Hours	8
Packaging	9-37
What Needs to be Sealed?	10
General Sealing Instructions	10
Air Dry Bags (Non-Narcotics)	11
Blood Sample Kit	14
Boxes	15
Currency Only Envelope	16-17
Envelopes	18
Firearms	19-22
Narcotics Air-Dry Bag	23-24
Narcotics Box	25
Narcotics Envelope	26-28
Sacks	29
Syringes	30-34
TASER / Taser Cartridge	35-37
Correcting problems with submitted items	38

The Evidence Unit maintains this publication.

***SPD Evidence Unit
730 South Stacy Street, Building C
Seattle, WA 98134***

Hours of operation:

Monday through Friday 0600-1800 hours (*excluding City holidays*)

Phone: 684-8720 (press 8 for Evidence personnel)

Fax: 684-8503

E-mail: "SPD Evidence Unit" - SPDEvidenceUnit@seattle.gov

V-mail Handle: Evidence Q

Evidence Unit Sergeant:

Detective Sergeant Cindy Granard
684-8736

Chief Evidence Warehouseurs (Supervisors):

John Anderson – 684-8730
Kevin Hogan – 684-8730
Bydia Haley – 684-8730

Found Property Detective

Michael Whidbey – 233-3890

Firearms Specialist Detective

Don Gallagher – 684-8735

The Evidence Unit has a van available. Please call Sgt. Granard or one of the Chief Evidence Warehouseurs for more information. After hours, contact the Chief Dispatcher for call out assistance.

The Evidence Function

The Evidence Unit provides the Department with documentation, storage, and a retrieval system that allows officers to testify, "This is the item that I placed into the evidence."

Here is a general overview of the evidence/property handling process:

Submitting Officer/Detective

1. **Collects** the property and evidence.
2. **Provides** the Evidence Unit with:
 - General Offense (GO) Number (Versaterm entry)
 - Description of the item(s) being submitted.
3. **Barcodes** and **packages** items per this guide.
4. **Submits** the items per this guide.
5. **Completes** a *Property Disposition Form* (form 1.17) when an item is no longer needed.

Evidence Unit

6. **Catalogs** incoming evidence/property.
7. **Tracks** evidence/property inventory.
8. **Controls** packaging quality
9. **Safeguards** evidence/property
10. **Clears** item(s) from inventory after receiving a *Property Disposition Form*.

Submitting Evidence/Property

The Evidence Unit is located on the south side of the Airport Center Way complex at 730 S. Stacy Street, Building C. All activity at this location is videotaped by the Evidence Unit's security cameras. During business hours, officers may submit their items to the personnel at the counter in the officer lobby. After hours, officers may submit items using the information below.



This is the sally port exterior roll-up door off the main driveway into the Evidence Unit. Raise the door by swiping your SPD prox card on the reader at the bottom of the ramp.

This door allows access to the three areas where property and evidence may be submitted after hours.

Officer Lobby

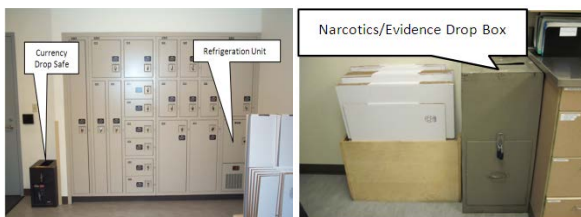


As you enter the sally port, this door will be on your left. It leads to the interior officer lobby.



Inside the officer lobby you will find:

- Two computers with barcode printers
- Packaging area (non-biohazard),
- Evidence submission lockers,
- Evidence/Narcotics Drop Box, and
- Currency Drop Safe.



Biohazard/Bulk Room



As you enter the sally port and look to the right, directly across from the entrance to the officer lobby, is this door. This room is for submission of biohazard and bulky or large quantity items.



Inside the Biohazard Submission Area you will find:

- Biohazard packaging area,
- Supplies, and protective equipment,
- Biohazard submission lockers



As you enter the biohazard area the bulk submission room is to the left. Items going into this room do not have to be biohazards. This is a good area to submit bulky items that will not fit in lockers, such as air compressors and lawn mowers.

