

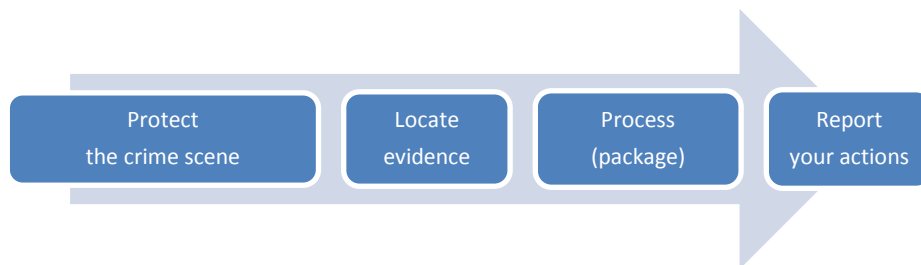
2.3.0 COLLECTING EVIDENCE

2.3.1 General Rules for handling evidence & property:

1. **General Statement of Intent:** All employees of the UMBC Police Department will properly secure and process any property which may have been confiscated or which has come under their care. Since the UMBC Police Department uses the laboratory services of the Maryland State Police, their procedures will be adhered to for processing and handling evidence. Nothing in this Manual is intended to conflict with their established rules, policies and procedures. [MSP Guidelines for Submitting Physical Evidence](#)
2. The handling and disposition of property involves several phases:
 - **Discovery & Capture:** Taking control of property or evidence,
 - **Photographing:** a picture tells a thousand words
 - **Prevent contamination:** wear gloves and carefully package.
 - **Tags and Labels:** Tagging and record keeping (reports and forms) so that evidence can be located, categorized, etc.,
 - **Release and /or disposal:** of the property/ evidence.
Strict compliance with the procedure is essential to ensure the integrity of our agency and its officers.
3. **Store in agency temporary storage only:** No other permanent or temporary storage location may be substituted unless specifically authorized by the Evidence Custodian.
4. **Immediate and secure storage:** Members coming into possession of any evidence, controlled dangerous substances (CDS), and found or recovered property will, before the end of their duty hours, submit the property for storage and complete a Property/Evidence Record [UPD Form 16](#).
5. **Assistance:** the Evidence Custodian, or the Commander of the Support Services Section are available on an on-call status, 24 hours a day and 365 days a year. If technical equipment or skills are needed, the Baltimore County Police Crime Lab can be requested through the 9-1-1 Communications Liaison.
6. **Chain of Custody:** the overall goal of any evidence system is to prove to a court that our evidence was properly collected, packaged and stored to ensure the integrity of the evidence. All of these steps aid our members in storing and locating evidence. It also is required when submitting evidence to other agencies for analysis; i.e.: The Maryland State Police Lab, the FBI Lab, etc.
7. **Sketches and note-taking:** sketches improve an officer's memory for court, and help provide a 3 dimensional view of an incident scene. Sketches of major crime scenes and accidents are encouraged. Assistance can be obtained from the Baltimore County Police Crime Lab and Crash Team.

2.3.2 Processing Functions

- A. Physical evidence will be preserved and collected at crime scenes by principle investigating officers unless Baltimore County Police or Maryland State Police assume scene control.
- B. Evidentiary functions of employees at incident scenes include:

