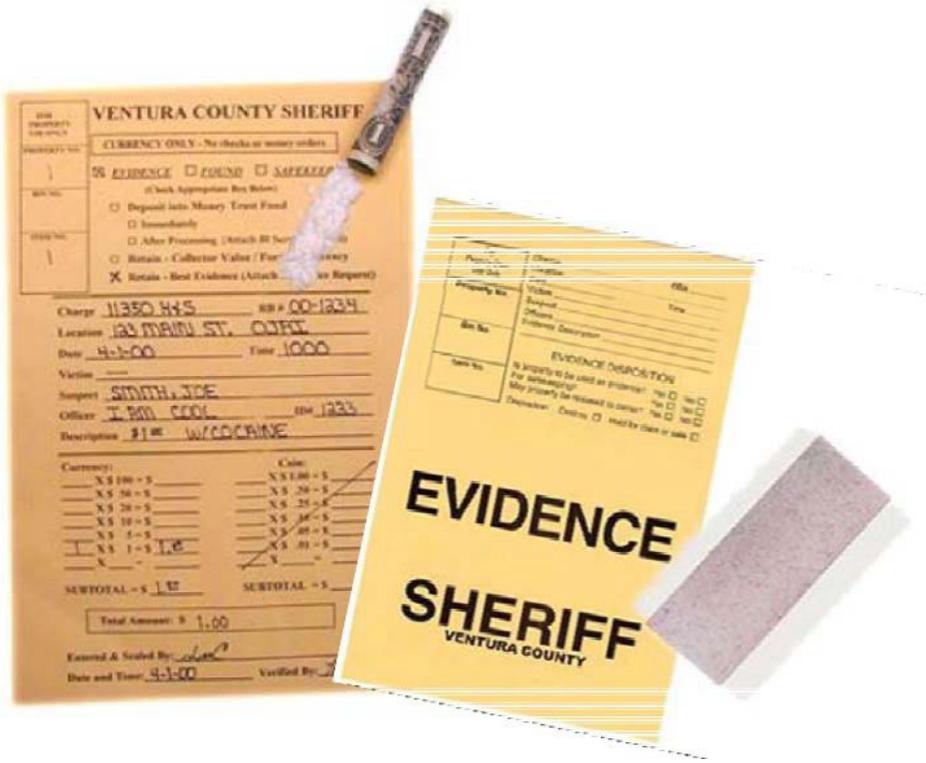


# VENTURA COUNTY SHERIFF'S OFFICE



## Property and Evidence Manual

(Revised: May 2020)

## **TABLE OF CONTENTS**

### **CHAPTER ONE**

#### **I. STORAGE FACILITIES**

- A. Property Rooms
  - 1. Business Hours
  - 2. Outside Storage Lockers

#### **II. CATEGORIES OF PROPERTY**

- A. Evidence
- B. Found Property
- C. Safekeeping
- D. Property for Destruction

#### **III. DOCUMENTATION AND RECEIPT OF PROPERTY**

- A. Property/Evidence Report
- B. Chain of Custody
- C. BEAST (Barcoded Evidence Analysis Statistics Tracking)

### **CHAPTER TWO**

#### **I. COLLECTION OF PROPERTY & EVIDENCE**

- A. Delivery of Evidence to the Property Rooms
- B. Right of Refusal

#### **II. EVIDENCE PACKAGING**

- A. Evidence bags, Envelopes, Boxes, and Tubes
- B. Evidence Tags, Cans and Vials

#### **III. DIGITAL IMAGING**

#### **IV. LATENT PRINTS**

#### **V. BLOOD/URINE SAMPLES**

#### **VI. CURRENCY/MONIES**

#### **VII. FIREARMS/AMMUNITION**

#### **VIII. FIREWORKS/HAZARDOUS MATERIALS**

VENTURA COUNTY SHERIFF'S OFFICE  
PROPERTY AND EVIDENCE MANUAL

IX. FOUND PROPERTY/SAFEKEEPING

X. ITEMS CONTAINING BODY FLUIDS

XI. JEWELRY/HIGH VALUE ITEMS

XII. NARCOTICS

a. Medicinal Marijuana

XIII. SEXUAL ASSAULT EVIDENCE KITS

XIV. SPECIAL HANDLING ITEMS

XV. TRACE EVIDENCE

a. DNA

XVI. WEAPONS OTHER THAN FIREARMS

XVII. TASER

XVIII. PROPERTY/EVIDENCE CHEAT SHEET

## **I. STORAGE FACILITIES**

The two main Property/Evidence storage facilities for the Ventura County Sheriff's Office are located in Ventura at the Government Center and the East County Police Services Station. Both facilities are within the Support Services Division, Forensic Services Bureau.

In addition to the property rooms, the Forensic Services Bureau has administrative authority over the temporary evidence storage facilities at the Camarillo, Fillmore, Moorpark and Ojai patrol stations.

### **A. PROPERTY ROOMS**

#### **1. Business Hours**

Business hours for both the West and East County Property Rooms shall be from 0800 hours to 1630 hours on Monday through Fridays, excluding holidays.

#### **2. Outside Storage Lockers**

Individual property lockers are located on the west wall of the West County Property Room. These lockers are used to book evidence only after business hours (between 1630 and 0800 hours), on weekends and on holidays. Once these lockers are closed from the outside, they automatically lock and are accessible only by Property Room personnel. There are refrigerated lockers that should only be used to book blood, urine, or sexual assault kits. All other items should be booked in the non-refrigerated lockers.

## **II. CATEGORIES OF PROPERTY**

For the purpose of these procedures, property taken into the Ventura County Sheriff's Office Property Room custody is categorized and defined as follows:

### **A. Evidence**

Evidence is any property that comes into the custody of the Sheriff's Property Room, when such property may tend to prove or disprove the commission of a crime, or the identity of a suspect, pursuant to an official criminal investigation.

Evidence is also recovered property where there is reasonable cause to believe the property was taken during the commission of a crime.

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B. Found Property

Found Property is any property of no evidentiary value, found by a citizen or by a deputy or Sheriff's Office employee and whose rightful owner is unknown or cannot be located. Due diligence must be exercised to discover the rightful owner. If the owner cannot be located, the Sheriff's Office will dispose of the property in a time and manner prescribed by law.

C. Safekeeping

Safekeeping is any property of no evidentiary value surrendered to an employee of this Department for temporary custody with the understanding that the person surrendering the property has the legal right to do so, and that the property will be returned to the rightful owner(s) at the end of a specified period of time, unless disposition by the department, in a manner prescribed by law, is requested by the owner(s).

D. Property for Destruction

Property for Destruction is any property, including firearms, ammunition, and narcotics seized from or released by a citizen to the Sheriff's Property Room for disposal as prescribed by law. Property turned in for destruction by the owner shall be listed as "**DISPOSAL**" under the PROPERTY CASE STATUS on the Property/Evidence report.

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### **III. DOCUMENTATION & RECEIPT OF PROPERTY**

#### A. Property/Evidence Report

There are several reports, forms, and requests that are needed to book property/evidence.

All property or evidence requires a photocopy of the **PROPERTY/ EVIDENCE REPORT**. This includes latent fingerprints, and body fluids. The Property/Evidence Report is the only source of information the Property Room receives that relates booked property or evidence to a case/ incident. It is imperative that all applicable areas of information are correctly completed on this form prior to booking the property/evidence.

- Complete the entire PROPERTY/EVIDENCE REPORT. Do not leave boxes blank.
  - Select the appropriate code from the drop-down list for the Property Case Status (**DISPOSAL, FOUND, LOST, RECOVERED, SAFEKEEPING, SEARCH WARRANT, SEIZED OR STOLEN**) and indicate whether or not the item(s) is evidence by selecting "Y" or "N" when prompted.
  - The PROPERTY/EVIDENCE REPORT will be used to document Found Property. No other report form is required.
  - It is extremely important to indicate if the finder wishes to claim property if it goes unclaimed after 90 days.
  - Indicate on PROPERTY/EVIDENCE REPORT if any attempt had been made to contact the owner regarding Found Property being booked into the Property Room.
  - The Property Affiliation box on the PROPERTY/EVIDENCE REPORT is there to identify who owns or is affiliated with the particular item listed. In the event the
-

item(s) can be returned to the victim; suspect, or arrestee, Property Room personnel must be able to identify the rightful owner.

1. If a suspect is arrested with stolen property and the victim is known, be sure to affiliate the property with the victim; and in any case, indicate who the property is affiliated with. Be sure to add the affiliation prior to entering BEAST to print the label, or designate the affiliation in BEAST prior to printing the label, so that the property may be returned to the rightful owner if appropriate.
  2. Any special instructions should be noted, i.e. "To be Destroyed," "Release to Parent Only," or "Release to Owner after Processing for Prints," etc.
  3. If the evidence has been generated or collected by a deputy (i.e. video, photographs, latent fingerprints, digital recordings, etc.), no Property Affiliation codes are needed. However, any victim or suspect information must be included in the NAME section of the report.
  4. If the evidence is directly collected from a suspect or victim (i.e. body fluid samples, sexual assault kits, hair samples, etc.), indicate the person from whom the evidence was taken under PROPERTY AFFILIATION. Complete the NAME section of the report for each PROPERTY AFFILIATION code.
  5. If a report writer makes an error either in the data or context of a report and the report has already been approved by a supervisor and delivered to the Ventura Records Unit, a Supplemental Report shall be written, bearing the original RB number, in which the error will be identified and the correction documented. The approved Supplemental Report shall be forwarded to the Ventura Records Unit as soon as possible to prevent the release or forwarding of erroneous information. If a correction is made to a Property/Evidence Report, an approved copy of the Supplemental Report shall also be delivered as soon as possible to the respective Property Room where the property or evidence was booked.
  6. If booking an item that has a serial number (e.g. cell phone, gun, television, stereo, or laptop), indicate in the item description if it has been cleared through CLETS.
  7. When booking in CDL's, please put the name and number on the property report.
  8. When booking in credit cards, please put the card holder's name and type of credit card (i.e., Visa, Master Card, Discover Card, etc.)
-

B. Chain of Custody

The form is titled "EVIDENCE CHAIN OF CUSTODY" and is divided into several sections, each with a header and a table of fields. The sections include:

- SECTION 1: RECEIVED FROM** (Agent Name, Agency, Date, Time, Location)
- SECTION 2: RECEIVED BY** (Agent Name, Agency, Date, Time, Location)
- SECTION 3: RECEIVED BY** (Agent Name, Agency, Date, Time, Location)
- SECTION 4: RECEIVED BY** (Agent Name, Agency, Date, Time, Location)
- SECTION 5: RECEIVED BY** (Agent Name, Agency, Date, Time, Location)
- SECTION 6: RECEIVED BY** (Agent Name, Agency, Date, Time, Location)
- SECTION 7: RECEIVED BY** (Agent Name, Agency, Date, Time, Location)
- SECTION 8: RECEIVED BY** (Agent Name, Agency, Date, Time, Location)
- SECTION 9: RECEIVED BY** (Agent Name, Agency, Date, Time, Location)
- SECTION 10: RECEIVED BY** (Agent Name, Agency, Date, Time, Location)
- SECTION 11: RECEIVED BY** (Agent Name, Agency, Date, Time, Location)
- SECTION 12: RECEIVED BY** (Agent Name, Agency, Date, Time, Location)
- SECTION 13: RECEIVED BY** (Agent Name, Agency, Date, Time, Location)
- SECTION 14: RECEIVED BY** (Agent Name, Agency, Date, Time, Location)
- SECTION 15: RECEIVED BY** (Agent Name, Agency, Date, Time, Location)
- SECTION 16: RECEIVED BY** (Agent Name, Agency, Date, Time, Location)
- SECTION 17: RECEIVED BY** (Agent Name, Agency, Date, Time, Location)
- SECTION 18: RECEIVED BY** (Agent Name, Agency, Date, Time, Location)
- SECTION 19: RECEIVED BY** (Agent Name, Agency, Date, Time, Location)
- SECTION 20: RECEIVED BY** (Agent Name, Agency, Date, Time, Location)

Prior to the implementation of the BEAST system, an **EVIDENCE/PROPERTY CHAIN OF CUSTODY** was created for new evidence to show from whom and where the property was received and who accepted it into the Property Room. The chain is a record of all movement of the items into and out of the Property Room and is used to reflect all computer entries of the movement. The chain documents the entries of the case disposition and letters sent. Once the disposition of all evidence is completed, the chain is stamped "Complete" and sent to Sheriff's Records. With BEAST, the chain of custody is maintained electronically.

