5-04/020.40 - Record of Evidence in Case Report

Deputy personnel, detectives, or specialists receiving evidence to be taken into custody of the Department shall be provided with the following data for inclusion in the case report:

- Name of investigating deputy and unit;
- Name of person relinquishing possession of the evidence;
- Name of person finding the evidence (if other than the person named above);
- Exact location where the evidence was found;
- The rank or title of the person turning over the evidence;
- Case file number being used;
- Description of the evidence; and
- Description of the mark placed on the evidence by the person relinquishing it.