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|  | KANSAS CITY MISSOURI POLICE DEPARTMENT | DATE OF ISSUE | EFFECTIVE DATE | NO. |
| | PROCEDURAL INSTRUCTION | 8/11/2021 | 8/11/2021 | 21-07 |
| SUBJECT | | | AMENDS | |
| Recovered Property Procedures | | | | |
| REFERENCE | | RESCINDS | | |
| DM: Examination of Electronic Data Storage Devices LB: Seizure of Property (Including Weapons) Niche User Manual; Recovered Property & Packaging Manual | | PI: 04-04 DM: 08-01, 13-11, 15-14, 16-01, 17-12, 18-09, 19-08, 19-09 IBM: 08-01, 08-03 SO: 20-12 | | |

I. INTRODUCTION

This written directive establishes guidelines for the handling, preservation, recovery, and release of property.

II. POLICY

- A. Property to be held as evidence will be carefully collected, packaged, and preserved. Custody of evidence will be accurately recorded from the time of its collection until presentation in court to ensure prosecution or initiation of other judicial proceedings.
- B. Each unit will have a designated area for the recovery of property. Division station operation sergeants will ensure that this designated area and packaging material is maintained and kept clean, so to avoid the cross contamination of DNA or trace evidence on and off the property being recovered and/or packaging supplies.
- C. Members will self-sort items and maintain the property room in an organized fashion.
- D. Property will be properly packaged, sealed, and recovered prior to the end of a member's shift unless extraordinary circumstances are encountered, e.g., item(s) require drying.
- E. On-duty members assigned to a patrol division station will place recovered property in their assigned division's property room for storage unless otherwise directed in conjunction with a specific project, e.g., NIBIN. Members will not place recovered property into the Headquarters property locations unless one of the following is applicable:
 1. The member has been directed to do so by an investigative supervisor.
 2. The member's on-duty assignment is located in the Headquarters building.
 3. The member is working in an off-duty capacity in the downtown area.

- F. Investigative Bureau personnel will ensure that the property storage locations in Headquarters are secured and that access is limited to those members who have prior approval.
- G. Department elements other than patrol divisions will forward recovered property directly to the Property and Evidence Unit.
- H. Specialized units, e.g., Drug Enforcement Unit, Street Narcotics Unit, etc., will also strictly account for the custody of recovered property in accordance with this directive and their element's duty manual.
- I. For any questions or concerns regarding the recovery of property, members will contact the on-call Property and Evidence Section supervisor.
- J. Members with questions about who may lawfully possess a firearm should contact the Office of the General Counsel for guidance.
- K. Members will complete property corrections within two (2) working days after notification.
- L. Valuables
 - 1. Supervisors taking custody of recovered valuables will ensure items are placed in a secured location other than the division property rooms, e.g., bond drawer or safe.
 - 2. Supervisors are to notify their relief that packaged valuables are secured in the applicable location.
 - 3. The Watch II Desk Sergeant will ensure that packaged valuables are transported on the next business day. Monday-Friday, excluding weekend and holidays to the Property and Evidence Unit.
- M. Hazardous Materials
 - 1. Decisions concerning hazardous waste/materials will be made at the scene.
 - 2. At no time should a hazardous material be transported to a department facility for disposal.
 - 3. At no time should hazardous chemicals of any kind be recovered and placed in a division station property room.

III. TERMINOLOGY

- A. **Evidence** - Any item that has evidentiary value in conjunction with a crime.
- B. **Found Property Report, Form 185 P.D.** - Department form accessible via Word Templates to be completed by member receiving property that is reported as “lost” or “found” and clearly designates the date of intake and requires signature of individual turning in the property. This form will be attached to the property which will then be classified as “expedited property.” Upon release of property, this form will be maintained in the Division Station for 90 days.
- C. **Expedited Property** - Property that is reported as “found” or “lost,” to include property turned in by a citizen, and that has an estimated value of less than \$50.00.
- D. **Expedited Property Log** - Electronic Excel platform that holds information pertaining to Expedited Property items turned-in at division stations in chronological order by the date the property was received by a Department member. **Access to this excel spreadsheet is available in the I: Drive. Desk sergeants will be provided the password to login and make entries from the Property and Evidence Unit.**
- E. **Expedited Property Storage Area** - Secured area within each patrol division station specifically designated to temporarily house expedited property for a maximum of 40 days.
- F. **Property of Value** - Any item with an estimated value over \$50.00.
- G. **Valuables** - Monies, jewelry, or precious metals with a known value over \$50.00. These must be separately packaged and secured from other property.
- H. **Safekeeping** - Any item that does not have evidentiary value in conjunction with a crime.
- I. **Triage of Property** - Approved alternatives to recovering and storing property solely for the purposes of safekeeping in the property warehouse.

IV. TABLE OF ANNEXES

This directive has been arranged in annexes for easy reference.

Annex A - Property and Evidence Packaging Manual (Attached to Directive)

Annex B - Property Recovered for Evidence

Annex C - Property Recovered for Safekeeping

Annex D - Found and Voluntary Turned-in Property (Expedited Property)

Annex E - Alternatives to Recovering of Property for Safekeeping

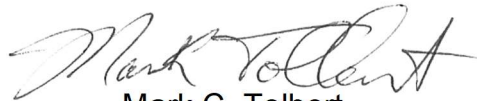
Annex F - Property for Prosecution

Annex G - Property Release Procedures



Richard C. Smith
Chief of Police

Adopted by the Board of Police Commissioners this 27th day of July, 2021.



Mark C. Tolbert
Board President

DISTRIBUTION: All Department Personnel
Public View Master Index - Internet
Department Master Index - Intranet
Policy Acknowledgement SyStem (PASS)

PROPERTY COLLECTION AND PACKAGING MANUAL

- A. Procedures involving the collection and packaging of property will be provided via electronic “Property and Evidence Packaging Manual” (Property Manual) (Attached). The most up-to-date Property Manual will be provided via a link on the Department’s Intranet.
- B. When collecting and packaging property, members will reference the most up-to-date version of the Property Manual.
- C. The commander of the Property and Evidence Unit will:
 - 1. Be responsible for the timely maintenance and updating of the Property Manual to ensure it corresponds with the Department’s current practices and needs.
 - 2. Update the Property Manual no less than annually.
 - 3. Ensure that department-wide notifications are disseminated upon any revision done in the Property Manual.
 - 4. Ensure that a repository of past versions of this manual is maintained.
- D. For any questions or concerns regarding the Property Manual, members will contact the Property and Evidence Unit.

PROPERTY RECOVERED AS EVIDENCE

- A. All items of evidence will be preserved, collected, packaged, and sealed in a clean, designated recovered property area so that evidentiary value during the recovery process is not lost.
- B. An item of evidence will be clearly labelled as “evidence” prior to placing it in the property room.
- C. Items of evidentiary value will be designated in the report writing system with the classification field of “Evidence.”
- D. Controlled substances will only be examined by the Kansas City Police Crime Lab (Crime Lab) upon receiving an analysis request.
- E. Evidence will be recovered, packaged, and labelled separately from safekeeping items.
- F. Due to the various storage and downstream handling requirements, the following items will be packaged separately:
 - 1. All U.S. Currency/Coins - The total amount of currency/coins will be recorded for each denomination within the report writing system as separate items.
 - 2. Narcotics.
 - 3. Narcotics paraphernalia.
 - 4. Bicycles.
 - 5. Any item of evidence having potential for decomposition.
 - 6. Precious metals and/or jewelry.
 - 7. Latent Fingerprint Cards, Form 287 P.D.
 - 8. Firearms and ammunition.
 - 9. Buccal swabs/DNA swabs.
 - 10. Vape pens.

11. Liquids.
 12. Electronic Data Storage Devices/Cloud-Based Data.
 13. Batteries.
- G. Members will adhere to the current directive entitled, "Examination of Electronic Data Storage Devices," during the recovery, preservation, examination, and release of electronic data storage devices/cloud-based data with evidentiary value. Members will contact the Regional Computer Forensics Laboratory (RCFL) with questions or assistance.
- H. Currency as Evidence
1. Currency with evidentiary value will normally be deposited.
 2. Only currency/coins recovered under one (1) of the following circumstances will be held as evidence at the Property and Evidence Section and **not deposited**:
 - a. Monies that contain special markings or characteristics, e.g., blood, fingerprints, dye, etc., which will aid in prosecution.
 - b. Recovered drug-buy money
 - (1) Investigative elements will recover buy monies under special circumstances, i.e., money that has been altered by the suspect, has special markings, or other physical evidentiary value.
 - (2) Specialized units will not recycle drug-buy money for use in other drug-buy cases.
 - c. Monies worth more than the face value, as in the case of silver certificate currency, coin collections, or any coin dated prior to the year of 1964 (higher silver content).
 3. Money held strictly for forfeiture or recovered in conjunction with an offense which does not fit into one of the above listed categories should **not** be stored as evidence and will be **deposited**.
 - a. Approval for deposit must be obtained from the appropriate investigative detective or supervisor.
 - b. During the non-duty hours of the responsible element, a supervisor from the Violent Crimes Division, or designee, can be contacted.

