



**CHEVY CHASE  
VILLAGE  
POLICE  
DEPARTMENT**

**GENERAL ORDER: 5-26.4; SUBMITTING EVIDENCE/PROPERTY  
TO THE VILLAGE EVIDENCE ROOM, MCP  
FORENSIC SERVICES SECTION, AND THE  
CRIME LAB**

DATE: 8/5/2019

Pages: 3   ◇   New   ◆   Amended

DISTRIBUTION:   **Sworn Personnel**

Police Chief: John Fitzgerald

**I. POLICY**

Officers will adhere to the procedures in this General Order to ensure that items of evidence are preserved and admissible at trial; and so that items of property that come into our custody are accounted for, returned to the rightful owner or are disposed of consistent with law and policy.

**II. PACKAGING EVIDENCE.**

Officers submitting evidence will ensure that it is suitably packaged and labeled to protect its integrity during its transmittal to the crime lab or MCP Forensic Services Section.

- A. All evidence containers or tags must be labeled with the officer's name, report number, date, and suspect's/victim's names, at a minimum.
- B. All bags or boxes will be sealed (plastic bags will be heat sealed; paper bags will be stapled; boxes will be taped) and the submitting officer shall place his/her initials and date across the seal.
- C. Whenever possible, razor blades and syringes will be packaged in plastic cylindrical tubes with the tubes' ends tape/sealed closed and the submitting officer's initials and the date written across the sealed tape.
- D. Items that are wet and items containing blood or other body fluids will be clearly labeled to this effect, and placed in paper bags or cardboard boxes to allow the container to breathe. Using plastic bags or other airtight containers will result in decomposition/deterioration of the evidence.
- E. Officers will use clear plastic heat-sealable evidence bags for dry items whenever practical.
- F. Items that are too large or bulky to be placed in plastic evidence bags may be stored in paper bags, cardboard boxes, or tagged.

**III. SUBMITTING EVIDENCE TO THE CCVPD EVIDENCE/PROPERTY ROOM.**

An officer who seizes evidence will, prior to the end of his/her tour of duty, ensure that it is submitted either to the CCVPD Evidence/Property Custodian (EPC) or to the MCPD Forensic Services Section/Crime Lab through MCPD's Trax system.

- A. In order to accurately account for evidence brought into the Evidence/Property Room, officers submitting the evidence will complete the CCV Evidence Transmittal Form and submit it along with the evidence.
- B. In addition to the CCV Evidence Transmittal Form, officers must also complete an Event Report and, if an arrest was made, the State's Attorney's Evidence Information Form which will itemize and describe in detail the evidence and the circumstances under which it was seized.
- C. If the Evidence/Property Custodian (EPC) is on duty, the officer will give the evidence and the completed forms directly to the EPC.
- D. If the EPC is off duty or unavailable to take custody, the submitting officer will secure the evidence and the accompanying forms in a Temporary Evidence Storage Locker.
- E. During those periods when the CCV Evidence/Property Room is closed and the Temporary Evidence/Property Lockers are all full, officers will contact the Lieutenant who will respond and take custody of the evidence/property and secure same. The Lieutenant will also be contacted for disposition when evidence/property is too bulky for placement in the temporary storage lockers.

**IV. SUBMISSION OF EVIDENCE TO MCP FORENSIC SERVICES SECTION AND CRIME LAB**

Latent print evidence and Controlled Dangerous Substances (CDS) will be submitted to the MCP Forensic Services Section via the dropbox at the 2nd District (Bethesda) Station.

A. Officers will begin the process of submitting evidence to MCP by using MCP's TRAX system which is available on the computers at CCVPD.

B. Latents

- 1. Officers will package suspected latent fingerprint evidence in an MCP' Latent Evidence envelopes. The envelopes will be delivered to the 2nd District Station and placed in the dropbox.

2. When the submitting officer receives a confirmation receipt for the latent submission, it will be forwarded to the Lieutenant and EPC.

C. CDS

1. CDS will not be stored at CCVPD; it will be delivered to the 2nd District Station and placed in the dropbox per MCP's procedures.
2. When the submitting officer receives a confirmation receipt for the CDS submission, he/she shall forward it to the Lieutenant and EPC.

