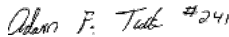


General Order 157.00

Reviewed: 05/24

General Order 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 scans and digitally uploads the letter directly to the case file in the Tracker Evidence management system. Each item that has been authorized for release/destruction is tagged within Tracker to notify all evidence staff of the authorization.
- The original Evidence letter is disposed of after it has been verified by another Evidence Technician to have been properly uploaded to the correct case file.
- Once the property from a case has been worked, the Evidence letter remains within the case file and can be accessed at any time.

General Order 157.00	Reviewed: 05/24
<u>DISTRICT ATTORNEY EVIDENCE RELEASE LETTERS</u>	
Authorized by Adam Turk, Police Chief	
Effective Date: May <u>13</u>, 2024	
	Date: <u>May 13, 2024</u>