- c. Members will check the “authorized” box in the RMS report in accordance with the Niche User Manual.
 - d. An investigative element may request that monies held for forfeiture or recovered in conjunction with an offense be photographed to ensure that the serial numbers of the bills are legible. The photograph will be placed in the appropriate photo drop box location and be recorded within the reporting system.
 - e. Currency will not be photocopied.
 - f. Photographs of currency will not be physically recovered.
 - g. Under most circumstances currency should be marked for deposit.
- I. Department Members will utilize the “Crime Lab Photo Application” (CL Photo App) as the only process for uploading all digital photographs taken in regard to a police related incident, e.g., crime scene, assaults, etc.
- 1. The CL Photo App Folder is located in the Department “SharedDirectories” (S: Drive).
 - 2. Both the CL Photo App and User Guide are located in the CL Photo App Folder.
 - 3. Any questions or issues regarding the use of the CL Photo App should be submitted to the KCPD Help Desk by using the KCPD Help Desk icon on Department computers. The specific category of CL Photo App has been created.
 - 4. Department digital camera/cellular phone photographs
 - a. Members must understand that the use of a personal device to take offense related photographs is strongly discouraged and could open the device up to requests for case discovery and/or Missouri Sunshine Law requests.
 - b. Personal and/or souvenir photographs of a police incident are prohibited.
 - c. All uploading, copying and/or viewing of images through the CL Photo App is electronically tracked and recorded. Photographs will only be viewed through the App by members with an investigatory or training reason to do so.

- d. Only digital photographs will be uploaded through the CL Photo App. The App will not accept video files.
- e. Department digital photos will only be used for Department business. Use of a Department digital photo for personal reasons is prohibited.

PROPERTY RECOVERED FOR SAFEKEEPING

- A. Members will exercise good judgment when recovering property for the sole purpose of safekeeping.
 - 1. Safekeeping items are regularly disposed of by the Property and Evidence Unit.
 - 2. Examples of safekeeping items include: property voluntarily turned-in or found with no evidentiary value, little or no monetary value, i.e., estimated value less than \$50.00, and/or no distinguishable identifying characteristics, e.g., items lacking a serial number such as tires, clothing, etc.
- B. The member will have discretion in evaluating the worth of the property.
- C. If there are multiple pieces of property, each piece of property will be considered separate items for estimating a value.
- D. Currency for Safekeeping
 - 1. Money recovered for safekeeping will be **deposited** unless it falls under one of the following circumstances:
 - a. Recovered drug-buy money.
 - b. Monies worth more than the face value, as in the case of silver certificate currency, coin collections, or any coin dated prior to the year of 1964, i.e., higher silver content.
 - 2. Money held exclusively for safekeeping does not require photographing for deposit.
- E. Members will not be disciplined for using reasonable discretion and alternative solutions when choosing not to recover an item for safekeeping with supervisor approval.
- F. Officers exercising other alternatives for the safekeeping of property will make an entry on their Daily Activity Log describing the action taken and/or the final disposition of the property.
- G. Safekeeping property will be recovered in accordance with this directive, **only** after all other alternatives have been explored.

- H. Items recovered for safekeeping will be marked in the report writing system with the classification field "Safekeeping."
- I. Items with a Safekeeping classification code will be held by the Property and Evidence Unit for a period of 40 days.
- J. Members of the Property and Evidence Unit will attempt to contact known owners to schedule a release of the property.
- K. Items held over 40 days for which an owner has not been identified will be disposed.
- L. Officers and investigators are cautioned to ensure that items that are associated with criminal cases are correctly identified as "Safekeeping" or "Evidence." Property classification codes can be reviewed through the report writing system or the FileOnQ Portal on the Department Intranet.

FOUND AND VOLUNTARY TURNED-IN PROPERTY

- A. If it is uncertain whether the property is worth at least \$50.00, or whether it has a negotiable value, recover it in accordance with Annex C of this directive, with the exception of firearms.
- B. Property that is marked with a serial number will be checked for stolen/loss reports via MULES and NCIC, as soon as possible.
- C. All firearms voluntarily turned in will be placed in a firearm recovery box, with the words "Voluntary Turn-In" placed in parentheses on the box in a manner that will not obstruct other written information.
 - 1. The reporting officer will inform the citizen that when a firearm is voluntarily turned-in, it will be held for a period of at least 10 days to allow laboratory examination.
 - 2. The firearm will then be disposed of after 30 days.
 - 3. If the owner wants the firearm returned, they will be instructed to contact the Firearms Release Section within the Property and Evidence Unit and schedule an appointment for release of the firearm before the end of the 30 day period.
- D. All other property voluntarily turned-in or found with an **estimated value of less than \$50.00** will be recovered in accordance with this Annex **only** after all other alternatives have been explored.
- E. Found property having less than \$50.00 in value will **not** be recorded within the report writing system, regardless of the finder. These items will be classified as "Expedited Property."
- F. If there is a doubt regarding the ability to judge the value of the property, the member will seek advice from supervisors or other sources, e.g., Internet.
- G. Members finding or receiving lost property that they judge to be worth less than \$50.00 will:
 - 1. Advise the finder of the property that upon relinquishing custody of the item to the Department, they are knowingly waiving their rights to reclaim the property.

2. Complete the "Found Property Report Form, Form 185 P.D.," and attach a printed copy of the completed form on the property item.
3. Transfer the completed Form 185 P.D. into the "Expedited Property Log." **An excel spreadsheet located in the I: Drive.**
4. Make an initial reasonable effort to locate the owner (if the owner is known or identity is apparent) as soon as practical.
5. Deposit the property as soon as practical in the Expedited Property Storage Area designated within each division station.

H. Lost Property

1. Citizens reporting lost property will be directed to the desk sergeant. The desk sergeant will query the Expedited Property Log for property submission.
2. Citizens wishing to reclaim lost property can do so by responding in person to a division station and contact the desk sergeant.
3. If the citizen can identify their lost property, the member will:
 - a. Collect the following information from the citizen:
 - (1) Last name, first name, race, sex, date of birth.
 - (2) Full mailing address.
 - (3) Phone number.
 - (4) Email address (if available).
 - (5) Detailed description of lost item to include: last known location, size, color, identifying characteristics, estimated value, etc.
 - b. Review the inventory within the Expedited Property Log.
 - (1) If the property is listed among the inventory of recorded property provided in the Expedited Property Log, the desk sergeant from that appropriate division station will be contacted.

- (2) If the property is not at the same location as its owner, the owner will be advised to respond to the appropriate division station for retrieval.
 - (3) If necessary, the owner will be re-contacted and requested to pick up the property at a later date.
 - (4) When the property is at the same division station as its owner, the member will require the claimant of the property to show photo identification to verify their correct name. This identification will be copied and attached to the Form 185 P.D., to be filed.
 - (5) Any documentation of serial numbers to verify ownership will be copied and attached to the Form 185 P.D., for filing.
 - (6) The member will have discretion in deciding whether the claimant has shown sufficient proof of ownership to claim the property.
 - (7) The property packet, i.e., completed Form 185 P.D., copies of identification and proof of ownership, when applicable, will be submitted to the desk sergeant for review, approval, and signature.
 - (8) Upon approval from the desk sergeant, the property will be released to the claimant.
 - (9) The approving desk sergeant will be responsible for documenting the release of the re-claimed property into the Expedited Property Log.
 - (10) When property is released to a claimant, the Form 185 P.D., will be maintained at the division station for 90 days.
4. Expedited property will be retained for 40 days in the designated area at division stations.
- a. The member finding or receiving found/lost property will make an initial reasonable effort to locate the owner, if the owner is known or identity is apparent, as soon as practical.
 - b. Reasonable efforts to notify the owner should continue throughout the 40 day waiting period by checking the Expedited Property Log.

- c. The Watch I Desk Sergeant will conduct a second check of any items with a serial number through MULES/NCIC prior to staging them for disposal.
5. Upon reaching the property's expiration date, the Watch I Desk Sergeant will initial the copy of the Form 185 P.D., to the corresponding item and move the item to the Expedited Property Storage Area marked for disposal.
6. Prior to taking custody of any expedited property for disposal, the Property and Evidence courier will verify that information on the attached Form 185 P.D., corresponds to the property item, the expiration date has passed, and that the form has been completed in full.
7. The Property and Evidence Unit will be responsible for maintaining the retention records of the Expedited Property Log.
8. Upon transfer of expedited property, the Property and Evidence Unit will be responsible for the disposal of the items.
9. Under no circumstances will any member of the Department keep any found or unclaimed property for personal use.