V. **EVIDENCE/PROPERTY CUSTODIAN'S (EPC) RESPONSIBILITIES**

- A. The EPC will maintain records reflecting the status of all property held by the Department.
- B. Evidence/Property Room security will be maintained through limited access. Only the EPC and the Lieutenant will have access. If any other individual enters the Evidence/Property Room, the EPC or Lieutenant shall document the entry.
- C. Upon observing a locked Temporary Evidence Storage Locker, the EPC will:
  1. Remove the evidence from the locker and log it into Evidence/Property Room records as soon as possible by assigning it a unique and sequential number.
  2. Indicate his/her receipt of the evidence in the chain-of-custody area of the forms submitted with the evidence.
  3. Ensure that the evidence is packaged in a manner consistent with this and other applicable General Orders.
  4. Write the assigned CCV Evidence/Property Room Number on the container or tag affixed to the evidence.
  5. The EPC shall store items of obvious or exceptional value like money or jewelry, or of a sensitive nature in the safe inside the Evidence/Property Room unless lab analysis is required. Weapons will be stored separately from valuables.
  6. The EPC shall also be responsible for:
    - a. Reconciling the current records to ensure that a current number is assigned to the incoming item(s), whenever property/evidence is brought into the Evidence/Property Room.

- b. Arranging for an annual audit of property/evidence held in the Evidence/Property Room by the Chief of Police or his designee with the title of supervisor and who is not routinely or directly connected with the control of property.
- c. Ensuring that the Evidence/Property Room, property storage areas, and records pertaining to in-custody property are up-to-date and are available for the annual unannounced inspection as directed by the Chief of Police.

VI. **CONTROLLED ACCESS TO EVIDENCE/PROPERTY ROOM; INTEGRITY OF OPERATIONS**

- A. Only authorized personnel will have access to the Evidence/Property Room. Persons needing access to perform building maintenance, or fire safety inspections will be accompanied at all times by the EPC.
- B. If an officer who submitted evidence to the Evidence/Property Room will need it for court or other official purpose, the officer will:
  1. Complete a "Request for Evidence" form with as much advance notice as possible to the EPC.
  2. Meet with EPC to transfer custody of the evidence. The transfer will be documented in the chain-of-custody area of the original Evidence Transmittal Form.
- C. To ensure the integrity of the operation of the Department's evidence/property management function, whenever personnel are assigned to and/or transferred from the property and evidence control function, the Chief of Police will direct that an inventory be conducted jointly by the newly designated Evidence/Property Custodian and a person designated by the Chief of Police.

VII. **SUBMISSION OF DNA EVIDENCE TO THE MCP CRIME LAB**

- A. Submission of DNA evidence to the MCP Crime Lab will be completed in the following steps:
  1. The submitting officer will complete the MCP 239 form (Request for DNA Examination). The items for submission will be listed on the form.
  2. Any other evidence associated with the case (to be stored in CCVPD's Evidence/Property Room) will be listed on CCVPD form CCV 511.
  3. Officers must send both forms by email to the MCP Crime Lab at the following address (officers must include the Village Property/Evidence Custodian's email address in "cc" line of the email):  


4. All evidence—including DNA evidence—will be stored at CCVPD.

5. 5. When the lab is ready to analyze the evidence, the lab will send a confirmation email to the officer and Property/Evidence Custodian. The officer must then take the evidence to 2nd District (Bethesda) Station for submission into TRAX and MCP's evidentiary custody. In order to submit DNA evidence, the officer must provide the items to be tested, forms MCP 239 and CCV 511, and the confirmation email from the lab. If the officer does not bring all the forms and the confirmation email, the evidence will be turned away.

B. Items that need to be "Rushed" may be submitted immediately with all appropriate forms.

#### **VIII. SUBMISSION OF EVIDENCE TO THE MARYLAND STATE POLICE LAB**

Officers should contact MSP at [REDACTED] to check with their lab for specific instructions.

#### **IX. SUBMISSION OF EVIDENCE TO THE ATF LAB**

The Bureau of Alcohol, Tobacco, and Firearms operates a laboratory in [REDACTED]

- A. There must be a federal violation for the ATF Lab to get involved in a local case.
- B. If an officer requests ATF Lab intervention, the ATF "Duty Agent" must be notified by calling [REDACTED]
- C. The ATF will, at an officer's request, attempt to trace a firearm back to an owner, dealer, etc. To conduct a trace, the requesting officer must complete ATF Form 7520.5 (REQUEST FOR TRACING FIREARMS), following all instructions in the reverse side of the form, and submit or fax it to the ATF.

This directive voids the previous version dated 8/11/2008.