C. BEAST

- Step 1- Log in  
[http://shflimsweb01/BEAST\\_PROD/](http://shflimsweb01/BEAST_PROD/)



- Step 2 – Create Case, Add names, Add items

The screenshot shows the top navigation bar with the Ventura County Sheriff's Office logo and user information: User Name: Mike Evans, Database: BEAST\_PROD, Version: Master Build 1.20736-NET4.0.30319, and a Barcode field. Below this is a 'MENU' sidebar with options: Dashboard, New Submission (highlighted), Search, Reports, Setup, and Logout. The main content area features a 'Quick Find' section with input fields for Department, Agency Case #, and Lab Case #, and a prominent blue button labeled 'Click New Submission'. There are also 'Clear' and 'Search' buttons below the input fields.

The screenshot shows the 'Create a Case' form. The 'MENU' sidebar includes Dashboard, New Submission, Search, Bulk Container, and Service Request. The main form has a radio button selected for 'Create Case Using Agency Case #'. It contains two input fields: 'Agency Case #' with the value '59397' and 'Year' with the value '2018'. A yellow 'Search' button is located below these fields.

1. Enter the Case Number
2. Enter the Year
3. Click Search and the system will search for Versadex reports with items for import.

▪ Step 3 – Request Service

The screenshot shows the 'Request Service' form. The top navigation bar includes 'CASE INFO', 'NAMES', 'ITEMS', and 'SERVICE REQUESTS'. The 'SERVICE REQUESTS' tab is active. The form displays 'Create Request' and 'Select Services' buttons. The 'Request Date' is 09/08/2019, and the 'Requested By' is Adam Herman. The 'Details of Investigation' section contains the text 'Tools stolen from garage'. There are 'Add' and 'Cancel' buttons at the bottom right of the form.

Select the services requested.

**Note:** Click on the Service Info hyperlink for a full description of services offered. If the selection has an “\*” that means that the service must be reviewed prior to bringing the evidence to the lab.

Master Build 1.20676-NET4.0.30319, PLIMS\_DEV, Adam Herman, Oxnard Police Department

Service Request for : L19-001241 / 19-162535 / Suspect: Martin, Gary / Oxnard Police Department

CASE INFO NAMES ITEMS SERVICE REQUESTS

Create Request → Select Services → Enter Service Details

Item	CSI#	Description	Blood Alcohol (BAC)	Forensic Biology / DNA (FB)	Impressions (CS)	Controlled Substances (CS)	Crim. Scene Investigation (CSI)	Firearms Toolmarks
1	001	Firearm - Black gun	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

\*Services for these sections require review and acceptance by a lab supervisor.  
[Services Info](#)

## I. COLLECTION OF PROPERTY AND EVIDENCE

### a. Delivery of Evidence To the Property Rooms

Items can be delivered to the Property Rooms either in person during normal business hours or through the evidence lockers at the patrol stations or the lockers adjacent to the West County Property Room after business hours and on weekends and holidays.

### b. Right of Refusal

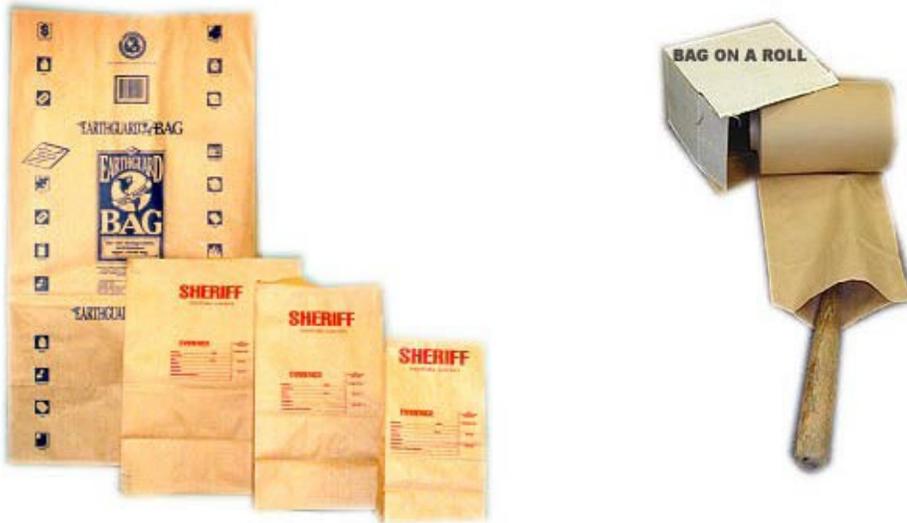
Every item submitted into the booking lockers or the front counter is expected to be received properly packaged and sealed in a safe manner consistent with these guidelines and Office policies. Property Room personnel have the authority to refuse acceptance of any item of property submitted in an unsafe, incomplete, or otherwise improper manner as defined in this manual.

*Note: Property Room personnel **SHALL NOT** accept any property if the seal, envelope, packaging or container appears to have been opened, tampered with, or otherwise improperly submitted.*

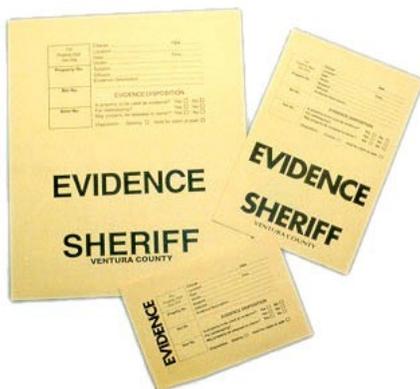
Property Room personnel shall, as soon as practical, notify the person submitting the item or the person's supervisor. The item will not be accepted until the problem is corrected.

## II. EVIDENCE PACKAGING

### A. Evidence Bags, Envelopes, Boxes and Tubes



- i. There are several different ways to package evidence, depending on the item and the evidentiary value. **All evidence shall be sealed and signed regardless of type of packaging.**
- ii. If a deputy submits an item packaged improperly, the item may be returned for repackaging. Poorly packaged evidence may result in damaged or compromised evidence, or the complete loss of evidence.



The Forensic Services Bureau supplies a variety of packaging including:

1. Three different sized evidence envelopes
2. Four different sized evidence bags
3. Handgun box, long gun box, and knife box
4. Three different sized plastic tubes
5. Evidence tags
6. Evidence labels
7. Paint type cans (gallon and quart size)
8. Glass vials
9. Plastic containers for Taser probes

- iii. If submitting an item in an evidence envelope, the envelope needs only to be sealed with 2" clear packaging tape initialed and dated. **Staples are not to be used on envelopes.**
- iv. Evidence bags are to be sealed with 2" clear packaging tape. Once sealed, the bag(s) shall be signed or initialed. **Staples are not to be used.**
- v. All firearms submitted as evidence or as found property must be sealed unloaded inside a firearms box. **ALL FIREARMS BOOKED INSIDE OF A GUNBOX REQUIRE A "LOADED/UNLOADED" STICKER ON THE BOX.** Firearms booked for safekeeping may be submitted with just an evidence tag **(SEE FIREARMS/AMMUNITION 2-25.)**
- vi. Knives must be packaged in either a knife box or plastic tube, **not in an evidence envelope.**
- vii. Utilize the plastic tubes for sharp items, including syringes, knives, razors, or glass. Any sharp item that contains trace evidence shall be submitted in a plastic tube for maximum preservation, sealed, and initialed.
- viii. The Property Room **will NOT** accept any food or drug items other than marijuana for safekeeping. Food items will be accepted as evidence if the item(s) are sealed in a paint can. This applies to all liquid food including water. We will accept the wrapper or container in which it is packaged. Marijuana will only be accepted for safekeeping with prior approval from a Field Supervisor.

B. Evidence tags, cans, and vials.

VENTURA COUNTY SHERIFF'S DEPARTMENT <b>EVIDENCE - PROPERTY TAG</b>		For Property Unit Use Only	
Charge(s) _____ RB# _____		Property Number _____	
Location _____			
Date _____ Time _____		Bin Number _____	
Victim(s) _____			
Suspect(s) _____			
Officer(s) _____			
Evidence Description _____		Item Number _____	
SC-43 (Rev. 6/83)			

VENTURA COUNTY SHERIFF'S DEPARTMENT <b>EVIDENCE / PROPERTY TAG</b>		FOR PROPERTY USE ONLY	
Incident/Offense _____ RB# _____		Property Number _____	
Location _____ City _____			
Date _____ Time _____		Bin Number _____	
Victim(s) _____			
Suspect(s) _____			
Officer(s) _____			
Evidence Information _____		Item Number _____	
Item Name	Make	Model/Caliber	ID/Serial No.
VSO-43 (Rev. 2/96)			

- Evidence tags and labels are for big, bulky items that cannot or do not need to be covered. Evidence tags can be used for safekeeping firearms that will not be sent to the lab for analysis. Firearms and other large items that need to be processed for latent prints, DNA, or Trace **must be** submitted in a sealed condition and all guns must be **unloaded** if possible.



- Evidence paint cans come in two sizes, gallon and quart. They are ideal for arson evidence, glass vials with proper insulation, LSD, and PCP.
- Glass vials (not body fluid sample vials) will hold approximately two tablespoons of liquid. The vials are to be used when submitting liquid samples. Vials can be submitted in properly padded/insulated evidence cans. **Never submit unknown liquids without first getting them cleared by County Fire Hazardous Materials Unit, Public Health Agency, or the Bomb Squad.**

- i. There will be times when an item will not fit into any of the above-mentioned packaging. If the integrity of the evidence can be kept, other means may be used, e.g., a clean plastic trash bag or box. If in doubt, contact the Property Room for assistance (Ventura Property Room 805-654-2363/East County Property Room 805-494-8264) during business hours.
- ii. **If the Property Room receives an item not properly packaged, sealed, and initialed the item will be sent back to the submitting deputy/investigator or the deputy may be required to come to the Property Room and repackage the item. Some errors will require a memo from the responsible deputy to satisfy Forensic Services Bureau accreditation requirements.**

## AXON CAPTURE



### What is Needed for Use

- Department issued phone.
- Axon Capture app. installed on phone.
- Evidence.com username and password.
- Sign in to the app. prior to using the features.
- Sign out prior to the end of your shift.