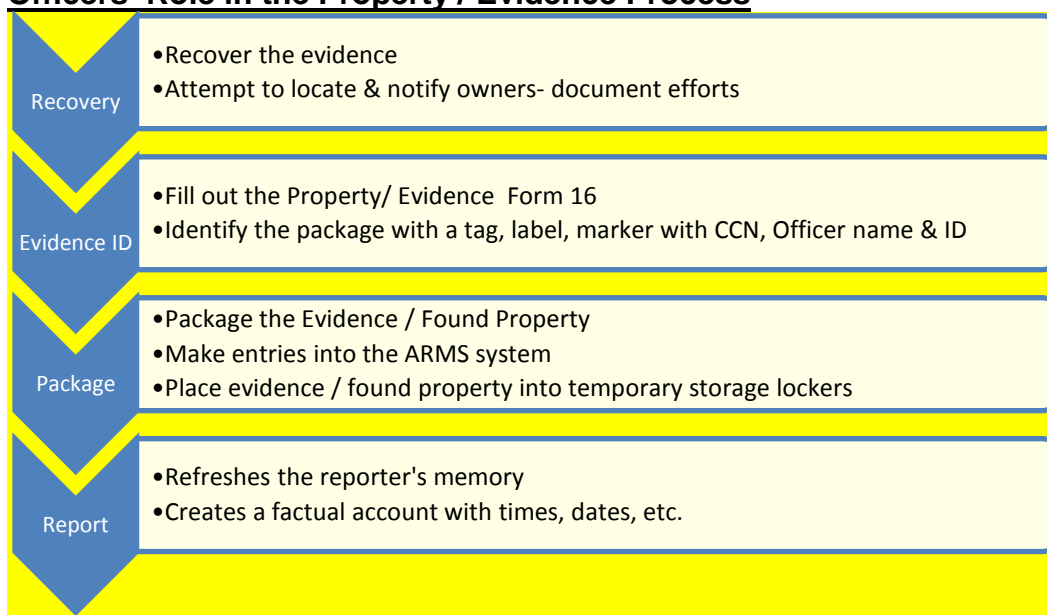


- C. If damage or destruction of evidence by natural or outside sources is not a concern, members should work through incident scenes collecting evidence in a logical sequence, attempting to avoid disruption of other evidence. Processing requirements will determine the progression of processing tasks, such as photograph, sketch, fingerprint, mark, and collect.
- D. Employees are expected to make reasonable efforts to collect available evidentiary information, materials, and substances for comparison purposes in forensic laboratory analyses.
- E. Employees should avoid touching or contacting articles of evidence with anything that might contaminate or destroy the evidentiary value of the articles.
- F. Perishable evidence should be collected first.
- G. Materials and substances will be collected from known sources whenever possible to facilitate comparison with physical evidence collected.

2.3.3 Basic Rules for Packaging Evidence

SEAL:	All paper evidence packages are sealed with Tamper Resistant Evidence Tape.
ID who packaged:	Seizing officer(s) will place their initials, ID number and date over the Evidence Tape and onto the surface of the package (bags or boxes).
ID the evidence:	Paper evidence packages have a pre-printed place for the Case Number and Officers' name, and date of seizure for identification.
Label:	KAPAK bags & use the Evidence Labels
Chain of Custody:	Proper packaging must include rules for chain of custody.

2.3.4 Officers' Role in the Property / Evidence Process



Fingerprint Evidence

- A. Primary officers are responsible for ensuring scenes are processed for fingerprint evidence when processing would benefit investigations.
- B. Latent fingerprints will be affixed to 3" X 5", or larger, index cards. The back sides of latent print cards will be completed consistent with their design.
- C. For latent fingerprints, employees should consider and evaluate:
 1. Size of the articles to be dusted;
 2. Type of surfaces to be dusted; and
 3. If moving or transporting objects will destroy latent fingerprints.
- D. Officers who request latent fingerprint examinations through MSP must:
 1. Complete latent fingerprint card information;
 2. Place latent print cards in evidence envelopes;
 3. Complete [MSP 67](#); and
 4. Arrange for completed packets to be taken to MSP by the property custodian.
- E. Latent fingerprint cards with possible evidentiary value, but not submitted to MSP, will be submitted to the property custodian.

2.3.5 Supervisors' Role in the Property / Evidence Process

- Inspect & Approve Officer's work;
- Authorize contacting additional assistance from other Crime Laboratories or contacting the Evidence Custodian for special circumstances.

2.3.6 Controlled Dangerous Substances Procedures (CDS)

SAFETY ALERT:

1. Never sniff or taste suspected CDS.
2. Wear rubber gloves when handling CDS, if possible. Wash hands immediately following the handling of CDS.

- **Request:** Maryland State Police are used to request analysis:
 - **MSP Form #67** Request for Laboratory Examination
- **Document:**
 - A Property/Evidence Record (**form 16**) is completed by the seizing officer for any amount of CDS taken into possession, regardless of how small.
 - Whenever more than six items are listed on a Property/Evidence Record, additional items are recorded on a **UPD Form 16B Continuation Form**.
 - Document the amount of the item(s) to be processed (e.g., number of pills, etc.).
 - A witnessing supervisor will verify the count of CDS (pills).
- **Package:** The substance is to be secured in an approved, **heat sealed**, clear plastic evidence pouch (called a KAPAK).
- **Label:** The package is identified with the adhesive label provided. The label is placed in the top right corner (positioned just like a postage stamp on a letter),
- **Chain of Custody:** The person who seals the Kapak evidence bag must place their initials on the heat seal with a permanent felt tip marker. This is done to show that evidence tampering does not occur.
- **Don't Over-stuff:** Large amounts of evidence may be split between two or more large KAPAK evidence bags that will be labeled and heat-sealed.
- **Separate:** CDS is recorded on a separate Property/Evidence Form, apart from any other (non-CDS) property relating to the same incident.
- **Paraphernalia** (pipes, cigarette papers, empty capsules, spoons, plastic bags, bongs, etc.): absent evidence of CDS residue, will not be recorded or packaged as prescribed for CDS. Further, it is **not** be forwarded to the MSP Crime Laboratory.
- **General Rule:** unless the item contains evidence of CDS; record, process, and dispose of according to established procedures for personal property or evidence; i.e.: wrapping papers, empty vials, etc.

