

	LOM 4.2 Receiving and Handling Evidence	
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4.2 Receiving and Handling Evidence

4.2.1 Storage

Submitted evidence shall be received and stored by one of the following methods:

- Received directly by a member of the laboratory staff.
- Placed into a designated intake property storage area (i.e. locker, vault, garage, etc...) by the submitting agency personnel.
- If the evidence is too large to fit into an evidence locker, the submitting agency personnel shall be escorted to a property room or vault to secure the evidence.
- Evidence stored in the intake property storage areas shall only be removed by an analyst or forensic technician.

4.2.2

See LOM - 4.1 Evidence Submission, the discipline specific procedures manuals, and the Safety Manual regarding evidence submission policies and the acceptance limitations of certain evidence.

4.2.3

Evidence items are generally stored at standard conditions (temperature, humidity etc.). Refer to the discipline specific procedure manuals for certain items that may require storage conditions outside of the standard storage conditions. When items are required to be stored outside of standard storage conditions, the specified storage condition shall be maintained, monitored periodically (as defined in discipline specific procedure manuals) and recorded in the electronic case file.