If an item has a gas tank, the tank must be empty before submitting the item.
Charles Street has a facility for taking waste gasoline.

Once the door is closed, it is LOCKED

Center Submission Area



Farther into the sally port on the left is a smaller roll-up door. This is the Center Submission Area and it contains:

- Tall storage lockers
- Additional smaller lockers
- Bicycle rack



Evidence Entry/Barcode Printing



You will need to log on to Versadex to: 1) print a barcode and (2) scan your item(s) into an appropriate locker(s) using the Evidence Continuity screen.

Refer to the *MRE Property & Evidence Entry Guide* for detailed information on entering your property into the SPIDER system and printing out your barcode. Each individual item must have its own Evidence Barcode.

Number-of-Items Scenarios

1. Submitting a found wallet containing three bank cards and an ID card, all in the same name:

Number of items: One

Description: 1. Black wallet C/ 3 bankcards and WA State ID for "John Smith".

2. If the same wallet also contained currency:

Number of items: Two

Descriptions:

1. One black wallet C/ 3 bankcards and WA State ID for "John Smith"

2. SCESC \$25.00 (Enter Currency Envelope number in the Cross Reference field)

3. Submitting a backpack with clothing, toiletries, books:

Number of items: One

Description:

1. Blue backpack C/ clothing, toiletries, books

4. If the same backpack also contains a digital camera and money:

Number of items: Three

Descriptions:

1. Blue backpack C/ clothing, toiletries, books.

2. Kodak, A100, Digital Camera, Ser#0001

3. SCESC \$5.00 (Enter Currency Envelope number in the Cross Reference field)

Submitting Items After Hours

Once you have printed out your barcode and attached it per this guide:

1. **Select** an appropriately sized locker or drop-box. You may place all of the evidence on a case in one locker.

Exception: See Narcotics and Currency Envelopes below and if you have victim and suspect clothing, use **separate** lockers.

2. **Submit** Currency Envelopes in the roll top safe.

Exception: If the item won't fit in a Currency envelope (i.e., a box of rolled coins) it may be placed in a locker if the value is under \$25,000.00.

3. **Submit** Narcotics Envelopes in the Narcotic Drop Box.

Exception: Larger narcotics may be put in another type of packaging then placed in a locker if the value is under \$25,000.00. Also, large grow farm equipment can be stored in the Bulk Submission Room.

4. **Use** the bike rack in the Center Submission Area for bicycles.

If a bike needs lab work, cover it with butcher paper and write "PRINTS" or "LAB WORK" on the paper or place it in the Bulk Storage Room with accompanying information.

5. **Place** items such as compressors and other large power equipment in the Center Submission Area or in the Bulk Submission Room.

6. **Use** the Evidence Drop Boxes for small items or a single envelope packaged per this guide. Place envelope into the top slot of the drop box.

Packaging

In an effort to run an efficient warehouse, the Evidence Unit uses as few different types and sizes of packaging as possible. Occasionally there will be odd sizes and shapes of items that will require different packaging. Please package the item in the most appropriate sized container.



For larger sized items that cannot be packaged:



1. **Attach** the evidence barcode to a tag.
2. **Zip tie** the tag where it can be easily seen.

Certain items require specific, standardized, packaging.

- Use a Narcotics Envelope or Narcotics Box for all narcotics.
- Use a Currency Envelope for all US, foreign, and counterfeit currency.

See the appropriate sections of this guide for specific packaging and sealing instructions.

What needs to be sealed?

Do Seal:

- **ALL** narcotics and currency - in specialized packaging
- Narcotics paraphernalia
- Biohazard material.
- Items going to the State Crime Laboratory (Except Firearms)
- Items thought to contain trace evidence - To avoid the loss of the trace evidence and so that the State Crime Lab will accept them.
- Items whose identity can only be maintained by chain-of-custody

Example: A specific shell casing found at a specific location

- Items of a particularly sensitive nature - . i.e., child pornography, hate literature.
- High value items

Never Seal:

- Firearms - The Evidence Unit will package firearms for transport to the Crime Lab.

