



River Bend Police Department

Property and Evidence Processing Guide

Operations:

Availability: The general public shall have access to pick up property only during the hours that the Property and Evidence Control Officer(s) are working. Those wishing to pick up found property or property being returned as the result of a case being adjudicated shall be referred to the days and times the Property and Evidence Control Officer(s) will be working.

Right of Refusal: The Property and Evidence Control Officer(s) possess the ability to require personnel to correct any issues with the packaging and/or submission of any submitted item.

Frequently Encountered Questions:

What if I have a question for Property and Evidence personnel after hours?

Call the Property and Evidence Control Officer(s) with any questions. If you are unable to reach anyone before the end of your shift, secure the item in question in a temporary evidence locker. Send an email to Property and Evidence Control Officer(s) explaining what the issue is so they can further direct you on how to solve it.

What if I packaged an item wrong and already locked it in a locker?

Send an email to Officer Royston advising of what the issue is so he can provide you with access to your item to be packaged correctly.

What is the email address for the evidence officers?

Officer Aaron Royston: aroyston@riverbendnc.org

Forms

Completion of the DCI IR 205 Form also known as the “green sheet”

Check box for either recovered / found property report

Agency: River Bend Police Department

ORI# 0250700

Date / Time Reported: Date and time of call

Owner: Owner of the item – if you are charging someone with possession for example this will be the same information as found in possession of. Fill out all three boxes for the name, address, and phone number. Use the home address of the owner, not the location in which the incident occurred.

Found in Possession of: If that information is the same as the owner information, you can write same as above in the name line and use “ ” for the address and phone number line.

Location from which property was obtained: Ex: traffic stop US 17 s and Shoreline Dr.

Collecting Officer: Your name

Property Control Number: 1- however many items you will be turning in to property

Description of Articles: Be as descriptive as the space will allow. Ex: Pill bottle with no label containing 3 white pills with the numbers 285 stamped on them.

When you are finished listing your items if there are any empty lines, please draw a diagonal line indicating that there is no further evidence. Please write out no further evidence or the letters “NFE” along with your initials.

Officers Name: your name

Officers Signature: your signature

Date/Time Submitted: Date and time you are submitting items into evidence.

Supervisors Name: the name of your immediate supervisor

Case Status: Check which option applies

Case Disposition: Check which option applies

Page: ex 1 of 1

Back side of the form

Property Control number: the number range of items you're submitting.

Date: Date submission to evidence is being made

Released by: Print and sign your name in the appropriate boxes

Received by: Leave this blank for the person accepting the items into evidence.

Purpose for change of custody: Submit to evidence

Do not use whiteout on this form if you make a mistake.

On the following two pages are examples of how the “green sheet” should be completed.

NORTH CAROLINA INTERNAL RECORDS

RECOVERED / FOUND PROPERTY REPORT

Narrative See narrative 2018-0000
hold for court

OFFICER'S NAME <u>L. McKee</u>	DATE/TIME SUBMITTED MO DAY YR <u>7/24/18</u>	SUPERVISOR'S NAME <u>Sgt. Rogers</u>	CASE DISPOSITION <input type="checkbox"/> UNFOUNDED <input checked="" type="checkbox"/> CLEARED BY ARREST <input type="checkbox"/> EXCEPTIONAL CLEARED - ADULT <input type="checkbox"/> EXCEPTIONAL CLEARED - JUV. <input type="checkbox"/> FURTHER INVESTIGATION <input type="checkbox"/> INACTIVE <input type="checkbox"/> CLOSED	PAGE <u>1</u>
OFFICER'S SIGNATURE <u>L. McKee</u>	CASE STATUS <u>2056</u> <small>24 Hr.</small>			OF <u>1</u>

CHAIN OF CUSTODY

FINAL DISPOSAL ACTION

RELEASED TO OWNER OR OTHER (Name / Address) _____

DESTROY _____

OTHER (Specify) _____

FINAL DISPOSAL AUTHORITY

ITEM(S) _____ ON THIS RECEIPT, PERTAINING TO THE INVESTIGATION INVOLVING _____

(Name) _____ (Address) _____

(Address)

Court Docket Number

(IS) (ARE) NO LONGER REQUIRED AS EVIDENCE AND MAY BE DISPOSED OF AS INDICATED ABOVE. (If article(s) must be retained, do not sign, but explain in separate correspondence).

