



CLEVELAND DIVISION OF POLICE

GENERAL POLICE ORDER



EFFECTIVE DATE: DECEMBER 30, 2020	CHAPTER: 6 - Property	PAGE: 1 of 3	NUMBER: 6.02.01
SUBJECT: EVIDENCE ENVELOPES AND TAGS			
CHIEF: <i>Calvin D. Williams, Chief</i>			

Substantive changes are italicized

PURPOSE: To provide accountability and a legal chain of evidence in the Division of Police.

POLICY: *It is the policy of the Cleveland Division of Police* to ensure the integrity of evidence collected. Members shall convey evidence or property with complete information on the envelopes and tags.

PROCEDURES:

I. General Guidelines

- A. The *incident number* shall be used to track evidence.
- B. Narcotic and firearm evidence.
 - 1. *Members shall follow the directives in General Police Order 6.02.03 Field Evidence Bags* for narcotics evidence.
 - 2. *For firearms, or bullet fragments, shell casings and ammunition found or recovered outside of a firearm, members shall follow the directives in GPO 5.08.01 Firearms Seized, Confiscated, or Found.*
- C. Only sworn members *or authorized court personnel* shall transport evidence that may be used in court.

II. Evidence Envelopes – Property Held in Evidence for Owner – C of C 71-68

- A. *Members shall complete the evidence envelope in its entirety.*
 - 1. *District – the district entering the seized, confiscated, or found property.*
 - 2. *Date – the date the property was seized, confiscated or found.*
 - 3. *R.M.S. Number – the incident number of the assignment or Law Enforcement Record Management System (LERMS) number.*
 - 4. *Description of Property – a brief description of what is contained in the envelope.*
 - a. *Currency should be listed by total amount.*

PAGE: 2 of 3	SUBJECT: EVIDENCE ENVELOPES AND TAGS	NUMBER: 6.02.01
-----------------	---	--------------------

- b. *Currency that is being held as evidence (e.g., “Buy Money”, bank money recovered and held for trial, etc.) and is not to be deposited should have “DO NOT DEPOSIT” written in **red** marker across the front of the evidence envelope (Refer to GPO 6.01.03 Seized United States Currency).*
5. *Owner – the person who the property belongs to or from whom the property was confiscated or seized.*
 - a. ***Photos of a subject should list the name of the person photographed as the owner.***
 - b. *If the owner is not known, write unknown in this section.*
6. *Defendant – the name of the arrestee or named suspect. If the arrestee or named suspect is a juvenile, print JUVENILE next to the name in **red** ink.*
7. *Officer in Case – the name and badge number(s) of the officer(s) handling the assignment.*
8. *Arrested – circle the appropriate response and fill in the charge(s).*
9. *Officer-in-Charge – signature of the supervisor approving the submission.*
10. *Page and Line – the page and line number of the property book the evidence is entered.*

B. Members shall enter the evidence into LERMS.

1. *The Officer-in-Charge (OIC) or the member printing the LERMS bar code sticker shall verify that the evidence envelope is properly completed.*
2. *A LERMS bar code sticker shall be attached to the front of the completed, approved envelope.*

C. Members shall enter the evidence information into the property book and submit for approval; the approving supervisor shall:

1. *Verify the entry is complete and correct.*
2. *Initial the entry to maintain the chain of custody.*

III. Evidence Tags – C of C 71-60-3 REV

A. With the exception of PROP. ROOM NO. and S.I.U. LAB NO., members shall complete the evidence tag in its entirety.

1. *Complaint No. – the incident number of the assignment or LERMS number.*

PAGE: 3 of 3	SUBJECT: EVIDENCE ENVELOPES AND TAGS	NUMBER: 6.02.01
-----------------	---	--------------------

2. *Administrative (Adm). Unit – the district or unit entering the seized, confiscated, or found property.*
 3. *Date – the date the property was seized, confiscated or found.*
 4. *Description of Property – a brief description of what is being tagged.*
 5. *Owner – the person who the property belongs to or from whom the property was confiscated or seized; if the owner is not known, write unknown in this section.*
 6. *Used/Stolen/Found By – circle the appropriate response and enter the name of the person as applicable.*
 7. *Owner Notified – check the appropriate box and if notified check how (i.e., person, phone, card) with the date and time.*
 8. *Suspect Arrested – check the appropriate box.*
 9. *Charge/Crime - the crime or the incident relating to how the property was obtained (e.g., Assault, Property Found, Hit-Skip, etc.).*
 10. *Arrested/Recovered/Confiscated By – the name and badge number of the officer(s).*
 11. *Request S.I.U. Exam and Report Attached – check the appropriate box.*
 12. *Examined and Approved – the signature of the supervisor approving the submission.*
 13. *Evidence/Confiscate/Return to Owner – mark as required.*
- B. *Members shall enter the evidence into LERMS.*
1. *The OIC or the member printing the LERMS bar code sticker shall verify that the evidence tag is properly completed.*
 2. *A LERMS bar code sticker shall be attached to the back of the completed, approved tag.*
- C. *Members shall enter the evidence information into the property book and submit for approval; the approving supervisor shall:*
1. *Verify the entry is complete and correct.*
 2. *Initial the entry to maintain the chain of custody.*

THIS ORDER SUPERSEDES ANY PREVIOUSLY ISSUED DIRECTIVE OR POLICY FOR THIS SUBJECT AND WILL REMAIN EFFECTIVE UNTIL RESCINDED OR SUPERSEDED.