

152.00 CHAIN OF CUSTODY

- All items booked into the Evidence Section will be documented initially by procedures designated in General Order 151.00. Once an item with proper bar-code labeling has been deposited in an appropriate location for retrieval by evidence personnel, the following will occur:
- The bar-code label on each container of property will be scanned to retrieve the detailed evidence data. The evidence technician will confirm all the appropriate fields have been filled in correctly.
 - If all appropriate fields have not been filled in correctly, then the submitting officer will be notified via the computer workflow system.
- The evidence technician will assign the item to a storage location.
- After all, collected evidence has been checked in via the computer, the evidence technician will check the evidence location list to ensure that all property and evidence entered were present in the location noted.
 - If an evidence item entered is not in the location specified, the evidence technician will notify the officer and their direct supervisor on the same business day.
 - If the missing evidence involves drugs, money, or guns, the evidence technician will notify the on-duty watch commander immediately. The area will be cordoned off and searched for missing evidence.
- Transfer of custody of physical evidence
- Each time there is a transfer of a piece of physical evidence, the computer system will be used to add a record to the electronic chain of custody.
- The record will include the date and time of transfer, the receiving person's name and/or name of the laboratory, and the reason for the transfer.
- To complete the transfer, the receiving individual will be required to sign a receipt for the evidence. The receipt will then be stored electronically.

GREELEY POLICE DEPARTMENT

General Order 152.00

CHAIN OF CUSTODY

Reviewed: 05/24

Authorized by Adam Turk, Police Chief

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Adam F. Turk #241



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