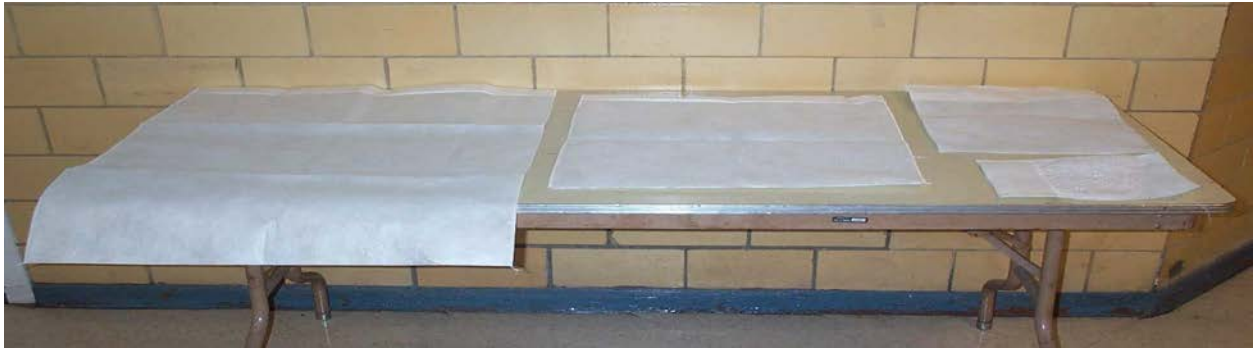
Sealing the item's packaging is probably not necessary if:

- None of the criteria listed above apply, and
- The evidence barcode label sufficiently identifies the item as the same item placed into evidence.

General Sealing Instructions

- Evidence will only accept the red/white "Tamper Evident Tape".
- Use a "Sharpie" Permanent Marker for initials. Other pen markings fade with time and can be wiped away.
- **Never use staples!** Staples are a safety hazard to SPD employees and can also tear other evidence packaging materials.

Air-Dry Bags (Non-Narcotics)



Officers must submit biological evidence in sealed air-dry bags. Biological evidence must dry before permanent storage. If sealed in a box, sack, or plastic bag while wet, the biological evidence will rot or mold. This results in degradation of evidence and health risks.

Air-dry bags come in a variety of sizes. Choose a bag large enough to allow the seam to lay flat after packaging. An overstuffed bag will not get a good seal or sufficient air circulation.

If the evidence cannot be packaged at the scene, temporarily place the items in red plastic biohazard bags. Use separate bags for every individually collected piece of evidence to prevent cross contamination. Transfer the items to air-dry bags as soon as possible.

When packaging/submitting items in air-dry bags, follow these steps:



1. **Cover** the work surface with a clean piece of butcher paper to protect the evidence and the work surface from cross contamination.



2. **Dispose** of all potentially contaminated waste in bio-hazard garbage cans.

- **No syringes here.** Syringes go into the sharps container.



3. **Place** items in air dry-bag.

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4. **Fold** top of bag halfway to bag material, pressing and creasing to create a flap.



5. **Tear** the flap free from stitching (if necessary).



6. **Place** a small piece of 2-inch evidence tape to assist in sealing.



7. **Place** 2-inch Evidence tape on paper part of bag, ensuring that the tape does not touch the fabric part of the bag.



8. **Initial** across the top and bottom tape edges with 1 or 2 sets of initials using a permanent marker.



9. **Write** the GO#, and **attach** the bar code to top of bag.



10. If transporting after packaging, **place** each sealed air-dry bag in a red biohazard plastic bag to protect against cross-contamination.



11. **Use** the designated biohazard lockers for air-drying. These lockers have placards with the biohazard symbol on them.



12. **Leave** room for air to circulate around the air-dry bag.



13. **Secure** locker with the padlock.