(Judge/Superior District Court) (Signature) (Date)

(Date)

WITNESS TO DESTRUCTION OF EVIDENCE

THE ARTICLE(s) LISTED AT CONTROL NUMBER(s) _____ (WAS) (WERE) DESTROYED BY
THE EVIDENCE CUSTODIAN, IN MY PRESENCE, ON DATE INDICATED ABOVE.

Clerk of Superior Court (Signature) Evidence Property Custodian (Signature)

SBI-5 Example—Instruction Page

SBI-5 (1/2000)

NORTH CAROLINA STATE BUREAU OF INVESTIGATION Physical Evidence Examination Request Instructions

IF INSTRUCTIONS ARE NOT FOLLOWED, EVIDENCE IS SUBJECT TO BEING RETURNED

IF MORE SPACE IS NEEDED TO LIST ITEMS, USE AN SBI-5A (Continuation Page)

If the status of this case changes in any manner (i.e. case closed), please NOTIFY THE LABORATORY IMMEDIATELY.

1. Number all items using NUMERICAL VALUES ONLY e.g., 1,2,3,4, etc.
2. Type or print ALL information.
3. ALL CONTAINERS MUST BE SEALED WITH TAPE. THE PERSON SEALING THE EVIDENCE SHOULD PLACE THEIR INITIALS ACROSS THE TAPE ONTO THE CONTAINER ITSELF. HEAT SEALED AND TAMPER-PROOF EVIDENCE CONTAINERS MUST BEAR THE INITIALS OF THE INDIVIDUAL SEALING THE CONTAINER. For clarification concerning the packaging or labeling of evidence, please refer to the *SBI Evidence Guide*. This guide may be obtained by contacting the SBI Crime Laboratory. If there are still unanswered questions, please contact the appropriate laboratory personnel.
4. Complete the following part(s) of this form for evidence being submitted for the designated examinations:

Only Part A: for Drug, Toxicology, Documents, or Latent Evidence Parts A, B, and C: for Body Fluid/DNA Evidence
Parts A and B: for Poison & Tampering, Trace Evidence, or Firearms Parts A, B, & D: for Hair & Fiber Evidence
Parts A, B, C and D: for Hair, Fiber, and Body Fluid/DNA Evidence
5. Completed *Request for Examination of Physical Evidence* forms must be in an envelope attached to the OUTSIDE of the mailing package. MAIL ONLY ONE CASE PER MAILING PACKAGE. Be sure to mail the original and the first carbon copy of the form. You may retain the second carbon copy for your records.
6. DO NOT MARK THE OUTSIDE OF EVIDENCE ENVELOPES/PACKAGES WITH WORDS SUCH AS DRUGS, FIREARMS, ETC.
7. The number of dosage units or packages of each type of controlled substance should be noted on the Request Form (e.g., two red tablets, five plastic bags of white powder, etc.).
8. Drug evidence seized from different people on the same occasion or the same person on different occasions must be submitted on separate SBI-5 forms (see *SBI Evidence Guide*).
9. Green plant material and/or any wet evidence (e.g., clothing) should be dried out and submitted in PAPER bags (NOT PLASTIC).
10. Prior to submission, you MUST separate drugs from containers to be processed for latent prints.
11. All firearms submitted to the laboratory must be UNLOADED. If you are not able to unload the weapons, transport the item(s) to the laboratory in person. Advise laboratory personnel of any loaded weapons immediately upon arrival.
12. All glass containers (ESPECIALLY TUBES OF BLOOD) must be adequately protected against breakage and leakage (i.e., padding and plastic bags).
13. Sharp metal objects or glass objects (e.g., knives, glass, razor blades, crack pipes, etc.) must be secured to heavy cardboard with ends protected.
14. **HYPODERMIC NEEDLES ARE NOT ROUTINELY ACCEPTED FOR ANALYSIS.** If analysis of a syringe is crucial to an investigation, the analysis must be requested (in writing) by the appropriate District Attorney before the evidence is submitted.
15. The Crime Laboratory's acceptance policy in hair cases is as follows:
 - A. Cases will only be accepted when proper standards are submitted from ALL victims and suspects.
 - B. Hair evidence will be accepted only after it has been removed from large, bulky items (e.g., clothing and bedding, etc.)
 - C. Hair evidence will be accepted only in cases in which the hair is a vital part of the evidence.
16. Any package containing biological materials or materials exposed to biological contamination **MUST** be properly identified as **BIOLOGICAL HAZARDS**. In addition, you must indicate on the submission form(s) that the case contains Biohazardous Evidence.
17. When submitted for latent print comparison purposes, fingerprint cards bearing known inked impressions are evidence and must be listed and identified as an item of evidence.
18. Elimination inked impressions are required in all simple, property type cases submitted for latent print analysis.
19. The laboratory report(s) will be mailed to the Requesting Officer.