## HOW TO USE AXON CAPTURE

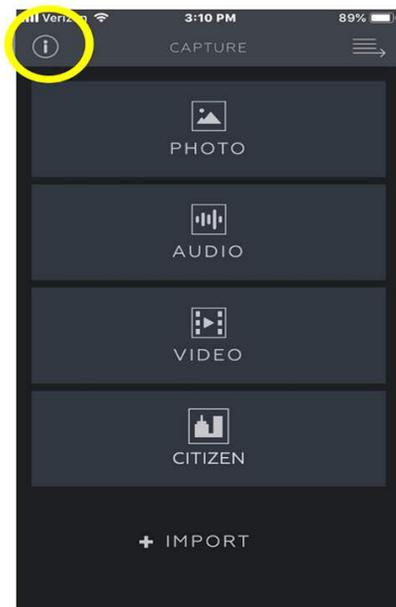


Find this icon on your phone and open it.

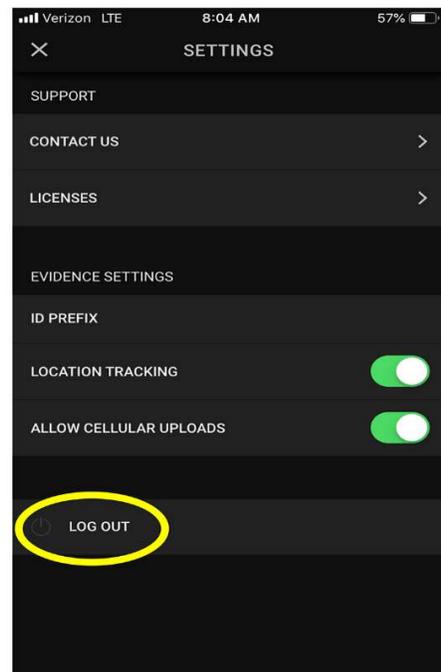


This screen will appear whether you are logged in or out.

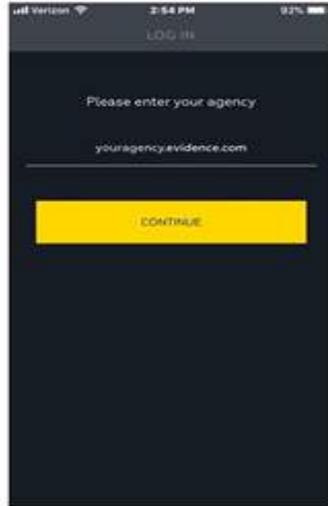
Use the "i" icon to determine if you are logged in under your user name and password.



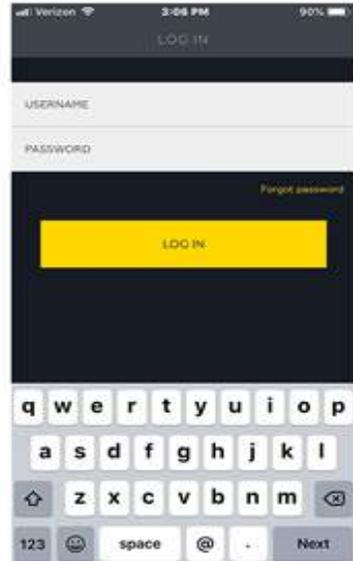
If the words LOG OUT appear where circled, the previous user did not log out. Use the LOG OUT icon to log out.



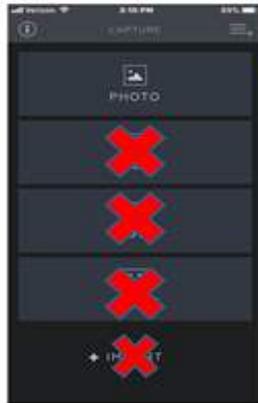
Log in with:  
venturasheriffca.evidence.com



Use your evidence.com  
login and password



Press Photo.



The Audio, Video and Citizen  
functions will not be used  
at this time.

TAKE PICTURES



Tap the flash icon  
in the lower left of  
the screen to set  
the camera flash  
for the photos.

The options are:  
automatic flash,  
flash on and  
flash off.

Tap the round  
button at the  
bottom of the  
screen to take  
a photo.

Capture as many  
photos as you  
need.

When you are  
done capturing  
photos, tap done  
in the lower-right  
of the screen.  
(It's the mountain  
icon with the  
number of photos  
you captured).

### TIME TO LABEL PHOTOS

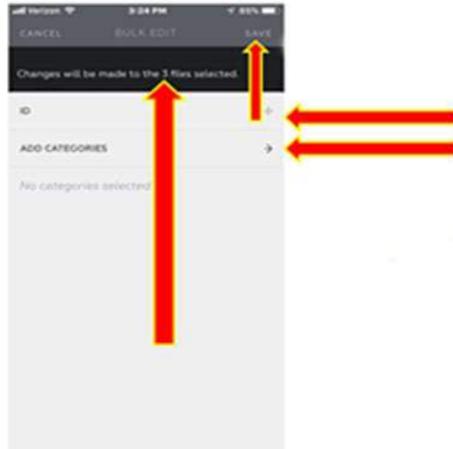
The evidence Review screen appears or, if you captured more than one photo, the Bulk Edit screen appears.

Enter ID = RB#

Categories-use drop down window to select appropriate category.

Hit Save top right. This will save the ID and Category for all the pictures you've taken up to that point.

This procedure should be done for each incident.



### UPLOAD PHOTOS

The photos you have taken will appear on the evidence list.

Select the photos you want to upload.

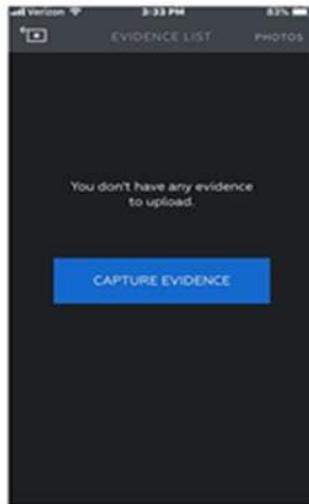
Then press the upload button at the bottom of the screen.



From here you will see the images upload to the program.

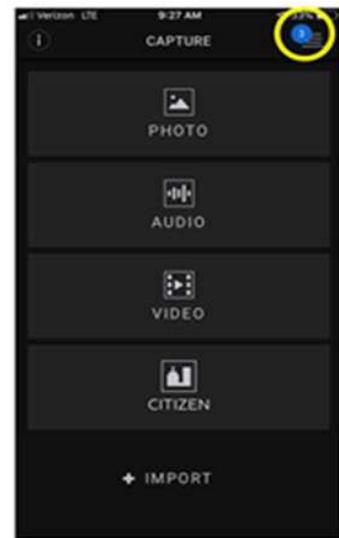
Then this screen will appear. From here, you can capture more images or LOG OUT.

**DO NOT LOG OUT UNTIL END OF SHIFT!**



If you see numbers here there are still photos in Axon Capture.

Click on the button and either remove or upload the photos.



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## IV. LATENT PRINTS

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**A.** All latent prints must be packaged in a sealed and initialed **LATENT PRINT FILE evidence envelope**.

- Fill out the evidence envelope and back of print card completely. This will assist CSIU/Fingerprint Unit staff in processing latent prints. List the print card number on the outside of the LATENT PRINT FILE CARD. If there is not a card number, list how many print cards are inside the evidence envelope.
- If a suspect is known, list him/her.

**B.** If your fingerprints accidentally get on a print card, note it. This will prevent CSI staff from processing your prints as well.

**C.** If you are trying to lift prints from a large item, limit the area being printed to the size of only two print cards. Do not tape more than two print cards together as it is too difficult for CSIU/Fingerprint Unit to process any more than two.

CASE NO. _____	
<b>LATENT PRINT FILE</b> <i>VENTURA COUNTY SHERIFF'S DEPARTMENT</i> <b>FORENSIC SERVICES BUREAU</b> <small>Do you want this evidence evaluated?</small>	
Offense: _____	YES _____ NO _____ Name/ID _____ Date _____
Location Committed: _____	
Date of Offense: _____	
Victim: _____	
Suspect: _____	
Investigator: _____	
C.S.I.U. Officer: _____	
Location: _____	
Date: _____	Time: _____
<b>Latent Cards</b>	
3.5 x 5 Cards- _____	
Numbered: _____	
5 x 7 Cards- _____	
Numbered: _____	
<b><i>THE ORIGINAL LATENTS SHALL NOT BE RELEASED OR REMOVED FROM THE FILE.</i></b>	

All latent prints submitted as evidence must be sealed, initialed and listed on a PROPERTY/EVIDENCE REPORT. Attach a copy of the PROPERTY/ EVIDENCE REPORT when booking the prints.

All latent prints submitted for comparison must include a Service Request.

## V. BLOOD/URINE SAMPLES

If an arrest is made for 23152 or 23153 VC -DUI or 11550 H&S-Under the influence of a controlled substance, and the arrestee provides a blood sample, the deputy will use the plastic bag provided for the blood sample. Inside the bag, the deputy should find instructions, two glass blood vials, two vial labels, a non-alcohol sterile prep pad, an evidence envelope titled "Alcohol and Toxicology Evidence Collection Kit," a clear biohazard bag, bubble wrap, and security tape for each vial as well as for the evidence envelope (see photo below).



The evidence kits are prepared in batches of 25 individual kits which are collectively placed into a paper bag. The outside of the paper bag will display the date the kits were prepared, the quantity of kits in the bag (25), and the expiration date. **NOTE:** The date on the clear heat-sealed bag is NOT the expiration date. That date is the date the kit was prepared. If anything is missing or damaged, or if the kit(s) is expired, dispose of the bag and its contents and get a new bag.

After collecting the sample, place a completed label on the body of each vial, seal each vial with the provided evidence seal, initial and date the seals. Place the vials in the provided bubble wrap pouch and place that into the clear biohazard bag. Seal the bag by removing the blue strips at the top of the bag. Place the biohazard bag into the "Alcohol and Toxicology Evidence Collection Kit" envelope, seal the envelope, initial and date it. **NOTE:** The information asked for on the bottom left-hand side of the envelope needs to be filled out manually in addition to the BEAST label that will be attached (see below).

