

# PROPERTY AND EVIDENCE CUSTODIAN MANUAL

Revised May 2016



Questions regarding this manual should be directed to:

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## Supplemental List of Changes

Revision Date	Procedure	Change	Page Number
5/16	Chapter 1, General Guidelines	<b>Revision:</b> 1.01.010, Records Requirements. In Section B1 and 2, updated the name of the Records Destruction Log.	1-10 and 1-11
5/16	Chapter 1, General Guidelines	<b>Revision:</b> 1.01.050, Audits and Inspections. Updated the names of the WSP employees listed in the 4 IOCs at the end of the chapter.	
5/16	Chapter 2, Handling Procedures and Tasks	<b>Revision:</b> 2.00.040, Diesel Fuel Samples. "Dyed Fuel, Testing, Sample Identification, and Collection Record" removed from the <b>See Also</b> section. Section B1—Contact info has changed. Section C1—Intake procedures have changed. Section D1—Processing procedures have eliminated the cardboard container as a requirement. Collection record form has been removed. E1—Language of shipment of sample has changed. E3—Lab contact info has changed.	2-19 through 2-21
5/16	Chapter 2, Handling Procedures and Tasks	<b>Revision:</b> 2.00.100, Unclaimed/Found Property. Removed agency form number after "Abandoned Vehicle Report" in Section C4 (now a Department of Licensing form).	2-54
5/16	Forms	The following forms were replaced with updated versions: <ul style="list-style-type: none"> <li>• Request for Laboratory Examination</li> <li>• Property/Evidence Report</li> <li>• Tow/Impound and Inventory Record</li> <li>• Diesel Fuel Inspection Notice</li> <li>• Abandoned Vehicle Affidavit of Sale</li> <li>• OOC/Bureau/Division/District Authorization Records Destruction Log</li> </ul>	
10/16	Cover Page	Revised	
10/16	Chapter 2, Handling Procedures and Tasks	<b>Revision/addition:</b> 2.00.070, Firearms. Section E1—updated the list of persons prohibited from receiving firearms. Section E2 was added, relating to the transfer of firearms.	2-37 through 2-39
10/16	Chapter 2, Handling Procedures and Tasks	<b>Revision:</b> 2.00.110, Vehicles. Added RCW 63.35.020 and Junk Vehicle Affidavit to the "See Also" section. Sections F3 and F4 were added regarding disposal of vehicles (junked or unclaimed). Section F5 was renumbered (was F3).	2-67; 2-71 and 2-72
10/16	Forms	<b>Addition:</b> Junk Vehicle Affidavit	
10/16	Forms	<b>Revision:</b> Release of Firearms form was replaced with updated version	

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# Introduction

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A well-structured property and evidence management system must include strict measures with respect to the handling, security, and disposition of property so that the public maintains confidence in the Washington State Patrol.

In the “Basic Evidence” class at the Academy, Washington State Patrol officers are encouraged to seek out the Property Custodian when a question or problem relating to the proper handling of evidence arises. It is imperative Property Custodians have the most current information available.

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**CHAPTER 1: GENERAL GUIDELINES**  
**SECTION 00: PURPOSE, OBJECTIVES, AND INTENT**

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**Procedure #:** 1.00.000, Purpose, Objectives, and Intent

**General Order:**

**Supersedes:** May 2014 Property and Evidence Custodian Manual

**Applies to:** All WSP Employees

**Effective Date:** May 2016

**See Also:** *Officer's Evidence Handbook*;  
*Forensic Laboratory Services Bureau Forensic Services Guide*

**CALEA:** Chapters 83 and 84

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**I. GENERAL**

- A. The **purpose** of this manual is for the collection, preservation, and disposition of evidence and property.
- B. The **objectives** of this manual are to improve and maintain the efficiency and integrity of the handling of all property and evidence and management of the property and evidence room.
- C. The **intent** of this book is to provide an easy reference for the Property and Evidence Custodian.

**NOTE:** Detailed procedures on collecting and packaging evidence are outlined in the *Officer's Evidence Handbook* (available on the Risk Management Division WSP Intranet page) and the Forensic Laboratory Services Bureau's *Forensic Services Guide* (available on the Internet at [http://www.wsp.wa.gov/forensics/docs/bureau/forensic\\_services\\_guide.pdf](http://www.wsp.wa.gov/forensics/docs/bureau/forensic_services_guide.pdf)).

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**CHAPTER 1: GENERAL GUIDELINES**  
**SECTION 00: PURPOSE, OBJECTIVES, AND INTENT**

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**Procedure #:** 1.00.010, Property and Evidence Custodian Job Specifications

**Effective Date:** May 2016

**General Order:**

**See Also:**

**Supersedes:** May 2014 Property and Evidence Custodian Manual

**CALEA:**

**Applies to:** All WSP Employees

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**I. GENERAL**

- A. The following Job Specifications for Property and Evidence Custodian were obtained from the Department of Personnel Web site in 2007:

**WASHINGTON STATE DEPARTMENT OF PERSONNEL**

**41480**

**Specification for Class of**

**PROPERTY AND EVIDENCE CUSTODIAN**

Definition: Receives into custody evidence, seized vehicles, and recovered and abandoned property. Disposes of evidence and property. Provides expert testimony in courts of law certifying to the chain of evidence. Responds to incident scenes gathering evidence into custody.

Typical Work

Receives evidence into custody from law enforcement officers, and provides evidence for court proceedings, maintaining appropriate records and testifying in a court of law certifying the chain of evidence;

Takes into custody found or abandoned property; researches ownership of property and returns or disposes in accordance with regulations, statutes, and court procedures;

Disposes or releases evidence upon court rulings;

Conducts periodic inventories and audits of evidence depositories; maintains appropriate records on evidence and found property; makes computer entries and prepares reports;

Receives into custody seized vehicles, and maintains vehicle impound area;

Gathers and receives into custody evidence at crime and incident scenes upon request from law enforcement officers;

Travels to evidence lockers in assigned areas to retrieve evidence and property into custody; must lift items into vehicle and move to evidence depository;

Handles large amounts of cash; makes deposits to banking facilities; maintains inventory of cash;

Performs other duties as required.

### Knowledge and Abilities

Knowledge of: legal issues regarding rules of evidence, property handling and disposal procedures; departmental policies, procedures, and goals.

Ability to: perform audit of district and detachment evidence, property records, and inventory; work a variety of hours subject to change with a minimum of prior notice; plan, organize, and coordinate on an operational level; communicate orally and in writing in a professional environment; work without supervision; lift heavy objects.

