

## **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;
  - Description of the mark placed on the evidence by the person relinquishing it.
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