The image shows a yellow rectangular label with a red border. At the top, the words "BEAST LABEL" are printed in large, bold, red capital letters. Below this, a blue-bordered box contains the text "Filled out by Officer or Nurse if sexual assault collection kit" in blue. Underneath, the text "ALCOHOL AND TOXICOLOGY EVIDENCE COLLECTION KIT" is centered. A section titled "MUST BE COMPLETED PRIOR TO EVIDENCE SUBMISSION" contains several fields: "Subject:", "Agency:", "Agency Case #:", "Collection Location:", "Date:" followed by "Time:", "Collecting Person:", and "Witnessing Officer:". To the right of these fields is a brown biohazard symbol with the text "BIOHAZARD" above it and "CAUTION BIOLOGICAL HAZARD" below it.

- A. While entering the evidence into the BEAST system, the deputy must submit a service request in BEAST and indicate on the BEAST service request if he/she wants the sample tested for drugs or alcohol. If the blood is being tested for drugs, it will automatically be tested for amphetamines, cocaine, and opiates. This includes cocaine, methamphetamine, and heroin. If the deputy wants the sample tested for any specific drug, i.e. prescription drug, THC (marijuana), PCP, or Phenobarbital, he/she needs to make a special request on the BEAST service request and indicate Specific Examinations Requested.
- B. Once the evidence has been entered into BEAST, and the service request has been submitted, a BEAST label shall be printed and attached to the upper portion of the evidence envelope.
- C. Blood is the preferred sample when arresting someone for being under the influence of inhalants.

**BLOOD/URINE SAMPLES (Continued)**

If an arrest is made for 23140, 23152, or 23153 VC - DUI alcohol, the deputy is to offer the arrestee a test of blood or breath only. If an arrest is made for DUI drugs, the arrestee has the choice of a blood or urine test (See "TOXICOLOGY URINE SAMPLE" below). If the arrestee has been driving under the combined influence of a drug(s) and alcohol, the choice of test shall be blood, breath, or urine; and if the arrestee elects a breath test, the deputy should additionally request a blood or urine sample. If the arrestee has medical problems as described in 23612 VC (i.e. hemophilia or is using an anticoagulant) and is unable to submit to a breath test or blood test, the deputy may offer a urine test. A urine sample may also be used as a secondary test per the Trombetta advisement.

Urine kits are prepared in the same manner as blood kits, but there are 15 kits per paper bag due to the larger contents. These also have expiration dates for some of the kits. There were some batches prepared with components that were determined not to expire. For those kits, the expiration date was replaced with "N/A." The urine kits (as shown below) contain the following: instructions, a sample collection cup, a sample collection bottle, a label for the bottle, an evidence envelope titled "Alcohol and Toxicology Evidence Collection Kit," a clear biohazard bag, and security tape for the bottle as well as for the evidence envelope.



**BLOOD/URINE SAMPLES (Continued)**

In the rare instance urine is to be tested for alcohol content, the “URINE SAMPLE” kit is to be used. Remember in order to test urine for alcohol, you must provide a void sample. The samples that are booked should have two bottles. One bottle will contain the first sample (VOID) sample. After 20 minutes you should obtain a second urine sample. Both samples need to be booked **OR THE EVIDENCE WILL NOT BE TESTED** for alcohol. NOTE: you will need two kits because each only comes with one sample collection cup and one sample collection bottle.



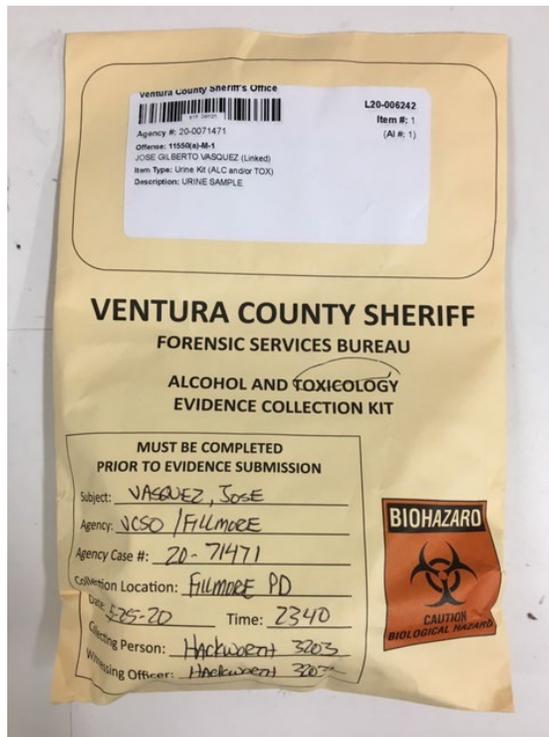
If anything is missing or damaged in the kit, or the kit is expired, do NOT use it. Only use a fully intact kit for your samples. After receiving the two urine samples (the void and test), affix the completed labels and put both bottles inside the Biohazard bag and into the same evidence envelope. Make sure both samples are sealed with the provided security tape, dated and initialed. Make sure the envelope is also sealed, dated and initialed.

**BLOOD/URINE SAMPLES (Continued)**

If an arrest is made for 11550 H&S- Under the influence of a controlled substance, or 23152 VC – DUI drugs only and the arrestee wants to give a urine sample, the deputy is to use the provided urine sample kit.

A. After collecting the sample, the deputy is to secure the bottle with the screw cap, twist firmly on the cap to assure a tight fit. Affix the completed label to the sample. Seal the bottle with the security tape, initial and date the tape.

B. Place the bottle into the clear biohazard bag provided and seal the bag by removing the blue strip and taping it closed. Place the biohazard bag into the “Alcohol and Toxicology Evidence Collection Kit” envelope, seal, initial and date. **NOTE:** The information asked for on the bottom left-hand side of the envelope needs to be filled out manually in addition to the BEAST label that will be attached (see below).



## **BLOOD/URINE SAMPLES (Continued)**

### **Rejections**

- D.** While entering the evidence into the BEAST system, the deputy must submit a Service Request in BEAST and indicate on the BEAST Service Request if he/she wants the sample tested for drugs or alcohol. If the blood is being tested for drugs, it will automatically be tested for amphetamines, cocaine, and opiates. This includes cocaine, methamphetamine, and heroin. If the deputy wants the sample tested for any specific drug, i.e. prescription drug, THC (marijuana), PCP, or Phenobarbital, he/she needs to make a special request on the BEAST Service Request and indicate Specific Examinations Requested.
- E.** Once the evidence has been entered into BEAST, and the Service Request has been submitted, a BEAST label shall be printed and attached to the upper portion of the evidence envelope.
- F.** It is very important to follow the above listed instructions. If there are **any discrepancies**, the Forensic Services Bureau **will not** accept the sample for testing.
- G.** Samples will be rejected for the following discrepancies:
1. The vial/bottle label is not filled out completely or properly.
  2. The label is not affixed to the bottle or another label has been placed over the original label.
  3. The deputy did not initial and date the seal.
  4. The evidence tape was lifted and reapplied causing the word "void" to appear on the tape.
  5. The Service Request was not submitted or was not submitted properly.
  6. If there is a discrepancy between the name/information on the bottle label, BEAST label and/or PROPERTY/EVIDENCE REPORT.
  7. If you make an error on the written labels prior to submission, line out the error, initial it and write the correct information in next to it.

**Note: Hospital paperwork should be included with the arrest report not the sample.**

- H.** If a discrepancy is found, the sample will be returned and the deputy notified via email describing the deficiency.



F. Best Evidence is money that must be kept in its original state for presentation in court or for processing (photographing, checking for latent prints, etc.) by the CSIU. After processing this money may be deposited into the Money Trust Fund. Dollar bills that contain drugs or drug residue will be retained as "best evidence" for possible lab analysis. Counterfeit currency or altered currency would be considered "best evidence." Currency that has bank dye pack ink on it or any body fluid would also be considered "best evidence. Money needed for the case because of the serial numbers will be retained until it is deemed no longer necessary for the case or the case is adjudicated.

Collector's Value is money that may be part of a collection or keepsake and may be worth more than face value (e.g. Susan B. Anthony dollar, pure silver coins, old paper currency, etc.).

G. All monies received into the Property Room are opened and verified by two employees before it is accepted. Once the contents have been verified, the envelope is then resealed, initialed and dated by the two employees. **IF ANY DISCREPANCIES IN THE AMOUNT OF MONEY ARE NOTED, THE ITEM WILL BE SENT BACK TO THE DEPUTY FOR CORRECTION.**

FOR PROPERTY USE ONLY

PROPERTY NO. 13

BEN NO.

ITEM NO. 13

VENTURA COUNTY SHERIFF'S OFFICE

CURRENCY ONLY - No checks or money orders

EVIDENCE  FOUND  (Check Appropriate Box Below)

Deposit into Money Trust Fund

Immediately

After Processing (Attach BI Service Request)

Retain - Collector Value / Foreign Currency

Retain - Best Evidence (Attach BI Service Request)

Charge 459 P.C. RB # 00-1234

Location 123 MAIN ST, THOUSAND OAKS

Date 4-1-00 Time 1000

Victim SMITH, JOE

Suspect GREEN, JACK

Officer \_\_\_\_\_ ID# \_\_\_\_\_

Description SILVER DOLLAR MONEY CLIP

Currency:	Coin:
<del>X</del> \$ 100 = \$ _____	1 X \$ 1.00 = \$ 1.00
<del>X</del> \$ 50 = \$ _____	X \$ .50 = \$ _____
<del>X</del> \$ 20 = \$ _____	X \$ .25 = \$ _____
<del>X</del> \$ 10 = \$ _____	X \$ .10 = \$ _____
<del>X</del> \$ 5 = \$ _____	X \$ .05 = \$ _____
<del>X</del> \$ 1 = \$ _____	X \$ .01 = \$ _____
X _____ = _____	X _____ = _____

SUBTOTAL = \$ \_\_\_\_\_ SUBTOTAL = \$ 1.00

Total Amount: \$ 1.00 IN B CLIP

Entered & Sealed By: [Signature] Date and Time: 4-1-00 Verified By: \_\_\_\_\_

- Money jewelry should be packaged in a CURRENCY ONLY evidence envelope (e.g. silver dollar money clip or gold peso necklace) and booked separately from other currency.

H. Put Domestic and foreign currency into separate CURRENCY ONLY evidence envelopes. Domestic currency can be later deposited but foreign currency will not.

- Dollar bills used as drug bindles or rolled up as inhalant/"snorting" devices are to be booked in currency Evidence Envelopes and "HELD AS BEST EVIDENCE."

- When booking currency suspected to be associated with the sale of narcotics, there is a potential for forfeiture. The violation must be one of the following H&S Codes: 11351, 11351.5, 11352, 11355, 11359, 11360, 11378, 11378.5, 11379, 11379.5, 11379.6, 11382, or PC 182. If you want to initiate forfeiture, contact Narcotics/Asset Forfeiture immediately to get the process started. It is not done automatically. If the arrest is made after business hours, contact the Watch Commander to initiate the process. Ensure you check the "RETAIN" box on the envelope.

- When booking money that has biohazard waste or is contaminated you **MUST** indicate that on the outside of the envelope.

