

## **KVET Evidence**

### **504.1 PURPOSE**

To define the procedure for use of the evidence lockers, bulk evidence storage cages and storage of evidence, and to ensure proper retention of evidence associated with federal cases. Other than the procedures listed below, KVET officers shall follow KDPS Policy 801 in the KDPS Policy Manual and Procedure 108 in the KDPS Procedures Manual.

### **504.2 CHAIN OF CUSTODY REPORTS**

Officers shall be diligent in documenting evidence “Chain-of-Custody”, to include transfer of evidence to the KVET technician for processing. The KVET technician shall also thoroughly document “Chain-of-Custody”.

Officers shall try to ensure the same numbers assigned to items on search warrant tabulations match the item numbers on the Quetel evidence stickers.

### **504.3 BULK EVIDENCE STORAGE PROCEDURE**

- (a) The three bulk storage cages are ONLY to be used for evidence that cannot be stored in the evidence lockers, with the exception of marijuana plants that need to dry.
- (b) Each cage is numbered and affixed to each cage is a dry erase board. All evidence secured in the cages will be documented on the board, with the case number, date, and officer’s name.
- (c) Each officer will be assigned 2 padlocks, which will have their last names written on them. When used, a cage will be secured with the investigating officer’s assigned padlock. When the evidence has been removed from the cage, the officer will remove the padlock and erase the information from the dry erase board.
- (d) Multiple pieces/types of evidence stored in the same cages shall be kept separated, with the exception of marijuana plants from the same case. Evidence shall be tagged with the case number and the officer’s name, and then documented on the dry erase board. Marijuana can be stored in the cages for approximately two weeks to dry, and then the plants shall be packaged as evidence and delivered to the Headquarters Evidence Room.
- (e) Sergeants are responsible for ensuring that the assigned cages are kept clean and the evidence is promptly packaged.
- (f) Items too large to fit in the storage cages (e.g. vehicles, TV’s, etc.) may be stored in the garage. Such items shall be tagged as evidence or forfeiture, or have a note affixed listing the case number (e.g. vehicles).

# Kalamazoo Department of Public Safety

## Public Safety Procedures Manual

### KVET Evidence

---

#### 504.4 KVET EVIDENCE LOCKER PROCEDURE

- (a) Although it is preferred that evidence is secured at the KDPS Evidence Room the same day as seized, the KVET evidence lockers may be used for short-term storage. Evidence placed in the lockers will be removed and placed into evidence at Headquarters by the completion of the evidence officer's next workday.
- (b) Evidence placed in the evidence lockers will be secured by one of the evidence officer's assigned padlocks. Evidence lockers should remain unlocked when empty.

#### 504.5 KVET AUDIO/VISUAL AND DIGITAL EVIDENCE

KVET investigations often produce multiple forms of digital media. This includes, but is not limited to, digital photographs, recordings from surveillance cameras, and digital evidence obtained from cell phones. Due to the size of the media, it is impractical to download the media onto DVD's or CD's.

This policy is not relevant to items of evidence such as videotapes, cell phones, or flash memory items taken from the possession of suspects. Evidence collected from suspects needs to be processed and stored as dictated in KDPS Procedure Manual 108.

For the purpose of this policy, KVET Investigators will save digital media as follows:

- a. If the media is used as evidence in a criminal case:** If the media is used or saved as evidence in a criminal case, the media will be downloaded onto the KVET server under the case number and name of the suspect. If requested, the case officer will download this media onto a DVD or zip file to turn over to the prosecuting attorney.
- b. If the media is not used as evidence:** If the media is not used or saved as evidence in a criminal case, the media will be temporarily stored on a hard drive and later over written if not physically saved by the investigating officer. If this occurs, a case number will not be generated by the investigating officer.

##### 504.5.1 MEDIA RETENTION

Digital evidence will be saved until the case is adjudicated. Once the case is adjudicated, the digital media can be purged from the KVET servers as outlined in policy 801.

- a. Federal cases:** If evidence is seized in a federal case, it is the responsibility of the case officer or designee to request permission from the Task Force Officer (TFO) before destroying any evidence. The TFO will check with the US Attorney in charge of the case to see if the case has been adjudicated and all appeals have been exhausted. After receiving the US Attorney's permission, the TFO can sign the destruction form to have the evidence destroyed.