NOTE: There are many legal and technical problems associated with the acceptance of evidence in court (basically the proper and positive identification of evidence). The primary responsibility for proper identification rests with the investigating officer. Take the necessary precautions to insure the proper preservation, identification, and packaging of items of evidence. This evidence is being submitted in connection with an official investigation of a criminal matter.

SUBMIT THE EVIDENCE TO THE LABORATORY SERVING YOUR AREA:

North Carolina State Bureau of Investigation
Post Office Box 2000
Garner, North Carolina 27529-2000
(919) 662-4500 (Ext. 1501)

SBI Western Regional Laboratory
Post Office Box 2408
Skyland, North Carolina 28776-2408
(828) 654-0525

NOTE: The Western Regional Laboratory accepts only Drugs and Latent Evidence.

SBI-5—Part A

SBI-5 (1/2000)

North Carolina State Bureau of Investigation

Page 1 of 1

PART A

REQUEST FOR EXAMINATION OF PHYSICAL EVIDENCE

PLEASE PLACE A CHECK MARK (✓) BESIDE THE PREFERRED ADDRESS

Agency P. O. Box, City and Zip: _____ Agency File # _____ 2018-000000

Agency Street Address, City and Zip: 45 Shoreline Drive, New Bern, NC 28562 Type of Case: Drug Violation

CAA (SBI Case Agent Assigned): _____ DIC (SBI District In Charge): _____ Date of Offense: 01/01/2018

Investigating Officer Name and Best Contact Number – Name _____ Charging Officer _____ Contact Number: _____ 252-638-1108

VICTIM(S)	Race/Sex	DOB	SUSPECT(S)	Race/Sex	DOB	ID #
State of North Carolina			John Q. Suspect	W/M	11/11/1911	

Has any evidence in this case been submitted to the laboratory previously? No _____ If yes, to which section(s)? _____

Additional Analysis Requested / Instructions:

EVIDENCE WILL BE RETURNED TO THE REQUESTING OFFICER

SBI LABORATORY CHAIN OF CUSTODY USE ONLY

The signatures of North Carolina State Bureau of Investigation employees appearing below indicate that the material described above under **TYPE CONTAINER / DESCRIPTION OF EVIDENCE** was delivered to the person (approved carrier) indicated, on or about the date stated, and was delivered in essentially the same condition as received.

ITEM(S)	Received By: (Print)	(Initial)	Received From: (Print)	(Initial)	DATE

BD-4--Instructions

BD-4 Instructions and Information

1. Pursuant to NCGS 105-113.108(b), a report is required to be filed with the Unauthorized Substances Tax Division of the North Carolina Department of Revenue by all Local and State Law Enforcement Agencies within 48 hours after making an arrest and/or seizure involving a nontaxpaid (unstamped) controlled substance.
2. In order to facilitate compliance with the law, this standard form should be used by all Local and State agencies for reporting purposes.
3. This report is to be completed and filed with the Unauthorized Substances Tax Division of the North Carolina Department of Revenue only if the arrest and/or seizure involved one or more of the following quantities of a nontaxpaid (unstamped) controlled substance:
 - a. More than 42.5 grams of marijuana;
 - b. Seven or more grams of any other controlled substance that is sold by weight; or
 - c. Ten or more dosage units of any other controlled substance that is not sold by weight.

Note: Only one substance should be reported on each BD-4 form.