Blood Sample Kit



When packaging/submitting a Blood Sample Kit, follow these steps:

1. **Place** the Blood Sample Kit and photocopy of paperwork in a small paper sack. Sealing is not necessary.
2. **Complete** the computer entry.
3. **Affix** barcode and bio sticker to the front of the sack.



4. After hours, **place** the Blood Sample Kit into one of the four compartments in the cooler locker #21.

- If all 4 cooler lockers are full **contact** the Chief Dispatcher and **request** evidence personnel for a call out. Blood Sample Kits cannot remain in any other, non-refrigerated locker.



Boxes



Cardboard boxes are available in a variety of sizes. Use the most appropriate sized box without overstuffing or under filling. Using one of the stocked standard sized boxes whenever possible makes it easier to store items in the evidence warehouse.

To package and seal an item in a box, follow these steps:



1. **Use** tamper resistant evidence tape to assemble the box. Two pieces along the bottom seam is usually enough.



2. If the item is heavy, **reinforce** it with a strip or two of evidence tape across the seam.



3a. **Initial** across all seams on top and bottom.

OR



3b. **Initial** across tape on both sides of box top and bottom.

Currency-Only Envelope

Officers must submit all currency, including foreign and counterfeit, in a sealed Currency-Only envelope.

See SPD Manual Section 7.090 – Evidence Money Submission for signature requirements.

The Currency-Only envelope includes several features that enhance its security. It has a pre-printed envelope number and a tally sheet. Be sure to type the preprinted number into the cross reference block of the securities screen.

Tamper resistant seal is on the back flap.

08-000000

CURRENCY ONLY

☒ Evidence
☐ Found Property

Date Packaged: 01/01/2005

Currency
3 x \$100 = 300.

Coin
5 x \$1.00 = 5.00

Packaging Officer's Signature
X FINE SHARPIE

Witness Officer
IF \$300+ OVER BOLD SHARPIE

Suspects Names(s)
JANE DOE

DOB
01/01/70

Serial
0000

Serial
0000

Sub Total: 300

Sub Total: 5.00

Total: \$ 305.00

Use a ballpoint pen to fill out information on the front of this envelope before sealing.
Fold the seal at the dotted line marked "FOLD HERE" so that the entire colored seal adheres to the envelope.

Seattle Police Department

Preprinted **Currency Only** Envelope Number . Record this Number in the cross reference field in Versaterm.

When packaging/submitting currency in a Currency-Only Envelope, follow these steps:



1. **Fill** out the front of the envelope with a permanent marker.



2. **Place** the currency into the envelope. *DO NOT OVERSTUFF.*

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3. **Peel** off the adhesive strip.



4. **Fold** on dotted line.

5. **Press** the glue strip onto the envelope.

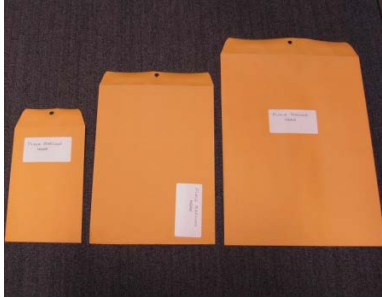
6. **Initial** over the seal.



7. After hours, **submit** Currency-Only envelopes in the drop safe that is bolted to the floor in the Evidence Lobby.

- If the safe is full, **contact** the Chief Dispatcher for call out assistance.

Envelopes



The 6"x9" is the smallest acceptable envelope for packaging. Please do not use the small coin envelopes.

When sealing items in an envelope, follow these steps:



1. **Close** the envelope.



2. **Tape** the closure with tamper evident tape.



3a. **Initial** across the opening, starting on the envelope, crossing tape and seam, and ending on the envelope on the other side of the seam.

OR



3b. **Use** two sets of initials, half on the tape, and half on the envelope, on both sides of the seam

Firearms

Safety is the primary concern when handling firearms.