### Legal Requirement

There may be instances where individual positions must have additional licenses or certification. It is the employer's responsibility to ensure the appropriate licenses/certifications are obtained for each position.

### Desirable Qualifications

High school graduation and three years of experience in a law enforcement agency in the collection, preservation, safeguarding, and disposal of evidence and property.

### OR

Two years of full-time experience as a sworn law enforcement officer.

NOTE: A valid vehicle operator's license is required.

### Class Specification History

New class: 7-14-89

Revised minimum qualifications: 6-15-90

Class code change (formerly 7793): 7-1-91

New class code: (formerly 41480) effective July 1, 2007



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**CHAPTER 1: GENERAL GUIDELINES**  
**SECTION 01: DIRECTIVES**

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**Procedure #:** 1.01.000, Directives Governing WSP's Property and Evidence System

**General Order:**

**Supersedes:** May 2014 Property and Evidence Custodian Manual

**Applies to:** All WSP Employees

**Effective Date:** May 2016

**See Also:** RCW 9.41, 63.21, 63.35, 69.50, 70.77; WAC 212-17-355; *Officer's Evidence Handbook*; *Crime Laboratory Division Operations Manual*; *Toxicology Laboratory Operations Manual*; *Forensic Laboratory Services Bureau Forensic Services Guide*; *Crime Laboratory Division Laboratory Information Management System Manual*; *WSP Regulation Manual*, Chapters 5 and 21

**CALEA:** Chapter 84

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**I. PROCEDURE**

**A. Guiding Directive**

1. Directives both regulatory and advisory in nature govern the WSP Property and Evidence System. In the event any two policies conflict, *WSP Regulation Manual* and Revised Codes of Washington (RCW) shall have precedence.
2. All Property and Evidence personnel should be familiar with the applicable software/database programs used at the local level.
3. All personnel involved with this system must be familiar with the following documents:

**a. Washington State Patrol Regulation Manual**

- (1) The chapter entitled *Evidence System* describes the basics of the property and evidence function and outlines policies for inspections, storage, disposal, and seizures.
- (2) *Employee Health*, another essential chapter, provides the procedures for personal protection and exposure control in dealing with hazardous materials.

**b. Revised Codes of Washington**

- (1) **RCW 9.41:** *Firearms and Dangerous Weapons* – Particular attention should be paid to 9.41.040, *Unlawful Possession*; 9.41.098, *Forfeiture*; and 9.41.080, *Delivery to Ineligible Persons*.
- (2) **RCW 63.21:** *Lost and Found Property* – Claims for and release and disposal of property that has been lost and recovered. This

chapter also delineates the rights of the finder and the timelines for claims.

- (3) **RCW 63.35: *Unclaimed Property in the Hands of the State Patrol*** – This outlines the procedures and methods for disposing of unclaimed property and how to handle sales.
- (4) **RCW 69.50: *Uniform Controlled Substance Act*** – An all-encompassing chapter describing the types of controlled narcotics, the regulations in handling, and the penalties of misuse.
- (5) **RCW 70.77: *Fireworks Laws*** – This chapter defines unlawful possession of fireworks and seizure and forfeiture of fireworks.

**c. Washington Administrative Code**

- (1) **WAC 212-17-355: *Fireworks Storage*** – This WAC outlines storage requirements of fireworks.

**d. Commission on Accreditation for Law Enforcement Agencies (CALEA)**

- (1) **Chapter 83: *Collection and Preservation of Evidence*** – The appropriate sections of this chapter deal with transfer of custody and submission of evidence to the crime laboratory.
- (2) **Chapter 84: *Property and Evidence Control*** – This chapter involves evidence receipt, storage, disposal, and documentation. Also included in this chapter are the requirements for audits and inspections.

**e. Washington Association of Sheriffs and Police Chiefs (WASPC)**

- (1) **Chapter 35: *Collection and Preservation of Evidence*** – Accreditation requirements that mirror CALEA.

**f. WSP Handbooks**

- (1) ***Officer's Evidence Handbook*** (WSP 3000-372-045) – The “how to” guide for the officer in the proper handling, packaging, and submission of property/evidence.
- (2) ***Crime Laboratory Division Operations Manual*** – The Crime Laboratory’s manual highlighting the basic principles and requirements for dealing with general evidence handling procedures.
- (3) ***Toxicology Laboratory Operations Manual*** – The Toxicology Laboratory’s manual highlights the basic principles and requirements dealing with general evidence handling procedures.

- (4) ***Forensic Laboratory Services Bureau Forensic Services Guide*** – The Forensic Laboratory Services Bureau's guide for all law enforcement agencies with instructions for proper evidence handling and storage requirements.
- (5) ***Crime Laboratory Division Laboratory Information Management System Manual*** – The Crime Laboratory Division's manual for using the LIMS program for tracking evidence.

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**CHAPTER 1: GENERAL GUIDELINES**  
**SECTION 01: DIRECTIVES**

**Procedure #:** 1.01.010, Records Requirements

**Effective Date:** May 2016

**General Order:**

**See Also:** State General Schedule GS50; WSP Policy **Records Retention**; Records Destruction Authorization; Property/Evidence Report; Transfer/Disposition Report; Request for Laboratory Examination; Toxicology Laboratory Request: Driving Under the Influence/DRE – Request for Analysis

**Supersedes:** May 2014 Property and Evidence Custodian Manual

**Applies to:** All WSP Employees

**CALEA:** Chapter 84

**I. PROCEDURE**

**A. Required Records – Retention Schedule**

1. The Property and Evidence Custodian shall maintain, at a minimum, the following files:

Document Title	Retention Period	DAN (Disposition Authority Number)	Record Series Title
<b>Active Case File</b>	Maintain until the case is closed.	N/A	N/A
<b>Annual Scale Certification</b>	A six-year retention <i>begins</i> after the scale is no longer utilized.	88-1043068	Static and Portable Scales
<b>Asset Disposition Record</b>	Retain for 6 years after date of document then destroy.	GS16003	Asset Disposition Record
<b>Cash Receipt Log</b>	Retain for 6 years after date of document then destroy.	GS01010	Cash Receipt Records
<b>Completed Receipt Books</b>	Retain for 6 years after date of document then destroy.	GS01010	Cash Receipt Records
<b>K-9 Training Aid File</b>	Maintain with original case file/log sheet. Maintain current year plus six years.	89-0242771	Evidence Form
<b>Property Room Access Record</b>	Maintain current year plus five years.	88-6-42379	Visitor Log Book
<b>Quarterly Command Audit Report</b> (Refer to State General Records Retention Schedule: GS04002)	Maintain two years after the date of the IOC.	GS09006	Admin Plans, Working Files and Survey Results

