

Administrative Policy and Procedure for Evidence Storage

1.0 Purpose – To control evidence handling and putrid and bulk evidence storage locations in the Trace Evidence Section.

2.0 Scope – This policy applies to all employees with custody of evidence in the Trace Evidence Section.

3.0 Policy

3.1 Evidence Storage Areas

3.1.1 The Trace Evidence Section has the following secure evidence storage areas:

- Personal Lockers
- Lockable cabinets located in each Forensic Scientist's Laboratory area
- Putrid Evidence Storage Rooms
- Bulk Evidence Storage Rooms
- Evidence Storage Vault

3.1.2 In addition, each Forensic Scientist may secure evidence in his or her laboratory area (a limited access storage area) by locking both doors.

3.2 Access to Putrid Evidence Storage Rooms

3.2.1 To protect the integrity of the evidence stored in the putrid evidence storage rooms of the Trace Evidence Section, a double lock is used.

3.2.2 Individuals utilizing the putrid evidence storage rooms shall check out the keys from the file room.

3.2.3 Use of the putrid evidence storage rooms may be requested by other Laboratory Sections. A verbal request shall be made to and approved by the Forensic Scientist Manager of the Trace Evidence Section, after which a key shall be checked out by the requesting Forensic Scientist.

3.3 Access to Bulk Evidence Storage Rooms

3.3.1 To protect the integrity of evidence stored in the bulk evidence storage rooms of the Trace Evidence Section, a double lock and alarm system is used.

3.3.2 Individuals using the bulk evidence storage rooms shall check out the keys from the file room.

3.4 Access to Evidence Storage Vault

3.4.1 Key access to the evidence storage vault shall be limited to evidence technicians and the Forensic Scientist Manager or designee.

- 3.4.2** Forensic Scientists may transfer evidence directly to or from the evidence vault while in the presence of one of the employees listed in **3.4.1**.

Revision History		
Effective Date	Version Number	Reason
09/17/2012	1	Original ISO Document
09/30/2013	2	3.1- added evidence storage vault. Added section 3.4.