MSP Laboratory Rules:

- Submit only the **bowl of a bong** (it contains the residue), not the whole bong.
- Do not submit **moldy or wet vegetable matter--Dry prior to submission.**
- Do not submit **Marihuana seeds** (they will not be analyzed) unless they are absolutely essential to the case.
- The use of field test kits on small samples is discouraged. Evidence may be destroyed. Field test kits may be used by properly trained individuals for probable cause or screening purposes. However, they are not to be considered as thorough as laboratory testing. Do not include the used test kit with the submission.
- Weights will not be recorded on the MSP Form 67A by anyone other than a chemist during analysis.

- **SAFETY ALERT:** For a PCP lab, or large quantities, or a possible methamphetamine seizure, use the same process as a Hazardous Material incident, with the same contacts.
- Seek advice from the Maryland State Police on-call forensic chemist (contact MSP Telecommunications Division Duty Officer after hours and weekends at **410-653-4200**). The duty officer will call the chemist and have them contact the requesting officer. (**Alternate number 443-357-1315**)
- If a smaller amount, it needs to be in a sealed container, and placed into a sealed evidence can (it looks like a paint can that has never been used for storage). If a member can smell the PCP odor, the evidence is **NOT** properly sealed.
- Wear gloves to prevent skin contact with chemicals.

- **SAFETY** is our first concern.
- Searches should first be made visually, if possible.
- Rubber gloves should be worn anytime a syringe is handled, as well as when making searches of areas where such items may be encountered.
- All searches should be conducted in a careful, slow and deliberate manner.

- Hypodermic syringes and needles, unless absolutely critical to the prosecution of a major case, will **not** be routinely analyzed by the Crime Laboratory. The Baltimore County State's Attorney's Office must request analysis in writing.
- Syringes and needles are infectious waste / hazardous materials and will be disposed of using an "infectious waste" Sharps container. The containers are kept in the Report Writing Room, and are marked with a "BIOHAZARD" sign.
- The squad supervisor makes the determination of the evidentiary value syringe, weighing the seriousness of the offense versus health hazards involved. Whenever possible, photographs should be used as second best evidence.
- Full containers are taken to the UMBC Health Services for disposal.
- No other disposal device or method will be substituted by departmental personnel for disposal of syringes and needles.

2.3.9 Chain of Custody

- Laboratory Analysis: CDS evidence will be transported to the MSP laboratory.
- CDS evidence will not be opened for visual inspection and verification until analysis by a chemist. CDS will not be accepted if the original seal on the pouch appears to have been tampered.
- The individual transporting the CDS completes the chain of custody portion on the [MSP Form 67](#), indicating MSP's receipt of the items.
- The laboratory evidence coordinator date stamps copies and provides a copy of the (Receipt) [MSP Form 67](#).
- CDS submitted for analysis will be identified in the "Item Description" section of the Property/Evidence Form and clearly marked "Submitted for Analysis" along with the package number containing the material.

2.3.10 Court Custody

When CDS is taken into custody by the court, the Court Evidence Receipt will be attached to the Property Record. Upon completion of the judicial proceedings, the investigating officer will return the evidence to this Department's custody.

NOTE: During inventories or upon change of custody of the sealed pouch after laboratory analysis, the recipient or employee conducting the inventory shall inspect the evidence pouch and verify that the seal is intact. The employee conducting the inventory shall immediately notify the Deputy Chief of Police if there is any indication that the seal or pouch has been tampered with or altered in any manner. The Deputy Chief of Police will initiate appropriate action.

2.3.11 CDS for Display, Demonstration and Investigative Purpose

- The Evidence Manager will be responsible for all controlled dangerous substances utilized for departmental training and investigative purposes.
- The Evidence manager will establish a record keeping system to monitor the use of CDS for training or investigative purposes. All requests for the use of CDS for training purposes will be submitted in writing ten working days prior to its intended use.
- These records will be inspected by the Deputy Chief of Police annually as part of the Evidence function inspection called for in Article 1, Section 10, sub-section 5.4: **Unannounced Inspections.**

2.3.12 Firearms

- **SAFETY: Unload firearms prior to packaging.** Never submit a loaded weapon. If unsure how to make the weapon safe, contact a supervisor.
- If a firearm will be used as evidence (i.e: fumed for fingerprints, etc), handle the firearm as little as possible and use gloves.
- Pay special attention to automatic weapons. After the magazine has been removed, the chamber must also be cleared.