Document Title	Retention Period	DAN (Disposition Authority Number)	Record Series Title
<b>Notice of Receipt or Transfer of Nonexpendable Property (used to track keys)</b>	Maintain for two years following return of the key.	00-10-59927	District/Division Copy of Notice of Receipt or Transfer of Nonexpendable Property
<b>Records Destruction Forms</b> (Refer to State General Records Retention Schedule GS11005)	Retain for the life of the agency.	GS11005	Records Disposition Notice
<b>Refrigerator Temperature Log</b>	Maintain current year plus five years.	89-0242771	Evidence Form
<b>Secure Drop Box Access Record</b>	Maintain current year plus five years.	88-6-42379	Visitor Log Book
<b>Semi-Annual (Quarterly) Drug Disposal Report</b>	Retain for 6 years after audit report date the transfer to Washington State Archives for appraisal and selective retention.	GS04002	Internal Audit, Final Audit, or Examination Report
<b>Storage Yard (Bullpen) Access Record</b>	Maintain current year plus five years.	88-6-42379	Visitor Log Book
<b>Stored Vehicle/Equipment Coolant Level Record</b>	Maintain for current year plus six years after the vehicle has been released.	89-02-42771	Evidence Form
<b>Towing Credit Card Transaction Log</b>	Retain for 6 years after the date of the document and then destroy.	GS01017	Credit Card Records
<b>Towing Recovery Cash Receipt Log</b>	Retain for 6 years after the date of the document and then destroy.	GS01010	Cash Receipt Records
<b>Triple I Log</b>	Maintain current year plus six years. May not be necessary if Communications is running the Triple I.	89-02-42771	Evidence Form

\*"GS" stands for "General Schedule."

**NOTE: Please refer to and review State General Schedule GS50.**

### **B. Required Records – Disposal**

- At the end of the retention period, the Property and Evidence Custodian shall prepare a Records Destruction Log, OOC/Bureau/Division/District Authorization (3000-372-049), itemizing records to be destroyed. After obtaining the supervisor's signature, the Property and Evidence Custodian shall destroy the records locally (see the *Regulation Manual* policy entitled RECORDS RETENTION.)

2. The Property and Evidence Custodian shall keep the Records Destruction Log, OOC/Bureau/Division/District Authorization, on file permanently.

### **C. Active Case Files**

1. Active cases are those that have not been adjudicated by legal authority or cases of found and unclaimed property. The Property and Evidence Custodian shall:
  - a. Maintain all active cases in a three-ring binder, filed in order by property number and year.
  - b. Maintain an up-to-date computer inventory indicating the status and location of all active property and evidence.
  - c. Continuously review all active cases to determine their status.

### **D. Closed Case Files**

1. Within ninety days of learning the legal authority has adjudicated a case or property has been returned to its owner or disposed of, the Property and Evidence Custodian shall forward all documents regarding the case to the District Public Disclosure Officer for filing.

### **E. Property Inventory Document System**

1. The Property and Evidence Custodian shall organize all inventory documentation into two files—**Active** Cases and **Closed** Cases.
  - a. Except in those locations where the “Paperless Office” concept has been instituted, Property and Evidence Custodians shall maintain a dual inventory system. This dual system shall include the computerized evidence program (refer to Chapter 5.00, **CITE COMPUTER PROCEDURES**, and Chapter 6.00, **LIMS COMPUTER PROCEDURES**) and a paper tracking system. In the Forensic Laboratory Services Bureau, the Laboratory Information Management System (LIMS) will take the place of CITE (Crime, Investigation, and Tracking of Evidence), the property and evidence computer program utilized by the other bureaus.
  - b. Both tracking systems (the computerized evidence program and the paper tracking system) shall document the complete inventory for the location and reflect chain of custody information for each property item. These two systems shall complement each other to provide a check and balance.

- c. The paper tracking system will reflect the entire chain-of-custody of all property within the inventory. The minimum source documents are the Property/Evidence Report (3000-110-096) or the Request for Laboratory Examination (3000-210-005). The Transfer/Disposition Report (3000-110-179) may also be used. At non-Field Operations Bureau (FOB) sites, the primary tracking documents are:
  - (1) CRIME LABORATORY: Request for Laboratory Examination (3000-210-005).
  - (2) TOXICOLOGY LABORATORY: Request for Analysis.
- d. In the event that there is a discrepancy in the inventory listed for a location or an audit or inspection finding that cannot be mitigated, the Property and Evidence Custodian will forward an IOC to the division/district commander requesting removal of the item from the location's inventory. A copy of the request will be sent to the Evidence Control Officer, who will confer with the CITE and/or LIMS Administrators prior to removal of the item from the inventory.



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**CHAPTER 1: GENERAL GUIDELINES**  
**SECTION 01: DIRECTIVES**

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**Procedure #:** 1.01.020, Facilities Requirements

**Effective Date:** May 2016

**General Order:**

**See Also:** *WSP Regulation Manual*  
Chapter 21; Secure Drop Box Access  
Record; Property Room Access Record;  
Notice of Receipt or Transfer of  
Nonexpendable Property

**Supersedes:** May 2014 Property and Evidence  
Custodian Manual

**Applies to:** All WSP Employees

**CALEA:** Chapter 84

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**I. PROCEDURE**

**A. Secure Facilities**

1. District/division commanders are responsible for maintaining secure facilities for the storage of property and evidence.
2. Storage areas include property storage rooms, high-value property areas, external storage containers, external storage yards (bullpens), bio-hazard drying rooms, refrigerators and/or freezers, rented facilities, and secure drop boxes in detachment offices.
3. Only the Property and Evidence Custodian and, in the Property and Evidence Custodian's absence, the Primary Alternate in each district shall have unfettered access to all secure storage areas. Any Secondary Alternates or other personnel accessing a secure storage area shall be required to sign the Property Room Access Record (3000-110-254).

**B. Property Storage Rooms**

1. The general Property Storage Room shall be the main storage facility for the district or division. The Property and Evidence Custodian shall store all property in this vault, with the exception of items that are of high value, are large or bulky, or those that possess a health risk. The property storage room will be secured by a locked and alarmed door.
2. Alarms shall be tested annually and documented for auditing purposes. Documentation may take the form of a CAD printout showing the date and time of the alarm test and the response.

**C. High-Value Storage Areas**

1. The Commission on Accreditation for Law Enforcement Agencies (CALEA) defines high-valued property as money, precious metals, jewelry, firearms,

drugs, and any item that presents a high potential for theft. Items meeting these criteria shall be stored in a separate locked area within the Property Storage Room.