ALTERNATIVES TO RECOVERING OF PROPERTY FOR SAFEKEEPING

Members will consider the following alternatives prior to recovering an item for safekeeping:

- A. When possible, property that is not considered evidence or contraband will remain in a citizen's possession, e.g., prisoner's property bag, transported to area hospital, etc.
 - 1. If an individual is transported to an area hospital, and separated from their personal property, when practical, the property will be placed in a bag and transported to the hospital in a timely manner.
 - 2. Officers transferring the property to the hospital will contact hospital security, or the charge nurse, to advise them of the personal property so that it can be stowed in the proper patient property storage location.
 - 3. If a patient is under arrest, the property will be treated as "prisoner property" and kept with the officer who is maintaining physical custody of the arrestee, e.g., sit-on.
 - 4. Officers will notate the transfer of property in their activity log.

- B. When recovering a stolen auto, members will direct the car's owner toward the alternative property disposal options outlined on the "Recovered Stolen Auto Citizen Information," Form 3 P.D., for property that is not recovered by law enforcement and is unwanted by the owner.
 - 1. Non-evidentiary items with no apparent value (less than \$50.00) or identifiers, e.g. serial number, will be left inside the vehicle.
 - 2. If the vehicle will be released, officers will provide the claimant taking custody of the vehicle the Form 3 P.D.
 - 3. If the vehicle will be towed, officers will ensure the Form 3 P.D. is placed inside the vehicle in a conspicuous location.

- C. Property from inside a vehicle **that is not a recovered stolen auto and is not contraband/evidence** and cannot be reasonably transported with the owner of the property from the scene, is considered a civil matter and may be left secured inside the vehicle.
1. This does **NOT** include items of personal identification, e.g., credit cards, check books, social security cards, passports, driver's licenses, etc. These items will be transported with the individual from the scene or delivered, as outlined in Section A, 1, a of this annex.
 2. If the individual is not located at the scene and there is reason to believe that the items were intentionally left inside the vehicle, they may remain secured inside the vehicle, in an inconspicuous location.
- D. In situations where it is not practical for the individual to maintain custody of their property, e.g., large items, large quantity of items, items that are not accepted in detention or hospitals, officers can allow the individual to provide the name and contact information of someone that will take custody of the property.
1. Response times of individuals attaining custody of property will be reasonable, e.g., 20 minutes.
 2. The reasonableness of response time will be at the officer's discretion, but not to exceed 30 minutes.
 3. In certain situations, it may be suitable to have an individual respond to the division station to take custody of the property.
 - a. All property transported to a division station will be searched prior to transportation.
 - b. Property not picked up by the emergency contact within 45 minutes will be recovered in accordance with Annex C of this directive.
- E. If the individual is transported and the property is not on public property, e.g., a private residence, established business:
1. Attain consent from the individual to leave the property in the custody of the business or homeowner.
 2. Attain consent from the business or homeowner to leave the property in their custody.
 3. Document the person's name, phone number, and address to whom the property was relinquished on the daily activity log.

PROPERTY FOR PROSECUTION

A. Stolen Property Guidelines

1. A person arrested in connection with possession of stolen property having a retail value of \$750 or more may be charged in a state court.
2. A person arrested in connection with possession of stolen property having a retail value of less than \$750 may be charged in a city court.
3. For property with a value between \$150 and \$750 the decision of whether the offense will be charged as a state misdemeanor or city charge will be determined by the county's prosecutor.
4. Recovered stolen property will be recovered as evidence unless:
 - a. The property is a large item, item of significant value, or the item is perishable. The supervisor of the Property and Evidence Section will be contacted prior to transporting the property to a storage location.
 - b. The claimant refuses to release the property.
 - c. A supervisor or detective advises the officer to do otherwise.
 - d. Procedures regarding evidence recovered relative to an arrest for specified offenses are followed which permit recovered stolen property to be photographed and released.
5. Shoplifting items that are to be used as evidence in Municipal Court may be left in the custody of a representative for the business, who is acting as an agent for the complainant.
 - a. The representative will photograph the items, maintain custody of the pictures and any applicable reports, and will be instructed to bring those items to court.
 - b. The sworn member will note in the Incident Report:
 - (1). Whether or not this was a point of purchase incident,
 - (2). Whether photos of the items were taken,
 - (3). Who has custody of the photos and items,

- (4). That the photograph was signed including the date (if present when photographs are taken and a hard copy is available),
 - (5). The store name and CRN.
 6. When the retail value of the stolen property is over \$150, but the exact amount cannot be determined at the time of the arrest, the officer will operate under the assumption that the stolen property has significant value, e.g., over \$750. If necessary, the member should contact the appropriate investigative element for additional instructions.

B. Pawnshop Procedures

1. In the event misappropriated property which is subject to a hold order, if it is in the possession of a pawnbroker, and is needed for a criminal investigation of prosecution, the property will be recovered by the investigating officer/detective according to the unit's operational procedures.
2. Upon completion of the criminal investigation, the property will be returned to the pawnbroker.
3. If the criminal investigation is not completed within 120 days after the property was recovered, the investigating element will immediately return the property to the pawnbroker or obtain a warrant for the continued possession of the property.

C. Laboratory Analysis

1. When a laboratory examination is desired, the member will submit an analysis request to the Crime Lab via Gateway Lab Requests.
 - a. Department members can access Gateway Lab Requests via the intranet webpage.
 - b. Only evidence that has been previously recovered and entered into the ARS system can be accessed in Gateway Lab Requests/FA Property Connect.
2. Once the analysis request is submitted, Crime Lab personnel will submit the evidence for examination.
3. A laboratory report will be generated for each analysis request and will be automatically e-mailed to the submitting member. Additional copies of the report can be generated by the Crime Lab upon request.

D. Releasing Items at the Incident Scene

1. **Items of evidence will not be released from the scene of an incident unless approved by the lead investigating detective.**
2. If the property is released, it will be photographed.
3. Arresting officers should make every effort to be present when the photograph is taken so they will be able to testify that the photograph is a true and accurate representation of the recovered property.
4. It will not be necessary for the member taking the photograph to appear in court unless subpoenaed as a witness.
5. Large items, items of significant value, and perishable items may be released at the incident scene after the item is photographed when the owner or responsible agent of the owner is known.
6. Perishable property may be released to the claimant or a responsible agent of the claimant.
 - a. If the property is released, it will be notated in the applicable report that the property was released due to the perishable nature of the item(s).
 - b. If the property claimant or responsible agent of the claimant refuses to take custody of the property, the officer will immediately contact his/her supervisor for further instructions.
7. If a claimant of property that is large, perishable, or of significant value is not known, any item recovered from a crime scene will be transferred to the Property and Evidence Unit before the end of the member's tour of duty.
8. If a claimant is discovered after the property has been transferred to the Property and Evidence Unit, a member of the unit investigating the case will be required to respond to the Property and Evidence Unit and take the necessary photographs before releasing the property.

E. Property for Court

1. When recovered property is needed in court as evidence, the member will notify the Property and Evidence Unit no later than three (3) business days prior to the scheduled court appearance.

2. The member will properly identify himself/herself, provide the Case Report Number (CRN), and a description of the article(s) requested. **For further information reference the Property and Evidence Packaging Manual.**
3. Property released and returned will be recorded and tracked through the FileOnQ System, Property and Evidence Information Management System.

F. Property Check-Out Procedures for Purposes Other Than Court

1. Property will not be removed from the Property and Evidence Unit except for official police business.
2. The member will provide the CRN and properly identify him/herself and the item requested.
3. The member will advise the Property and Evidence Unit of the purpose for removing the property and anticipated date of return.
4. When the member will not retain exclusive control of the property, the member will complete the release process outlined in the Niche training guide section entitled, "Property Return to Owner Process," e.g., releasing the property to the Prosecutor's Office.

PROPERTY RELEASE PROCEDURES

- A. Release/Return of Firearms at Division Stations
1. Firearms will **not** be released at a division station. Only Property and Evidence Unit members will release firearms back to the public after release authorization is obtained and all of the following release requirements listed in A2 through A6 are met.
 2. Members will adhere to legal parameters set within the applicable state and federal laws when seizing and recovering firearms.
 3. A complete records check on individuals who are requesting their return of seized or recovered firearms will be conducted by Property and Evidence members to make sure they are not otherwise prohibited from possessing a firearm.
 4. Members will not release a firearm or ammunition to any person who has been adjudicated, committed, or otherwise legally disqualified from possession of a firearm for mental, emotional and/or cognitive reasons.
 5. Members will not release a firearm or ammunition to any person who is habitually in an intoxicated or drugged condition. (RSMo 571.070)
 6. Members may temporarily hold a firearm or ammunition for safe keeping if the member has reasonable suspicion the person presently requesting release is under the influence of alcohol and/or drugs.
 7. Members will not release a firearm or ammunition to any person who falls under the classification of a "fugitive from justice."
- B. For releasing property at division stations, refer to the Property Manual.
- C. Members will not return property to a claimant when there is more than one person claiming the property (a dispute). In these instances, the claimants will be advised to contact the Office of General Counsel (OGC).
- D. When recovered evidence is released by a member of the Investigations Bureau to a claimant, members will:
1. Complete a Property Release Order Sheet, Form 196 P.D. (Form 196 P.D.), and indicate the claimant's name, address, telephone number, CRN, control number, and description of the item number of the property on the form.

