



Property & Evidence Packaging Manual

Table of Contents

Section 1	Overview of Evidence Handling	Page 3
Section 2	Evidence and Property Forms	Page 12
Section 3	Biological Evidence	Page 14
Section 4	Clubs, Sticks, Swords, and Knives	Page 19
Section 5	Currency and High Value Items	Page 21
Section 6	Digital Evidence and Media	Page 23
Section 7	Firearms	Page 25
Section 8	Hazardous Materials and Chemicals	Page 28
Section 9	Large Items	Page 29
Section 10	Narcotics	Page 31
Section 11	Impression and Pattern Evidence	Page 34
Section 12	Prisoner Property and Safekeeping	Page 35
Section 13	Found property	Page 37
Section 14	Volatile Substances	Page 38
Section 15	Vehicles	Page 39

Overview of Evidence Handling and Storage

Oceanside Police Department Property & Evidence Packaging Manual

EVIDENCE AND PROPERTY CATEGORIES

All evidence and property entered into the Oceanside Police Department evidence control section must be identified as belonging to one of the following six categories:

Evidence: Items that may be directly or indirectly connected to a crime.

Search Warrant: Evidence items seized pursuant to the execution of a search warrant.

Safekeeping: Personal property held for temporary safekeeping (ie, property belonging to an injured motorist, firearms collected as a result of a restraining order, DV, etc.) The owner must be supplied with a "Safekeeping/bulk property" form or a "Receipt and Notice of Rights for Confiscated Firearms" form.

Bulk Property: Prisoner property not accepted by the Vista Detention Facility or other facilities where the prisoner may be transported. The prisoner must be supplied with a "Safekeeping/Bulk Property" form.

Found Property: Items coming into possession of an employee with no known owner or known connection to a crime.

For Destruction: Property turned in to the department by the property owner who does not wish to keep the item(s).

EVIDENCE/PROPERTY PACKAGING PROCEDURES

This manual is a guide on evidence packaging. Proper packaging helps preserve the integrity of the evidence and identify the contents of the package. This will allow for proper handling and storage. General guidelines are listed below.

Standard packaging will be used throughout the department. Any deviation from department policy will result in the issuing of an evidence deficiency notice.

Approved Material for initial packaging:

- Plastic re-closable bags
- Folded paper bindles
- Manila coin envelopes
- Heat sealed plastic bags
- Pill boxes
- White butcher paper
- Pink Bubble Wrap
- 5" X 5" manila envelopes for CD's
- Small zip ties
- Representative sample bottles
- Plastic hypodermic syringe safety containers

Approved Material for final packaging:

- 10" X 12" manila envelopes
- 10" X 12" orange envelopes for narcotics only
- Large & small brown shopping bags
- 6" X 9" Envelopes for currency and DNA swabs only
- Handgun, long gun, and knife boxes
- 6" X 9" manila envelopes lined with "bubble wrap" for blood vials only
- 8" X 10" Kpak bags for urine samples only
- Transparent plastic bags (generally for prisoner property)
- Brown "Bag on a Roll" for large items
- Pink Anti-Static Bag, re-closable or heat sealed
- Tag-its
- Evidence supplied boxes
- Heat sealed nylon arson bags (generally, arson evidence only)

***If more than one individual item is placed in a container,
each item must be identified with a label.***

When packaging evidence/property, care must be given to protect items from damage or cross contamination. Re-closable bags may be used to protect loose items.

Contact the evidence control section for guidance in packaging unusual items.

Do not over-stuff packaging. The packaging must be in proportion to the size of the evidence/property.

The following items of evidence must always be packaged separately. (Like-items may be packaged together.)

- Live Ammunition
- Bullets & Fragments
- Shell Casings
- Gunshot residue kits
- Paint chips and Scrapings
- Glass fragments
- Tool marks & Castings
- Currency
- Electronics
- CD's/DVD's
- Narcotics
- Prescription medication
- Hazardous Materials
- Audio and Video Tapes
- Photo Lineups
- Items to be refrigerated
- Items to be frozen
- Items to be stored in DNA controlled environment
- Elimination Prints
- Latent Prints
- Known Prints
- Sexual Assault Kits
- Physiological Fluids
- Hairs and Fibers
- Representative Samples
- Magnetic items
- All Weapons

Additionally, items held as evidence cannot be packaged with items held for safekeeping and as found.

Large items that cannot be packaged may have a color coded "Tag-it" tie attached, or a pre-printed evidence label may be directly attached to the object.

Yellow tag it – Evidence – Misdemeanor/Felony

Green tag it – All non-evidence (found, safekeeping, bulk property, for destruction)

In addition to large items, all firearms shall have a proper color coded “Tag-it” tie **attached through the trigger guard**. This will be addressed in more detail in the “Firearms” section of this manual.

Sealing evidentiary items: To ensure security, every seal must include the sealer’s initial, ID# and date. Sign initial, ID# and date in a manner that both the seal and packaging are signed. Utilize black permanent marker. It is preferable that the initials, ID# and date be written parallel (horizontal) on the evidence tape, not across (vertical). There are two types of sealing tape authorized by the department. One is the clear or white plastic tape pre-printed with “Oceanside Police Department Evidence”. The other authorized tape is blue evidence sealing tape strips preprinted with “Evidence Oceanside Police Department”. Stapling does not constitute a sealed package and is prohibited.

Evidence labels: Evidence labels are to be placed with the first item in the upper left hand corner of the envelope or bag, making sure the evidence tape does not cover the label. The exception would be a currency or DNA envelope as the evidence label goes in the center of the envelope.

***Note:** Please keep in mind that only the first 48 characters of the item description appear on the label. Please be as descriptive as possible in the first 48 characters.*



Perishable food products and beverages are not stored at the evidence facility and will not be accepted.

Non-consumable liquids, such as cleaning solutions, gasoline, flammables, etc, are not accepted by the evidence facility in their original containers. A representative sample should be collected, the remainder of the contents properly disposed of, and the empty container and representative sample should be submitted to evidence. (See page 28 for representative sample collection procedures)

For large quantities of evidence or bulky items, you can request a special evidence pick up. During business hours, contact the Evidence and Property Facility. After hours, contact the communications center for on-call personnel.

Evidence bicycles should never be placed in the outside bike rack. They should be stored in an evidence cage.

Biological evidence will be stored in a DNA temperature controlled environment. All items must be labeled with a biohazard sticker.

Firearms must be unloaded, visually rendered safe, removed from cases, holsters, boxes, etc prior to packaging. If you are unable to unload a weapon, contact the Firearms Training Unit.