Cardinal Rules of Firearm Safety:

- 1) All weapons are loaded.**
- 2) Always point the muzzle in safe direction. (Laser Rule)**
- 3) Keep your finger outside the trigger guard. (Index)**
- 4) Be sure of your target and what is beyond it.**

Before handling a firearm Evidence Unit staff will visually make sure that the firearm meets two criteria:

- 1. The action has been disabled.**
- 2. It is unloaded.**
 - The Evidence Unit will only accept loaded firearms from the Homicide Unit and CSI. If you don't think the weapon should be unloaded screen it through Homicide or CSI.**

Securing Firearms

The Washington State Crime Lab has approved the following methods of securing firearms. Officers will use these standardized methods whenever possible, and never place anything down the muzzle of a firearm in an effort to secure it.



Semi Auto Pistol:

1. **Open** action.
2. **Place** "zip-tie" through magazine well and out ejection port.
3. **Secure** tie.



Revolver:

1. **Put** "zip-tie" through cylinder, through trigger guard
2. **Pull** tight enough that cylinder will not close.
3. **Secure** tie.



Break Back Revolver:

1. **Open** action.
2. **Insert** "zip-tie" through trigger guard and Around barrel.
3. **Secure** to hold barrel open.



Revolver with removable cylinder:

1. **Remove** cylinder.
2. **Secure** cylinder to frame with "zip-tie".

Derringer:



1. **Open** the action.
2. **Put** zip-tie around the receiver locking lug area, blocking the lug.
3. If the hammer is exposed, **trap** the hammer.

Bolt Action:



1. **Open** action.
2. **Lock** bolt back with zip-tie.

Shotguns (pump & most semi-auto):



1. **Open** the action.
2. **Insert** zip-tie through the loading port, and out the ejection port.
3. **Secure** tie.

Break-Action Shotgun:



1. **Open** action.
2. **Secure** zip-tie through trigger guard, and around locking lug area, blocking the lug.

Lever Action, with hammer:



1. **Secure** hammer back with zip-tie.



Lever Action, hammerless:

1. **Secure** the lever in an open position using a Zip-tie.



Black Powder:

1. **Remove** any percussion caps, if possible.
2. **Lock** hammer back with a zip-tie.

Caution: Black powder is easily detonated. If you are unfamiliar with black powder firearms seek assistance.

After making the weapon safe to handle:



1. **Tag** the weapon with a barcode.
2. **Point** the muzzle **away** from the locker door.
3. **Secure** the locker.

Never put a weapon in an evidence submission locker if you haven't convinced yourself that it is unloaded.



For fingerprints or other lab work:

1. **Place** the weapon in an **open box**.
2. **Secure** in a locker.
3. **Send** v-mail to Latent Q and Evidence Q.

Narcotics: Air-Dry Bag

Air-dry bags come in a variety of sizes. Choose a bag large enough to allow the seam to lay flat after packaging. An overstuffed bag will not get a good seal or sufficient air circulation.

Officers must submit live marijuana plants in a sealed air-dry bag. Live marijuana plants must be dry to prevent rot and mold before they can be permanently stored.

When packaging/submitting narcotics in an air-dry bag, follow these steps:



1. **Place** items in air-dry-bag.



2. **Fold** top of bag halfway to air-dry bag material, pressing and creasing to create a flap.



3. **Tear** flap free from stitching (if necessary).



4. **Place** a small piece of 2-inch Evidence tape to assist in sealing.



5. **Place** 2-inch Evidence tape on paper part of bag, ensuring that the tape does not touch the fabric part of the bag.

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6. **Initial** across the top and bottom tape edges with 1 or 2 sets of initials using a permanent marker.



7. **Write** the GO# and **attach** the barcode on the air dry bag.

Narcotics: Box

Narcotics that are too large to fit in an envelope must be sealed in a box.

The narcotics must be dry (marijuana).

DO NOT bring unknown chemicals or drugs directly to the Evidence Unit. The Narcotics Unit Clandestine Drug Lab Team, the Bomb Squad, or by a Hazmat Team of the Fire Department will handle chemicals from clandestine laboratories.

When packaging/submitting narcotics in a box, follow these steps:



1. **Tape** top and bottom seams with evidence tape.



2. **Initial** across both edges of tape and onto box.

3. **Initial** on sides where tape folds over box, also crossing both edges of tape.