#### **D. External Storage Containers**

1. Some districts may find it necessary to procure an external unit to supplement property room storage or to provide room for large and bulky items. External Storage Containers must have adequate security measures attached and—to prevent the loss or degradation of evidence—shall be modified to allow for proper atmospheric protection.
2. Large commercial shipping containers may be used for the storage of property/evidence. These containers are subject to the following requirements:
  - a. Windows shall not be installed.
  - b. Ventilation may be installed, if it does not permit unauthorized entry.
  - c. No one shall have access to these containers unless accompanied by the Property and Evidence Custodian. Visitors shall be required to sign the Property Room Access Record indicating entry into the External Storage Container.
  - d. The External Storage Container shall be considered an extension of the property storage room and be secured with a padlock keyed the same as the property storage room.
  - e. The External Storage Container shall be located in a secure area such as in an evidence storage yard (bullpen) or next to the Washington State Patrol facility where visual security can be maintained. If locating the container inside of the evidence storage yard (bullpen) is not feasible, then an electronic alarm system shall be installed to provide enhanced security for the External Storage Container.

#### **E. Evidence Storage Yard (Bullpen)**

1. Each Evidence Storage Yard (Bullpen) shall be considered an extension of the property storage room and be secured with adequate fencing and locked gates to deter theft.
2. No one shall have access to the Evidence Storage Yard (Bullpen), unless accompanied by the Property and Evidence Custodian or Primary Alternate. Visitors shall be required to sign the Property Room Access Record (3000-110-254).

3. If the Property and Evidence Custodian or Primary Alternate is not available, then a duty sergeant or trooper shall obtain the Evidence Storage Yard (Bullpen) key from either Communications or—in outlying areas—a secure lockbox. The key will be maintained in a sealed (evidence tape) envelope. After use of the key, it will be placed back into a sealed envelope. The user will initial and date across the tape.
4. The key to the Evidence Storage Yard (Bullpen) shall not be the same as the property storage room. It shall be a sub-evidence key.
5. Adequate lighting shall be provided for security and to aid in the depositing of evidentiary vehicles during hours of darkness.
6. The department has a responsibility to safeguard all property in its custody. Significant tort claims have been paid due to lack of security in the Evidence Storage Yard (Bullpen). Whenever possible, Evidence Storage Yards (Bullpens) should be monitored either by an electronic intrusion alarm or camera surveillance.
  - a. In the absence of an electronic alarm system on the fencing of the Evidence Storage Yard (Bullpen), districts shall develop an alternative secondary security system (i.e., security checks after hours of darkness) for their respective Evidence Storage Yards (Bullpens).
  - b. Alternative secure storage should be utilized for vehicles and contents that are attractive and/or of an obvious high value and are vulnerable to theft or vandalism.

#### **F. Bio-Hazard Drying Room**

1. Each district will design a well-ventilated and secure room for drying bio-hazard evidence. To best preserve the evidentiary value of blood-stained articles, they should be promptly air-dried in well-circulated air but without the addition of heat. Instructions will be posted in the air-dry room on how to dry bio-hazard items. For most efficient use of the air-dry room, and to enable temporary secure storage of noxious items, the air-dry room ventilation should be directed out of the building rather than re-circulated within the building.
2. Once the door is closed with evidence inside, the Bio-Hazard Drying Room will be considered as an evidence lock-box and be secured with a lock keyed the same as the property room.
3. Only evidentiary items shall be placed inside of the Drying Room. Packaging materials and bio-hazard equipment shall be stored outside of and adjacent to the Drying Room. Packaging materials shall include a roll of wrapping paper and evidence tape. Bio-hazard equipment shall include gloves and face shields.

4. The Property and Evidence Custodian is responsible for the inventory of the bio-hazard cleaning supplies and condition of the drying and cleaning area sites.

#### **G. Refrigerators/Freezers**

1. The Property and Evidence Custodian shall maintain a working refrigerator and/or freezer that shall house only evidence. The refrigerator and/or freezer shall have conspicuous markings indicating its purpose and shall have a **BIO-HAZARD** warning sticker posted on the door.
2. A refrigerator and/or freezer that only the Property and Evidence Custodian has access to shall be available in each district property room.
3. Refrigerators and/or freezers utilized for physical evidence preservation shall not be used to store food or beverages for consumption such as lunches, snacks, etc. A **BIO-HAZARD** warning label shall be affixed in plain view on the door.

#### **H. Rented Facilities**

1. Storage of evidentiary items may include the use of rental facilities.

#### **I. Secure Drop Boxes**

1. Each district/detachment office shall be equipped with Secure Drop Boxes for the temporary storage of all evidence, found property, asset seizure, and safekeeping items that come into its possession.
2. Only the Property and Evidence Custodian or, in the Property and Evidence Custodian's absence, a Primary Alternate shall have unfettered access to the Secure Drop Boxes at each district/detachment office. Secondary Alternates shall maintain a log (Secure Drop Box Access Record, 3000-110-018), documenting entries into Secure Drop Boxes at remote detachment offices for the purpose of creating more storage space or to transfer/transport property and evidence to the Property Storage Room at the district office or to court.

#### **J. Forensic Laboratory Services Bureau Facilities**

1. Each laboratory facility shall define areas of accessibility and have guidelines that govern accessibility to those areas. Some areas may, out of necessity, be used for several purposes. Guidelines should consider the following types of areas:
  - a. **Public Area** – An area such as a lobby, common hallway, conference room, or restroom that may be accessed by the public during business hours without escort.

- b. **Evidence Delivery Area** – An area designated for members of law enforcement to submit or receive evidence during business hours.
- c. **Evidence Vault** – An area specifically designated for the storage of evidence accessible only by authorized laboratory personnel and escorted departmental auditors.
- d. **Evidence Examination Area** – An area designated for the examination of evidence that is accessible only to laboratory personnel and authorized escorted visitors.

## 2. **Laboratory Security**

- a. The laboratory's security measures must account for multi-use areas and procedures developed to ensure proper security. The purpose of laboratory security is to ensure the safety of laboratory personnel, preserve and maintain the integrity of evidence, and protect the laboratory's assets and records.
- b. The specific opening and closing procedures for each laboratory will be documented in writing. Exterior laboratory doors will be kept secure at all times. Laboratory keys and proximity cards may not be duplicated or loaned. Lock combinations or codes may not be divulged to unauthorized personnel. Combinations will be changed as needed to ensure that only authorized individuals have laboratory access.
- c. Each laboratory will have an intrusion alarm system. Written alarm and emergency response procedures will be maintained. The procedures will include:
  - (1) The name and locations of the alarm monitoring company or agency.
  - (2) Instructions to the monitor regarding the notification of laboratory, police, and fire personnel.
  - (3) Procedures to follow in the event of a false alarm or alarm malfunction.
  - (4) Relevant information regarding the availability of laboratory keys, combinations, or codes that might be used in emergencies (e.g., a key in a sealed envelope). The security of any such key, combination, or code must be verified at least once a year.
  - (5) All visitors to the laboratory will sign in and must display some form of identification, such as a visitor badge or departmental identification.

