1-02/020.00 Transportation of Evidence by Department Personnel

The following procedures shall be followed by Sheriff's personnel who are assigned the task of transporting the exhibits (evidence):

- All items will be placed into a locked container, which will be provided by the court clerk.
- The court clerk is responsible for inventorying the contents and securing the container prior to personally handing it to a Sheriff's Department employee
- The court clerk will provide a form for the Department member to sign which acknowledges that the container was given to the Sheriff's Department employee
- Upon delivering the container to the property custodian at the specific Superior Court, the Sheriff's Department employee will have the custodian sign the receipt, acknowledging the container was received intact and locked
- The signed acknowledgment form will be returned by the Sheriff's employee to the originating court clerk as verification that the indicated container was delivered. A copy of the signed acknowledgment form will be kept on file in the Branch Office for 2 years

It is the Court Services Division Policy that:

- If the court clerk requests us to transport the exhibits, only Sheriff's Department personnel (i.e.; Court Services Specialists, Security Officers or Security Assistant, Deputy Sheriff's, etc.) will transport the container. Contract private security company employees shall not be used
- Transportation Bureau buses and/or personnel shall NOT be used.