4. Copies of this form should be distributed as follows:

Original Form Electronically transmit, fax or mail to the local Enforcement Agent of the Unauthorized Substances Tax Division of the North Carolina Department of Revenue.

Second Copy Retained by the reporting law enforcement agency.

Third Copy Provided to the taxpayer.

5. In addition to a copy of the BD-4 form, the taxpayer should be given a copy of the Unauthorized Substances Tax Act.
6. If you have any questions on how to complete this form, please contact your local Unauthorized Substances Tax Enforcement Agent, or call (919) 733-6459.

Conversion Table

1 Gram	=	.03527 ounce
1 ounce	=	28.35 grams
1 pound	=	.4536 kilograms = 453.6 grams
1 kilogram	=	2.2046 pounds = 1,000 grams

BD-4—Completed Example

Form BD-4 (4/04)	NORTH CAROLINA DEPARTMENT OF REVENUE UNAUTHORIZED SUBSTANCES TAX DIVISION P.O. BOX 25000 RALEIGH, NORTH CAROLINA 27640		
For NCDOR Use Only AN: _____	REPORT OF ARREST AND/OR SEIZURE INVOLVING NONTAXPAID (UNSTAMPED) CONTROLLED SUBSTANCES		
<i>Before completing, review the instructions in the "Readme" file. Information required by this report is to be typed or printed in ink.</i>			
(1) Reporting Agency: Name: River Bend Police Department Street Address: 45 Shoreline Drive City: New Bern County: Craven State: NC Arresting Officer: Charging Officer Phone Number: 252-638-1108 Report Date: 01/01/2018 Case #: 2018-000000			
(2) Identification of the individual who possessed the substance(s): <input type="checkbox"/> Check if individual is a co-defendant. Name: John Q. Suspect SSN: 999-99-9999 Alias/AKA: _____ Physical Address: 46 Shoreline Drive City: New Bern State: NC Zip Code: 28562 County: Craven Driver's Lic./State: 9999999 / NC DOB: 11/11/1911 Home Phone: 252-555-5555 Mailing (If different than physical): _____ City: _____ State: _____ Zip Code: _____ County: _____ Employer: _____ Work Phone: _____ Employer Address: _____ In Case of Emergency (Next of Kin): _____ Physical Address: _____ Phone: _____			
(3) Time and place of possession: Date: 01/01/2018 Time: 1:30 <input checked="" type="checkbox"/> a.m. <input type="checkbox"/> p.m. Street address or specific location: 46 Shoreline Drive City: New Bern County: Craven <input type="checkbox"/> Check if admission based. (You must submit the incident report and written admission with the BD-4).			
(4) Amount of nontaxpaid (unstamped) controlled substance, by type, possessed and/or seized. List only one substance per form. (see instruction No. 3) <input type="checkbox"/> Check if individual possessed more than one substance. Marijuana _____ grams. *Name of other controlled substance (by weight): Powder Cocaine 40 _____ grams. *Name of other controlled substance (by dosage): _____ dosage units. *Identify by whatever official name, common or usual name, chemical name or trade name designated.			
(5) Identification and location of any personal or real property in possession of or belonging to the individual named above (if known): <input checked="" type="checkbox"/> Check if property or currency listed is in the custody of law enforcement. \$1510 of US Currency—Located in paper bag hidden in top dresser drawer _____ _____ _____			
(6) Agency Distribution (Local and/or State Law Enforcement Agency: list agency and percentage involved): NC Department of Revenue 25% River Bend Police Department 75% _____			

ORIGINAL FORM: Electronically transmit, fax or mail to the local Enforcement Agent
Of the Unauthorized Substances Tax Division of the North Carolina
Department of Revenue.

SECOND COPY: To Reporting Law Enforcement Agency
THIRD COPY: To Taxpayer

General Property Packaging

Helpful Hints:

Please use the smallest available packaging as to optimize the limited amount of storage space we have.

Wet items need to be dried before being packaged and submitted.

Do not submit items containing liquids in them that are not properly secured into evidence as this can be breeding ground for mold.

For example: If you are submitting drug paraphernalia containing water, please eliminate the water by emptying prior to packaging.

Do not submit bottles of alcohol or drug test kits. Please thoroughly photograph these items and attach them to your report.