Once all initialing is done, there will be a minimum of 10 sets of initials.

There is a sealed narcotics box on the north counter in the Evidence Unit officer's lobby for use as a guide.

Narcotics: Envelope

Only the actual narcotics and its immediate packaging go in a Narcotics Only envelope. No loose drugs in the Narcotics Only Envelope. Place loose drugs into a ziplock baggie.

Drug paraphernalia does not go into a Narcotics Only envelope. Seal paraphernalia in an approved manila envelope or other appropriate packaging.



Narcotics Only envelopes each have an individual serial number. Record the serial number in the cross reference field in Versaterm.

When packaging/submitting narcotics in a Narcotics Only envelope, follow these steps:



1. **Fill out** the front of the envelope using a black Sharpie Permanent Marker.

2. **Prepare** to weigh the narcotics.

There are weighing stations at each of the precincts, at the Narcotics Unit office and in the Evidence Unit officer's lobby.

(Note: The Evidence Unit has updated the scale in the officer lobby and posted instructions for that specific scale there.)



The narcotics scales pictured have physical limitations:

- The scales can only measure up to 2100 grams (4.6 pounds).
- Do not place items heavier than 2100 grams on the scale.
- Do not weigh items that are larger than the scale pan.
- Do not attempt to weigh narcotics boxes or narcotics air-dry bags on the weigh station scales.



3. **Turn** the scale on.

4. **Wait** for the display to show "STABLE" and weight: "0.0"

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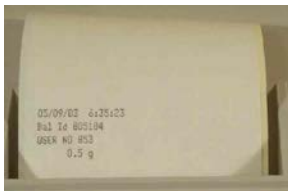
5. **Place** the narcotics on the scale.
6. **Wait** for the display to show, "STABLE."



7. **Press** "PRINT."



8. **Press** "ADVANCE" on the printer until you see the printout.



9. **Tear** off the receipt



10. **Place** the white copy of the receipt in the envelope so that it is readable.
11. **Retain** the yellow copy

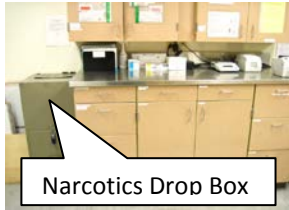


12. **Fold** the red tape to the solid black line without going over it.
13. **Initial** over the seam.

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14a. During business hours, **arrange** delivery of the items to the Evidence counter.

OR



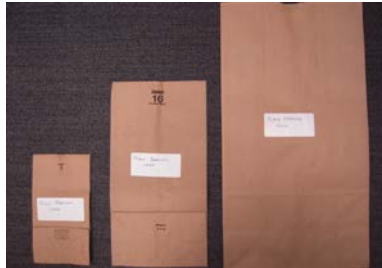
14b. After hours, **place** envelopes in the Narcotics Drop Box



15. If the envelope does not fit easily into the slot, or the item could be damaged by dropping it, **put** the item in a locker.



Sacks



There are a variety of paper sack sizes available. Select a size that will hold the item without being overstuffed.

Paper sacks breathe and are a good packaging choice for a variety of items. However, they do have some limitations:

- Wet items cannot go directly into paper sacks.
- Paper sacks have limited strength and are not good for heavy or sharp-edged items.

When packaging/submitting items in a paper sack, follow these steps:



1. **Fold** flap over, laying it flat for a good seal.



2. **Place** 2-inch Evidence packaging tape over flap opening, extending over the sides and onto the back.

3. **Initial** across the edges of the tape.
(Initialing the wrap-around edges is not necessary.)



4. **Write** the GO# on the sack.

5. **Attach** the barcode to the sack.

Syringes



THE STATE PATROL CRIME LAB WILL NOT ACCEPT SYRINGES. The Lab has determined that there is too much exposure risk to their personnel.

The Evidence Unit will not accept syringes for narcotics possession cases under any circumstances.