2.3.13 Packaging Firearms

- **Document:** UPD Form 16: List all firearms and their serial numbers;
- **Separate:** firearms from other property or evidence as the items will be stored separately. Use a UPD Form 16 for each grouping (firearms and ammo on one, CDS for another, and another evidence on other evidence);
- **Group:** Multiple firearms and/or firearms related evidence (e.g., bullets, cartridge cases, magazines, clips, ammunition, extra barrels, separate firearms parts, etc.) collected for a case will be included on the same Form 16;
- **Ammunition** is packaged separately from any firearms;
- **Do not** use tape of any kind on firearms, ammunition, clips, or magazines;
- Use a wire Evidence tag for all firearms, twisted securely to the trigger guard;
- Only one Firearms Evidence tag and item number is required for a firearm and any ammunition, clip, or magazine contained in the firearm;
- Do not insert any object into the barrels, cylinder, chambers, or magazine housing of the firearm. The firearm needs to be unloaded;
- Bag loose ammunition in a small paper bag. **NOTE:** The ammunition must be dry;
- Bag any clip or magazine in a separate paper bag and then place them in a larger paper bag with the firearm and tie off the bag.

2.3.14 Investigation:

1. Determine Ownership by searching the Maryland State Police firearms registration file (METERS- MGUN). The information needed for the search are:
 - (1) the manufacturer,
 - (2) the type of weapon,
 - (3) the model number,
 - (4) the caliber or gauge,
 - (5) the serial number,
 - (6) the reason for the traceshould accompany every such request.

2. Whenever any handgun comes into the possession of this department, or whenever an individual is found to be in possession of a handgun, either with or without a handgun permit, the following procedures will be followed:
 - The upper portion of [MSP Form 97](#) will be completed and
 - The employee completing the form will indicate whether the form is being utilized as a "Stop and Frisk Report", "Firearms Incidental to Arrest Report," "Trace Report," or any combination of the three.
 - The [MSP Form 97](#) will be forwarded to the MSP Handgun Permit Unit.

2.3.15 Opening and Resealing Packaged Property:

- a. Whenever a package is opened at the original seal, the original seal will be placed inside the original package when it is resealed.
- b. Place the new seal in the same manner as described for the original seal.
- c. When resealing KAPACs, the officer will ensure that the original seal is visible and will put their initials and the date of resealing on the seal.
- d. Whenever packaged evidence is opened and resealed, the name of the officer possessing the evidence will appear in the Chain of Custody [Form 16](#).
- e. When opening a sealed evidence package or container, the reason will be explained in a supplemental police report (documenting the opening / re-sealing).

Special Evidence Handling:

2.3.16 Hazardous Materials/ Explosive Devices:

- Only authorized personnel (fire department, bomb squad, etc.), will handle and dispose of hazardous materials or explosive devices. They have the training and facilities to properly control and store those items. Assistance can be obtained from:
 - Risk Management (UMBC);
 - the Maryland Hazardous Waste Laboratory and Spill Response Team,
 - the Maryland State Fire Marshal's Office;
 - or the distributor of the material in question.
- Release such materials only to authorized personnel for storage / disposition.
- Should the hazardous material be necessary evidence to a criminal prosecution, the following procedures will apply:
 - A. Photograph the items to include proper identification, labels, placards, etc.
 - B. See that the material is properly disposed of by authorized personnel.
 - C. Complete a Property/Evidence Record Report and have the release signed by the representative of the authorized agency removing the material.

