

17.01 STATION #6 IMPOUND South Precinct Impound

M The impound procedures for ~~Station 6~~ the south precinct are the same as the evidence room except for the following:

Anything that needs to be refrigerated

Bicycles or other items ~~Anything~~ that will not fit in the evidence lockers ~~of Bicycles,~~ need to be transported to the regional evidence room for impound. Evidence stored at ~~Station 6~~ the south precinct ~~is only picked up once a week.~~ is picked up daily (Monday -Friday) . *ok*

Evidence is not to be stored in the refrigerator at ~~Station 6~~. the south precinct.

17.02 EVIDENCE IMPOUND**Impounding firearms—Disabling required**

All firearms must be temporarily disabled prior to impound. A flex-tag type device will be used to disable the firearm before it is impounded for any reason. The flex-tag will be passed through the barrel and the firing chamber, or through the magazine and the firing chamber.

Firearms Impounded As Evidence

Firearms, impounded as evidence, shall be disabled using the Flex-Tag procedure and event number(s) and/or other appropriate information shall be printed legibly, in indelible ink, on the tag portion of the flex-tag device.

Court Date/ Expert Witness

The Court Clerk and Prosecutors office will coordinate Court dates on cases and assure that the evidence is back from the lab prior to trial. The Crime Lab will send expert witnesses on the items that they process should their testimony be required in Court.

Transportation of Evidence to Court

The officer who originally found and placed the item of evidence in the Property Room is generally responsible for the withdrawal of that item when it is needed for Court. The officer is responsible for transporting the item to the Court and for safeguarding the evidence until it has been received by the Court or returned to the Property Room.

- **Money shall not be taken to court**, unless specially asked for by the Prosecutor. Photocopies of money in most cases will suffice.

Follow-up Investigator

Whenever a Follow-up Investigator investigates and prepares a case for prosecution, this person is generally held responsible for transporting the evidence to Court.

Evidence Handling

Officers investigating an offense and taking possession of **any** physical evidence, ~~which might have value in prosecution~~, must promptly bag or tag it for future identification and personally retain said evidence up to the point it is turned over to the Property Room. Bagging or Tagging of evidence should be done so as not to impair the value or damage the evidence or prevent processing. Officers will document any transfer of custody of evidence while in the field and note this in their incident report.

All evidence will be documented in the narrative of the police report, citing the circumstances by which the evidence came to be in the officers' possession, to include descriptions of the evidence itself and where it was found. All evidence will be documented in police reports prior to the end of the officers' shift. In an emergency situation, if the officer is unable to complete their incident report reference property seized, the officers' sergeant will take responsibility of properly documenting all evidence seized prior to the end of their shift. ✓

Evidence is to be impounded either directly to the property room, or placed in a secure locker at the south precinct prior to the end of the officer's shift. No evidence is to be retained in an officer's vehicle, locker or desk. In an emergency situation, if the officer is unable to impound evidence seized, the officer's sergeant will take responsibility to properly impound the evidence prior to the end of their shift.

Tampering with Evidence

Officers or other employees, must not tamper with, fabricate, withhold, or destroy evidence of any kind and must comply with the rules governing the chain of evidence of evidence

Seizure and Intended Forfeiture

The Snohomish County Regional Task Force will be responsible for processing all personal and real property seized by members of the Everett Police Department, under the authority of **RCW 69.50.505(a) and (b)**. To ensure that

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T. Fingerprint Evidence

Officers at the scene of a crime or incident, other than a major crime, which, such as homicides, are immediately turned over to detectives, shall make an effort to collect any possible latent fingerprint evidence. The following guidelines should be applied:

1. Process the item using appropriate powders. Do not use powders on computer keyboards or electronic equipment where damage may occur.
2. Lift the latent impression using the appropriate tape and place it on the blank side of the latent lift card.
 - a) Initial over the tape on to the card.
 - b) If the officer processing the item accidentally leaves their own print on the latent tape, those prints should be crossed out with an "X". This should only be done if the officer is positive that the print to be crossed off is theirs.
3. Fill the lift card out completely. The following information must be included:
 - a) Date the prints were lifted.
 - b) Type of crime.
 - c) Incident/Case number.
 - d) Victim Information.
 - e) A written explanation of what was processed and where the lifts were obtained from.
 - f) The officer's name or initials and personnel number.
 - g) A diagram or sketch of the item showing where the print(s) were lifted from.
4. When completed, the latent lift cards shall be impounded into the Property Room as evidence.

Photographs: Conventional / Digital Images:

- 17.02
1. The Everett Police Department utilizes digital images to capture photographic evidence. Officers are not generally to utilize conventional, cell phone or other equipment for photographic evidentiary reasons unless the situation presents as an emergency and no other means of capturing evidence are available.
 2. (Refer also to Video Forensics SOP).

COMPUTER EQUIPMENT / OTHER DEVICES FOR STORAGE OF DATA IN AN ELECTRONIC FORMAT:

1. Refer to the Video Forensics SOP for procedures in impounding computer equipment and related devices.