(6) Non-departmental janitorial and maintenance personnel must sign the visitor's log, but they do not need an escort. They will work only during normal business hours and only in areas occupied by laboratory personnel.

d. Alarms shall be tested annually and documented for auditing purposes. Documentation may take the form of a CAD printout showing the date and time of the alarm test and the response.

3. **Personal Evidence Lockers/Secured Evidence Refrigerators**

a. Personal evidence lockers/secured evidence refrigerators will be utilized by scientists for the short-term storage of evidence in their custody.

b. Keys for the short-term storage lockers and secured evidence refrigerators will be held by the scientist and the lab manager or their designee.

c. If not in a short-term storage area, any evidence retained outside the laboratory vault must be in a secure area. The laboratory examination area is considered secure.



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**CHAPTER 1: GENERAL GUIDELINES**  
**SECTION 01: DIRECTIVES**

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**Procedure #:** 1.01.030, Equipment Requirements

**Effective Date:** May 2016

**General Order:**

**See Also:**

**Supersedes:** May 2014 Property and Evidence Custodian Manual

**CALEA:** Chapter 84

**Applies to:** All WSP Employees

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**I. PROCEDURE**

**A. Digital/Triple-Beam Scales**

1. Each district/detachment office shall be equipped with a Digital and/or Triple-Beam Scale.
2. Each scale shall have a state tag number (SPXT) or other unique identification number.
3. All scales utilized by agency personnel shall be certified on an annual basis by the Property Management Division. The Property and Evidence Custodian is responsible for scheduling the annual inspection of all scales in his/her district with the Property Management Division to ensure that scale certifications do not expire.
4. The Property and Evidence Custodian shall maintain a copy of the annual written certification of each scale on file at their office. A *six-year* retention period begins after the scale is no longer utilized.

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**CHAPTER 1: GENERAL GUIDELINES**  
**SECTION 01: DIRECTIVES**

**Procedure #:** 1.01.040, Shipping Method Requirements

**General Order:**

**Supersedes:** May 2014 Property and Evidence Custodian Manual

**Applies to:** All WSP Employees

**Effective Date:** May 2016

**See Also:** Request for Laboratory Examination; Consolidated Mail Services (CMS) Tracking form; Chapter 2.00.040 of the *Property and Evidence Custodian Manual*; applicable Federal Postal Guidelines

**CALEA:** Chapters 83 and 84

**I. PROCEDURE**

**A. Selection of Shipping Method**

1. In selecting shipping methods, consideration shall be given to the following factors:
  - a. Attractiveness of the evidence to theft.
  - b. Fragileness of the evidence.
  - c. Weight and bulk of the evidence.
  - d. Response time requirements.
  - e. Availability of personnel.
  - f. Refrigerator requirements.

**B. Methods to be Employed**

1. Once a method has been selected, ensure the following:
  - a. Evidence deemed by the supervisor to be significant in terms of the above shall be submitted by personal delivery only.
  - b. Evidence not deemed significant shall normally be delivered or forwarded to the nearest crime laboratory by Registered Mail, Return Receipt Requested; Consolidated Mail Services with tracking form (west side of state only); or United Parcel Service (UPS) Certification, provided the weight and/or size of the exhibit package falls within mailing/shipping limits.

- c. When Registered Mail, Return Receipt Requested, cannot be used for shipments due to weight and/or bulk of the shipment, commercial carriers may be used.
- d. In an emergency situation, the district/section commander may request the laboratory manager dispatch a chemist to conduct an on-site analysis.

### **C. Shipment of Evidence by Registered Mail/UPS**

1. Evidence shipped by Registered Mail, Return Receipt Requested/UPS shall be processed as follows:
  - a. Appropriate requests for analysis forms shall be included with the submissions.
    - (1) CRIME LABORATORY: Request for Laboratory Examination (3000-210-005).
    - (2) TOXICOLOGY LABORATORY: Request for Analysis.
  - b. The sealed evidence envelope/package shall be placed in a sturdy package or carton, packed with suitable material to protect the contents, and secured for mailing. A **BIO-HAZARD** LABEL or clinical specimen label will be placed on the outer wrapping to identify the contents of any package containing bio-hazardous materials.
  - c. The person having custody of the evidence shall deliver it to the U.S. Postal Service for shipment by Registered Mail or UPS, Return Receipt Requested.
  - d. The case/property number and relevant exhibit numbers, if applicable, shall be entered in the margin of the Return Receipt affixed to the package.
  - e. The case/property number and relevant exhibit numbers shall also be written on the back of the Registry Receipt provided by the postal clerk at the time the evidence is mailed. The Registry Receipt shall be filed in the case file.
  - f. When the signed Return Receipt is received by the sending office, it shall be filed in the case file with the corresponding Registry Receipt.
  - g. UPS is now computerized and all shipping information is available online by entering the UPS tracking number.

**D. Shipment of Evidence by Consolidated Mail Services (West side of state only)**

1. Evidence shipped by Consolidated Mail Services (CMS) shall be processed as follows:
  - a. Appropriate requests for analysis forms shall be included with the submission.
    - (1) CRIME LABORATORY: Request for Laboratory Examination (3000-210-005).
    - (2) TOXICOLOGY LABORATORY: Request for Analysis.
  - b. The sealed evidence envelope/package shall be placed in a sturdy package or carton, packed with suitable material to protect the contents, and secured for mailing.
  - c. A CMS tracking form will be completed and affixed to the outer wrapping. Multiple evidence items may be packaged together for shipping, so long as the tracking form lists all case numbers applicable.
    - (1) The case/property number and relevant exhibit numbers, if applicable, shall be entered in the margin on the left side of the tracking form and affixed to the package.
    - (2) A copy of the tracking form shall be filed in the case file of the applicable case(s).
    - (3) When the package has been delivered, a print of the computer screen with the digitalized signature of the receiving party shall be placed in the case file of the applicable case(s).

**E. Shipment of Evidence by Private Carriers**

1. **Criteria to be Met by Carrier:**
  - a. Domestic express agencies that follow established procedures that provide precise point-of-origin to point-of-delivery traceability of a shipment while in custody of the carrier may be used. Such agencies include those utilizing owned and operated conveyances exclusively and those utilizing intermediate transportation services of common carriers.
  - b. The various priority express services of domestic airlines may be used, provided established procedures are followed that provide precise traceability of a shipment while in custody of the carrier from the point-of-origin to point-of-delivery.

