

Special-Circumstance Evidence Storage

Policy Statement

Deputies who need to book oversized or specialty items that do not fit in or are not appropriate for secure evidence lockers normally must have evidence technicians open Sheriff's Office storage facilities to receive such items. Special procedures apply when evidence technicians are unavailable for such callouts outside normal business hours.

Persons Affected

- Law enforcement deputies
- Evidence personnel

Use of Secure Vehicle Bays

Deputies are permitted to store evidence other than vehicles in the secured and alarmed vehicle bays only when:

- No evidence technicians are available for callout, and
- Secure storage lockers normally available to deputies cannot accommodate the items (e.g., items are too large) or are not appropriate for the items (e.g., bloodstained evidence that must be spread out over a large area to dry).

Protocol

Action by	Action
Evidence Personnel	When practicable, provide advance notice to relevant Sheriff's Office personnel of periods when no evidence personnel will be available for callout.
Deputy Sheriffs	<ul style="list-style-type: none">• After placing evidence in the vehicle bay, set alarm and lock bay using established procedures.• As soon as practicable, send an email to "SheriffEvidence" that includes which bay was used, the case number, and a summary of the items secured.• If there is no secure storage available (e.g., vehicle storage bays are already in use), contact the Duty Staff Officer.