EVIDENCE STORAGE

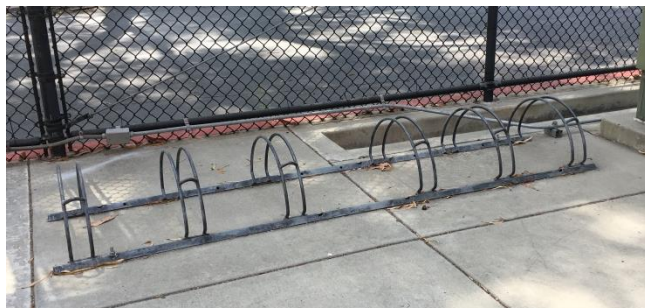
Authorized Evidence Storage Areas

- Evidence Lockers – Patrol
- Evidence Lockers – Investigations
- Bike Rack – Outside of Sally port
- Bulk property cage - Sally port
- Evidence cages - Sally port
- Refrigerator – Booking room
- Fireworks Box – Outside of Sally port

Evidence Lockers: Evidence lockers are located in the report writing room in the Patrol building and the evidence room in the Investigations building. **At no time shall an employee use an evidence/property locker for storage of items other than evidence/property.**



Bike rack: Bicycles must be placed on the bike rack. This bike rack is used to store bikes collected as bulk property, safekeeping, and found. **Evidence bikes cannot be stored here and must be placed in an evidence cage.**



Bulk property cage #1 in the sally port: This storage area is for bulk property (prisoner property). A key to cage #1 has been made available for checkout via the Equipment Room Kiosk. After placing Bulk Property in cage #1, return the key to the kiosk so that it is available for the next person needing to place Bulk Property into that cage. **Do not place bulk property in the evidence cages #2-4.**



Evidence cages #2-4 in the sally port: This storage area is for large evidence items such as chairs, surfboards, bumpers, bicycles, and oversized items that do not fit in the evidence lockers, etc. Cages #2 and #3 are 4' cages and cage #4 is an 8' cage. Please reserve cage #4 for very large items.

Keys for cages #2, #3 and #4 will be in the cage door lock when the cages are empty. After placing evidence in one of the cages, lock the cage door and deposit the key in one of the evidence lockers.



Refrigerator (Booking Room): The refrigerator located in the jail area in the OPD station is to be used for the placement of items of evidence which require refrigeration. Items submitted to this refrigerator should be limited to blood vials, urine bottles and SART Kits. After placing the item in one of the 12 evidence compartments, remove the key from that compartment and drop it in the opening labeled “Key Drop”.

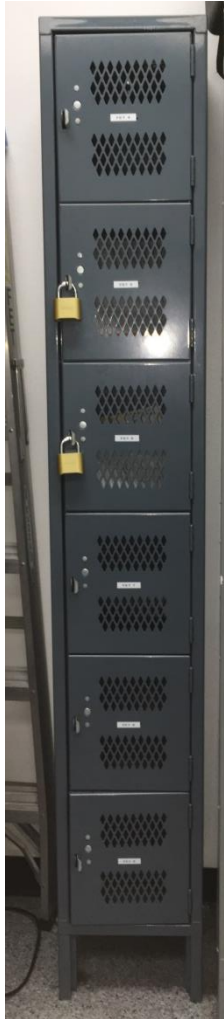


Fireworks mail box: Fireworks must be placed into the red “mailbox” marked “fireworks” located at the south west corner outside of the station’s main building. Refer to the explosives section of this manual for instructions on collecting and packaging explosives. **Never place explosives (or suspected explosives) in an evidence locker or other area inside the station.**



RIGHT OF REFUSAL
(Evidence deficiency)

When the Property and Evidence unit receives improperly documented, labeled, or packaged property, personnel in the Property and Evidence unit will complete an “Evidence Deficiency Notice” and forward it to the submitting officer for his/her correction.



The item(s) needing correction will be placed into a temporary evidence correction locker in the FET office and will be secured with a combination lock. The lock combination will be emailed to the officer.

The submitting employee will be able to retrieve the items(s) from the designated “Correction Locker”, make the corrections, and rebook the items into property and evidence. The correction is to be made by the officer/FET receiving the notice and shall not be delegated to another employee.

The submitting employee shall be responsible for correcting the problem(s) by the end of their next duty shift. If the item(s) are needed for immediate investigative purposes or court, the submitting officer shall be notified by phone by a sworn supervisor to respond to the station to correct the problem on an “as needed” emergency basis.

If the property that was not booked correctly is not corrected within the booking officer’s next duty shift from the date of the original notice, a second “Evidence Deficiency Notice” shall be forwarded to the employee, the employee’s supervisor and copied to the investigations lieutenant.

The exception to this procedure will occur in a case where a correction needs to be made to the packaging of urine or blood that has been booked into OPD evidence. In those circumstances, the urine and blood will be transported to the evidence facility and stored there. The officer/FET will have to respond to the evidence facility to make the correction.

The evidence deficiency lockers are not to be used for the delivery of evidence items to a requesting employee.

Evidence and Property Forms

Oceanside Police Department Property & Evidence Packaging Manual

FORMS

Safekeeping/Bulk Property Receipt: This form is to be used for prisoner property not accepted by the Vista Detention Facility. This should also be used for an owner who is unable to retain the property. The original (white copy) will be scanned into RMS and forwarded to records, the pink copy goes in an evidence locker, and the yellow copy goes with the prisoner to jail or the owner as his/her receipt. In the event that the owner is not present to receive the form, one must be mailed to them. This is the officer's responsibility.

Evidence Correction Notice: This form is used when property or evidence has been improperly submitted or when property or evidence has been improperly packaged or identified. The booking officer will be notified of the need for correction.

Finder's Affidavit Form: If the subject who found the item wants to claim the item if the owner is not located, the officer will have the finder complete a Finder's Affidavit form. This form will be submitted to Evidence and Property with the item. If the owner cannot be located and the item goes unclaimed after 90 days, finder can claim the item.

Property Release Form: Used to release items being held as evidence. List name of owner or agent, the specific items to be released, and include your name and ID number. Evidence seized pursuant to a search warrant must also have a court order to release the item, unless the wording within the search warrant allows release of the evidence when it no longer holds evidentiary value.

Receipt and Notice of Rights for Confiscated Firearms Form: All individuals who have their firearms confiscated must be given a copy of this form. The form contains instructions on how the owner can initiate the process to ascertain if they can have the firearm returned to them.

Chain of Custody Form: For proper chain of custody, this form must be filled out when evidence is retained by the court, is released to another agency, or is released to another department member.