2.3.17 Digital Media and Photography **Policy:**

- ✚ “A picture tells one-thousand words.” Digital photos are easy to take and store, and are an important aspect of evidence collection and documenting a crime scene or event.
 - ✚ The Records Unit shall be the Agency-wide repository for all digital images of an evidentiary nature. Digital images will be transferred from the digital media card as soon as possible directly to the ARMS system within the report.
1. **Work-related:** Any use of photographic equipment must support the legitimate interests of law enforcement in the detection, investigation, and prosecution of criminal matters or in support of University Policies, Rules and Regulations.
 2. **Chain of Custody:** Photographic evidence is treated with the same level of responsibility afforded any other physical or forensic evidence.
 3. **Digital media is discoverable** to the defense and can be subpoenaed for examination.
 4. **Integrity of evidence:** Personnel using the digital cameras will **not** attempt to manipulate an existing image captured by any other member of the UMBC Police Department in any manner.
 5. **Records:** Upon completion of photographing a scene or incident, personnel will transfer the images from the camera onto the ARMS system for the incident.
 6. **Photos from other sources:** Officers may submit additional photographs taken with personally owned cameras or photographs obtained from witnesses, victims, or other parties to an incident or case, for inclusion in a department file or record. A report will explain how the photos were obtained and from who (to be summonsed to court).
 7. **Agency owns the Images:** Media will not be released to, shown to or possessed by any unauthorized person without specific authorization from the Chief of the UMBC Police Department. Exceptions: the State’s Attorney Office; UMBC’s University Counsel; Defense Counsel; a Trial Judge, Hearing Board, Hearing Panel or any Administrative Panel; or upon prior authorization by the Chief of Police or Chief’s designee.
 8. **Place onto ARMs:** All digital images are placed onto the ARMS system as soon as possible. After the photos are transferred, the digital images on all media cards will be deleted.

2.3.18 Handling Money:

General Statement of Policy: Treat money as property, handled as indicated below:

Circumstance	Along with Form 16	Action
Cash owner is NOT known (Found property)	Complete a numbered receipt (in the communications room.)	The money and the UPD Form 16 go to the Evidence Custodian.
Cash owner is identified (Found property)	Not classified as evidence or subject to forfeiture- small amount- use an envelope; for large amounts- KAPAK	Return as soon as possible to the owner or representative.
Cash is Evidence (EVIDENCE)	Package according to below instructions	If large amount, have it stored in the Evidence Room
Coin /special collector (Found Property)	Where the coins / cash have collector value Kapak	Package and store in the Evidence Room Safe

1. Money will be forwarded to the Comptroller's Office within five (5) working days. This includes found property where the owner does not claim their property within 5 days.
2. Procedures for packaging money: a simple count by denomination will be used; for example (50) fifty twenty-dollar bills = \$1,000, (40) ten-dollar bills = \$400, etc. Stack the currency by denomination and rubber band large groups.
3. Money seized for criminal investigations will be photographed. The photographs will be added to the ARMS system as part of the report. (NOTE: this is a Maryland State rule). The money is stacked and photographed as a stack, **not** each separate bill. The exact total is placed in the lower right corner of the item description section.
4. If currency serial numbers are relevant to the case (e.g., to identify bait currency, etc.), each piece of paper currency should be photocopied to show the denomination and serial number. Use the overlap method and reduce or enlarge copies. Federal law prohibits exact copying of US currency. The photocopies will be submitted as evidence. Do this PRIOR to packaging.
5. If the currency seized is rare or collectible or a negotiable instrument having a value greater than the face value, it must be submitted to the Evidence Custodian and held as separately as evidence.
6. The Evidence Custodian will deliver the sealed envelope (KAPAK) to the Comptroller's Office for deposit and obtain a cashier's receipt for the money.
7. The Evidence Custodian will verify claims to money in writing to the Comptroller's Office; and will include the full name, address and social security number of the claimant and the applicable property record number. The Comptroller's Office will process the claim and forward the money to the claimant.

2.3.19 Stolen Vehicles

- A. Stolen vehicles will be processed as with all other crime scenes.
- B. Vehicles are towed to the established towing service for the University.
- C. A locate must be sent via NLETS notifying the ORI (Original Agency reporting the theft) of the recovery of the vehicle, location stored, and whether any arrests were made.
- D. The Original agency reporting the theft is responsible for notifying the victim of the recovery and location of their vehicle.
- E. If needed, the vehicle can be indexed in the National Impound Program via METERS.

2.3.20 Computer Equipment

- A. Computer equipment will be seized and processed consistent with the [US DOJ Federal Guidelines for Searching and Seizing Computers](#) or as synopsised in Searching and Seizing Computers, FBI Washington Field Office by the Computer Analysis Response Team.
- B. Officers anticipating seizing computers or related equipment as evidence will contact the MSP Computer Crimes Unit to ensure on-scene computer forensic assistance.

2.3.21 Stained Articles

- Any evidence contaminated with blood/body fluids (e.g., saliva, tears, vomitus, semen, urine, stool), whether wet or dry, shall be handled with disposable gloves.
- Such evidence must be dried before packaging. These articles are dried in a secure, well ventilated room and not exposed to sunlight or heat.
- The evidence is then packaged separately in paper bags. **Never** use plastic bags to package this evidence.

