


General Order 157.00

Reviewed: 05/15

**157.00 DISTRICT ATTORNEY EVIDENCE RELEASE LETTERS**

- The Weld County District Attorney's Office routes the original signed evidence release letters directly to the Greeley Police Department Evidence Unit. The Evidence Unit keeps a copy of the letters and places them in notebooks in case number order by year. The letters are then a reference to allow the final disposition of all property within the listed case report number.
- The original evidence letter is then routed to the Records Section where it is handled according to their procedures.
- Once the property from a case has been worked, the D.A.'s release letter copy can be pulled from the evidence unit notebook and shredded.

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| General Order 157.00 District Attorney Evidence Release Letters                               | Reviewed: 05/15      |
| Authorized by Jerry Garner, Police Chief  |                      |
| Effective Date: May <u>13</u> , 2015  |                      |
| Signature  | Date: <u>5-13-15</u> |