2. Once the Form 196 P.D. is received by the Property and Evidence Section, the listed items will be reclassified as a “Safekeeping” item and subject for disposal after 30 days.
 3. Prior to sending the Form 196 P.D. to the Property and Evidence Section, the releasing detective will notify the claimant of the disposal time period and instruct the claimant to contact the Property and Evidence Unit for further instruction/information.
- E. **Only** members from the Property and Evidence Unit will classify property as “destroyed” within the reporting system.

**KANSAS CITY MISSOURI POLICE DEPARTMENT
PROPERTY & EVIDENCE
PACKAGING MANUAL**



PREPARED BY
PROPERTY & EVIDENCE UNIT

Revised: July 2021

Table of Contents

| | |
|--|----|
| STANDARD PACKAGING | 1 |
| BATTERIES..... | 3 |
| BUCCAL SWABS | 4 |
| BULKY ITEMS..... | 5 |
| CURRENCY | 6 |
| DIGITAL STORAGE DEVICES | 7 |
| FENTANYL | 8 |
| FOUND PROPERTY..... | 9 |
| HANDGUNS | 10 |
| HAZARDOUS MATERIAL..... | 11 |
| LATENT PRINT CARDS..... | 12 |
| LIQUIDS & ITEMS WITH MOISTURE..... | 13 |
| LONG GUNS | 14 |
| MARIJUANA..... | 15 |
| NONORGANIC CONTROLLED SUBSTANCES | 16 |
| PCP..... | 17 |
| PERISHABLE GOODS..... | 18 |
| SHARP OBJECTS..... | 19 |
| SHELL CASINGS | 20 |
| SWABS FOR DNA..... | 21 |
| VALUABLES..... | 22 |
| VAPE PENS | 23 |
| RELEASE OF PROPERTY: DIVISION STATION..... | 24 |
| RELEASE OF PROPERTY: INVESTIGATIONS | 25 |



STANDARD PACKAGING

KANSAS CITY MISSOURI POLICE DEPARTMENT
PROPERTY & EVIDENCE PACKAGING MANUAL

| Items to Separate | Maximum # Barcodes |
|---|---|
| <ul style="list-style-type: none">✓ Batteries✓ Bicycles✓ Buccal swab standards✓ Currency/coins (United States)✓ Digital storage devices✓ DNA✓ Firearms and ammunition✓ Jewelry or precious metals✓ Latent print cards✓ Narcotics✓ Paraphernalia✓ Shell Casings (NIBIN)✓ Any item with a potential for decomposition | <ul style="list-style-type: none">• 6 X 9 envelope: 4• Large envelope: 10• Small paper bag: 8• Medium paper bag: 10• Large paper bag: 36• Handgun box: 2• Long gun box: 4• Small paint can: 2• Large paint can: 6• Property Tag (large item): 1• Latent print card envelope: 1• Small heat seal Kapak bag: 8• Large heat seal Kapak bag: 8 |

- Sealing requires that a package be secured in such a manner that any possible opening or tampering with contents will not go unnoticed. Properly applied evidence tape that encircles the package opening makes a seal. All paper sack packages will be stapled and the staples must be covered with evidence tape.
 - The minimum required information for a seal includes: officer's initials, serial number, case report number (CRN), and date (integrity seal).
 - Integrity seals will be inscribed with permanent ink ("Sharpie", etc.).
 - Barcode labels will be securely affixed to the appropriate area on packages as outlined within this manual.
 - Barcode labels will be affixed to only **ONE** side of the package.
 - Members will use disposable gloves when recovering property.
 - When narcotics are discovered in multiple locations, ensure that each item is field tested, recovered, and packaged **separately** (Items suspected of fentanyl will not be field tested unless the member is properly trained to do so).
 - Any reference to the weight of a substance or value of an item should be expressed as an approximate weight/value (other than currency).
 - Packaged fragile items should be marked "**FRAGILE**" with a brief description of the item and how it should be handled (e.g., FRAGILE: Photographs – DO NOT BEND)
- For any questions or concerns contact the On-Call Property & Evidence Section**



AMMUNITION AND FIREARM COMPONENTS

KANSAS CITY MISSOURI POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



Bullets are often recovered from inside a body at a hospital or morgue, inside a wall, or inside a vehicle. This is the metal projectile that is separated from the shell casing after it has been fired.

Example description: 12, bullets



Live Ammunition has not yet been fired (cartridge, case, primer, powder, and bullet are still intact).

Example description: “7, 9mm, live ammunition”

If fingerprinting is required on ammunition enclosed in a magazine, it should **not** be removed from the magazine. The magazine should be sealed in an envelope and recovered in the firearm recovery box with the weapon.



Bullet Fragments are the remaining pieces of a bullet, when most of the bullet is gone.

Example description: “17, bullet fragments”



Shotshells is ammunition made to be fired from a shotgun, usually made of plastic and metal base.

Example description: “Live Shotshell” or “Shotshell Case”.

For any questions or concerns regarding recovery of ammunition and firearm components, contact the On-Call Property & Evidence Section



BATTERIES

KANSAS CITY MISSOURI POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



Members will be especially aware of rechargeable devices containing lithium batteries. Lithium batteries are used in a number of readily available consumer items, e.g., cell phones, power tools, optical sights, children's toys, laptops, vape pens, smart technologies.



Batteries or items containing a battery that cannot be separated will be packaged in a clear heat sealed Kapak bag and separated from the remaining property.

Items will be marked "**BATTERY**" in a red marker across the front of the package.

- When recovering an item containing a battery, members will determine if the item has evidentiary value.
- Determine whether this evidence can be processed by officers at the scene, e.g., swab and latent print lift from batteries inside a flashlight at the scene of a burglary.
- If the item is capable of digital storage, e.g., laptop, phone, smart technologies, etc., contact the appropriate investigative element in accordance with the current written directive entitled, "Examination of Electronic Data Storage Devices."
- Batteries will be removed from devices when practical and packaged separately from other property.
- When removal of a battery from a device is unpractical, the device containing the battery will be packaged separately from all other property.
- All packages containing a battery (labelled with **BATTERY** in red marker) will be placed in the **red** bin inside the property storage location.

For any questions or concerns regarding recovery of batteries, contact the On-Call Property & Evidence Section.



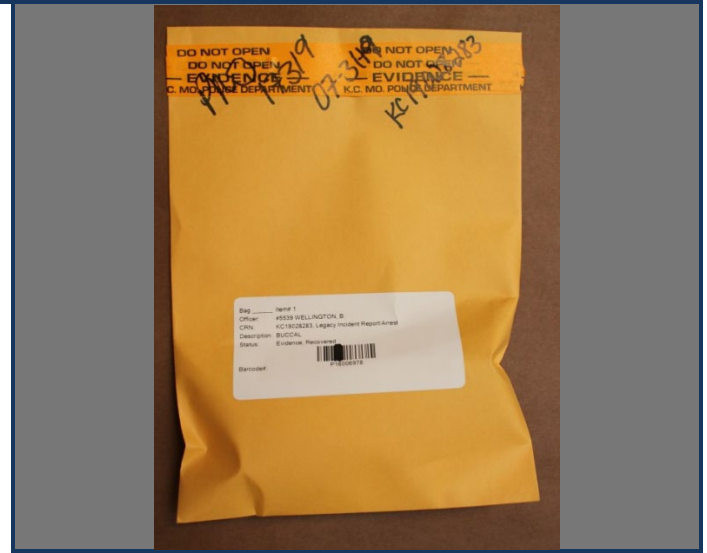
BUCCAL SWABS

KANSAS CITY MISSOURI POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



A buccal swab is **not** the same as a “DNA swab” and is packaged differently.

A buccal swab is a way to collect DNA by scraping from the inner lining of one’s mouth.



The labelled conical tube containing a buccal swab will be packaged in a 6½ X 8 envelope and sealed with **ORANGE** evidence tape.

