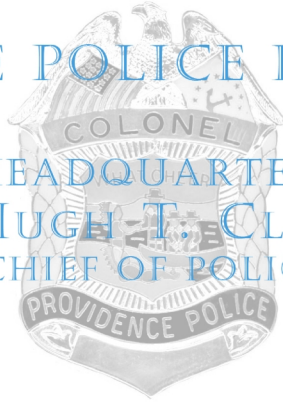


PROVIDENCE POLICE DEPARTMENT

HEADQUARTERS
COLONEL HUGH T. CLEMENTS, JR.
CHIEF OF POLICE



TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
Memorandum	#9 Series 2014	8/19/2014	8/19/2014
SUBJECT TITLE		PREVIOUSLY ISSUED DATES	
BCI Evidence Procedures		N/A	
REFERENCE		RE-EVALUATION DATE	
N/A		N/A	
SUBJECT AREA		DISTRIBUTION	
Collection & Preservation of Evidence/BCI		All Personnel	

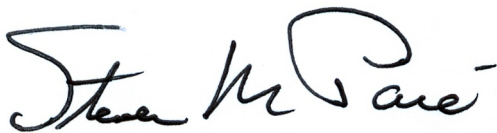
Effective immediately, all in-custody property/evidence that is in the custody of any BCI officer shall remain under that officer's custody and control, in accordance with all Department policies and directives governing the collection and preservation of evidence and property and evidence control. All in-custody property/evidence shall be submitted/resubmitted to the Property and Evidence Bureau when not under the custody and control of that BCI officer.

The Department shall install lockers for the storing of in-custody property/evidence that is seized and/or undergoing testing/analysis by BCI personnel. The procedure shall be as follows:

1. A BCI officer who seizes property/evidence in the field shall enter that evidence into AEGIS™ before the end of that officer's shift.
2. Any property/evidence that is not undergoing immediate internal testing/analysis shall be placed in a temporary storage locker, submitted to the Property and Evidence Bureau, and logged into the AEGIS™ property module; all in accordance with the procedures established in General Order 420.01, "Property and Evidence Control".
3. Property/evidence that is undergoing immediate internal testing/analysis by the Seizing BCI officer shall remain under the custody and control of the seizing BCI officer at all times. However, the property/evidence shall be submitted to the Property and Evidence Bureau before the end of that BCI officer's shift.
4. Property/evidence that is checked-out of the Property and Evidence Bureau by a BCI officer shall remain under the custody and control of that BCI officer at all times before being resubmitted to the Property and Evidence Bureau.

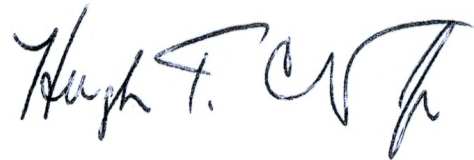
- a. If, during the time prior to the property/evidence being resubmitted to the Property and Evidence Bureau, the BCI officer having custody and control of the property/evidence has not completed the required internal testing/analysis, said property/evidence shall be placed and secured within a locker located in the BCI laboratory for exclusive use by BCI personnel for the sole purpose stated in this memorandum. Said locker shall be secured with a keyed lock provided by the Department, and the key to the lock shall remain in the possession of that BCI officer at all times.
 - b. At no time shall the property/evidence under the custody and control of any other BCI officer be comingled in a locker with the property/evidence that is under the custody/control of any other BCI officer.
5. Upon completion of the internal testing/analysis, said property/evidence shall be resubmitted to the Property and Evidence Bureau and processed in accordance with the procedures established in General Order 420.01, "Property and Evidence Control". The key shall be placed inside the lock so as to be available for use by any BCI officer requiring the storage of property/evidence within the parameters stated in this memorandum
 6. Property/evidence that is being sent out for testing/analysis by an outside laboratory shall be logged-out of the Property and Evidence Bureau and submitted to the outside laboratory in accordance with General Order 420.01, "Property and Evidence Control" and General Order 360.03, "Collection and Preservation of Evidence".

APPROVED:



STEVEN M. PARÉ
COMMISSIONER
DEPARTMENT OF PUBLIC SAFETY

APPROVED:



HUGH T. CLEMENTS, JR.
COLONEL
CHIEF OF POLICE