2.3.22 Laboratory Submission:

- The Maryland State Police Crime laboratory is the facility used for most of our crime laboratory needs. Therefore, their policies, practices and procedures will be adhered to in the collection, packaging and processing of evidence.

2.3.23 Investigations Handled by other Agencies

In cases where another agency is used for the primary investigative unit; i.e.: Baltimore County Police are used for rape, homicide cases; their policies, practices and procedures will be adhered to in the collection, packaging and processing of evidence. In these cases, the Baltimore County Police recover and store the evidence.

2.3.24 Equipment & Supplies:

- Equipment and supplies are found in the packaging closet in the Ready Room.
- Members discovering that supplies are low are to notify their supervisor.
- The Operations Section will ensure that adequate supplies are available.
- Digital camera memory cards are kept in the supervisor's room. The Operations Section will ensure that media cards are available for patrol use.
- Equipment that is needed, but not immediately available, can be obtained by a request for assistance from the Baltimore County Police or the Maryland State Police Crime Labs.

2.3.25 DNA Evidence Collection

2.3.25.1 *General*

- A. Officers will request assistance from the Baltimore County Police or Maryland State Police to collect and preserve evidence for DNA analysis, except when DNA samples are collected during arrest processing.
- B. If necessary to collect DNA related evidence in exigent circumstances, officers will:
1. Collect the evidence in such a way to prevent contamination;
 2. Wear gloves always and change them frequently, especially if they become contaminated;
 3. Thoroughly clean instruments such as scissors, forceps, and knife blades with alcohol swabs before and after contacting each item;
 4. Presume any type of body fluid or tissue is infectious regardless of the source;
 5. Use universal precautions, such as gloves, eye protection, foot coverings, and disposable gowns or clothing, as appropriate; and
 6. Collect, document, and submit evidence as required.
- C. Arrestee DNA Collection: Consistent with [Public Safety \(PS\) 2-501](#), all adults and juveniles charged as adults for qualifying crimes will have their DNA collected after arrest and processing. Qualifying crimes are:

Abduction, and /or Kidnapping	Arson in the first degree;
Burglary First degree under CR § 6-202	Attempted first, second, or third degree burglary.
Burglary Second degree under CR § 6-203	
Burglary Third degree under CR § 6-204	
Child abuse in the first degree under CR § 3-601	
Manslaughter, except involuntary manslaughter	
Maiming	Assault in the first degree
Murder	Assault with intent to murder
Robbery under CR § 3-402 or CR § 3-403 Carjacking/ Armed carjacking	Use of a handgun in the commission of a felony or other crime of violence
Rape	Assault with intent to rape
Sexual offense in the first degree	Assault w/ intent 1 st degree sexual offense
Sexual offense in the second degree	Assault w/ intent 2 nd degree sexual offense
Continuing course of conduct with a child under CR § 3-315	Sexual abuse of a minor under CR §3-602 if : a. The victim is under 13 years and the offender is an adult at the time of the offense; and b. The offense involved: (1) Vaginal intercourse, as defined in CR § 3-301 ; (2) A sexual act, as defined in CR § 3-301 ; (3) Any penetration into the victim's genital opening or anus; or (4) Intentional touching of the victim's or the offender's genital, anal, or other intimate area for sexual arousal, gratification, or abuse

2.3.25.2 Officer Duties and Responsibilities

1. **Receive training:** Completed the training program for DNA collection;
2. **Complete charging documents:** Do Not collect DNA samples until charging documents have been completed, reviewed and approved by a supervisor;
3. **Document:** Complete the appropriate sections for DNA collection in the arrest book maintained in the processing room;
4. **Follow instructions:** Ensure DNA samples are collected consistent with the DNA kit instructions, completing registrations: Paper / Pen Form located in the DNA kit;
5. **Provide copy:** Give arrestees a copy of the "Notification of Rights;"
6. **Forms:** Ensure copies of the "Notification of Rights" are included in completed arrest packets and submitted to Central Records;
7. **Mail:** Place completed DNA collection kits in outgoing mail;
8. **Report requirement:** Include DNA collection related information in report narratives. This information is:
 - a. Name of the officer who collected the DNA sample;
 - b. Date and time the DNA sample was taken; and
 - c. Name of the supervisor who approved the charging documents and the authority to collect the DNA;
9. **Refusal:** If arrestees refuse to submit to DNA collection:
 - a. Notify a supervisor of the refusal;
 - b. Complete the DNA collection kit without the swab, noting the refusal on the registration form;
 - c. Ensure the commissioner conducting the initial appearance is told of the arrestee's refusal to submit to DNA collection.
 - d. Document the refusal in the related report narrative.
 - e. Mail the kit to the address on the kit with the explanation that the subject refused.