Laboratory Service Request Form: The SDSO crime lab requires this form to submit items for testing. The following fields are required:

Agency name

Assigned Detective (the officer/FET completing the request if no detective is yet assigned: full first name, last name, and ID number are required)

Contact number (phone number of the officer/FET completing the request if no detective is yet assigned)

O/A Case No (the OPD case number)

DON'T fill out "Submitted by" (that's for property and evidence personnel to complete)

Offense type

Date of incident

Incident Location

Case relationship (sus, vic, wit, other)

First name

Last Name

DOB

OAN (the OPD item number)

Description

Lab request (enter your service code)

Property relationship (suspect/victim/witness name to whom this specific item is associated)

Date seized

Quantity

The lab service codes are as follows:

Lab Code	Lab Service	Lab Code	Lab Service
11	Narcotics	52	Weapon Operability
12	Arson	53	Cartridge Case Examination
13	Explosives	54	Weapon Identification
15	Paint	55	Firearm Ballistic Database Search - IBIS
17	Mis. Trace Examinations	56	Bullet Examination
18	Fibers	59	Serial Number Restoration
21	Serology	61	Latent Print Development
22	DNA	62	Cal-ID (AFIS Search)
23	Secual Assault	63	Latent Print Comparison
31	Jairs	65	Verifications
32	Impression Evidence	71	Alcohol
36	Audio-Visual	75	Toxicology Send out
38	Photography	76	Pruno/Uknown Liquid for Alcohol
50	GSR Kit Screen/Send Out	91	Document Examination
51	GAR Patter/Distance Determination		

Biological Evidence

Oceanside Police Department Property & Evidence Packaging Manual

BIOHAZARD MATERIALS

Biohazard materials include blood, semen and all other bodily fluids in whole, wet, and dried forms. All biohazard evidence will be handled and packaged with extreme caution.

Wet stains of blood, semen or other bodily fluids present on bedding, clothing or other materials must be dried prior to submission into evidence.

Items presumed to contain biological evidence shall be booked separately. Example: if four items of clothing are collected from a subject, all of which are bloodstained, each item shall be packaged and booked separately. If three bedding items are collected from the same bed and are believed to possibly contain biological evidence, each item shall be packaged and booked separately.

All biohazard materials must be identified with biohazard labels. Additionally, should the item hold DNA significance, DNA storage sticker shall be applied to the outside of the packaging as well.

If a firearm contains biohazard material, the holes in the bottom of the firearm box should be taped closed.

SWABS

Swabs can essentially be divided into two categories: DNA reference swabs and scene swabs.

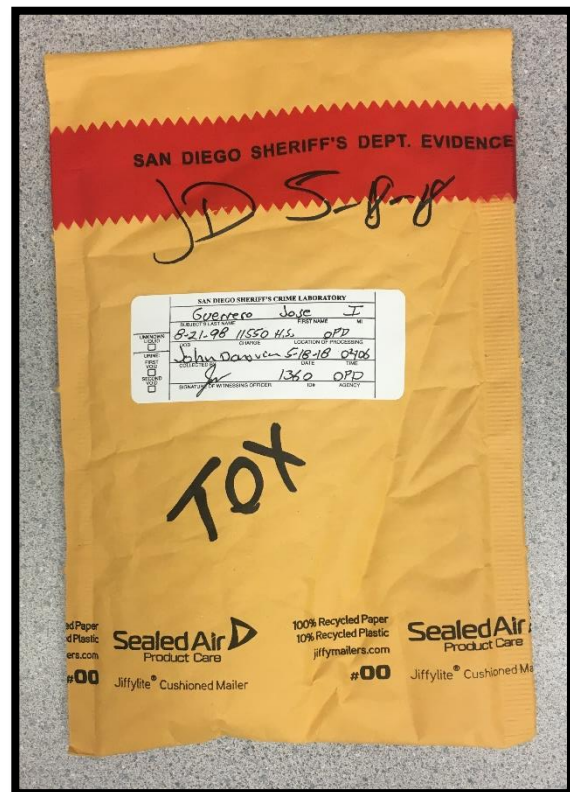
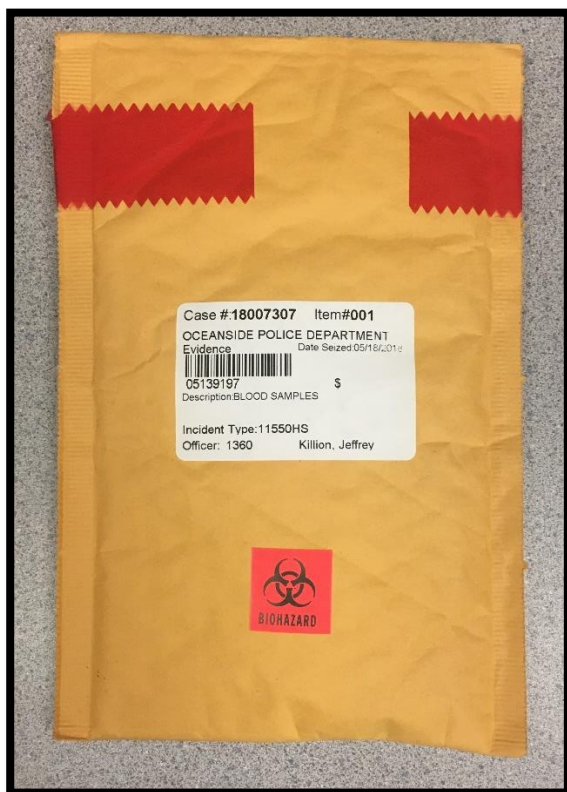
- DNA reference swabs (also referred to as buccal or oral swabs) are saliva samples collected from a subject.
 - DNA reference swabs will only be collected using the approved pre-made DNA kits.
 - All pre-made DNA kits will have stickers on the coin envelopes where the subject's name and date of birth will be written.
 - The collection of all DNA samples will be verified by a witnessing FET/officer. The verifier's name and the date will be written below the collector's name on the coin envelope sticker. The witness is verifying both the collection of DNA, and the subjects name and DOB are accurate.
 - When entering the swabs into OIM, enter their name and date of birth first, so it will show on the label on the outer envelope.
 - There will be no delay from the time a sample is collected, to the time the sample is placed in the provided coin sized envelope. (See P&P Volume II section 1410.05 for further).
- Scene swabs are when swabs (cotton tipped applicators) are used to obtain a sample of a substance or stain from a crime scene.

All swabs will be packaged in a coin envelope then inside a 6" by 9" manila envelope. A DNA storage label shall be affixed to the outside of the 6" by 9" envelope and if the envelope contains a biohazard substance, a biohazard sticker shall be applied as well.

