

## 97-05 EVIDENCE LOGGING, TRACKING AND DISPOSITION PROCEDURES AND RESPONSIBILITIES



# TASKFORCE FOR REGIONAL AUTOTHEFT

**Unit Order: 97-05**

**Subject: EVIDENCE LOGGING, TRACKING AND DISPOSITION PROCEDURES AND RESPONSIBILITIES**

<b>Effective Date:</b>	<b>10/01/1997</b>	<b>Last Date Revised:</b>	<b>05/04/2010</b>
<b>Last Date Reviewed:</b>	<b>04/09/2020</b>	<b>Next Review Date:</b>	<b>04/09/2021</b>

### **PURPOSE**

This Unit Order is to establish a uniform evidence handling policy throughout TRAP to ensure that evidence is properly handled, accounted for, and disposed of property.

### **GUIDELINES**

It is the responsibility of each investigator to properly mark, tag, and book evidence in accordance with policy of the Los Angeles County Sheriff's Department, Property and Evidence, Section 5-04/000.00 MMP. It is also the investigator's responsibility to follow up on the disposition of evidence after a case is closed and to indicate the disposition of evidence in a supplement report.

In all instances where property/evidence is obtained through a search warrant, 2805 CVC inspection, crime scene, chop shop, fraud case, or investigation, the property shall be booked at a Sheriff's Station or at Central Property. The booking of this property shall be done immediately to ensure proper claim of evidence and to prevent contamination.

VIN plates, license plates, title, and photo line-up shall be booked into evidence. A photocopy or photograph of these items may be included in the case file.

### **SUPERVISOR RESPONSIBILITIES**

It is the responsibility of the team supervisor to monitor the booking of evidence and to ensure that

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investigators are complying with the Los Angeles County Sheriff's Department's policies concerning the handling of seized evidence. It is the supervisor's responsibility to ensure that all evidence is stored in a proper place and the "chain of evidence" is maintained.

Team supervisors shall direct the investigator to be expedient with the "disposition" of evidence after the closure of a case. Supervisors shall review the final/closing supplemental report of each case to ensure the disposition of evidence is properly handled in accordance with the Los Angeles County Sheriff's Department procedures.

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MARTIN L. RODRIGUEZ, CAPTAIN

PROJECT DIRECTOR

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