Checklist for Policy 1203 Implementation
Evidence Management

	ITEM	YES	NO	N/A
1	Is a copy of this policy available to all commissioned officers?			
2	Is there a training roster or other documentation showing that officers were trained on this policy?			
3	Are personnel knowledgeable on this policy (establish through verbal discussion with personnel)?			
4	Is there documentation to show that evidence was witnessed and confirmed by a supervisor?(IV, A)			
5	Are there officers who are trained and qualified to collect evidence? (IV, A, 5)			
6	Does the department SOP have procedures for evidence collection to include photographic, video, and digital collection? (IV, A, 6)			
7	Does the department SOP have procedures for the recovery and forensic examination of computer technology, similar data storage technologies and other electronic media devices? (IV, A, 7)			
8	Does the department SOP have procedures for the collection and subsequent forensic examination of Deoxyribonucleic acid (DNA) evidence and related materials by recognized laboratories? (IV, A, 8)			
9	Is there documentation to show evidence submitted by the impounding officer and received by the Evidence Custodian? (IV, B, 2)			
10	Is there a master file of all evidence invoices and evidence tags completed? The master file must be cross-indexed with the chain-of-evidence custody file. (IV, B, 3)			
11	Is there documentation to indicate a location for each item of evidence? (C, 1)			
12	Is there additional security for money, precious metals, jewelry, gemstones, furs, and related items, Weapons, narcotics, dangerous drugs? (C, 2)			
13	To ensure appropriate segregation and preservation is there a location for storing perishable items? (C, 3)			
14	Is there a log to show which members of the department has access to the evidence room? (IV, D, 2)			
15	Have inspections been conducted semi-annually by the person responsible for the property and evidence control function or his/her designee? (IV,E,1)			
16	Are there semiannual unannounced inspections of the evidence storage areas directed by the Chief of Police? (IV, E, 2)			
17	Was annual inventories conducted since the last inspection? (IV, E, 3)			
18	Has there been a change in evidence custodian and was an inventory conducted due to the change? (IV, E, 3)			
19	Is there document (filing system) to show all changes in custody of physical evidence? Does the filing system easily identify who maintains custody of the evidence and shows transfer of the evidence? (IV, F, 1)			
20	Is there documentation to show that evidence was returned to the lawful owner? (IV, G, 1)			
21	Does the department SOP have procedures for the destruction or disposition of evidence firearms and other non-drug contraband? (IV, G, 3)			
22	If evidence is destroyed, was the Chief of Police notified via a report that included (I) the date, time, and location of the destruction; (2) An inventory of the items destroyed; (3) A list of those present at the destruction; and, (4) The results of the random tests made before and after the destruction? (IV, G, 3, I)			
23	Are the department's SOPs or policies consistent with this policy?			

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Policy Concepts

- The purpose of this policy is to establish guidelines for maintaining the documented integrity of the evidentiary chain of custody as well as ensuring appropriate evidence collection and management measures are in place.

- Physical evidence must be identified, collected and preserved properly and transmitted properly for analysis.

- Evidence in custody must be properly collected, secured and stored, readily retrievable and any changes in custody have been properly and fully documented.