BLOOD VIALS

Blood samples should be drawn at either the Vista Detention Facility (VDF) or OPD. All samples should be booked into OPD evidence with the **subject's first name, last name and DOB**.

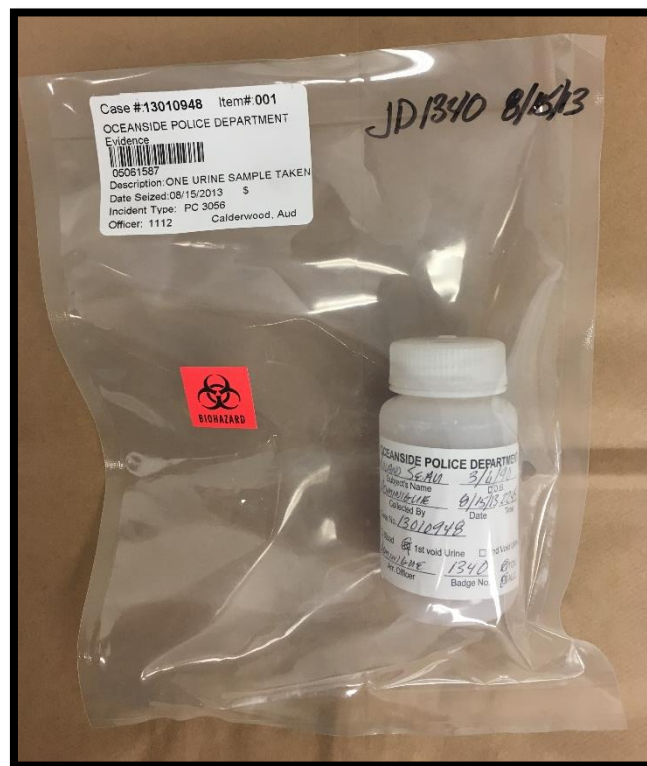
- The vial should be placed into a 6"X9" bubble wrap-lined envelope and booked into OPD evidence.
- The Oceanside Police Department's blood specimen label is a self-sticking 3"X2" white label. Please print all required information legibly, including first and last names and DOB. The label shall be placed on the envelope in addition to the evidence label.
- The item will then be placed directly into the refrigerator in the booking room. *It does not go in a 10"X12" manila envelope.*
- A lab request must also be submitted.



URINE SPECIMEN BOTTLES

Urine samples are typically collected at OPD. All samples should be booked into OPD evidence with the **subject's first name, last name and DOB**.

- Complete an Oceanside Police Department urine specimen label (a 3"X2" white with black lettering, self-sticking gum label). Please print all required information legibly: subject's first name, last name, and DOB are required by the lab. The label shall be placed on the bottle as pictured below. Tighten lid firmly.
- The sample should be placed into a 8"X10" Kpak bag and heat sealed closed. Sign the seal noting your initials, ID number, and date, and book item into OPD evidence.
- Place the evidence label on the outside of the Kpak bag.
- The item will then be placed directly into the refrigerator in the booking room. *It does not go in a 10"X12" manila envelope.*
- A lab request must also be submitted.



CAUTION: The white powder material in the urine specimen bottles is SODIUM FLUORIDE that is used as a preservative. It is considered a contact hazard. Do not leave open containers in the booking room. Clean up any spilled materials immediately. Sodium Fluoride is harmful and possibly fatal if swallowed or inhaled. Causes severe irritation or burns to the skin and eye. If contacted, flush skin or eyes with water for at least 15 minutes and contact physician.

SEXUAL ASSAULT EVIDENCE

Sexual assault evidence is received in three categories.

1. Physiological Fluids

- Blood
- Urine

Place physiological fluids kit from each subject, separately, into evidence envelopes. Indicate the person from whom the kit was collected, identify as the suspect or victim, and describe all items contained within the kit. A biohazard label and a refrigeration label shall be affixed to the outside of the envelope.

2. Sexual Assault Kit (SART)

- Hair Strands
- Swabs
- Smears
- Saliva
- Slides

Place SART kit from each subject, separately, into evidence envelopes. Indicate the person from whom the kit was collected, identify as the suspect or victim, and describe all items contained within the kit. A biohazard label and a DNA storage label shall be affixed to the outside of the envelope.

3. Bedding/Clothing

These items will be wrapped in white paper, placed into a paper bag or boxed and taped shut. All items will be packaged separately and given individual item numbers. All wet or damp items should be thoroughly dried prior to packaging. Keep suspect and victim evidence separate and properly identified and include a biohazard label and DNA storage label.

Clubs, Sticks, Swords, and Knives

Oceanside Police Department Property & Evidence Packaging Manual

CLUBS AND STICKS

Clubs, sticks, bats, etc can be packaged by securing an appropriately colored “Tag-it” tie to the evidence or property. Attach the evidence label to the “Tag-it”.

If the item needs to be protected for further analysis or if there are any biological contaminants on the item, wrap the item in a bag or butcher paper.



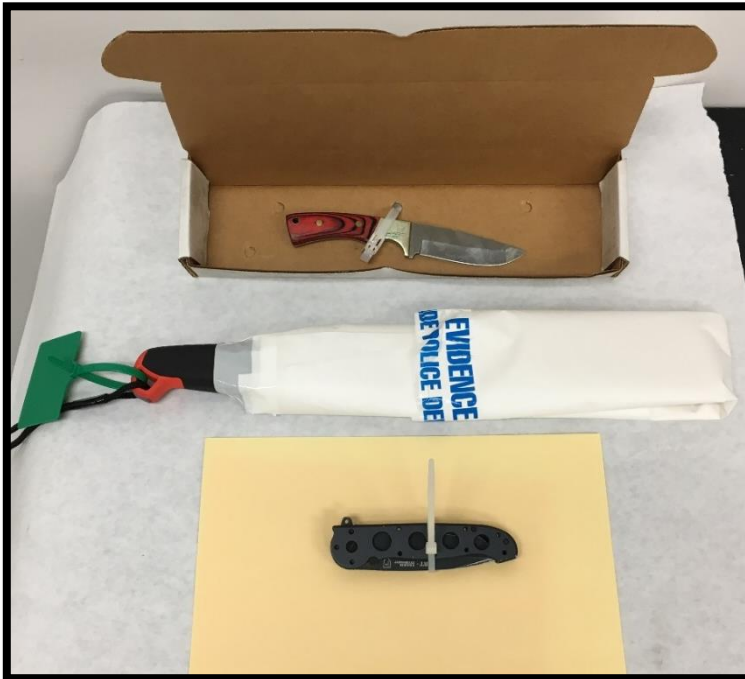
KNIVES AND SWORDS

Knives can be packaged in a variety of ways: knife box, wrapping the blade in protective covering and affixing a tag it on it, or by zip-tying the blade closed and placing in an evidence envelope.