Items with different owners must be packaged in separate bags.

Complete the chain of custody information on the evidence bag.

Money must always be packaged separately from all other items.

Once packaged, evidence needs to be placed in the lockers in the evidence shed for temporary storage.

Evidence Tape

When using evidence tape, ensure the tape is placed on to the item in a smooth manner and do not allow the tape to bunch to create a tamper evident seal.

If packaging a larger or bulky item, you may use packing tape. Evidence tape must be placed on top of the packing tape to create the tamper evident seal.

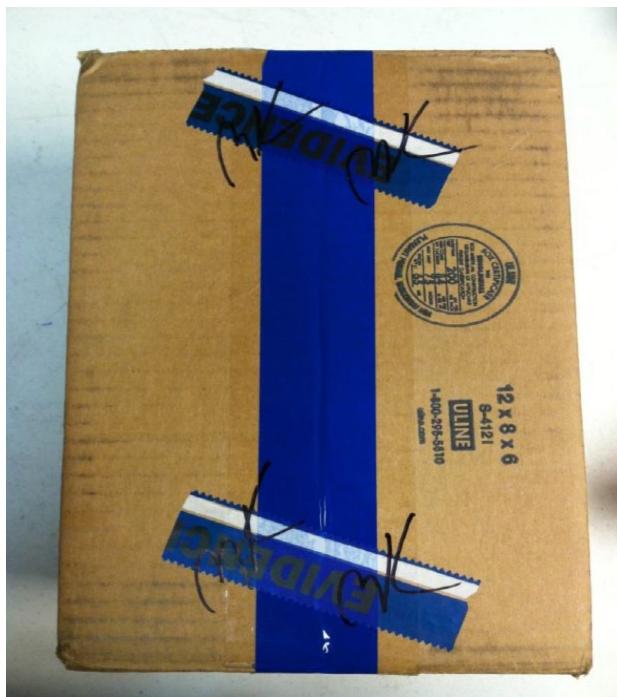


Sealing

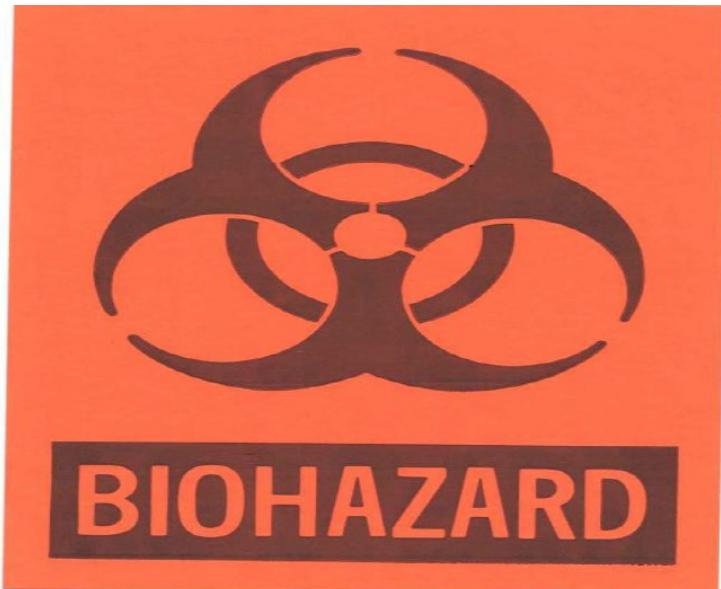
Tape applied to an evidence envelope. Initial as shown.



Evidence tape must be used in addition to create a true tamper evident seal. Initial as shown.



Special Labels



Use for any item that is known or suspected to contain biological fluids.



Use for any item that has a sharp edge that may pose a safety hazard.