The Seattle Police Evidence Unit **MAY** accept syringes only in cases of homicide or assault where the syringe has been used as a weapon. However, two criteria must be met before the Evidence Unit will accept the syringe:

1. The incident, specifically the necessity of submitting the syringe, must be screened by a Homicide, Domestic Violence, or SAU sergeant:

The Follow-up Unit will be responsible for making arrangements with the State Patrol Crime Lab.

In addition to submitting a lab request, the follow up unit will contact the scientist who will do the examination make arrangements to hand-carry the syringe to the scientist.

2. The syringe must be packaged according to the guidelines shown below:

The only acceptable packaging is the two piece "NEEDLE/SYRINGE KEEPER", and only if approved through the Homicide, Domestic Violence, or SAU Sergeant.

When packaging the syringe, follow these steps:



1. **Separate** the parts.



2. **Lay** the syringe on a flat surface.

Seattle Police Department - Evidence Packaging/Submission Guide



3. **Slide** the keeper completely past the needle.



4. **Slide** the other half of the keeper over the top of the syringe.



5. **Join** the two keeper halves together.
6. **Twist** clockwise to lock.



7. **Place** the keeper in 6" x 9" envelope



9. **Seal** the envelope.



10. **Affix** biohazard label.

Removing Contents of Syringes

There may be times when it is necessary to remove the contents of a syringe for laboratory analysis. Officers should only consider removing the contents of a syringe for the most serious crimes and under the most extreme circumstances.

Attempting to remove the contents of a syringe greatly increases the chances of a needle stick injury and potential exposure to blood borne pathogens. A supervisor must screen each incident. The officer and supervisor must weigh the increased risk of a substantial exposure against the seriousness of the crime and the value of the contents of the syringe as evidence.

When the contents of a syringe must be removed, officers will follow the one-hand procedure illustrated below, in the Biohazard Room, to submit the item as evidence.

Before beginning, protect yourself by using gloves and protect the work surface with butcher paper.



1. **Get** a "Vacutainer" vial from the Packaging Supply Cabinet.

"Vacutainer" is the only acceptable packaging for contents of a syringe.



2. **Put** the vial in the test tube holder that is drilled into the table top.

*****Do not remove the red cap of the Vacutainer.**



3. **Give** the vial about ¼ turn to lock it in place.



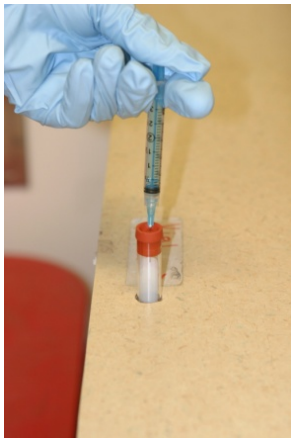
4. **Unlock** the syringe keeper and slide the syringe onto the butcher paper.



5. **Place** one hand behind your back or in your pocket,
Perform steps 6-9 with one hand.



6. **Pick up** the syringe with one hand.



7. **Pierce** the top of the Vacutainer with the needle and empty the contents into the vial.



8. **Remove** the syringe.

Seattle Police Department - Evidence Packaging/Submission Guide



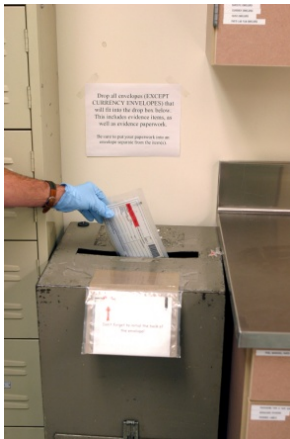
9. **Carefully dispose** of the syringe in the sharps container.



10. **Remove** Vacutainer and place it into a foam tube that is located in the supply cabinet.



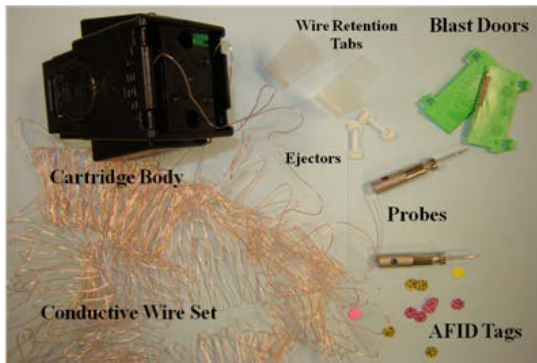
11. **Tape** both ends of the foam tube.
12. **Seal** in narcotics envelope.



