Kenosha Police Department Policy and Procedure Manual

Subject: **REQUESTING PROPERTY FOR COURT, INVESTIGATION, EVIDENTIARY EVALUATION OR SHOWING FOR IDENTIFICATION**

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I. PURPOSE

The purpose of this policy is to establish guidelines in order to maintain the chain of custody for evidence that has been checked out from the Joint Services Property/Evidence Department.

II. POLICY

It is the policy of the Kenosha Police Department that property/evidence will be made available for evidentiary evaluation, inspection to establish ownership, court presentation, inspection upon court order or for other authorized purposes.

III. PROCEDURE

A. Upon notification that property/evidence is needed for evidentiary evaluation, court, to be used during an investigation, inspection upon court order or for showing to citizens for identification, the officer shall request the evidence from the Joint Services Property/Evidence Department.

   1. The officer shall include in their request the case number, the day, time and purpose that the property/evidence will be needed.

   2. When a large amount of evidence is needed and time permits the Identification Technician should be advised a day before the evidence is needed so it can be prepared for pickup.

B. The Identification Technician will prepare the items needed so they are ready for the requesting officer.

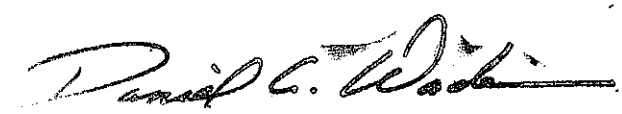
C. The requesting officer will sign for the items requested, thus maintaining the chain of custody.

D. If the items that were checked out are admitted into evidence during a court proceeding, the officer should complete a supplementary report under the original case number identifying what items the court retained. A copy of that report should be forwarded to the Joint Services Property/Evidence Department.

E. All evidence not admitted into court or undergoing evidentiary evaluation should be returned to the Joint Services Property/ Evidence Department. The Identification Technician will be responsible for returning the property to its original location.

1. If the Property Clerk is not available when the evidence is to be returned, place the evidence into a locker.
2. If the evidence is too large, have the shift commander place the item in the Property Clerk's Office.
3. Officer will need to sign the property/Evidence Tag in order to maintain the chain of possession.

F. No officer will keep evidence in his/her locker, desk, or other areas unless that evidence is needed for immediate use.



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