3-07/080.00 - Viewing Evidence

Occasionally, jurors request to view evidence that is not normally allowed in the jury room for security reasons, such as, weapons, ammunition and narcotics. To ensure the safety of the jury, the bailiff shall adhere to the following basic guidelines prior to taking the aforementioned evidence into the jury room:

- Firearm - check the firearm to ensure that it is unloaded and/or inoperative.
- Ammunition - keep firearm and ammunition separate at all times.
- Knives, daggers, etc., - bailiff must be present.
- Narcotics - verify that the evidence bag is sealed.

During the viewing of the above evidence, the bailiff must be present in the jury room. The bailiff must instruct the jury not to discuss the case and/or evidence in the bailiff's presence.