2.3.25.3 Supervisor Duties and Responsibilities:

1. **Review:** charging documents to ensure probable cause exists to charge suspects with qualifying crimes;
2. **Approve:** Indicate their approval of charging documents by initialing and dating the lower right hand corner of each page;
3. **Ensure:** that DNA samples are collected and collection kits are completed only by officers who are trained to do so;
4. **Ensure:** required DNA collection related information is included in related report narratives and the arrest book; and
5. **Notify:** the Support Services Commander if a person arrested for a qualifying crime refused to submit to DNA sample collection.

2.3.25.4 Records Manager Duties and Responsibilities:

1. Ensure a list of qualifying crimes is posted in the processing room;
2. Ensure arrest book pages are configured to collect required DNA information;
3. Ensure arrest related documents for qualifying crimes are reviewed for compliance.

2.3.25.5 Evidence Custodian Duties and Responsibilities:

1. Serve as the agency's liaison to the MSP Forensic Sciences Division;
2. Ensure the agency has a supply of approved, current DNA collection kits with a reasonable stock in the processing room;
3. Promptly notify the investigations supervisor of any possible DNA hit confirmations; and
4. Submit written quarterly lists of DNA collection activities and possible DNA hit confirmations to the property custodian's commander.

2.3.25.6 Investigations Duties and Responsibilities

When notified of DNA confirmations hit, the investigations unit will:

1. Ensure timely follow-up investigations are conducted; and
2. Coordinate any necessary notifications to allied agencies.

2.3.25.7 Support Services Commander Duties and Responsibilities:

1. Ensure that all officers are trained in the DNA sample collection process;
2. Liaison with the Office of the States Attorney when eligible suspects refuse to submit to DNA sample collection;
3. Review quarterly DNA activity reports from the property custodian and disseminate that information in the form of quarterly and yearly reports to the Chief; and
4. Report required information to the Governor's Office of Crime Control and Prevention.

2.3.25.8 Packaging Evidence

A. Employees will comply with applicable directives established in the MSP Forensic Sciences Division [Guidelines for Submitting Physical Evidence](#).

B. Choose containers suitable to the type of evidence being collected:

- a. The size and weight of articles; and
- b. Whether the articles could rot or deteriorate if packaged incorrectly.
- c. Package evidentiary articles separately to avoid contamination.
- d. Fluids or stains will be packaged separately to prevent cross-contamination.
- e. Items will be packed to minimize interior movement within packages.
- f. Markings or labels will be placed on packages or containers.
- g. Whenever possible, packages will be labeled before placing evidence in them to prevent damaging evidence when writing on packages.

2.3.26 Report Preparation:

1. Members are responsible for documenting their actions towards evidence collection and handling in their official reports.
2. Members also note the property / evidence in the ARMS system.
3. The Evidence Custodian is responsible for making notations in the ARMS system for actions dealing with evidence; i.e.: transport to a crime lab, destruction or release, etc.

2.3.27 Prisoner Property:

1. An arrestee's personal property will be packaged, and appropriately identified.
2. The package should be transported with the arrestee.
3. If it is not possible to transport the property with the arrestee (hospitalized, etc.), it will be properly tagged, inventoried, and stored in a temporary locker.
4. Property may be returned to the owner or their designated representative. The person receiving the property will sign the bottom of the Form 16, and the releasing officer will complete the name, address and phone number for that person.

2.3.28 Lost & Found:

1. Reasonable attempts will be made and documented to locate the property's owner.
2. Items may be transported to the Lost and Found Desk in the Commons.
3. **Discretion must be used in cases where the found property has significant value.**
4. When property is held at the station, it will be packaged and a Form 16 completed.
5. Unclaimed Property will be disposed of according to the Retention Schedule Table.
6. **Known owner:** Must attempt notification within three days of receiving the property. Serialized property or property with owner applied numbers will be checked through NCIC, METERS and other available databases for law enforcement. Members will note the efforts they take to return property in the ARMS / CAD system.
7. **Abandoned property:** (unknown owner) the receiving employee will obtain the name, address, and telephone number of the person turning in that property, in addition to the circumstances surrounding the recovery on a CAD card. Again, discretion must be used in cases where the abandoned property has significant value.