For a sheathed knife, secure blade in sheath. For a folding knife, place in a closed position, and secure closed with a small zip tie. *Avoid wrapping the knife closed with tape.*

Place smaller items in an envelope. For larger items, attach the appropriately colored “Tag-it” and tie securely to the item. Attach evidence label to the “Tag-it”. Knife boxes can be used as well, specifically if you anticipate that the knife will be submitted to the lab.

Note: If lab work is necessary, knives/swords must be placed in a knife box. Affix an evidence label in the upper left hand corner and tape closed. Be sure to initial, ID and date the taped areas. Complete and submit a lab request.



Currency and High Value Items

Oceanside Police Department Property & Evidence Packaging Manual

MONEY

CURRENCY/COUNTERFEIT/FOREIGN

- All money, including counterfeit and foreign, will be packaged in an OPD 6"X9" currency envelope and sealed.
- All money shall be counted separately by two OPD employees in the presence of each other. The OPD currency form will be signed by both individuals and placed inside the currency envelope. Seal the envelope with evidence tape and make sure to initial, ID and date across the tape. The pre-printed evidence label will be placed in the top center portion of the evidence envelope.
- Foreign and counterfeit money shall be packaged separately from US currency and placed in a currency envelope. There is no currency form for foreign or counterfeit money.

CONTAMINATED AND MUTILATED CURRENCY

Contaminated currency refers to coins or cash which have come into contact with a contaminate such as blood or bodily fluids or is heavily contaminated with narcotics (ie used as a bindle).

Mutilated currency is cash or coins which are damaged to the point where it is difficult to determine the value of the currency, or where it is not clear that at least half of the note is present.

Because contaminated and mutilated currency cannot be directly deposited into a bank, they must be packaged separately.

- Contaminated and mutilated currency (cash and coins) must be booked separately from non-contaminated and non-mutilated currency
 - Furthermore, affected cash must be booked separately from affected coins

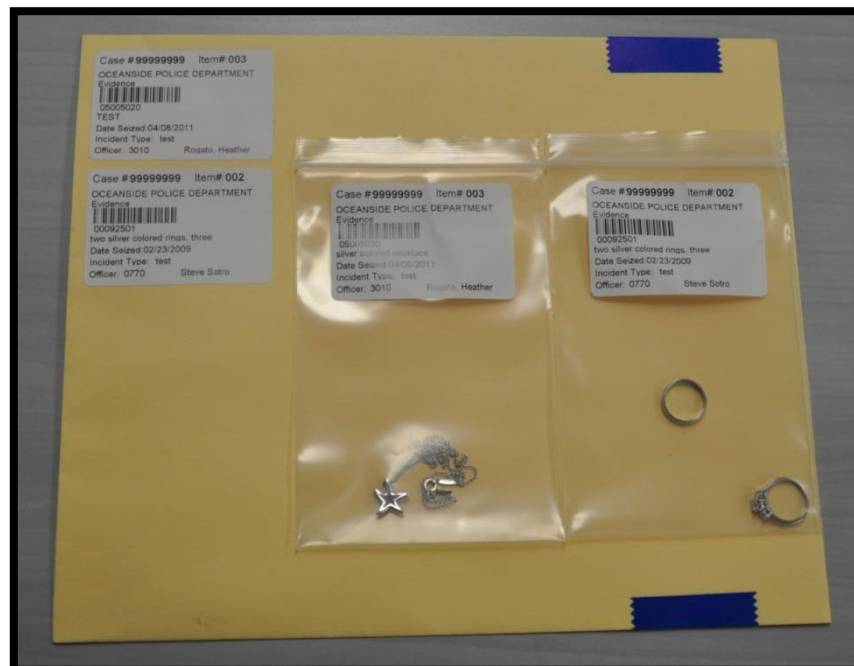
HIGH VALUE ITEMS

High value jewelry will be packaged separately from other evidence.

The jewelry should be separated by type; rings, earrings, necklaces, bracelets, watches, etc. and placed in plastic re-closable bags.

Each item should have its own item number.

Place the separated jewelry into an evidence envelope and attach printed evidence label(s) in the upper left hand corner.



Digital Evidence and Media

Oceanside Police Department Property & Evidence Packaging Manual

Desktop and Laptop Computers

1. Package accessories such as mice and keyboards separately.
2. Package the power supply cord with the computer.
3. Computer description must contain make, model, serial number.
4. Do not place OPD evidence label directly on item.
5. Place the computer inside an appropriately sized bag and seal the bag. A pink anti-static bag or paper evidence bag may be used as final packaging
6. Initial, ID and date the evidence tape seal or heat seal.
7. Place the OPD evidence label on the outside of the packaging.

Loose Hard Disk Drives (HDD), External Media, Tablets and Cell Phones

1. Package any proprietary power supplies with the item.
2. Label each individual media source as a separate item number.
3. Item description must contain make, model and serial number.
4. Do not place OPD evidence label directly on item.
5. Place item inside an evidence bag or envelope and seal the bag. You may first place the item inside an appropriately sized pink bubble wrap bag for protection if desired, but then place inside an evidence bag or envelope.
6. Initial, ID#, and date the evidence tape seal.
7. Place OPD evidence label on outside of evidence bag or envelope.

Media

(CDs, DVDs, Flash drives, SD cards)

1. Package each item separately.
2. Item description must include the contents of media (if known) and from where and whom media was collected.
3. Media (surveillance footage, photos, interviews, etc) under 4gb will be uploaded to Digital Traq.
 - a. Upload the video into Quetel Digital Evidence
 - b. Book the CD or thumb drive into OPD evidence (do not dispose of the original CD or thumb drive provided by the victim/business)
 - c. If the victim/business requests return of their thumb drive, upload the video and verify it is viewable through QueTel before returning (if not viewable in Quetel, burn video onto CD and book the CD before returning the thumb drive and consider requesting another copy of the footage to ensure valuable video evidence is obtained)
4. Do not place OPD evidence label directly on item.
5. Place item in a 10" X 12" manila envelope and seal the envelope.
 - a. CDs and DVDs should be placed inside a white 5"x 5" CD envelope first for protection
 - b. Flash drives and SD cards can be placed inside a ziploc bag first for protection.
6. Initial, ID#, and date the evidence tape seal.
7. Place OPD evidence label on outside of evidence envelope.