VENTURA COUNTY SHERIFF  
CURRENCY ONLY - No checks or money orders

EVIDENCE  FOUND  SAFEKEEPER  
(Check Appropriate Box Below)

Deposit into Money Trust Fund  
 Immediately  
 After Processing (Attach to Report)  
 Retain - Collector Value / Fair Market Value  
 Retain - Best Evidence (Attach to Request)

Charge 11350 H&S ID# 00-1234  
Location 23 MAIN ST. OJFBI  
Date 4-1-00 Time 1000  
Victim \_\_\_\_\_  
Suspect SMITH, JOE  
Officer J. BOY COOL ID# 1233  
Description 21 \$ W/COCOAINE

Currency	Count
\$ 100 - \$	X \$ 100 - \$
\$ 50 - \$	X \$ 50 - \$
\$ 20 - \$	X \$ 20 - \$
\$ 10 - \$	X \$ 10 - \$
\$ 5 - \$	X \$ 5 - \$
X \$ 1 - \$ 1.00	X \$ 1 - \$
\$ -	X -

SUBTOTAL - \$ 1.00 SUBTOTAL - \$ \_\_\_\_\_  
Total Amount: \$ 1.00  
Entered & Sealed By: [Signature] Date and Time: 4-1-00 Verified By: [Signature]

## **VII. FIREARMS/AMMUNITION**

**ALL FIREARMS ARE TO BE HANDLED SAFELY.**

**ALWAYS ASSUME THE WEAPON IS LOADED.**

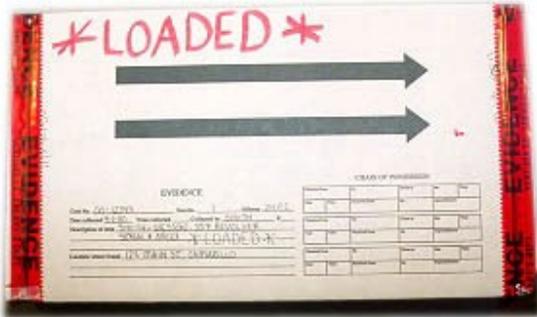
**ALWAYS KEEP THE MUZZLE POINTED IN A SAFE DIRECTION.**

- A. **Firearms should be submitted unloaded.** The **only exceptions** are firearms that cannot be safely unloaded, firearm incidents where there is a claim of malfunction, or an accidental shooting.



- B. Guns must be listed on the PROPERTY/EVIDENCE REPORT by manufacturer, model, caliber, and serial number. This information should be obtained directly from the firearm. The type of firearm, or DOJ designation, should also be noted (i.e. revolver, pistol, rifle, shotgun, assault weapon, or automatic).
- C. Clear all gun serial numbers through CLETS before booking into evidence.

- D. If a gun cannot be safely unloaded and cannot be safely transported, contact the CSIU or appropriate Forensic Services Bureau personnel to collect it. A gun allegedly involved in a "malfunction" or "accidental" shooting should be submitted in its original, unaltered state. This will allow for all necessary and critical forensic analysis. These guns can be dangerous to unload and handle, therefore extreme caution must be used. When in doubt, contact the Forensic Sciences Firearms Section (805-654-2308) for recommendations.



If a gun is submitted loaded, label the evidence box "LOADED" on all sides and indicate the muzzle end. If a malfunction is suspected, write "MALFUNCTION" OR "MALFUNCTION/ POSSIBLY LOADED" on the box.

- E. All guns submitted to the Forensic Services Laboratory for analysis (e.g. to be processed for latent prints, trace evidence, or firearm identification) must be securely affixed to the gun box with plastic ties and booked in a **sealed gun box, initialed and dated**. Guns can be booked in handgun evidence boxes or long gun evidence boxes. **NEVER PUT ANYTHING DOWN THE BARREL OF A FIREARM; this could dislodge evidence that may be present (e.g. blood, gunpowder particles, trace evidence, etc.)**
- F. **NO AMMUNITION OR LOADED MAGAZINES ARE ALLOWED IN THE GUN EVIDENCE BOX.**



**FIREARMS/AMMUNITION (Continued)**

1. Attach an Evidence Label to the outside of the firearm evidence box. Do not attach an Evidence Tag to the gun. Additionally, a red "Loaded" or green "Unloaded" sticker will be placed on the butt end of the firearm box. The deputy's initials and ID number are to be written on the sticker. This does not circumvent the requirement of also writing "loaded" on the firearm evidence box as covered in Section D.
  2. Make sure to use only new, unused evidence boxes when submitting a firearm for analysis. "Cross contamination" of evidence can occur when putting a gun into a used evidence box. This could be particularly important for DNA analysis.
  3. Secure the firearm with string or "flexicuffs"/"zip-ties" to the box. Wrap the string or "flexicuff"/"zip-tie" around the outside of the firearm. All gun evidence boxes have holes on the bottom to secure the item.
- G.** All gun cases will be booked as a separate item and NOT as a part of the gun item. I.e. Item #1 Gun with description and Item #2 gun case with description. **If a gun is booked for safekeeping please do not tell the subject that they can simply go to the Property Room and obtain their gun. A DOJ clearance is required before a gun can be released to the owner. Contact the West County Property Room at 654-2363 or the East County Property Room at 494-8264 for information on firearm release requirements.**
- H.** For all weapons contaminated with blood or other hazardous materials indicate the type of hazardous material on the outside of the box and on the PROPERTY/EVIDENCE REPORT. **Allow the gun to dry before packaging.**
- I.** If a gun is submitted for analysis to the Forensic Services Bureau, the BEAST service request must be completed for latent prints and for trace and firearms identification.
- I.** Never book a gun in plastic, especially if there is any body fluid on the gun. Sealed plastic can cause moisture and corrosion.
- J.** If there is a chambered round, remove it from the chamber and put it into a separate evidence envelope or bag. Indicate on the evidence envelope/bag and PROPERTY/ EVIDENCE REPORT that a round was removed from the chamber. If there is more than one gun, indicate which gun the round came from.
- K.** Remove magazines from firearms but do not unload rounds from the magazine. Place the magazine into a separate evidence envelope or bag. Carefully detail on the evidence packaging where the magazine was removed from (which firearm if more than one firearm is collected). Duplicate this information onto the PROPERTY/EVIDENCE REPORT.

- L. On the evidence packaging containing the firearm, indicate that a round from the chamber (if applicable) was packaged separately and its assigned Item number. Duplicate this information onto the PROPERTY/EVIDENCE REPORT.
- M. Do not book bullets in plastic "film type" canisters. It will produce moisture and damage evidence. Use "breathable" packaging for any firearm evidence that may contain moisture.

**N. SAFEKEEPING/COURT ORDER GUNS FOR PRIVATE PARTIES**

**Receipt Of Court Order Firearm(S)**

When a firearm is to be submitted to the Sheriff's Property Room for safekeeping in compliance with a restraining order or other order issued by the Family Law Departments of Superior Court, the person submitting the firearm shall call their local Police Department to have a Deputy take possession of the firearm(s) and book them into property for safekeeping. The deputy must also clear the firearms through Sheriff's Records, or Sheriff's Dispatch for stolen status and complete a property report.

Firearms will be received into the Property Room for safekeeping in compliance with the court's order. Any questions or disagreements regarding the court order shall be referred to the court that issued the order.

Any firearm, which has been received by the Property Room for safekeeping in compliance with a court order, will be kept in the Property Room until the court ordered release date.

Any request for a modification, amendment, or other disposition regarding the firearm will be referred to the court that issued the order.

**O. FIREARMS BOOKED FOR DESTRUCTION**

When an owner of a firearm(s) turns it in to the Sheriff's Office for destruction, the firearm shall be listed as **DISPOSAL** under the Property Case Status field of the Property/Evidence report. This also includes ammunition and magazine/clips for the firearm(s). The firearm(s) shall be booked inside a firearm evidence box and a BEAST service request requesting NIBIN examination of the firearm(s) shall be submitted as well.

**P. FOUND FIREARMS**

Found firearms shall be listed as **FOUND PROPERTY** under the section code on the Property/Evidence report. The Firearm(s) shall be booked inside a firearm evidence box and a BEAST service request requesting NIBIN examination of the firearm(s) shall be submitted as well.

## **VIII. FIREWORKS/HAZARDOUS MATERIALS**



- A.** When answering a bomb threat call or suspected or found explosives call, deputies are to follow all guidelines set forth in the Sheriff's Office Policy Manual.
- B.** If any suspected explosive device is found, deputies are to contact the SCC Watch Commander.
- C.** Some fireworks can be booked into the Property Room. Use the following for a general guideline but if in doubt, contact the Bomb Squad.
- D.** "Safe and Sane" fireworks that do not fly through the air or explode. These would include friction poppers, sparklers, and fountain fireworks that emit a shower of sparks.
- E.** "Safe and Sane" fireworks that are in good condition may be booked into the Property Room.
- F.** If any fireworks, "Safe and Sane" included, are damaged, old, stained, or leaking, contact the Bomb Squad for proper retrieval.
- G.** If fireworks are found and appear to be in good, undamaged condition, contact the Bomb Squad for final approval to be booked directly into the Property Room.
- H.** Unclassified or unregistered fireworks, i.e. firecrackers, Roman Candles, bottle rockets, and fountains that shoot flaming balls are considered explosive devices and are not accepted into the Property Room.
- I.** If fireworks are deemed acceptable to be booked into the Property Room, use the paint can evidence container to book the items. It is recommended that they be "double bagged" prior to placing them in the paint can container, but in no case should they be booked in a bag(s) only.
- J.** Fireworks shall be packaged separately from other items.

- K.** All other explosive devices, including blasting caps, pipe bombs, marine sea flares, grenades, dynamite, and all ordnance 20mm or larger are to be handled by the Bomb Squad. These items are not to be booked directly into the Property Room by deputies.
- L.** Photographs of items and the scene are always recommended.
- M.** Deputies should not submit any “unknown liquid substance” without first getting the substance cleared through the Bomb Squad or County Fire Hazardous Materials Unit. Not only is this potentially dangerous to the transporting deputy but to all Forensic Services Bureau personnel.
- N.** Any liquid narcotic item should be submitted in a glass vial or bottle. It is recommended that all glass vials or bottles containing suspected chemicals should be additionally secured in a quart or gallon size evidence “paint can.” These cans may be obtained from the CSIU or any arson investigator. Once the item is placed in the can, it should be secured/insulated by “balling-up” paper towels or newspaper to protect the vial or bottle from breakage.
- O.** Any suspected hazardous solids or liquids, such as abrasives, acids, or alkalis should only be handled by properly trained and equipped personnel. Only these authorities should collect and obtain samples for analysis. The remainder of the sample should be handled by the Hazardous Materials Unit and be disposed of in accordance with local, state, and federal regulations relating to hazardous materials.
- P.** **If in doubt, contact the Bomb Squad or County Fire Hazardous Material Unit.**