- Known buccal swab standards will be collected from **one** subject at a time (Two swabs to one subject).
- Use sanitary gloves when collecting buccal standards.
- **IMMEDIATELY** label conical tube with subject’s name after ensuring it contains a desiccant pouch.
- Use sanitary gloves when collecting buccal standards.
- Replace sanitary gloves each time you take a new buccal standard.
- Each buccal swab standard must be separately packaged and listed as separate items within the reporting system.
- In Niche, the common name field will be “buccal” and in the “further item description field,” include the subject’s name, race, sex, and date of birth.
- Make sure the name written on the conical tube matches the name entered into the reporting system.
- The bar code label must contain the subject’s name, race, sex, and date of birth.
- **Standards not properly labeled will not be processed and will need to be recollected** (unless special circumstances exist that preclude recollection).

**For any questions or concerns regarding recovery of buccal swabs, contact the
On-Call Property & Evidence Section**

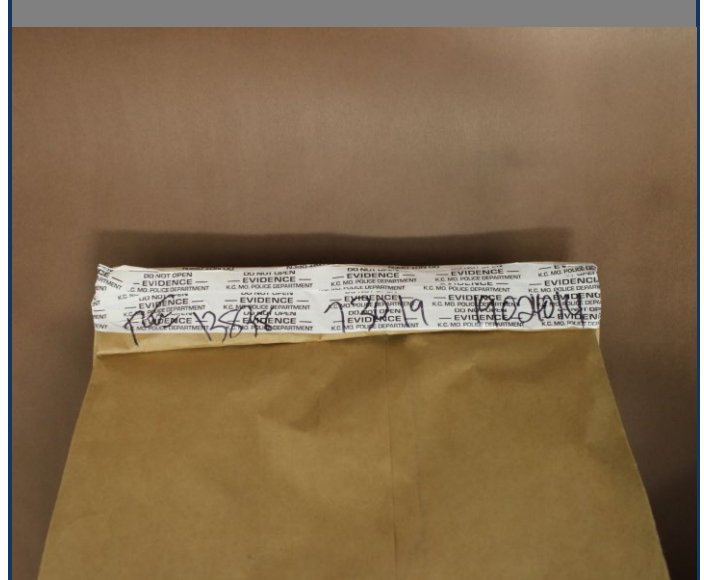


BULKY ITEMS

KANSAS CITY MISSOURI POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



Large quantities of items that can be stored together in accordance with policy can be packaged in large paper bags as long as the weight does **not exceed 50 lbs.**



The fold over on the large paper bags is minimal.

Property stickers should NOT go on the folded part of the bag.

- When recovering heavy or bulky items, double bagging some items may be necessary.
- Items with hard or sharp corners should be packaged with care to prevent damaging the sack.
- Property stickers will be placed on only one side of the bag.
- The Property and Evidence Section supervisor will be contacted when any item(s) of property is recovered which, due to the item's size or weight, e.g., large safe, numerous large packages, etc., makes it impractical to maintain or store at the division property room.
- The Property and Evidence Section supervisor will determine the location where the property will be transported.
- When necessary, the Property and Evidence Section will respond to take custody of the property.

**For any questions or concerns regarding recovery of bulky items, contact the
On-Call Property & Evidence Section**

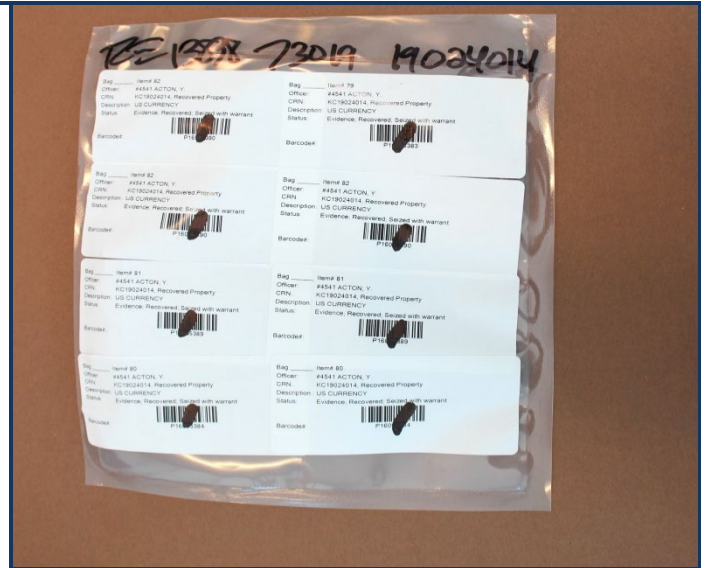


CURRENCY

KANSAS CITY MISSOURI POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



Supervisors have the discretion to utilize the currency counter location at the Property and Evidence Section for **any** amount of recovered currency.



A legible signature or initials of the photographing officer, case report number, date and time of the photograph is required on the photograph.

- Ensure that photograph(s) clearly depicts all monies.
- Normally currency should be marked for deposit in the Niche Reporting System unless it has physical evidence on it, e.g., latent prints, blood, DNA, etc.
- When recovered money is needed as evidence but a portion can be deposited, each portion of the money will be entered separately in the reporting system within the property section.
- Foreign currency/coins have a value of **0.00** unless the actual value is known.
- **Currency valued less than \$2,000** may have a verified count conducted with approval of the supervisor/commander and will take place in the presence of the recovering member. After verification, the supervisor will ensure currency is heat sealed in a Kapak prior to releasing it to the recovering member.
- Document the location and time of verification and the rank, name and serial number of the verifying supervisor in the narrative of the report.
- **Currency in excess of \$2,000** should be recovered at the Property and Evidence Section. The on-call Property and Evidence Supervisor should be contacted outside of regular business hours.

**For any questions or concerns regarding recovery of currency, contact the
On-Call Property & Evidence Section**

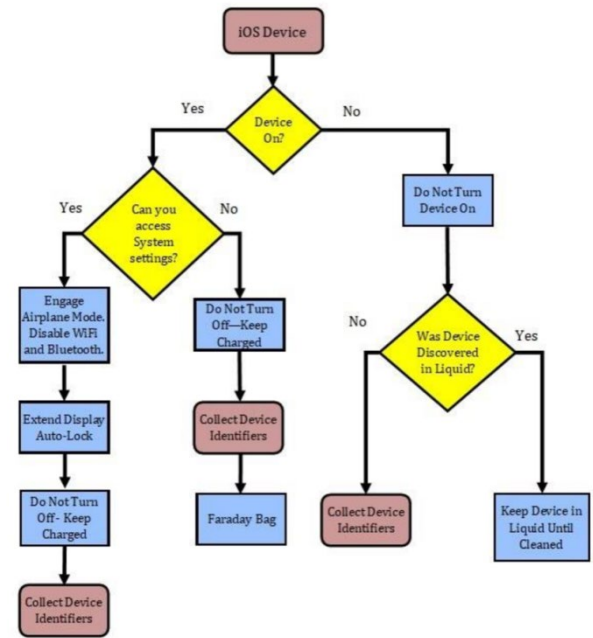


DIGITAL STORAGE DEVICES

KANSAS CITY MISSOURI POLICE DEPARTMENT
PROPERTY & EVIDENCE PACKAGING MANUAL



PRIOR to the collection and recovery of a digital storage device to be used as evidence, members will contact the applicable investigative element as outlined in **Department Memorandum 17-08**.



SWGDE Best Practices for Mobile Device Evidence Collection & Preservation, Handling, and Acquisition

- Contact the appropriate investigative element from the scene when the recovery of evidence involves a digital storage device.
- If a digital storage device is being recovered solely for the purposes of safekeeping, members are to follow the battery recovery process outlined within this manual.
- Do **NOT** turn the phone off unless instructed by the lead investigator handling the case.
- If possible, remove the SIM card from the device (if applicable).
- All packages containing a battery (labelled with **BATTERY** in red marker) will be placed in the red bin inside the property storage location.

For any questions or concerns regarding recovery of digital storage devices, contact the On-Call Property & Evidence Section

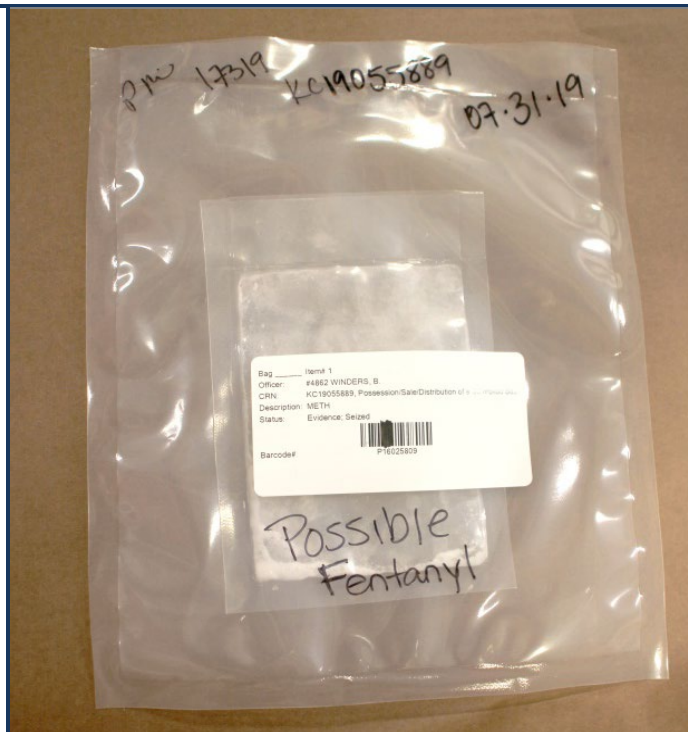


FENTANYL

KANSAS CITY MISSOURI POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



ALL powdered substances will be recovered in a Kapak.



