5-04/040.20 - Initial Booking of Property/Evidence in PRELIMS

Booking of a property/evidence item in PRELIMS includes entry of information regarding the case, the item, and any names associated to the item, such as victim, suspect, etc. Items shall be fully described as to quantity, size, color, brand, serial number, or other identifiable characteristics. The serialized number from transparent, plastic evidence bags shall be entered in PRELIMS for items packaged in such containers.

Fields requiring entry are indicated by a red asterisk in PRELIMS.