## **IX. FOUND PROPERTY/SAFEKEEPING**

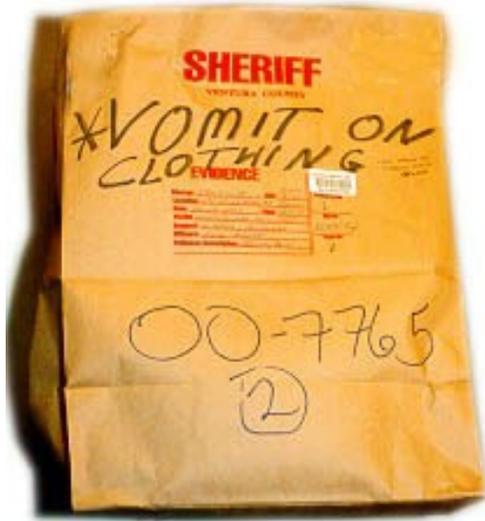
- A. All items booked as **found property** will be held at the Property Room for 90 days. If the property goes unclaimed by the owner, the finder has the option of claiming the property. The only exception is found firearms, which cannot be claimed by the finder.
- B. All items booked as **safekeeping** will be held at the Property Room for 60 days. If the property goes unclaimed, it will be disposed of in an appropriate manner.
- C. California Code of Civil Procedure Section 2080.1 states that whenever a person saves or finds property that is valued at \$100.00 or more, the property shall be turned over to a Sheriff or Police Department. Barring exigent circumstances items that possess little or no value should not be booked into and may not be accepted into the Property Room.
  - 1. Remember to ask the reporting party or finder if they wish to claim the property on a "Found Property" call. Advise them they have to wait 90 days before claiming the item. If they wish to claim, make
  - 2. sure that is noted on the PROPERTY/ EVIDENCE REPORT.
  - 3. Advise people they must first call and make an appointment to pick up this property. Appointments are scheduled Tuesday, Wednesday, and Thursday between 1400 and 1600 hours at the West County Property Room and Monday through Friday between 1000 and 1530 hours at East County.
- D. California Code of Civil Procedure 2080.3 states that if the reported found property is valued over \$250.00 and the owner does not claim it after 90 days, the police or sheriff's department taking custody of the property shall cause notice of the property to be published at least once in a newspaper of general circulation. If, after seven days following first publication of the notice, no owner appears and proves his or her ownership of the property and the person who found or saved the property pays the cost of the publication, the title shall vest in the person who found or saved the property unless the property was found in the course of employment by an employee of any public agency. "Cause notice of the property to be published" may include having the finder place a one day advertisement or better in the "found" section of the classified ads of a general newspaper of general circulation for that geographic region, and providing proof of such advertisement to Sheriff's Property Room personnel. The advertisement

shall be of sufficient informational depth that an average person who lost such property should be able to deduce that the found property described in general terms might be the property the owner had lost. It should also describe how to contact the Sheriff's Property Room to investigate that belief. If no inquiries are received relative to the property, the finder shall be assigned title to the property, and it shall be delivered to the finder upon request of the finder, following all other applicable property room protocols.

- E. Upon receiving found property or safekeeping property, the Property Room must send out a letter to the owner, if known. The letter gives the owner specific instructions on how and when they are to retrieve their property. Each letter gives a deadline date for retrieving property. It is important to obtain a complete address or P.O. Box from the finder or arrestee. Property Room personnel are unable to send out the required letter of notification if the owner's information is incomplete.

## **X. ITEMS CONTAINING BODY FLUIDS**

- A.** Always use Universal Safety Precautions when handling items containing any body fluids. Be sure to seal and initial all packaged evidence.
- B.** All evidence items that contain any body fluid (i.e. blood, urine, vomitus, or semen) need to be packaged in paper, **never in plastic**.
- C.** If vomitus is collected as evidence and alcohol analysis is requested, the vomitus must be submitted in a jar or glass vial to prevent evaporation.



- D.** If an item contains a body fluid, the booking deputy needs to write in **BIG, BOLD** letters on the outside of the package what the suspected fluid is (e.g. **SHIRT WITH BLOOD**).
- E.** If an item is still wet, ideally it should be dried before being placed inside an evidence bag/envelope. If an item is still wet and cannot be dried out, put in a "double" or "triple" evidence bag, to prevent the fluid from leaking through. Note on the evidence bag/envelope that the item is still wet.
- F.** If an item is saturated with a body fluid and later forensic analysis might be needed, contact the CSIU and have them collect the item to be placed directly into the Drying Room at the Forensic Services Bureau.
- G.** If items are collected from the hospital and are received in a hospital plastic bag, remove the items from the bag. Repackage the evidence items in a paper evidence bag/envelope. Be sure to include the hospital bag as evidence.
- H.** Because of DNA testing, deputies must always be aware of "cross-contaminating" items. Evidence integrity is crucial. When necessary wear biological protection, such as gloves, masks and lab coats. You should change your gloves after handling every individual item being booked for DNA testing.
- I.** Book all evidence items **containing** body fluids in the non-refrigerated evidence lockers.
- J.** Do not freeze evidence items. Forensic Services Bureau personnel will make the determination as to which items will need to be frozen.
- K.** If in doubt, contact the Watch Commander and request the CSIU.

## **XI. JEWELRY / HIGH VALUE ITEMS**



- A. All jewelry will be packaged separately from all other evidence.
- B. Jewelry will be packaged in SHERIFF'S EVIDENCE envelopes or bags, except for money jewelry, which will be packaged in CURRENCY ONLY evidence envelopes. All evidence envelopes and bags shall be **sealed and initialed**.
- C. While it is permissible to book multiple jewelry items in one evidence envelope/bag, all jewelry booked **must** be individually itemized and listed on a PROPERTY/EVIDENCE REPORT and evidence envelopes/bags. **Do not list "bag w/ misc. jewelry."** There is no procedure to verify how many items were originally placed in envelopes/bags.
- D. Use generic descriptions, e.g. yellow metal ring w/ clear stone or white metal bracelet. Make sure you note if there is any damage to jewelry, e.g. yellow metal necklace with 9 red stones, 1 stone missing.
- E. Treat all jewelry items as valuable.
- F. Jewelry you suspect might be valuable or other high value **items should be verified by another deputy** and noted on the evidence envelope/bag.
- G. All jewelry received into the Property Room is opened and verified by two employees before it is accepted.
- H. **IF ANY DISCREPANCIES IN DESCRIPTION OR CONDITION OF JEWELRY ARE NOTED, THE ITEM WILL BE SENT BACK TO THE DEPUTY FOR CLARIFICATION.**

**XII. NARCOTICS**

- A. Narcotics includes all known illegal substances, suspected illegal substances, prescription and over the counter medications.
- B. Do not remove narcotics from original packaging, e.g. paper bindles, small plastic baggies, cigarette papers, and dollar bills.

- C. Dollar bills that are rolled up and used as inhalant /snorting devices and may have drug residue are to be booked in Currency Evidence Envelopes.

- D. All suspected controlled substances should be weighed in its packaging as found. Do NOT open the packaging. After it is weighed, place the controlled substance and packaging into a clear plastic baggie, seal the baggie and place the evidence in an evidence envelope. **NOTE: You MUST check the appropriate boxes on the envelope under "EVIDENCE DISPOSITION," OR you need to include the information in your item description for the BEAST label. See below.**

- E. When submitting LSD or psilocybin, keep them from direct light. They are light sensitive and may degrade under certain circumstances.
- F. Drug paraphernalia should always be packaged separately from the controlled substances.



- G. Glass smoking pipes should be booked in a plastic syringe tube to prevent breakage.

- H. Place each "category" of narcotics into separate evidence envelopes/ bags, sealed, initialed and dated.
- I. **Large volumes of liquid-type drugs will not be accepted into evidence. Only Sample vials will be accepted for analysis.**
- J. Pour out all water from marijuana bongs.

**NARCOTICS (CONTINUED)**



K. The Forensic Services Bureau does not accept syringes. Exceptions are syringes used in the commission of a sex crime, homicide, attempted homicide, other crime causing great bodily injury, or cases where the syringe contains drugs that are sold as a pre-packaged dosage, for example, steroids.

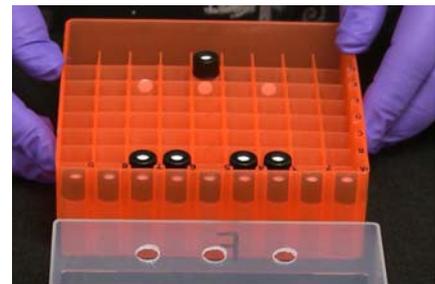
\*\*\*\* The other exceptions to this are drugs that have solidified in a syringe. The deputy will remove the need from the syringe and then place the syringe in a plastic tube.

L. If the syringe contains a suspected controlled liquid substance the contents are to be transferred into a vial. The below steps should be followed:

**PROCEDURE**

1. Take the lid off the syringe contents transfer box.

2. Take one of the vials from the back of the box and move it to one of the green dot designated positions in the box for transfer. The positions correspond to the openings in the lid of the transfer box. The holes in the lid should accommodate the various diameter syringes usually submitted to the laboratory.



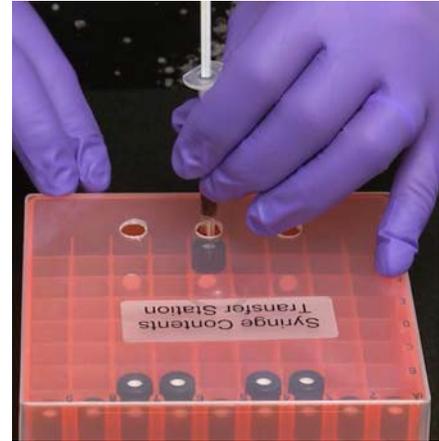
3. Place the lid on the transfer box making sure that the hole in the lid corresponds to the position you placed the vial to be transferred into.



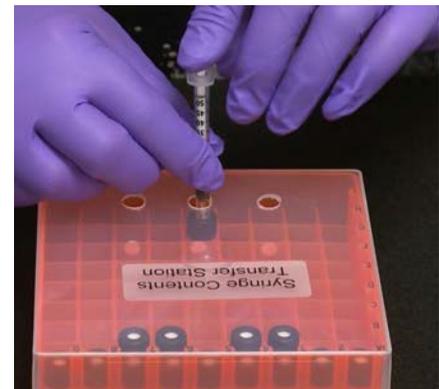
4. Take the evidence syringe. If the syringe has a needle cap, use pliers (or similar tool) to very carefully remove the needle cap; the pliers are to keep your hands away from the needle of the syringe. Set the needle cap aside.



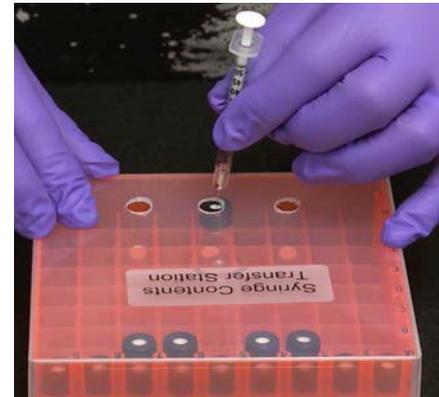
5. Put the evidence syringe through the hole in the lid where your transfer vial is and slowly insert the needle into the white septum area of the cap. Make sure that the needle has gone through the septum.



6. Push the plunger down on the syringe, emptying the contents into the transfer vial. Please transfer as much of the contents as possible.