Containers



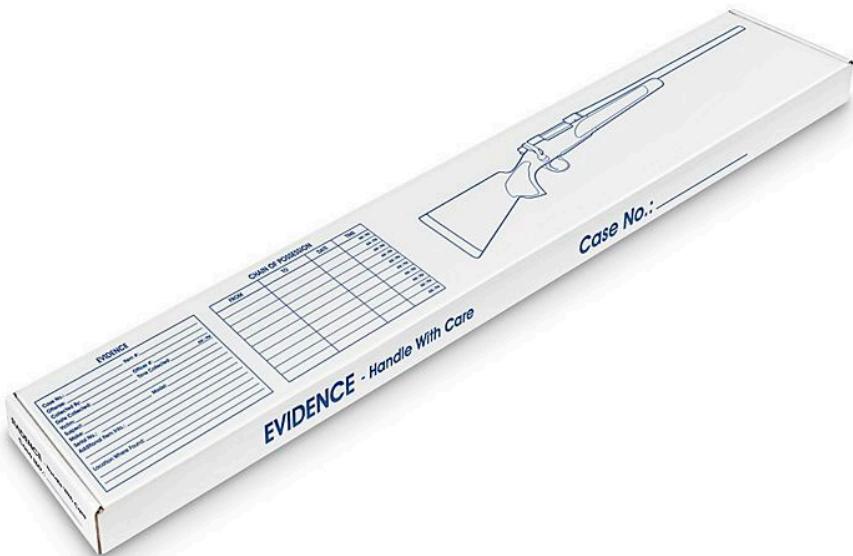
Syringe Tube--use for syringes that are being held as evidence.



Knife Box--Use for knives that are being held as evidence.



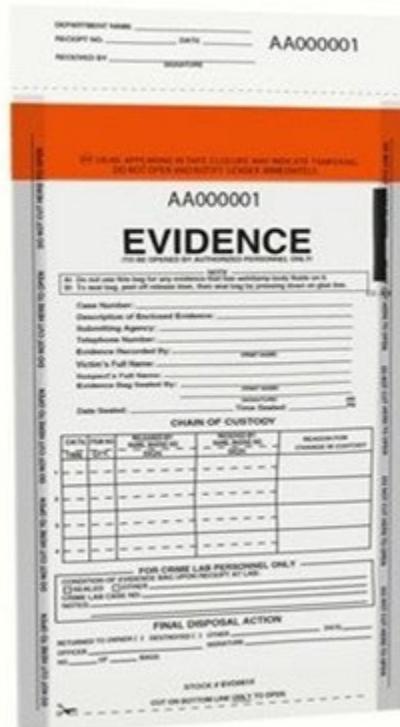
Hand Gun Box--use for hand guns that are being held as evidence.



Rifle Box--use for rifles that are being held as evidence.



Paper Evidence Bag--use for objects that will need the breathability of a paper bag that are being held as evidence.



Plastic Evidence Bag--use for objects that will need the ability to be seen while stored that are being held as evidence.

DEPARTMENT NAME 00996957
 RECEIPT NO. DATE
 RECEIVED BY (SIGNATURE)

EVIDENCE
 (TO BE OPENED BY AUTHORIZED PERSONNEL ONLY)

NOTE

A) DO NOT USE THIS BAG FOR ANY EVIDENCE THAT HAS WET/DAMP BODY FLUIDS ON IT.
 B) TO SEAL BAG, PEEL OFF RELEASE LINER, THEN SEAL BAG BY PRESSING DOWN ON GLUE LINE.

CASE NUMBER: 2018-0000

DESCRIPTION OF ENCLOSED EVIDENCE: PILL BOTTLE / NO LABEL / 3 PELLS
 SUBMITTING AGENCY: RIVER BEND POLICE DEPARTMENT "255"

TELEPHONE NUMBER: 252-630-1108

EVIDENCE RECORDED BY: D. B. ROGERS
 (PRINT NAME)

VICTIM'S FULL NAME: STATE OF NORTH CAROLINA

SUSPECT'S FULL NAME: JOHN DOE

EVIDENCE BAG SEALED BY: D. B. ROGERS
 (PRINT NAME)
D. B. Rogers
 (SIGNATURE)

DATE SEALED: 07/24/2018 TIME SEALED: 10:00 AM

CHAIN OF CUSTODY

DATE & TIME	ITEM NO. QTY.	RELEASED BY: NAME, BADGE NO. SIGN	RECEIVED BY: NAME, BADGE NO. SIGN	REASON FOR CHANGE IN CUSTODY
1	1	P. B. ROGERS <u>D. B. Rogers</u>	D. B. ROGERS <u>D. B. Rogers</u>	EVIDENCE STORAGE
2				
3				
4				

FOR CRIME LAB PERSONNEL ONLY
 CONDITION OF EVIDENCE BAG UPON RECEIPT AT LAB: CRIME LAB CASE NO.:
 SEALED OTHER NOTES:

FINAL DISPOSAL ACTION
 RETURNED TO OWNER DESTROYED OTHER _____ DATE _____
 OFFICER _____ SIGNATURE _____
 NO. _____ OF _____ BAGS

CUT BELOW DOTTED LINE TO OPEN 

Completed evidence label example

Drugs

Paraphernalia must be packaged separately from drug item. Pills must be packaged in separate bags by markings.