Firearms

Oceanside Police Department Property & Evidence Packaging Manual

FIREARMS PACKAGING

All guns are to be packaged in a gun box

- There are guns boxes for both handguns and long guns
- Prior to packaging the guns, they should have already been processed for latent prints and DNA (if applicable).

Packaging procedures:

- After the firearm has been processed, book the firearm into OIM. The evidence system will ask for the firearm type, caliber, gauge, barrel length, serial #, make/brand, model, importer, country of origin, etc. Please complete all boxes.
- Place the appropriately colored tag-it loosely through the trigger guard of the gun. Adhere the item label to the tag-it. Print a second label for the exterior of the box. You will be unable to print a second label after you submit the item, so do so before submitting.
- Render the gun safe with a zip tie. The zip tie should be secured on the gun in a manner which would most likely prevent the gun from firing. Never place a zip tie through the barrel or cylinder.

The following series of photographs demonstrates examples of proper methods to render a firearm safe:





Packaging procedures:

- Once properly secured, place the firearm in an appropriately sized gun box
- Place one or two zip ties through the holes in the box in positions that will secure the gun to the box. Secure the zip ties, but do not cut the ends of the zip ties off.
- Place the second label you printed on the outside of the box:



- Unless the firearm collected will need additional trace evidence processing (ie firearm collected in a homicide investigation or an OIS) - do not seal the box.
- Place the firearm in an evidence locker for retrieval by Property and Evidence Personnel

Magazines

- If the firearm has a magazine, the magazine can be packaged in the box with the gun
 - Make sure you note that on the description
 - Make sure the magazine is empty (if there are bullets in the magazine they should be removed and packaged separately)
 - Secure the magazine to the box with a zip tie – never package the gun with the magazine still inside the magazine well

Ammunition

- Always package ammo separate from the firearm
- Any ammunition taken in as safekeeping must be accompanied by a Bulk Property/Safekeeping Form.

Things to remember:

- Never place a loaded firearm into an evidence locker
 - If the firearm cannot be unloaded due to a mechanical defect/rusting, contact someone in the Firearms Training Unit for assistance in rendering the firearm safe.
- Never pick up the weapon by placing a pencil or other object into the end of the barrel
- Never clean the bore, chamber, or cylinder before submitting the firearm
- Firearms should only be unloaded after noting the position of the safety, bolt, breechlock, hammer, cylinder (as well as location of rounds within the cylinder if necessary), magazine, etc.
- If the firearm was seized for safekeeping, a firearm safekeeping form must be provided to whomever the firearm was taken from
- All firearms in the custody of the Oceanside Police Department must be handled with care so as not to damage the stock, metal surfaces, or the operating mechanisms
- If blood or other biohazard materials are present on the firearm, the box must be identified with a “Biohazard” label
- To prevent dried blood from escaping through the holes in the bottom of the box, place tape over the holes
- DNA room storage may be requested for firearms associated with certain serious felonies; however, DNA storage should not be necessary in most cases because DNA should be extracted by swabbing prior to submitting the firearm to Evidence

No other types of evidence should be packaged in a gun box

Hazardous Materials and Chemicals

Oceanside Police Department Property & Evidence Packaging Manual

HAZARDOUS MATERIALS AND CHEMICALS

Includes suspected controlled substances and other suspected hazardous solids and liquids such as abrasives, acids, and alkalis.

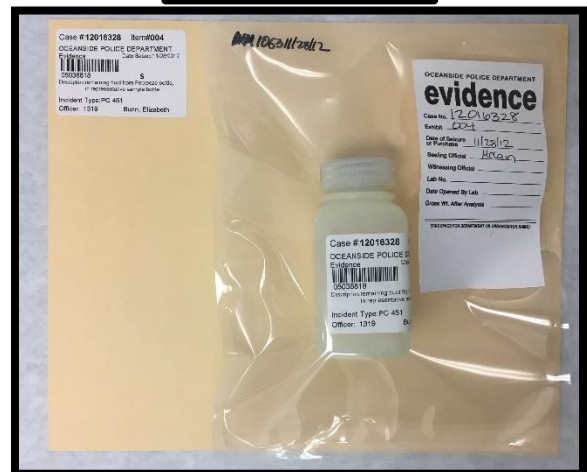
Non-consumable liquids, such as cleaning solutions, gasoline, flammables, etc, are not accepted by the evidence facility in their original containers. A representative sample should be collected, the remainder of the contents properly disposed of, and the empty container and representative sample should be submitted to evidence.

If the item being booked has a tank or reservoir for gasoline or other flammable liquid, if the tank is leaking, the tank must be emptied before it can be accepted by Evidence and Property. Containers will be provided for this purpose.

Note: Upon encountering an incident where hazardous materials may be present, the appropriate department procedure should be followed so the proper HAZMAT authorities are notified. Only properly trained and equipped personnel should directly handle the material collection. Only from these authorities should an officer obtain samples for evidence submission.

Collection of a representative sample

1. Place up to 40ml of liquid into a glass vial.
2. Place glass vial into a plastic Nalgene type container to prevent breakage. Label outside of container with: type of material, brand or identifying information, case #, item #
3. Seal in a KPAK bag.
4. Place in evidence envelope, seal, initial, ID#, date.
5. Place OPD evidence label on outside of envelope.



Large items

Oceanside Police Department Property & Evidence Packaging Manual

LARGE ITEMS

When dealing with large items, make every attempt to properly package the item. If the item is too large for packaging (and does not need further analysis), a color coded “Tag-it” will be attached.

- **Yellow tag it** – Evidence – Misdemeanor/Felony
- **Green tag it** – All non-evidence (found, safekeeping, bulk property, for destruction)

The color coded “Tag-it” should be used to bundle the cords on appliances, TVs, computer monitors etc.

For large quantities of bulky items, you can request a special evidence pickup. During business hours contact Evidence and Property personnel. After hours, contact the communications center for on call personnel.



BICYCLES

Place the proper color coded “Tag-it” around the handle bars or neck of the bike.

Be sure to affix the evidence label to the tag.

Place the bicycle in the appropriate location. The bike rack at the rear of the station is designated for Safekeeping, Found, or Bulk Property.

Evidence bicycles will be placed in an evidence cage in the sally port. Consider placing a paper bag over the handles and seat of a bicycle held as evidence should additional evidence processing be required.



