

## 5-16 EVIDENCE PROCEDURES



### HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS

**Bureau Order Number: 5-16**

**Subject: PROPERTY AND EVIDENCE PROCEDURES**

Effective Date:	09/01/1995	Last Date Revised:	
Last Date Reviewed:	04/28/2021	Next Review Date:	04/28/2022

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This order sets forth the Homicide Bureau policy regarding the handling of evidence and property.

Bureau personnel shall adhere to the policy outlined in the Manual Sections 5 -04/000.00 et seq.

Bureau personnel shall make every effort to expeditiously retrieve evidence and property from Station Evidence and Property rooms and book such evidence and property in the Homicide Bureau Evidence room. Property should be sent to the Property Custodian at the earliest possible date. Property of no value, either for evidence or sale, such as broken bottles, glass, pieces of wire, open liquor bottles, etc., you wish destroyed, so indicate by marking the property tag, "No Value - Destroy at Station." The property may then be left at the unit for destruction. The supplementary report should reflect such disposition.

This order notes that money and valuables shall always be stored in the Bureau safe. In addition, it is the policy of the Homicide Bureau that monies, firearms or other obvious valuables shall not be released or disposed of without the approval of the Bureau Commander.

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