7. Slowly remove the syringe from the transfer vial. The holes in the top of the transfer box are smaller than the diameter of the vial. If the vial sticks to the syringe needle, the lid will stop the vial and, as the syringe is removed, the vial will drop back into box.

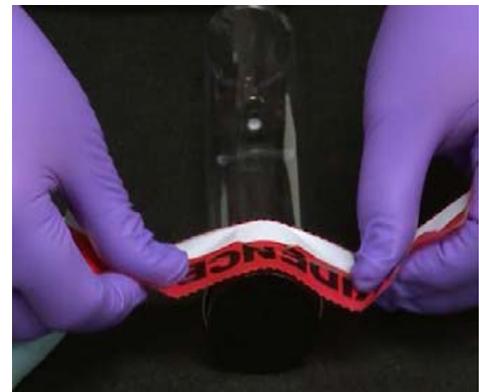


8. If the syringe had a needle cap, carefully recap by using one of the following procedures:
  - a. Place the needle cap on the table with the unopened end in one of the two holes drilled into the front of the transfer box. Using only one hand, push the needle into the



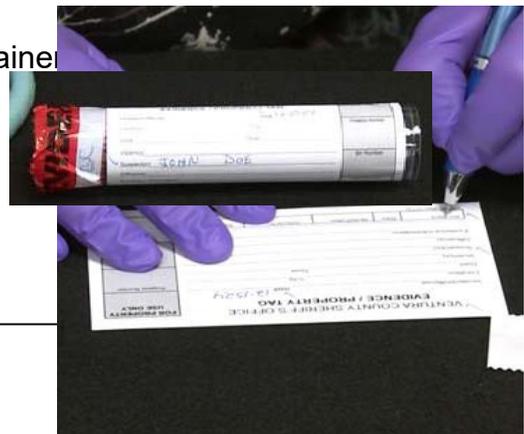
cap keeping both hands away from the needle end of the syringe.

- b. Using the pliers or tool that was used to remove the needle cap, carefully recap the syringe keeping your hands clear of the needle end of the syringe.
9. Retain or dispose of the syringe per policy.
10. Take the lid off the syringe contents transfer box and remove the vial containing the syringe contents.
11. Place the vial into a plastic tube or cushioned container to prevent breakage. Use bubble wrap, paper towels, or other like item to prevent the vial from moving inside the tube and potentially breaking while the plastic tube is handled. Seal the container and initial the seal.



Create a BEAST label and put the label on the container

12. The Syringe contents are Now ready For submittal to the laboratory, Fill out a BEAST SERVICE REQUEST and submit to the laboratory for analysis.



The image shows a screenshot of a web-based form titled "Ventura County Sheriff's Forensic Sciences Laboratory". The form contains various fields for case information, including case number, dates, names, and case details. The form is organized into several sections: "Case Information", "Offense Details", "Investigating/Seizing Offense(s) Details", "Mail Information", "Case Information", "Details of Investigation", "Case Disposition", and "Where Information Requested".

If you have any questions, Please contact the Controlled Substances Supervising Forensic Scientist at 805-654-2370.

If a syringe needs to be booked, **it must be in a plastic syringe tube** and sealed properly. If an arrest is made for 11364 H&S or 4140 B&P- possession of a hypodermic needle, the deputy is to photograph the evidence and dispose of the needles in an appropriate manner. The only evidence necessary in paraphernalia cases is films/photos.

#### M. MEDICINAL MARIJUANA

1. If during the course of an investigation, a deputy cannot determine whether or not an individual who possesses marijuana for claimed medical purposes has a legitimate medical recommendation, the deputy can book the marijuana for safekeeping **with a supervisor's approval**.
2. The deputy shall advise the person they must obtain a court order before the Property Room will release the marijuana to them. The person must place themselves on the court calendar and prove they had a legitimate medical prescription at the time the marijuana was confiscated.
3. After the person obtains the court order they must contact the West County Property Room at 654-2363 to make an appointment for release of the marijuana.

N. BOOKING LARGE AMOUNTS OF MARIJUANA

1. The Property Room will no longer accept whole marijuana plant evidence packed into feeder bags. Plant material is to be cut into lengths that fill the space of a conventional banker's box, approximately the size of 12"x15" and 9 1/2" deep. The Property Room will supply these boxes upon request. Two of these boxes moderately compacted with plant material approximates a little over ten pounds.
2. The quantities necessary for the five random samples are small. For each sample the Forensic Services Bureau requires a minimum of 2 leaves on a stem with the five to seven leaflets attached at the center point. Use property evidence bags SO-10A (4 1/2 x 6 3/4) for these random samples. This is to be booked in separately from the 10 pounds of marijuana kept for evidence.
3. If necessary the Property Room will supply the Narcotics Unit with pruning shears, evidence tape and the boxes. (See photos). Once marijuana evidence is cut and packed to fill two banker's boxes, the contents should be removed and placed into the marijuana dryer. After the marijuana has been dried, it can now be placed into a property evidence bag (the size of a common grocery paperbag).



O. PHARMACEUTICAL DROP OFF BINS

There are pharmaceutical drug drop off bins located in all six of the Sheriff's Office Patrol stations. All of those bins now belong to a private company. When the bin is full, the pharmaceuticals are shipped to the company for destruction with no other involvement from the Sheriff's Office. If on a rare occasion it becomes necessary for the Sheriff's Office to dispose of the pharmaceuticals collected, the drugs must be re-packaged as detailed below for destruction:

2. A Sheriff's employee at the station will remove the pharmaceuticals from the bin and place the pharmaceuticals inside a plastic liner (trash bag) to prevent leakage, place into an evidence box, then seal and initial/sign the box.
3. The Sheriff's employee will weigh the box, obtain a report number then complete a Property Report identifying the drugs as "Pharmaceutical Medication" For Destruction." **NOTE:** The box shall not weigh more than 45 lbs.
4. The Sheriff's Employee will then book the pharmaceutical drugs into property for destruction.

P. PRESCRIPTION/OVER THE COUNTER MEDICATIONS

The Property Room(s) will only accept prescription/over the counter medications as evidence or for destruction.

When booking medication not being retained as evidence, list the medication on the property report as SK (if the owner is known) or FP (if found) under the property classification

### **XIII. SEXUAL ASSAULT EVIDENCE KITS**

#### **VICTIM AND SUSPECT EVIDENCE KITS**

- A.** There are two Sexual Assault Evidence Kits, one for the victim and one for the suspect. Both are labeled respectively.
- B.** The victim's Sexual Assault Evidence Kit comes in a box. The kit will come sealed. If the seal is broken, do not use. The kit will contain the following:
  - 1. Underpants bag
  - 2. Foreign Material Collection envelope
  - 3. Fingernail Scrapings envelope
  - 4. Pubic Hair Combing envelope
  - 5. Pulled Pubic Hairs envelope
  - 6. Vaginal Swabs and Smear
  - 7. Cervical Swabs envelope
  - 8. Vaginal Wash envelope
  - 9. Penile Swabs envelope
  - 10. Rectal Swabs and Smear
  - 11. Oral Swabs and Smear envelope
  - 12. Known Saliva Sample envelope
  - 13. Pulled Head Hairs envelope
  - 14. Known Blood Samples envelope with blood collection tube
  - 15. Security Seals
  - 16. Biohazard Label
- C.** The Suspect's Sexual Assault Evidence Kit comes in a sealed envelope. It will contain the following:
  - 1. Pubic Hair Combing envelope
  - 2. Pulled Pubic Hairs envelope
  - 3. Penile Swabs envelope
  - 4. Scrotum Swabs envelope
  - 5. Pulled Head Hair envelope
  - 6. Known Blood Samples envelope with blood collection tube
  - 7. Security Seals
  - 8. Biohazard Label
- D.** Seal the Sexual Assault Evidence Kit box or envelope with the enclosed evidence tape, and sign and date the seal.
- E.** Sexual Assault Kits can be obtained at the Interagency Multidisciplinary Interview Center located at the Coldwell Banker building at 1190 South Victoria Avenue Suite 302 in Ventura. This is the **only** location where a Medical Legal examination can be performed.
- F.** The deputy will consult with the Watch Commander or sex crimes investigator. The Watch Commander will call the VCMC emergency room at (805) 652-6163 and have them contact the on-call Sexual Assault Nurse Examiner (S.A.N.E.).

**SEXUAL ASSAULT EVIDENCE KITS (Continued)**

- G. The nurse examiner will return the call, schedule the examination, and the Watch Commander will notify the reporting deputy.
- H. The deputy shall complete all requested information on the front of the Sexual Assault Evidence Kit.
- I. Sexual Assault Evidence Kits are to be placed into a **refrigerated** evidence locker **immediately**.

**DRUG FACILITATED RAPE EXAMINATION (DFR)**

- J. The perpetrator's objective of drug-facilitated rape (DFR) is to induce a state of amnesia so the victim cannot identify the rapist or the events surrounding the assault. Drugs reportedly used to commit DFR are the following:
  - Ethanol
  - Benzodiazepines (Klonopin, Xanax, etc.)
  - Barbiturates
  - Opiates
  - Anti-histamine
  - Zolpidem (Ambien)
  - Carisoprodol (Soma)
  - Chloral Hydrate
  - Muscle Relaxants
  - MDMA
  - Gamma Hydroxy Butyrate (GHB)
  - Ketamine

The following are recommendations for investigators and medical professionals concerning the collection of evidence necessary to determine the use of DFR drugs during the commission of a drug facilitated sexual assault:

- K. GET BLOOD AND URINE if the rape is reported within 72 hours of "drugging" using the Alcohol/Toxicology Sexual Assault Kit obtained from the medical personnel at Safe Harbor.
- L. Medical staff routinely obtains urine samples from all victims to test for pregnancy. If possible, try to retrieve the remainder of the sample for the Toxicology Urine Sample.
- M. GET BLOOD if reported within 24 hours of "drugging" —30ml in gray-top tubes and obtain additional blood for other forensic testing.
- N. Document when the drug was ingested, number of urinations, drug and/or medications used by the alleged victim.