If suspected fentanyl or fentanyl residue on an item, write “**POSSIBLE FENTANYL**” on the front of the outer Kapak.

- Members will ensure they are wearing protective equipment when handling/testing/recovering/packaging unknown substances.
- Members will use disposable Nitrile gloves when recovering suspected Fentanyl.
- Masks, sleeves, and safety glasses may be appropriate/necessary if testing suspected fentanyl.
- In case of a possible skin exposure, e.g., fentanyl, immediately notify EMS and wash the affected area with soap and water. **Do not** use alcohol based wipes to clean the skin.
- Substances suspected as fentanyl will be recovered in a Kapak and then sealed within a larger Kapak.
- Ensure that any stapled items will only perforate the exterior kapak.
- Upon proper packaging and recovery, place item in the TruNarc bin.

For any questions or concerns regarding recovery of fentanyl, contact the On-Call Property & Evidence Section



FOUND PROPERTY

KANSAS CITY MISSOURI POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



The Department does not recover or store items of no value and that do not have an identifying characteristic (serial number) for safekeeping purposes only.

Every effort to return safekeeping items to their rightful owner will be taken prior to disposal.

- Follow the procedures in Annex D of the Recovered Property policy for voluntarily turned in property and/or found property.
- Property that is marked with a serial number will be checked for stolen/loss reports via MULES and NCIC, as soon as possible.
- Alternatives to the recovery of property for safekeeping are outlined in Annex E of the Recovered Property policy.
- Under no circumstances will any member of the Department keep any found or unclaimed property for personal use.

**For any questions or concerns regarding recovery of found property, contact the
On-Call Property & Evidence Section**



HANDGUNS

KANSAS CITY MISSOURI POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



ALL firearms being recovered will be UNLOADED.

Note: Zip ties will secure the firearm as shown in the example above.

Note: The slide on the handgun is **FORWARD**.



Only one strip of tape is necessary on the top and the bottom of the box.

Name, serial number, CRN, and date are written across the seals, **both** top and bottom.

Note: the tape does **not** cover the seam of the box.

- A magazine recovered from inside a firearm packaged in a separate envelope, and secured inside the gun box with a zip tie. The ammunition should remain in the magazine.
- The magazine and firearm will be recorded as **ONE ITEM** within the reporting system.
- Ammunition inside the firearm will be placed in a small sealed envelope, secured inside the gun box with a zip tie, and recovered as a separate item in the reporting system.
- Any ammunition that did not come from the magazine and/or gun should be packaged separately.
- Spent shell casings should be packaged separately from firearms.
- A maximum of **TWO** barcodes will be affixed to a handgun box.
- Barcodes will be placed on the bottom end of the firearm box as shown in the picture above.
- If problems with unloading the firearm are encountered, or there is a possibility that trace evidence will be destroyed, transport the loaded firearm to the Kansas City Police Crime Lab in a firearm recovery box.
- If the firearm with evidentiary value does not fit into the recovery box, contact the on-duty Crime Scene Supervisor prior to transporting the firearm for recovery.

For any questions or concerns regarding recovery of handguns, contact the On-Call Property & Evidence Section



HAZARDOUS MATERIAL

KANSAS CITY MISSOURI POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



Decisions concerning hazardous waste/materials must be made at the scene. At no time should hazardous material be transported to a department facility for disposal.



A DEU, Metro Meth, Chemistry, or Hazmat Supervisor will be contacted when a hazardous material, other than blood/bodily fluids, is encountered as evidence and a sample is needed.

- Any package containing property possibly contaminated by body fluids or any other hazardous substance will be sealed with **orange** evidence tape.
- If contaminated property has the potential of saturating the package used for recovery, the Property and Evidence Section will be contacted for property packaging instructions. Further assistance, if necessary, may be obtained from personnel assigned to the Kansas City Police Crime Lab.
- Biological evidence must be recovered and stored in temperature and humidity controlled environments. Members should contact the Kansas City Police Crime Lab for assistance.
- When hazardous chemicals are present that are not of evidentiary value, the department chemist will coordinate the disposal of the chemicals with the assistance of the Metro Meth Section.
- If the hazardous materials are encountered as a result of a fire, explosion, or explosive device call, the Bomb and Arson Section supervisor will be notified to contact DEM and determine appropriate action concerning materials.
- At no time should hazardous chemicals of any kind be recovered and placed in a division station property room.
- Hypodermic needles with no evidentiary value may be disposed of at an area hospital with the permission of hospital staff or a sharps container at a division station. A notation must be made on the member's activity log documenting the disposal.
- Lawnmowers, gasoline, and fuel cans will not be stored by the Property and Evidence Section unless flammable liquids are removed.

**For any questions or concerns regarding recovery of hazardous material, contact the
On-Call Property & Evidence Section**

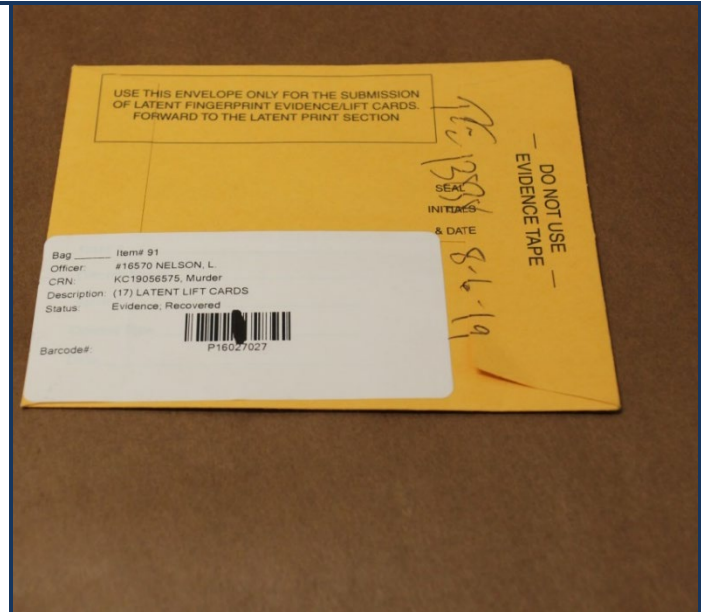


LATENT PRINT CARDS

KANSAS CITY MISSOURI POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



A **latent print** is an impression of ones skin from the hands, fingers, palms.



A special envelope is used for the packaging and recovery of latent print cards.

- The back of the latent print card should be completed in full prior to packaging it in the latent print envelope.
- Do not use evidence tape when packaging latent print cards.
- The bar code label should not be affixed over the seal of the latent print card.
- Latent prints should be documented as “Evidence, Recovered” within the ARS and verified on the bar code label.
- An integrity seal over the envelope seal should include the recovering officer’s initials, serial number, and date.

**For any questions or concerns regarding recovery of latent prints, contact the
On-Call Property & Evidence Section**



LIQUIDS & ITEMS WITH MOISTURE

KANSAS CITY MISSOURI POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



Drying racks are available at the Kansas City Crime Lab for wet items that need to be dried prior to packaging.



Liquids will remain in their original container which will then be packaged inside a metal paint can.

Do not pour liquids directly into the paint can.