- c. Procedures to ensure traceability of the shipment shall include the following requirements:
  - (1) A signed receipt shall be obtained at the point of shipment.
  - (2) The addressee shall be notified by telephone of the shipment by the forwarding Washington State Patrol officer, including expected arrival time.
  - (3) The express agency shall require a signature from the addressee prior to surrender of the package.
  - (4) The district/division commander shall evaluate the service and specifically approve the continued use of the carrier for shipment.
2. For each shipment, the sender and the addressee shall coordinate in advance the details of any special delivery or pick-up requirements.

#### **F. Crime Laboratory Division Evidence Shipping**

1. If shipped evidence is received sealed but the seal has not been initialed by the submitting agency representative, the Property and Evidence Custodian will add a seal with their initials.
2. If shipped evidence is received unsealed and the evidence is such that it requires sealing in order to protect it from loss or deleterious change, the following options are available:
  - a. The Property and Evidence Custodian will inventory and seal the evidence. The submitting agency will be notified and the condition of the packaging will be documented on the Request for Laboratory Examination (3000-210-005) and in the Laboratory Information Management System (LIMS).
  - b. The evidence may be returned to the submitting agency at the discretion of the Property and Evidence Custodian and with the approval of the laboratory manager if the evidence appears to have been compromised such that meaningful laboratory results are not possible.
3. If a discrepancy exists between items of evidence listed on the Request for Laboratory Examination and the items actually received, the submitting agency will be contacted by the Property and Evidence Custodian or scientist. The discrepancy will be documented on the Request for Laboratory Examination and in LIMS. Certain situations may also require documentation in the case notes.



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**CHAPTER 1: GENERAL GUIDELINES**  
**SECTION 01: DIRECTIVES**

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**Procedure #:** 1.01.050, Audits and Inspections

**Effective Date:** May 2016

**General Order:**

**See Also:** *WSP Regulation Manual*, Chapter 21.00.020; *Crime Laboratory Division Operations Manual*; *Crime Laboratory Division Quality Manual*

**Supersedes:** May 2014 Property and Evidence Custodian Manual

**Applies to:** All WSP Employees

**CALEA:** Chapter 84

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**I. PROCEDURE**

**A. Audits Defined**

1. An audit is a formal examination and verification of accounts or records to verify their correctness. An internal audit should be conducted by a person(s) or unit that does not have responsibility within the evidence system. A property audit is an impartial review of the policies, procedures, and actions of an operation to determine whether or not they meet with recognized standards and the agency's own policies. The process is an audit of the system, not of individuals, even though changes may result in how particular employees should perform their duties. Auditing on an ongoing basis will enhance the safekeeping of property and minimize mismanagement. Failure to conduct regular audits enables problems that can easily lead to court cases being lost, loss of public confidence, personnel problems, and possible financial loss.
2. The entire property system should be audited to ensure its integrity and its compliance with management directives and legal requirements. There are three different types of audits: basic, procedural, and organizational.
  - a. A **basic** audit determines whether or not legal requirements are being met.
  - b. A **procedural** audit examines and evaluates the efficiency and effective use of resources. This also includes attention to procedures and management policies.
  - c. An **organizational** audit examines and evaluates an agency's structure and encompasses plans, policies, and systems.

## **B. Annual Audits**

1. The Evidence Control Officer (ECO) of the Risk Management Division shall conduct an annual audit of property and evidence the agency holds (WSP Regulation, CALEA). The ECO shall:
  - a. Provide a yearly schedule of audits to district/division commanders by December 15 of every year.
  - b. Examine a random statistical sampling of all evidence in inventory providing for a 99% confidence level with a +/- 3% confidence interval. The sampling shall include items from the drugs, securities, and weapons categories.
  - c. Provide training and guidance to Property and Evidence Custodians during audits to facilitate process improvement.
  - d. Ensure procedures are maintained to a strict standard throughout the agency.

## **C. Spot Inspections**

1. The Evidence Control Officer (ECO) shall conduct unannounced spot inspections of randomly selected property storage areas in each affected district and division at least annually. The ECO shall:
  - a. Focus the inspection on any findings identified from previous audits.
  - b. Place a high emphasis on security practices.
  - c. Examine a random statistical sampling of all evidence in inventory providing for a 95% confidence level with a +/-5% confidence interval. The sampling shall include items from the drugs, securities, and weapons categories.

## **D. Quarterly Inspections**

1. All district/division commanders who have responsibility for property and evidence shall conduct a minimum of three quarterly inspections. No Quarterly Inspection Report will be required for the quarter in which the Evidence Control Officer (ECO) for the department conducts the Annual Audit for the district/division. Copies of the Quarterly Inspection Reports shall be kept on file by the Property and Evidence Custodian to provide supporting documentation for the annual evidence audit. A copy of the report shall also be sent to the ECO. Failure to conduct any of the three required quarterly inspections will result in a finding during an annual audit or spot inspection. The quarterly audits will consist of the following:

- a. Focus the inspection on any findings identified from previous audits.
  - b. Place a high emphasis on security practices.
  - c. Examine a random statistical sampling of all evidence in inventory providing for a 95% confidence level with a +/-10% confidence interval. The sampling shall include items from the drugs, securities, and weapons categories.
2. A copy of the audit report and working papers generated shall be forwarded to the Evidence Control Officer within 30 days of completion of the audit. Please refer to the sample audit IOCs at the end of this chapter.

#### **E. Change of Property and Evidence Custodian Audit**

1. A manager within the district/division shall conduct a complete 100% audit with the incoming Property and Evidence Custodian or Alternate Property and Evidence Custodian within 30 days of the new assignment. In the Field Operations Bureau, the 100% audit should be coordinated with the Crime, Investigation, and Tracking of Evidence (CITE) Administrator to allow for the use of hand-held scanning devices. Information from the scanning devices shall be used by the CITE Administrator to compile audit exception reports, which may require additional documentation by the Property and Evidence Custodians to complete the audit. (If the audit has no exceptions, there will be no exception reports generated.) If there are discrepancies between the inventory status and what the CITE database indicates, the exception reports will require that the Property and Evidence Custodian respond to correct the status of the item (e.g., the item was disposed of, the item was moved to another location, etc.). The exception reports shall also require the signature of the Property and Evidence Custodian's supervisor to confirm that all of the exceptions have been addressed.
2. In the Forensic Laboratory Services Bureau, the 100% audit report will be generated by the Laboratory Information Management System (LIMS).
3. A copy of the 100% audit report and any audit exception reports generated shall be forwarded to the Evidence Control Officer within 30 days of completion of the audit.