2.3.29 Results of Laboratory Analysis

1. The primary crime laboratory used by the UMBC Police is the Maryland State Police Forensics Lab. They are certified to perform all of the examinations that they conduct. Should we request a forensic examination that is beyond their certification, the evidence would be transferred to another certified laboratory: the Federal Bureau of Investigation's Crime Laboratory or the U.S. Alcohol, Tobacco and Firearms Forensics Lab.
2. The official results of laboratory exam are sent to the Evidence Manager in a written report. This written report is scanned and entered into the ARMS System, and the original is kept in the Records Section.
3. These labs use their agency's Chain of Custody report, which will be completed and maintained until the evidence is returned to UMBC custody, where our agency Evidence Form 16 then is used.

2.3.30 Special Circumstances:

Rule: All in-custody and evidentiary property is stored within a designated and secure area with access limited to authorized personnel. That area is our main Evidence room. This is done to ensure chain of custody and the integrity of the evidence for court.

Examples:

Manual Cite:	Item	How to handle	Special handling
2.3.6	CDS	Explained in procedures	If too large- call in Evidence Manager
2.3.7	PCP	Explained in procedures	call in Evidence Manager- cannot be stored at UMBC Police Department
2.3.8	Needles	Explained in procedures	HazMat "Sharps" container
2.3.13	Firearms	Explained in procedures	Make safe before temporary storage
2.3.16	HazMat / Explosives	Explained in procedures	call in Evidence Manager- cannot be stored at UMBC Police Department
2.3.17	Digital photos	Explained in procedures	Store in ARMs
2.3.18	Money	Explained in procedures	
2.3.19	Stolen Vehicles	Explained in procedures	Search/ secure any evidence/ valuables
2.3.20	Computers	Explained in procedures	Do not attempt to search w/o police tech
2.3.21	Stained articles		Must be dried first- call in Evidence Manager
2.3.25	DNA	Explained in procedures	
	Large items; such as: Bicycles, appliances	Can't be placed into Temporary Evidence locker	call in Evidence Manager
	Vehicles	Tow lot	Same as stolen vehicles
	Perishable items	blood and urine specimens	Call in Evidence Manager: must be placed in secure refrigerator inside Evidence Room

When assessing the degree of security to provide, the member and their supervisor should weigh the importance of the property it is placing in these areas and the consequences if the property is stolen, damaged, or contaminated while in-custody.

2.3.31 Vehicles held as Evidence:

- (1) **If** the vehicle **IS** the evidence (i.e.: Hit & Run), we need to take forensic grade photographs (usually by another agency: either the Baltimore County Police Department under our MOU or the Maryland State Police).

- (2) **If** the vehicle needs to be stored for courtroom presentation, we need to store it in a secure location: i.e.: the Maryland State Police lot in Waterloo, Maryland.

- (3) **If** the vehicle merely contains evidence; then:
 - If it is a crime of violence, our MOU with the Baltimore County Police Department calls for them to process the vehicle. They would tow the vehicle to their Vehicle Processing Room in Towson. We will need to follow the vehicle to ensure the chain of custody AND write a report.
 - If the crime will be solely handled by the UMBC Police Department, we need to immediately process it, remove the evidence and secure the vehicle. The vehicle would NOT be needed for court, and we would tow it to a police secured lot (such as Varsity Towing), and notify the owner of the location of their vehicle.

OFFICERS HOLDING VEHICLES	
1	Ask: if the vehicle is part of an investigation taken over by the Baltimore County Police Department or the Maryland State Police, then the towing agencies policy and procedures will be used.
2	If the vehicle is towed solely for the UMBC Police Department, have the vehicles towed by UMBC authorized towing service.
3	Notify the Evidence Manager.
REQUIRED FORMS	
4	UMBC PD Form 16 Property & Evidence Record.
5	Evidence tag, to be attached to the vehicle where it can easily be seen.
VEHICLE CLAIMANTS	
6	May not receive their vehicles without approval from the investigating officer.
7	Provide proper identification.
8	Pay tow charges if required.
9	Sign the Form 16 prior to the release of the vehicle.
EVIDENCE MANAGER	
10	Make notification to the owner of the vehicle through phone AND certified US mail.
11	If the vehicle is not picked up in a reasonable time, notify the Baltimore County Police Abandoned Vehicle Unit.
12	Keep contact with the towing/ storage business so they are aware of the progress of the vehicle.
13	If necessary, notify the University Counsel to protect the University's financial responsibility for the towing/ storage of the vehicle.
14	If the vehicle MUST be held as evidence, coordinate with the Baltimore County State's Attorney's Office and the investigating officer to determine the length of time of the impoundment. Note: a vehicle held for too long may need special precautions to avoid deterioration of the vehicle and evidence.