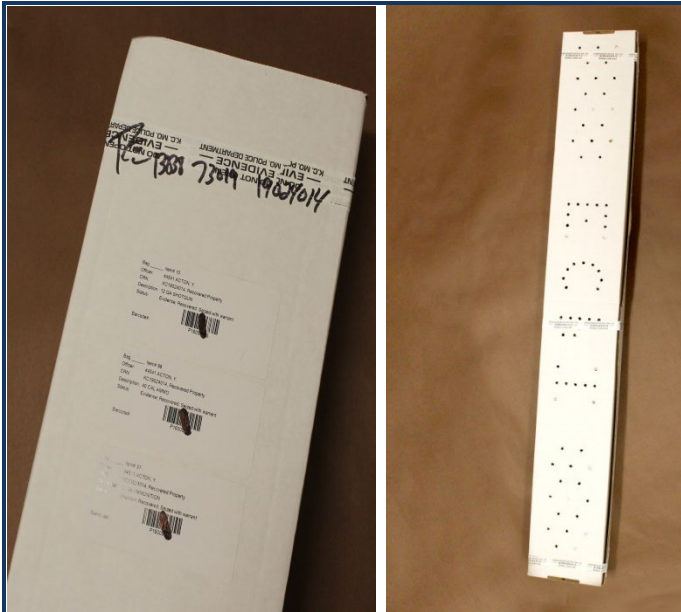
- Liquid substances that are suspected narcotics should will **only** be field tested by trained DEU and Kansas City Police Crime Laboratory personnel.
- Liquid substances will be recovered and forwarded to the Kansas City Police Crime Lab.
- For the preservation of wet materials, e.g., clothing saturated in body fluid, blood, feces, water, etc., the material **must** be dried prior to long term packaging for storage at the Property and Evidence Section.
- Members will contact the Crime Scene Supervisor at the Kansas City Police Crime Lab to utilize drying racks located at the Crime Lab.
- Using disposable absorbing pads (Chux pads) is acceptable for the temporary packaging of items with moisture; however, the items will need to be repackaged for long term storage.

For any questions or concerns regarding recovery of liquid substances, contact the On-Call Property & Evidence Section



LONG GUNS

KANSAS CITY MISSOURI POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



Long guns recovered as evidence, will be packaged in a long gun recovery box to preserve evidentiary value.



Long guns recovered as safekeeping will be tagged with a Property Identification Tag, Form 156 P.D.

- Long guns will be **UNLOADED** prior to packaging/recovery.
- Black powder weapons should be assumed to be loaded and no attempt to unload should be made by officers. Mark "LOADED FIREARM – BLACK POWDER" on the box in **red** ink.
- One bar code will fit on the back side of the Form 156 P.D.
- Long Gun boxes can contain no more than FOUR bar code labels on the front of the box.
- If a firearm recovered for safekeeping has a battery powered optic, remove and dispose of the battery prior to recovery.
- If the firearm with a battery powered optic is recovered as evidence, leave the battery inside the optic so that it can be preserved for trace evidence.
- Similar to the recovery process of handguns, magazines of a long gun recovered as evidence will be secured inside the gun box.
- Ammunition from a long gun that is being recovered as evidence will be packaged and sealed in an envelope and secured inside the gun box.
- Ammunition and magazine from a long gun being recovered as safekeeping should be packaged and sealed in an envelope and kept with the firearm.

**For any questions or concerns regarding recovery of long guns, contact the
On-Call Property & Evidence Section**

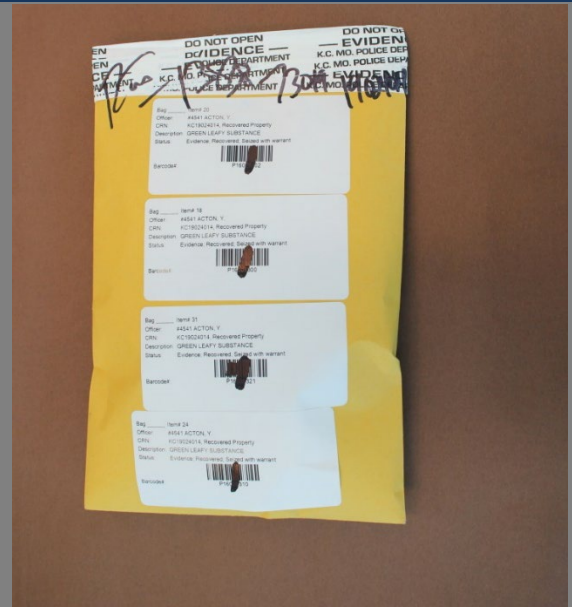


MARIJUANA

KANSAS CITY MISSOURI POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



Marijuana refers to the dried leaves, flowers, stems, and seeds from the Cannabis sativa or Cannabis indica plant. The plant contains the mind-altering chemical THC and other similar compounds. Extracts can also be made from the cannabis plant.



Marijuana must be packaged in paper sacks or paper envelopes so that it is able to air dry and not collect moisture that will lead to mildew and mold.

- Marijuana should be described as a “green leafy substance” within the ARS report.
- Members should weigh the recovered substance after all field tests have been performed and notate this weight within the case report as the “approximate weight.”
- Suspected synthetic marijuana and other synthetic drugs, i.e., K-2, bath salts, will be recovered in the same way as marijuana and submitted to the Kansas City Police Crime Lab for analysis. The member recovering the substance will notify DEU from the scene.
- Non-perishable items containing THC, other than marijuana, will be packaged in a heat sealed kapak. Perishables containing THC, i.e., gummies, brownies, cookies, etc., should be packaged in an appropriate sized paint can.
- If the weight of marijuana, measured while in the container, is **less** than the minimum amount required for state prosecution, the marijuana does not need to be removed from the container for weighing purposes.
- If the weight of the marijuana, measured while in the container, meets or exceeds the minimum amount required for state prosecution, the marijuana must be removed from the container for weight determination.

**For any questions or concerns regarding recovery of marijuana, contact the
On-Call Property & Evidence Section**



NON-PLANT MATERIAL CONTROLLED SUBSTANCES

KANSAS CITY MISSOURI POLICE DEPARTMENT
PROPERTY & EVIDENCE PACKAGING MANUAL



DEU will be contacted for all loose/unpackaged white powders.



- **Red** sticker for a positive result
- **Green** sticker for anything that did not obtain a positive result and needs further analysis.

- Non-plant material controlled substances, e.g., powders, tar, pills, will be packaged in a heat sealed Kapak.
- Disposable Nitrile gloves will be worn at all times while handling suspected narcotics.
- TruNarc is used for testing suspected cocaine, i.e. crack, methamphetamine, or other unknown **packaged** white/off white powders.
- TruNarc devices will **only** be used by personnel trained/authorized to perform the testing.
- Substances other than marijuana should be left in the original packaging for weighing purposes.
- After the TruNarc test has been completed and the substance has been packaged, the person performing the TruNarc test will affix a round red or green sticker on the Kapak and initial, date, and write the drug identified, i.e., methamphetamine, cocaine, fentanyl, etc.
- Across the heat seal, members will write their initials, serial number, date, and Case Report Number.
- Bar Code labels will be placed on **one** side of the Kapak in the center.
- In the event the hazardous materials are encountered involving a narcotics investigation, the Drug Enforcement Unit (DEU) will be notified to contact a site safety officer.

For any questions or concerns regarding recovery of controlled substances, contact the On-Call Property & Evidence Section



PCP

KANSAS CITY MISSOURI POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



Phencyclidine (PCP) is an illegal psychedelic drug that induces hallucinations and produces a feeling of detachment from oneself and one's surroundings.



Items containing PCP will be placed inside a kapak, heat sealed shut. The sealed kapak will be recovered inside a metal paint can and sealed with **ORANGE** evidence tape.

- **Also known as:** wet, water, angel dust, elephant tranquilizer, embalming fluid, hog, ozone, wack, killer joints, the PeaCe pill, rocket fuel, supergrass.
- **Physical symptoms:** poor coordination, unsteady gate, bloodshot eyes, rapid eye movements, slurred/garbled speech, confusion, disorientation, blank stare, stupor/lack of movement, aggression/combativeness, superpower-like strength, inability to feel pain, etc.
- **Forms of distribution/uses:** powder, liquid, cigarettes dipped in liquid, injected, or laced within other narcotics – including marijuana.
- **PCP has a distinct chemical-like odor.** Officers are to be cautious when recovering items that have this odor as PCP may absorb through direct contact with the skin.
- PCP will **only** be field tested by trained DEU and Kansas City Police Crime Laboratory personnel.
- If the item is too large to be recovered in a paint can, Metro Meth should be contacted for property packaging.
- **Members that have direct physical exposure with PCP should:**
 - Immediately seek medical attention
 - Contact their supervisor
 - If possible and safe, secure their firearm
 - Follow procedures outlined in personnel policy entitled, "On-Duty Exposure to Communicable Diseases and Physical Health Protection"

**For any questions or concerns regarding recovery of PCP, contact the
On-Call Property & Evidence Section**



PERISHABLE GOODS

KANSAS CITY MISSOURI POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



Perishable goods will only be recovered when they hold evidentiary value.

e.g., Edibles containing THC recovered for possession of controlled substance offense.



Perishable goods that have been determined to be evidence will be recovered in a paint can.