**SEXUAL ASSAULT EVIDENCE KITS (Continued)**

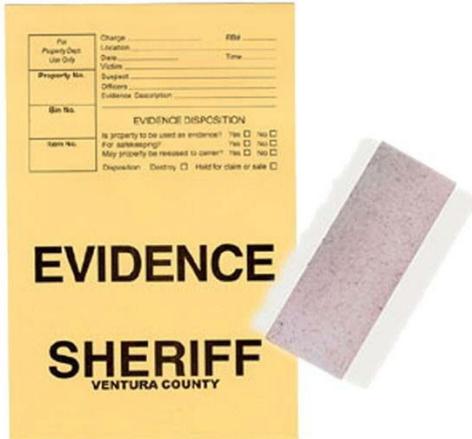
- O. All photos taken should be from an agency iPhone using the Axon Capture App and uploaded to Evidence.com.
- P. The deputy collecting and booking the kit will complete the BEAST SERVICE REQUEST for the Sexual Assault Evidence Kit. [The Rape Kit will be kicked if there is not a REQUEST for ANALYSIS submitted.](#)

#### **XIV. SPECIAL HANDLING ITEMS**



- A.** Not all items booked into evidence will fit into evidence envelopes and bags. Depending on the circumstances of the case, some items can be booked with only an attached Evidence/Property Tag or Label.
- B.** If an item is to be submitted for processing, latents or lab analysis, make sure it is properly covered. There are several ways to cover an item that does not fit into an evidence envelope or bag.
1. Use several evidence bags (large grocery bag size) and tape them together, ensuring the entire item is covered, sealed and initialed.
  2. Place the item in a new and clean plastic garbage bag and affix an Evidence/Property Label to the outside of the bag. Do not use a plastic bag if the item contains trace evidence or is wet.
  3. Put into a small or large gun box or knife box.
  4. Use evidence wrapping paper.
- C.** When booking a bicycle, only an Evidence Tag is needed. Make sure that if the bicycle was involved in a traffic accident and has blood on it, that the affected areas are properly covered and noted. Clear all bicycle serial numbers prior to booking.
- D.** If booking large amounts of ammunition, place in “double bags.” This will help prevent the evidence bag/envelope from ripping.
- E.** When booking a suitcase or **backpack** for evidence or found/safekeeping, **go through the entire item thoroughly. Remember, all drugs, guns, money, and jewelry shall be packaged separately.** As long as the suitcase or backpack is properly secured, an Evidence Tag only needs to be attached. **No food items will be accepted. If the food item has to be analyzed then it will be booked in a paint can evidence container.**
- F.** If an arrest is made on an illegal vendor/soliciting without a permit and large bulky items are seized, submit the items as safekeeping, if possible. Ice cream carts, shopping carts, large metal pots, baby strollers, etc. should be photographed and booked as safekeeping only. This safekeeping/photo policy has been approved by the District Attorney’s Office. By booking the items as safekeeping, the Property Room may dispose of the item after 60 days.

## XV. TRACE EVIDENCE



A. Trace evidence is minute or microscopic bits of materials found at crime scenes. Usually CSI will collect trace evidence but there are incidents where deputies will collect such evidence.

B. Examples of trace evidence include: blood, hair, fibers, glass, paint chips, or other body fluids.

C. Although trace evidence is not always visible, deputies must be aware of its existence. Trace evidence can connect a subject to a location.

- D. It is crucial that “control” samples are also collected from the scene for possible comparison to trace evidence collected. For example, in order to compare glass fragments located on a subject’s clothing, a “control” sample of glass must be collected from the broken window in question and booked separately.
- E. The following are examples of when a deputy may collect trace evidence:
1. When a suspect’s clothing contains glass fragments that might connect him/her to the crime scene.
  2. For the suspect’s hair when a hat or mask believed to be worn by a suspect during the commission of a crime is recovered.
  3. Paint chips at the scene of a traffic accident/hit and run, or “tape lifting” an area for trace evidence (i.e. using a piece of masking tape or “scotch” tape to lift fibers from carpet). **Always take pictures of evidence, as found, before collecting.**
  4. All trace evidence packages shall be sealed and initialed.
  5. A completed BEAST SERVICE REQUEST must accompany any item submitted for trace evidence processing.

### DEOXYRIBONUCLEIC ACID (DNA)

DNA technology enables law enforcement to solve crimes that were previously impossible. Although the CSIU will collect most DNA evidence, deputies might take items at a crime scene that could be later processed for DNA.



### **TRACE EVIDENCE (Continued)**

6. **DNA** is contained in blood, semen, skin cells, tissue, organs, muscle, brain cells, bone, teeth, hair, saliva, mucus, perspiration, fingernails, urine, and feces.
7. Examples of evidence collected for **DNA** processing:
  - Baseball bat that might have blood, skin, tissue or sweat.
  - A used cigarette butt processed for saliva.
  - Dirty laundry/linens containing blood, sweat, hair, urine, or semen.
  - Tobacco spit for saliva.
  - A bottle/glass/can processed for saliva or sweat.(Photograph all items before collecting.)
8. To avoid contamination of evidence that may contain **DNA**, always take the following precautions:
  - Avoid talking, sneezing, and coughing over evidence.
  - Avoid touching your face, nose, and mouth when collecting and packaging evidence.
  - Wear gloves and change them after collecting each individual item.
  - Use disposable instruments to collect samples.
  - Use sterile gauze or swabs to collect samples of a body fluid or liquid. If possible, allow the gauze or swab to completely air-dry before packaging. If submitting gauze or swabs containing trace evidence, also include an unused "control sample" of the gauze or swab, this is needed for later analysis. Do not use staples, and avoid exposing the evidence to heat. Avoid touching the area where you believe DNA may exist.
  - Book the actual sample and the control sample separately.

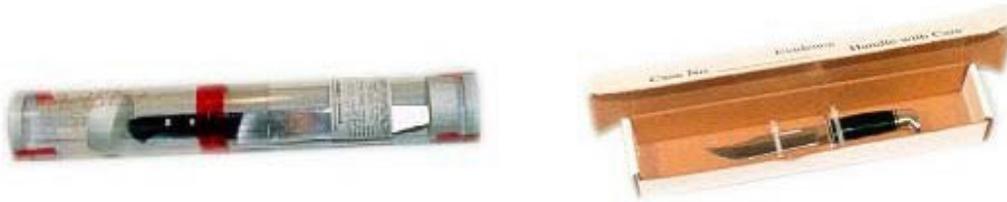
### **BOOKING VEHICLES**

Vehicles are **NOT** to be booked and left behind the crime lab without prior authorization from the Property Room Sergeant. If you are impounding a vehicle to be processed by either the Forensic Services Bureau or by the CSI Unit you must contact the Property Room Sergeant. The vehicles can be stored in one of our two VEC chambers, as needed, based on the crime and the evidence retention necessary. **All stored vehicles must be accompanied by a property report. Ignition keys need to be booked as a separate item from the vehicle on the property report.**

## XVI. WEAPONS OTHER THAN FIREARMS



- a. When submitting weapons as evidence, **think safety**. Remember that evidence envelopes/bags will eventually be opened by someone. By properly packaging weapons, you can prevent injuries to yourself and coworkers.



- b. Secure all knife blades; do not book an exposed knife blade in an envelope or bag. Knives can be booked in plastic knife tubes or in knife boxes. To secure the knife in the tube, make sure the tip is affixed to the styrofoam at the ends of the tube. Do not use tape on a knife or blade if there is suspected trace evidence on it. Tape could damage or compromise the evidence. If you suspect the knife has trace evidence or it needs to be processed for prints, air dry and package it in a large plastic knife tube. If the knife will not fit into the tube, use a knife box. If a knife box is used, secure the knife with plastic “zip- ties.”

- c. Secure all folding knives and switchblades by taping them shut. Often these knives will become unsecured over the years, placing coworkers at risk. **Do not secure with tape if item contains trace evidence.** Leave the blade “exposed” or “open” and submit in a plastic tube



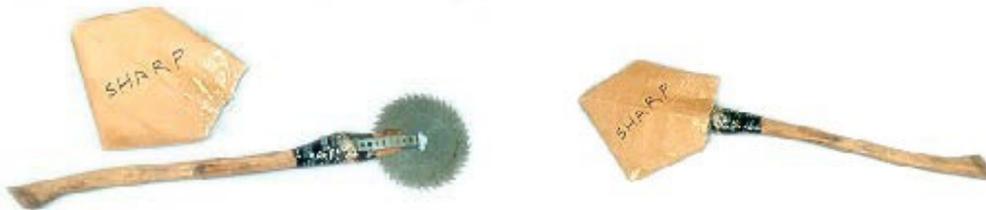
**Items such as broken glass, e.g. a beer bottle from a 245PC, shall be booked into the plastic evidence tubes or a paint can evidence container.**

**WEAPONS OTHER THAN FIREARMS (Continued)**

- d. Book ice picks and other sharp weapons in the plastic syringe tubes or knife boxes.
- e. **Never place a razor blade unsecured in an envelope or bag.** Place the blade in a plastic syringe tube.



- f. If booking a penknife, lipstick case knife, or other "disguised" sharp instrument in a concealed container, make sure the evidence envelope/bag is marked. **Example, "Caution, sharp knife inside pen case."**
- g. If possible, put broken glass in plastic syringe tubes. If it does not fit, place it in an evidence envelope or bag but "double envelope" or "double bag" it.
- h. **Any weapon that has a sharp blade, e.g. a throwing star, needs to be secured and all sharp edges covered. They should be booked in a knifebox.**



**XV. TASER**

Discharged Taser probes, wires and cartridges must be placed inside a plastic container (provided by the Property Room), sealed with tape and initialed before booking.



**XVI. PROPERTY/EVIDENCE CHEAT SHEET**

	PROPERTY/ EVIDENCE REPORT	ARREST OR CRIME REPORT		BEAST SERVICE REQUEST	EVIDENCE TAG	SPECIAL INSTRUCTIONS
GENERAL EVIDENCE	X			X	X*	*ONLY IF ITEM DOES NOT FIT INTO STANDARD EVIDENCE BAGS OR ENVELOPES
CURRENCY	X			X*		ALL CURRENCY MUST BE IN A <b>CURRENCY EVIDENCE ENVELOPE</b> AND SEPARATED FROM ALL OTHER EVIDENCE. * <b>BEAST SERVICE REQUEST</b> IS REQUIRED IF HELD AS BEST EVIDENCE AND LAB PROCESSING IS REQUESTED
LATENT PRINTS	X			X		ALL LATENT PRINTS MUST BE IN A <b>LATENT PRINT EVIDENCE ENVELOPE</b> AND <b>BEAST SERVICE REQUEST</b> IF COMPARISON IS NEEDED
FILM	X					FILM IS TO BE BOOKED IN A <b>PHOTO EVIDENCE ENVELOPE</b>
BLOOD/ URINE	X			X		<b>BODY FLUID FORMS</b> ARE NO LONGER USED
NARCOTICS	X			X*		PACKAGE ALL DRUGS SEPARATELY. YOU MUST WEIGH ALL DRUGS, NOTE RESULTS ON REPORT
FIREARMS	X			X*	X*	*FIREARMS MUST BE SUBMITTED IN A GUN BOX AND INCLUDE A BEAST SERVICE REQUEST IF ANALYSIS IS REQUESTED
KNIVES	X			X*		*IF ANALYSIS IS NEEDED FOR TRACE EVIDENCE OR PRINTS, KNIFE SHOULD BE PLACED IN <b>PLASTIC TUBE</b> /INCLUDE A BEAST SERVICE REQUEST. SUBMIT GENERAL EVIDENCE KNIVES IN <b>KNIFE BOX</b>
BICYCLES	X				X	NONE
SYRINGES	X			X*		*THE ONLY SYRINGES ACCEPTED ARE SYRINGES CONTAINING NARCOTICS, OR IF USED IN COMMISSION OF A HOMICIDE, SEX CRIME, OR OTHER CRIME RESULTING IN GREAT BODILY INJURY. ALL OTHER SYRINGES ARE TO BE PHOTOGRAPHED AND PLACED IN "SHARPS" CONTAINER FOR DISPOSAL

Rev. 03/24/00