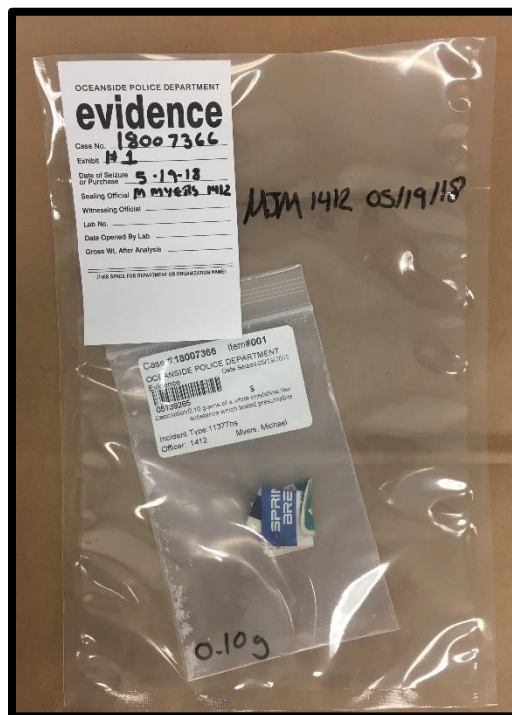
Narcotics

Oceanside Police Department Property & Evidence Packaging Manual

NARCOTICS PACKAGING

Proper packaging of narcotics includes obtaining a net weight, performing a presumptive, packaging in a Kpak, and final packaging in an envelope. Instructions are as follows:

1. Obtain net weight of product
2. Perform presumptive test
3. Place narcotics and original narcotics packaging in a zip loc bag and note the weight on the bag
4. Enter the narcotics as an evidence item in OIM
5. Print two labels: place one label on zip loc bag and place in Kpak bag
6. Heat seal Kpak bag
7. Place white preprinted evidence label on front of Kpak. Complete first four lines of label, sign name and date with a black marker or Sharpie on heat seal. Do not use a pen to sign the seal or a marker color other than black.
8. Place Kpak inside an orange envelope and seal the envelope. Place second label on outside of orange envelope.
9. Complete lab request.
10. Place envelope and lab request in evidence locker



Note: If the contents are suspected Fentanyl or derivative – do not perform a presumptive and do not weigh the substance. Handle the substance as minimally as possible. Double Kpak the substance before placing it inside an orange envelope. Notate that it contains suspected Fentanyl on the outer Kpak and envelope.

Multiple bindles

- If the suspect has multiple bindles of the same substance and they were collected from the same general area, they can be booked as one item
 - Number each bindle.
 - Obtain the net weight of each bindle and note that in your report.
 - Perform a presumptive test on each bindle. If there are numerous bindles, perform a presumptive on a random sample of the bindles.
 - Place each bindle and its accompanying narcotic in one zip loc bag. Package as indicated in the instruction details above.
 - Only one evidence item number per Kpak
 - On the lab request, under quantity, ensure you document the number of bindles

Multiple narcotics items

- Multiple narcotics items can be packaged in one orange envelope
- Each item number must be in a separate Kpak
- Items do not have to be separated by type (ie heroin can be in the same envelope as meth – as long as they are identified with separate item #s and kpak'd separately)
- Everything in an envelope must have the same destination and category.
 - Example - there are five narcotic items: #1, #2, #3, and #4 are evidence and #5 is found. #1, #2, and #3 are going to the lab, but items #4 and #5 are not. Items #1, #2, and #3 can go in one orange envelope because they have the same destination (lab) and same category (evidence). Item #4 must be packaged separately because it has a different destination (evidence facility) and category (evidence) than item #5 (evidence facility) and (found)

Prescription medication

- All prescription medication should be submitted in an orange envelope.
- The pills should be counted with the quantity listed in the description
 - Partial pills are counted individually (ex – one pill broken in half will be counted as two)
- If the pills are to be submitted to the lab, package the item as you would any other narcotic
 - No presumptive is performed
 - Complete a lab request

Found narcotics or narcotics not intended for lab analysis

- In the case of “found” narcotics or narcotics which do not require lab analysis (you are not charging anyone with the possession, sale, or transportation of the item):
 - Package the item as you would any other narcotic that is being submitted to the lab (ie, seal in a kpak)
 - No presumptive needs to be performed and no lab request needs to be submitted
 - Indicate “No lab” on the outside of the envelope

Syringes

- Syringes will be placed into the OSHA approved protective container (syringe tube) prior to being placed into an evidence envelope. Exception would be unused syringes collected in the original manufacturers packaging.
 - Only those syringes containing liquid will be considered narcotics evidence and will be packaged in an orange envelope.
 - No lab request is required as syringes are typically not submitted to the lab
 - Empty (used) syringes, if booked into evidence, will be handled as paraphernalia and packaged separately in a regular evidence envelope. Empty syringes, if not deemed evidence, can be deposited in one of the syringe receptacles found in the station.

Vape Pens

- Remove batteries from all vape pens as they can cause a battery explosion

Narcotic Paraphernalia

- Narcotic paraphernalia is packaged in a manila envelope, not an orange envelope

Impression and Pattern Evidence

Oceanside Police Department Property & Evidence Packaging Manual

Pattern and impression evidence includes known prints, latent prints, elimination prints, shoe prints, tire impressions, and tool mark impressions

Known and Elimination prints

1. Identify originator of prints (name and DOB) as well as collector's name, ID number, and date
2. Known, elimination, and latent prints must be separated and placed into separate OPD evidence envelopes.

Latent prints

1. Identify collector's name, ID number, and date.
2. Multiple latent print cards can be booked as one item number - do not separate cards per location lifted
3. If photographs of latent prints are obtained, they should be transferred onto a CD and booked as "Prints/Latent"
4. Known, elimination, and latent prints must be separated and placed into separate OPD evidence envelopes.

Plaster Impressions

1. Wrap dried plaster print in white paper.
2. Place wrapped impressions in a box, and clearly label as "Fragile, Impression".
3. Place printed evidence label on box and tape closed. Sign the seal with your initials, ID, and date.

Impression lifts

1. Place lift in evidence envelope, bag, or box.
2. Place printed evidence label on envelope, bag, or box and tape closed. Sign the seal with your initials, ID, and date.

Bulk Property and Safekeeping

Oceanside Police Department Property & Evidence Packaging Manual

BULK/PRISONER PROPERTY

The evidence section provides one size transparent plastic bags for bulk property.

If the prisoner property consists of only a small item, you may package the item in an evidence envelope.