- When recovering items containing perishable goods, e.g., alcohol, consideration should be made whether disposing of the perishable component would compromise evidentiary value.
- THC Wax often melts and leaks through bags. Items containing THC wax should be placed in a can or refrigerated.
- Crime Lab staff will be contacted prior to the recovery of any perishable item being that requires refrigeration.
- Perishable goods that are not of evidentiary value are to be discarded.

**For any questions or concerns regarding recovery of perishable goods, contact the
On-Call Property & Evidence Section**



SHARP OBJECTS

KANSAS CITY MISSOURI POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



All potentially dangerous/sharp items such as needles, knives, razor blades, glass pipes, etc., will be recovered in a puncture-resistant tube.



If an object is too long for the tube, attach two tubes together, using evidence tape as the seam.

Label both ends and along the taped seam with initials, serial number, date, and case report number.

- Puncture-resistant tubes come in two different sizes.
- Puncture-resistant tubes can be assembled and expanded to fit large items with sharp edges as needed.
- Puncture-resistant tubes cannot be cut to a smaller size.
- If an officer has a small item to be placed in a puncture-resistant tube, paper towels can be placed inside the tube at both ends to ensure the item does not break during storage, e.g., glass crack pipe.
- **Remember:** if an item contains blood or another hazardous chemical/liquid, it must be sealed with **orange** evidence tape.
- Syringes containing a liquid suspected to be a controlled substance of evidentiary value will be recovered inside a paint can with the **tip of the needle facing down** and sealed with **orange** evidence tape.

For any questions or concerns regarding recovery of sharp objects, contact the On-Call Property & Evidence Section



SHELL CASINGS

KANSAS CITY MISSOURI POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



- Multiple calibers and types of shell casings can be included within one envelope.
- Each caliber of casing will represent a separate item number within the reporting system.



Package shell casings in a clear heat sealed kapak bag.

- There are several different names for “shell casing:” casing, shell, brass, hull, etc.
- Shell casings are ejected from the firearm after discharge.
- For simplicity and uniformity, officers will use “**SHELL CASING.**”
- Example description: “Ten, .40 S&W, Speer, shell casings.”
- Shell casings found in separate areas at a scene will be packaged separately. A description of each location and corresponding item will be included within the narrative of the report.

**For any questions or concerns regarding recovery of shell casings, contact the
On-Call Property & Evidence Section**

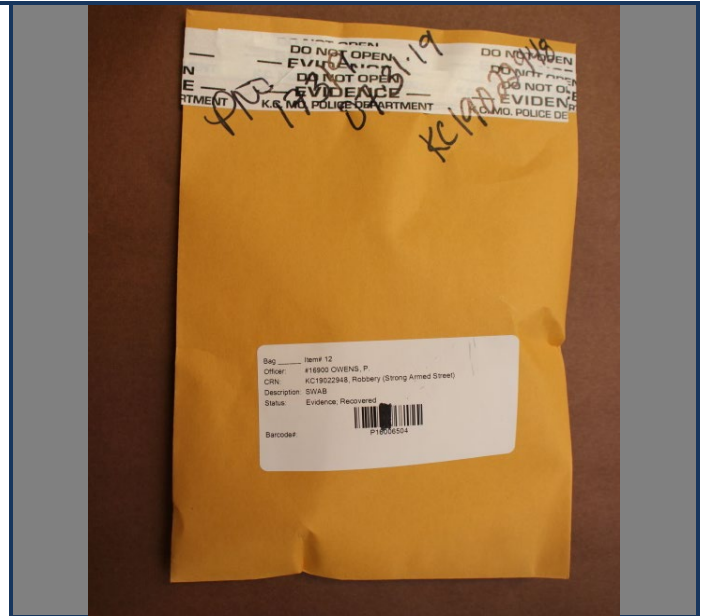


SWABS FOR DNA

KANSAS CITY MISSOURI POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



Swabbing objects for DNA evidence is used when processing items that are commonly handled by a suspect, e.g., handle and trigger guard of a firearm.



Swabs for DNA will be sealed with white evidence tape unless they are contaminated with blood.

- DNA swabs will be placed in a conical tube labelled with the case report number, officer's name and serial number, item swabbed, date, time, and location of recovery.
- Each item swabbed for DNA will be recovered in a separate conical tube.
- Each conical tube will have a desiccant pouch inside. This pouch should remain inside the tube and be packaged with the swab.
- If multiple swabs are taken at one location, conical tubes will be labelled so that each item swabbed is distinguishable.
- A detailed description of the item swabbed, as well as the item's location at the scene will be included within the narrative of the ARS report.

**For any questions or concerns regarding recovery of DNA swabs, contact the
On-Call Property & Evidence Section**



VALUABLES

KANSAS CITY MISSOURI POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



Monies, jewelry, and precious metals must be packaged separately.



- On Duty desk sergeants will be given packaged valuables to be stored at a division station.
- On duty Violent Crimes Division supervisor will be given items to be stored at headquarters.

- Jewelry recovered from the same person or location with the same involvement code (evidence/safekeeping) can be packaged together and itemized.
- Valuables with an estimated or known value equal or greater than \$200.00, but less than \$2,000 will be recovered and packaged separately from other property.
- Coin collections will be recovered as one item, when practical and marked "Not for Deposit."
- Items with an estimated or known value equal to or greater than \$200.00, but less than \$2,000 will be secured in a designated area at the division station, separate from the property room, by the desk sergeant, e.g., bond drawer, safe.
- Items valued at \$2,000 or more will be transported directly to the Property and Evidence Section.

**For any questions or concerns regarding recovery of valuables contact the
On-Call Property & Evidence Section**



VAPE PENS

KANSAS CITY MISSOURI POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



Vape pens that are **not** of evidentiary value are to be discarded.



Vape pens recovered as evidence will be packaged in a clear heat sealed Kapak bag separately from all other items and be marked "**BATTERY**" in a red marker across the front of the package.

- Determine whether the vape pen contains a suspected controlled substance or may be of other evidentiary value, e.g., battery may be processed for trace, DNA, fingerprints, or other types of evidence.
- Contact the applicable investigative element personnel prior to removing the battery from the vial.
- Upon approval by the investigative element, package the vape pen inside a kapak and write "**BATTERY**" with a red felt tipped marker across the front of the package.
- All packages containing a battery (labelled with **BATTERY** in red marker) will be placed in the red bin inside the property storage location.
- If a large quantity of vape pens are recovered (ten or more), place them in a paint can.

**For any questions or concerns regarding recovery of vape pens, contact the
On-Call Property & Evidence Section**



RELEASE OF PROPERTY: DIVISION STATION

KANSAS CITY MISSOURI POLICE DEPARTMENT
PROPERTY & EVIDENCE PACKAGING MANUAL

“Disposing” of property is a universal term in Niche for all property dispositions to include: release, destroy, etc.

Only items classified as **SAFEKEEPING** will be approved for disposal from a division station.

All other property will require authorization from the investigating element.

Only Property and Evidence personnel will “destroy” items.

Voluntary Turn-In items over 40 days that have been identified by the Division Desk Sergeant for disposal will be separated and identified for Property and Evidence personnel who will remove them from the property room and conduct the destruction.

- To dispose property from a division station, the **KCPD NICHE Training Guide: Recovered Property Release** located <I:\CAD-RMS Project Information\RMS Docs\User Manual\NICHE User Guides and Videos> will be referenced (Section entitled, “Property Return to Owner OR Release to Another Agency”).
- This procedure will also be followed for the releasing of property to an outside agency.
- Recovered firearms will **not** be disposed from a division station.
- Citizens wishing to retrieve a firearm will be referred to contact the Property and Evidence Unit to make necessary arrangements.
- Citizens claiming property from a division station will provide valid identification.
- Prisoner property containing a firearm which is secured in the unit’s safe may be released in accordance with the Recovered Property P.I.

**For any questions or concerns regarding the release of property, contact the
On-Call Property & Evidence Section**



RELEASE OF PROPERTY: INVESTIGATIONS

KANSAS CITY MISSOURI POLICE DEPARTMENT
PROPERTY & EVIDENCE PACKAGING MANUAL

Three categories require additional steps for authorization for property disposal:

- Securities/Currency/Identifications (IDs)
- Drugs
- Firearms

Members will receive “task” notifications from property and evidence regarding property retention review and the disposal of items.

- Members will reference the **KCPD NICHE Training Guide: Disposal of Property** located I:\CAD-RMS Project Information\RMS Docs\User Manual\NICHE User Guides and Videos will be referenced (Section entitled, “Property Release Authorization OR Disposal Authorization Guide” for guidance on release procedures for property recovered as evidence).
- Upon receiving a Property Retention Review task, members will ascertain whether the item falls under any of the three specialized categories requiring additional authorization and follow the training guide accordingly.

**For any questions or concerns regarding the release of property contact the
On-Call Property & Evidence Section**