13. After hours, **place** the item in the drop box.

TASER / TASER Cartridge

Officers must place the primary TASER Air Cartridge components that are fired during a Use of Force incident into evidence. Officers may include secondary components if they can be located. In preparing to submit Taser cartridge components into evidence, it is important to follow these guidelines. Any deviation may result in a request to re-package the items.



Primary components are:

- Air cartridge body
- Attached conductive wire set
- Two probes/darts

Secondary components are:

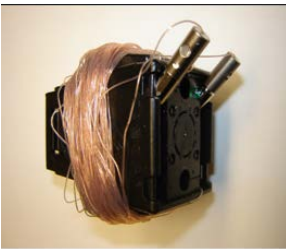
- Wire retention tabs
- Ejectors
- Blast doors
- AFID tags

Handling Air Cartridge and Components at the Scene



Use the body as a sharps container for the probes.

Keep the three components together, with wires intact and unbroken, if possible.



DO NOT wrap the wires around the cartridge.



Collect the secondary cartridge components, if located, as evidence items.

Packaging Cartridge Components

When packaging and submitting Taser cartridge components follow these steps:

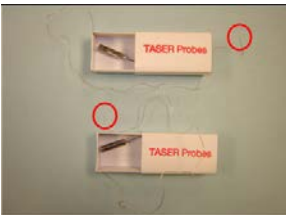


1. **Place** each wire-attached probe within its own "TASER Probe" box.

If possible, do not break the wires.



2. **Do not place** any other cartridge component item within the probe boxes



3. If wires were broken or cut at the scene, **place** probes in boxes and let the wires hang. **Do not stuff or wrap** wires in or around the boxes.



4. **Mark** boxes of top and bottom probes if known, but this is NOT required.



5. **Close** the "TASER Probe" box and Scotch **tape** both ends of each box.



(The secondary cartridge components need no special packaging.)

Seattle Police Department - Evidence Packaging/Submission Guide



6. **Use** a 9" X 12" Envelope Only. No Bags or Boxes.



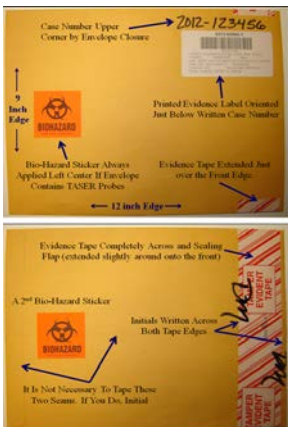
7. **Place** only one set of PRIMARY cartridge components (Body, wires, probes) per envelope.



8a. **Package** all secondary cartridge components into one of the primary component envelopes.

OR

8b. **Package** them separately using the same type envelope.



9. **Place** bio-hazard stickers on both sides and seal using general envelope sealing steps.



10. If the Taser device itself is going into evidence, **tape** both safety switches down with scotch tape.

11. **Package** it separately from the Taser components, but use the same size envelope.

12. **Do not remove** the DPM/battery.

“What if there is a problem with an item I submitted and the Evidence Unit doesn’t accept it?”

If there is an issue, the Evidence Unit personnel will:

1. **Place** the item in a pale green “trouble” locker, located in the officer lobby area, securing it with a “trouble” lock.

(When a trouble lock is used, Evidence personnel may only re-enter the locker in an emergency.)

2. **Send** the submitting officer a key to open the locker and a memo on behalf of the Evidence Unit sergeant, explaining the problem.

It will then be up to the submitting officer to:

3. **Return** to the Evidence Unit trouble locker, and accesses it using the key provided.

4. **Correct** the problem listed in the memo.

5. **Place** the trouble lock and key inside the locker.

6. **Secure** the locker using the lock attached to the outside by a chain.