- Make sure to go through bulk property to check for illegal substances, firearms, sharp objects, currency, etc and book these items separately.
 - NOTE – a backpack, purse, or bag may be “dumped” into the clear bulk property bag with the now empty backpack or purse placed in the bag on top. This ensures that both the officer and E&P personnel can easily see all items with minimal contact with the contents.
- The plastic bags must be sealed with a green “Tag-it” and a printed evidence label placed on the tag-it.
- Each plastic bag should contain only contents of one item number – do not package in a manner where you would need to place a label on both sides of the Tag-it
- The bulk property/safekeeping receipt shall be completed by the officer and signed by the prisoner/owner. The white copy is included with the case via RMS/records, the yellow copy **must** be provided to the prisoner/owner, and the pink copy accompanies the property to Property and Evidence. The pink copy can be dropped in the evidence locker in the report writing room. Do not place any of the receipts in the prisoner’s bulk property bag.
- Bulk property should have a general inventory, i.e. “Blue back pack w/ clothing and toiletries”, “Blue and black Trek bike” not just “Blue back pack” or “Bicycle”.
- Prescription medication and currency go to VDF with the prisoner.
- Perishable foods **are not** accepted in the evidence facility. Bulk property found to contain perishables items will be rejected back to the officer for proper disposal.
- Bulk property is stored in the Sally Port in the bulk property locker (cage #1).
- Bulk property bicycles are to be placed in the bike rack at the back of the station.
- Prisoner property bags will be kept in the booking area
- Bulk property left unclaimed will be disposed of after 60 days.
- Marijuana can be booked as bulk property if the owner is allowed to possess: 21 YOA, no more than an ounce. List the marijuana on the bulk property receipt, seal in a Kpak, then package in an orange envelope.

SAFEKEEPING

- Safekeeping property is held and packaged in the same manner as bulk property.
- The plastic bags must be sealed with a green “Tag-it” and a printed evidence label placed on the tag-it.
- The safekeeping receipt shall be completed by the officer and signed by the owner. If the owner is not present or is incapacitated, note that on the signature line. The white copy is included with the case via RMS/records, the yellow copy **must** be provided to the owner (by mail or in-person), and the pink copy accompanies the property to Property and Evidence. The pink copy can be dropped in the evidence locker in the report writing room. Do not place any of the receipts inside the bag with the property.
- Safekeeping property should have a general inventory, i.e. “Blue back pack w/ clothing and toiletries”, not just “Blue back pack”. Serial numbers should be noted if applicable.
- Prescription medication and currency must be packaged separately.
- Perishable foods **are not** accepted in the evidence facility. Safekeeping property found to contain perishables items will be rejected back to the officer for proper disposal.
- Safekeeping property is stored in the Sally Port in cage #1.
- Safekeeping bicycles are to be placed in the bike rack at the back of the station.
- Each bag or item is a separate item on your safekeeping property form.
- Safekeeping property left unclaimed will be disposed of after 60 days.

Found property

Oceanside Police Department Property & Evidence Packaging Manual

Found property may consist of items that are lost or misplaced by the owner, or they may be items that are evidence of criminal activity that has not yet been reported. Provisions for the handling of found / unclaimed property are detailed in California Civil Code 2080-2080.10 and Oceanside Municipal Code sections 25.5-25.7.

Prior to submitting the found items into Evidence and Property, the receiving officer should make a reasonable attempt to locate the owner and notify them of their found property, per California Civil Code 2080 which states that “any person who takes charge of a lost item is a depository for the owner. Any person or any public or private entity that finds and takes possession of any money, goods, things in action, or other personal property, shall, within a reasonable time, inform the owner, if known.”

- The owner of the property must claim the property within 90 days and provide proof of ownership.
- If the finder wishes to claim the item, the officer will have the finder complete a Finder’s Affidavit Form. The white copy of the form will be submitted to Evidence and the yellow copy will be retained by the finder. If the owner cannot be located within 90 days, the finder may claim the property.
- Items which will not be returned to the finder include: illegal weapons, illegal substances, medications, anything which may be contaminated with biological fluids, and items containing the personal identifying information of others.
- It is important to note that abandoned property does not constitute found property. California Civil Code 2080.7 states that the provisions of California Civil Code sections 2080-2080.10 have no application to intentionally abandoned property. Department employees have no obligation to collect and preserve intentionally abandoned items. Abandoned items can be properly disposed of by the finder or property owner.

Abandoned
Property found in a place where the true owner likely intended to leave it, but is in such a condition that it is apparent that he or she has no intention of returning to claim it

vs

Lost
Property found in a place where the true owner likely did intend to set it, but then simply forgot to pick it up again

Volatile Substances

Oceanside Police Department Property & Evidence Packaging Manual

Flammable/Odororous Materials

The department provides arson bags for the collection and preservation of arson evidence.

The printed evidence label should be attached to the outside of the arson bag. Be sure the bag is heat sealed and record your initials, ID, and date on the seal.

Fireworks

The large red container outside the station in the parking lot is for fireworks. Fireworks are routinely turned over to OFD or retrieved by the SDSO bomb squad so be sure to photograph the item if needed for evidentiary reasons. Fireworks should not be booked into evidence and are not assigned an item number. Should extenuating circumstances arise where the need to collect a firework appears necessary, please contact the Evidence and Property Facility for guidance. **Reminder: Fireworks should be the only objects placed into the fireworks box**

For a large quantity of fireworks (or if you have any questions) contact the bomb/arson unit for pick up at the scene. The bomb/arson investigator will package and transport the evidence.

Explosives

This category includes:

- Grenades
 - Pipe bombs
 - Dynamite
 - All ordinance 20mm or larger
1. **DO NOT TRANSPORT.** With the exception of a small box for fireworks, no explosives are allowed inside county or city facilities.
 2. Contact bomb/arson unit for pickup at scene. The bomb/arson investigator will package and transport the explosives.
 3. Photographs of the explosive material are recommended.

Vehicles

Oceanside Police Department Property & Evidence Packaging Manual

Evidence Vehicles

The Evidence facility provides storage for vehicles seized for further evidence processing. There are three areas at the facility in which vehicles are stored:

Vehicle Impound 1 – temporary inside storage of vehicles awaiting processing (4 veh capacity)

Vehicle Impound 2 – temporary outside storage of vehicles awaiting processing (2 vehicle capacity)

Vehicle Impound 3 – for longer term storage of vehicles which have already been processed and are awaiting trial (20 vehicle capacity)

Vehicle impound area 1 and 2 are *temporary* holding areas. Vehicles shall be stored in these areas no more than 30 days before they are processed and either released to the tow yard or moved to vehicle impound 3.

Upon adjudication of a case, the case agent should make a request through the District Attorney's Office for authorization to release the vehicle from the facility.