Paraphernalia



Drug Item

Drug Items that must be packaged in paper

*Items for destruction

*Items to be tested for DNA

*Items to be processed for fingerprints

*Wet or live plant material

SEAL ALL SEAMS



Seal, tape, and initial.

*Drugs belonging to an inmate MUST accompany that individual to jail.

Jewelry

Jewelry must be packaged separately from any other type of item.



Description Examples:



Ring-ladies, silver clrd w/clear stone



Earrings-gold colored, hoops



Watch-Seiko, men's, two-tone, blue face

Guns

ALL guns submitted must have an NCIC Gun Query run prior to submission.

Example remarks:

NCIC gun check completed, no record found.

NCIC gun check completed. Hit received (List hit information)

Firearms and accessories must be packaged as seen below:



Gun box



Separate bag



Separate bag

Description examples



Glock 9mm semi-auto pistol



Colt .38 cal revolver



NAA .22 Derringer pistol



Mossberg 12 gauge pump-action shotgun.

Gun Safety

ALL FIREARMS must have a plastic zip tie attached to make a weapon safe. If a firearm cannot be made safe, see procedure listed below.



Step 1: Complete the information on the green sheet.

Step 2: Handgun- Place in small locker with barrel facing away.

Long gun-Place in large locker with barrel facing down.

Step 3: Attach magnet that says *UNSAFE FIREARM* on locker.

Step 4: Email Officer McKee and Sgt Rogers with details about the situation and any special evidence handling required to protect evidentiary integrity.

Biological Evidence

DWI Kits



Step 1 - Complete property sheet and label on the box.

Step 2 – Complete SBI 5 form, rubber band form to outside of box.

Sexual assault kits

Remove pink forms from box. Seal with evidence tape. Complete property sheet and attach to box.



Envelope containing hair



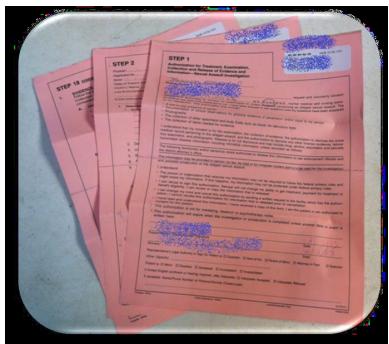
Complete information on the evidence bag and seal with evidence tape.

Bag containing clothing



Complete information on the evidence bag. Use thicker tape to create initial seal to bag and cover with evidence tape to ensure integrity seal.

Pink sheet information



Submit to original documents for retention.



ANY item submitted to property and evidence must be packaged in paper and have a biological hazard label attached.

Biological Disposal:

Any item believed to contain biological substances, and is not submitted to property and evidence, should be placed in appropriate receptacles for disposal.



Hazardous Items



Explosives - Local bomb squad should be contacted to handle suspected explosive items.



Fireworks- Only collect fireworks if absolutely necessary. Items may be photographed for future reference.



Spent Taser cartridge – Package spent Taser cartridge in a small cardboard box and seal. Place box inside paper bag for storage.



If a syringe needs to be destroyed place into red sharps container.



Property and evidence WILL NOT accept any toxic chemicals or unknown substances. HAZMAT should be notified during such instances.

Other Items



Perishable items should not be collected unless absolutely necessary for evidentiary purposes.

Release of Property and Evidence

Safekeeping/ Found Items – Such items can be released to the owner listed on the green sheet.

Evidence - pre-trial- Before a case is adjudicated in court ONLY the District Attorney's Office can authorize release.

Evidence- post -trial- After a case has been adjudicated only a judge, by means of a court order, can authorize release.