#### **F. Suspected Loss/Theft of Evidence**

1. A 100% audit shall be conducted within five business days when a property storage area has been breached and a loss or theft of item is suspected. Property storage areas shall include property rooms, vaults, refrigerators/freezers, cabinets, bullpens, containers, and any rented storage locations. Any discrepancies shall be noted and a report shall be sent to the

appropriate assistant chief/bureau director with copies to the department's Risk Management Division Commander and Evidence Control Officer within thirty (30) days.

#### **G. Inventory Discrepancy**

1. In the event that there is a discrepancy in the inventory listed for a location or an audit or inspection finding that cannot be mitigated, the Property and Evidence Custodian will forward an IOC to the division/district commander requesting removal of the item from the location's inventory. A copy of the request will be sent to the Evidence Control Officer, who will confer with the CITE and/or LIMS Administrators prior to removal of the item from the inventory.

#### **H. Forensic Laboratory Services Bureau Audits**

1. All evidence audits will be conducted in accordance with the *Washington State Patrol Regulation Manual* and the Audit sections of this manual, the *Crime Laboratory Division Operations Manual*, and the *Toxicology Laboratory Operations Manual*.
2. A copy of the audit report and working papers generated shall be forwarded to the Evidence Control Officer within 30 days of completion of the audit. Please refer to the sample audit IOCs at the end of this chapter.
3. In the event that there is a discrepancy in the inventory listed for a location or an audit or inspection finding that cannot be mitigated, the Property and Evidence Custodian will forward an IOC to the division/district commander requesting removal of the item from the location's inventory. A copy of the request will be sent to the Evidence Control Officer, who will confer with the CITE and/or LIMS Administrators prior to removal of the item from the inventory.

INTEROFFICE COMMUNICATION

# WASHINGTON STATE PATROL



**TO:** Captain (your captain's name), (city of district)  
**FROM:** (your name), (city of district)  
**SUBJECT:** Quarterly Audit for (First, Second, Third, Fourth) Quarter  
**DATE:** (Date)

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On (date), a quarterly audit of the (your district) was conducted according to WSP Regulation 21.00.020, I, A-3. A random statistical sampling providing for a 95% confidence level with a +/- 10% confidence interval was conducted of all evidence under the responsibility of (your district). (The name of the personnel involved) assisted with conducting the audit. A copy of the audit working papers is attached.

(Your initials – both typed and signed): (the initials of the person preparing the IOC)  
Attachment (a copy of the working papers)

cc: Assistant Chief Marc W. Lamoreaux, Technical Services Bureau  
Assistant Chief Jeffrey R. Sass, Field Operations Bureau  
Dr. Donald Sorenson, Risk Management Division



INTEROFFICE COMMUNICATION

# WASHINGTON STATE PATROL



**TO:** Captain (your captain's name), (city of district)  
**FROM:** (your name), (city of district)  
**SUBJECT:** Change of Property and Evidence Custodian Audit  
**DATE:** (Date)

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On (date), a 100% audit of the (your district) was conducted per WSP Regulation 21.00.020, I, A-1, due to the appointment of a new Property and Evidence Custodian, (the name of the new Property and Evidence Custodian). All evidence items identified in the CITE (Crime, Investigation, and Tracking of Evidence) database as being stored at the (your district) were located. (The name of the new Property and Evidence Custodian) assisted with conducting the audit and accepted full responsibility for all evidence items stored at (your location). A copy of the audit working papers is attached

(Your initials – both typed and signed): (the initials of the person preparing the IOC)  
Attachment (a copy of the working papers)

cc: Assistant Chief Marc W. Lamoreaux, Technical Services Bureau  
Assistant Chief Jeffrey R. Sass, Field Operations Bureau  
Dr. Donald Sorenson, Risk Management Division



INTEROFFICE COMMUNICATION

# WASHINGTON STATE PATROL



**TO:** Mr. James H. Tarver, Crime Laboratory Division  
**FROM:** (your name), Crime Laboratory Division  
**SUBJECT:** Quarterly Audit for (First, Second, Third, Fourth) Quarter  
**DATE:** (Date)

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On (date), a quarterly audit of the (laboratory location) Crime Laboratory was conducted according to WSP Regulation 21.00.020, I, A-3. A random statistical sampling providing for a 95% confidence level with a +/- 10% confidence interval was conducted of all evidence under the responsibility of the lab. (The name of the personnel involved) assisted with conducting the audit. A copy of the audit working papers is attached.

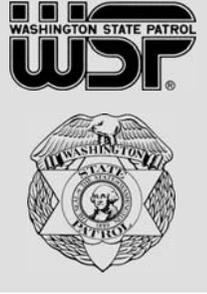
(Your initials – both typed and signed): (the initials of the person preparing the IOC)  
Attachment (a copy of the working papers)

cc: Mr. Larry D. Hebert, Forensic Laboratory Services Bureau  
Assistant Chief Marc W. Lamoreaux, Technical Services Bureau  
Dr. Donald Sorenson, Risk Management Division



INTEROFFICE COMMUNICATION

# WASHINGTON STATE PATROL



**TO:** Mr. James H. Tarver, Crime Laboratory Division  
**FROM:** (your name), Crime Laboratory Division  
**SUBJECT:** Change of Property and Evidence Custodian Audit  
**DATE:** (Date)

---

On (date), a 100% audit of the (laboratory location) Crime Laboratory was conducted per WSP Regulation 21.00.020, I, A-1, due to the appointment of a new Property and Evidence Custodian, (the name of the new Property and Evidence Custodian). All evidence items identified in the LIMS (Laboratory Information Management System) database as being stored at the (laboratory location) were located. (The name of the new Property and Evidence Custodian) assisted with conducting the audit and accepted full responsibility for all evidence items stored at the laboratory. A copy of the audit working papers is attached

(Your initials – both typed and signed): (the initials of the person preparing the IOC)  
Attachment (a copy of the working papers)

cc: Mr. Larry D. Hebert, Forensic Laboratory Services Bureau  
Assistant Chief Marc W. Lamoreaux, Technical Services Bureau  
Dr. Donald Sorenson, Risk Management Division





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**CHAPTER 2: HANDLING PROCEDURES AND TASKS**  
**SECTION 00: GENERAL GUIDELINES FOR INTAKE, STORAGE, TRANSFER/DISPOSAL, AUCTION, AND RETENTION**

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**Procedure #:** 2.00.000, Property/Evidence

