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THE LEADER IN FORENSIC, TECHNICAL TRAINING

EVIDENCE MANAGEMENT AND STORAGE

Instructor: Private
Investigator/Forensic
Expert Hilary Rodela



- ▶ Must be organized.
- ▶ Must be secured.
- ▶ Must remain packaged properly.
- ▶ Must be documented well.
- ▶ Must be in a safe environment.

STORING EVIDENCE



- ▶ Evidence is often the key to a case.
- ▶ Evidence must retain it's integrity in all aspects.
- ▶ Evidence often has sensitive information attached.
- ▶ Evidence often has hazardous material attached that should be stored properly.
- ▶ Evidence may hold monetary value.

WHY IS IT SO IMPORTANT?

- ▶ The room or rooms used should be locked with keys given to only a few, authorized personnel.
- ▶ The room should ideally be temperature controlled in some areas. (or at least have some equipment to accomplish this.
- ▶ Drug areas should be ventilated.
- ▶ There should be a safe somewhere for storing money.
- ▶ There must be a log with names of those who enter the area and the time they entered as well as the time they left.



THE EVIDENCE ROOM



- ▶ Key Points/Tips for Evidence Management and Storage :
- ▶ Keep “like” items together-drugs together, paraphernalia together, firearms together, found property together, etc.
- ▶ Make sure every item is labeled properly-so you can FIND it again.
- ▶ Make sure location is marked on the evidence package itself as well as the log the evidence will be documented in. Example: If you are placing a firearm on Shelf A1 in the firearm room, make sure the package says this as well as the evidence log.

ORGANIZING-WHERE DO YOU START?

- ▶ By item-which is highly suggested due to the way some evidence must be stored.
- ▶ By case-this is only suggested when it comes to homicides. It is always best to keep homicide evidence together since it is kept indefinitely.
- ▶ By date-though this can be an effective way to categorize evidence for small departments, it is not suggested for large municipalities.



HOW TO CATEGORIZE EVIDENCE

EVIDENCE/PROPERTY

Agency: _____
Case No: _____
Received By: _____
Date: _____
Officer: _____
Department: _____
Location: _____
Quantity: _____
Description: _____
Remarks: _____
Signature: _____
Date: _____

CHAIN OF CUSTODY

NAME	ID	DATE

Officer: _____ Date: _____
Officer: _____ Date: _____
Officer: _____ Date: _____

CAT. NO. EB900p

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Revamping your evidence room can be quite a challenge, but you and your department will thank you for it in the end.



AN EXAMPLE BEFORE AND AFTER....
PHOTOS WERE TAKEN BY MARY JO APODACA OF THE
DONA ANA COUNTY SHERIFF'S OFFICE IN LAS CRUCES, NM.



PISTOLS BEFORE AND AFTER



TALL OR LONG, MISCELLANEOUS
EVIDENCE



EVIDENCE SHELVES





ORGANIZATION IS THE KEY TO
EVIDENCE MANAGEMENT SUCCESS!

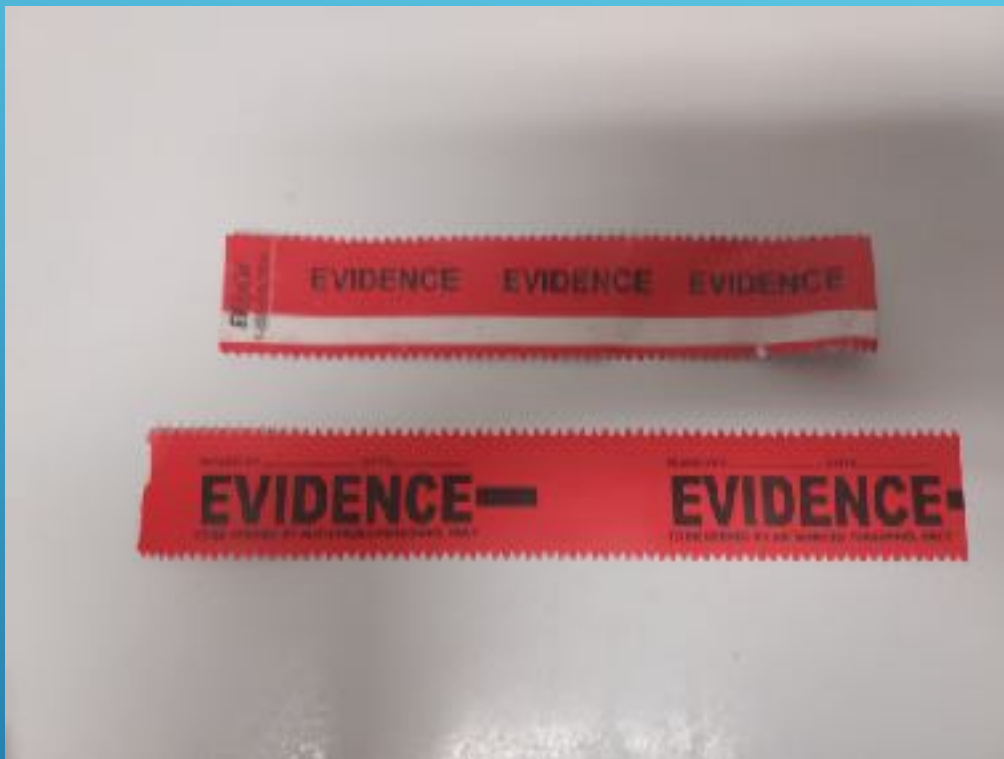


WHETHER YOU USE BINS OR BOXES, AS LONG AS EVIDENCE IS STORED PROPERLY YOU WILL BE ABLE TO FIND IT WHEN YOU NEED IT.



- ▶ Rolling shelves
- ▶ Standard shelves
- ▶ Cabinets
- ▶ Lockers
- ▶ Closets

TYPES OF SHELVING



DOS AND DON'TS



- ▶ Ensure all items are properly packaged and sealed.
- ▶ Ensure all items have the right information visible.
- ▶ Be certain that items of evidence that are checked out for court or analysis are documented as so.
- ▶ Be certain to check all items back in upon their return.
- ▶ Put evidence back where it belongs-in the exact location!

DO



- ▶ Don't assume the officer turning it in did it right. (we all make mistakes)
- ▶ Don't neglect any part of the chain of custody.
- ▶ Don't be lax on evidence.

DON'TS



- ▶ Audits-these will occur every so often in house and out.
- ▶ Inventory-this is something that needs to be kept up.
- ▶ Integrity of the case
- ▶ Protocol
- ▶ Policy
- ▶ Standards-police departments and their personnel are held to a higher standard-maintain that!

WHY BE SO PARTICULAR?



THANK YOU !