**Effective Date:** May 2016

**General Order:**

**See Also:** RCW 63.21, 63.35; Property/Evidence Report Form; Transfer/Disposition Report; Request for Laboratory Examination; Notice of Receipt or Transfer of Nonexpendable Property; Surplus Property Disposal Request System Form; Toxicology Laboratory Request; Driving Under the Influence/DRE – Request for Analysis; *Forensic Laboratory Services Bureau Forensic Services Guide*

**Supersedes:** May 2014 Property and Evidence Custodian Manual

**Applies to:** All WSP Employees

**CALEA:** Chapter 84

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**I. PROCEDURES**

**A. Intake/Storage of Property/Evidence**

1. All property/evidence obtained shall be placed in a secure storage area with the appropriate paperwork in anticipation of processing.
2. The use of a signature stamp is prohibited with regards to the processing of all property/evidence paperwork. Property and Evidence Custodians shall physically sign all documents related to property/evidence.
3. All high value items (defined by the Commission on Accreditation for Law Enforcement Agencies, or CALEA, as money, precious metals, jewelry, firearms, drugs, and any item that presents a high potential for theft) shall be stored in a separate locked area inside the evidence vault.

**B. Transfer/Disposal of Property/Evidence**

1. In the event that property/evidence must be physically transferred from one secure location to another by an individual who is not a Property and Evidence Custodian or their alternate, a completed Transfer/Disposition Report (3000-110-179) will be required to document chain-of-custody.
2. Every six months, the Property and Evidence Custodian shall review all property files for property disposal.
3. All evidence no longer needed for court shall be considered for disposal.

4. In the absence of information concerning court action, the Property and Evidence Custodian shall be responsible for contacting the court in coordination with the arresting officer.
5. The Property and Evidence Custodian shall attempt to receive a court release or a court disposition for property in which the court has maintained jurisdiction.
6. The Property and Evidence Custodian is encouraged to use the various subsections addressing the disposal of evidence/property as a general guide and to consult the RCWs and/or the Evidence Control Officer for those situations that may be unclear. The following RCWs should be used as a reference:
  - a. RCW 63.21 – Lost and Found Property
  - b. RCW 63.35 – Unclaimed Property in Hands of State Patrol
7. All disposals of property/evidence by the Property and Evidence Custodian shall be witnessed. The person witnessing the disposal will sign their name to the appropriate paperwork detailing the disposal (i.e., Transfer/Disposition Report, Property/Evidence Report).

#### **C. Auctioning of Unclaimed Items from the Property and Evidence System**

1. While preparing for disposal of unclaimed items from the property and evidence system, items deemed valuable enough for auctioning should be separated out and noted on a Surplus Property Disposal Request System Form (267A). The form is filled out online and submitted to General Administration (GA) in preparation for pickup by State Surplus personnel. To access the form and notify GA of items for sale, you must logon to the State Surplus Web site (<https://fortress.wa.gov/ga/apps/SP/login.aspx>).
2. Refer to **2.00.100, Unclaimed/Found Property** for further information concerning utilizing this system.

#### **D. Retention of Property and Evidence**

1. All confiscated and/or evidence property that is retained for use by Washington State Patrol personnel shall be issued a state tag number by the Supply Section. The Property and Evidence Custodian shall provide the description, model number/name, estimated value, case number, serial number, name of employee, and district/detachment number for each item to the Supply Section Inventory Officer.
2. If the property is transferred from one employee to another, a Notice of Receipt or Transfer of Nonexpendable Property (3000-352-020) must be filled out and the original shall be sent to the Supply Section.
3. The equipment will be included in the biannual fixed asset inventory.

## **E. Forensic Laboratory Services Bureau**

1. Property and Evidence Custodians shall have primary responsibility for the intake, storage, and transfer/release of evidence.
2. The location of all items of evidence will be documented in the Laboratory Information Management System (LIMS).
3. Documentation in and out of the evidence vault will be maintained in LIMS.
4. **Intake/Submission of Evidence**
  - a. All evidence submissions must be accompanied by a Request for Laboratory Examination (3000-210-005) or the appropriate Toxicology Laboratory Request for Analysis form, which identifies the submitting agency, agency case number, suspect and/or victim names, requesting official, detailed list of evidence being submitted, examinations requested, and chain-of-custody.
  - b. Evidence submission shall be by hand-delivery or use of a secure transport system with tracking capability. Property and Evidence Custodians will not routinely transport evidence unless authorized by laboratory management.
  - c. Syringes with needles will not be accepted.
  - d. Submitted firearms will be checked to see if they are loaded or not and are safe to handle. The safety check will be performed by a firearms examiner or a person trained to perform this procedure. If a firearms examiner or other properly trained person is not available, the firearm must be placed in a designated area of the evidence vault until it can be checked. Once the firearm is checked and determined to be safe to handle, a notation to that effect will be made on the Request for Laboratory Examination form.
  - e. When receiving evidence, the Property and Evidence Custodian will:
    - (1) Locate the Request for Laboratory Examination or a Toxicology Laboratory Request (e.g., Driving Under the Influence/DRE – Request for Analysis or other appropriate request form).
    - (2) Inventory the items received against the list on the Request for Laboratory Examination or a Toxicology Laboratory Request (e.g., Driving Under the Influence/DRE – Request for Analysis or other appropriate request form).

- (3) Assign each item a unique identifier.
- (4) If the evidence is hand-delivered, ensure the “Submitted by:” block at the bottom of the Request for Laboratory Examination or the appropriate Toxicology Laboratory Request for Analysis form contains a signature. If an agency submits evidence using their own chain-of-custody form, their form may be substituted for the chain-of-custody portion of the Request for Laboratory Examination or Toxicology Laboratory Request, provided that the latter is properly filled out and contains appropriate signatures.
- (5) If secure transport is used, document the courier and the tracking number in the appropriate block on the Request for Laboratory Examination and in the Laboratory Information Management System (LIMS).
- (6) Sign and date the Request for Laboratory Examination or the appropriate Toxicology Laboratory Request for Analysis form in the “Received by:” or “Chain of Custody” block at the bottom of the form. As previously indicated, if an agency submits evidence using their own chain-of-custody form, their form may be substituted for the chain-of-custody portion of the Request for Laboratory Examination or the Toxicology Laboratory Request, provided that the latter is properly filled out and contains appropriate signatures.
- (7) Secure the evidence in the laboratory evidence vault or alternate evidence storage facility.
- (8) Document any discrepancies in the case file and in LIMS.
- (9) Enter the evidence receipt into LIMS by:
  - (a) Entering the agency name, agency case number, and offense.
  - (b) Reporting (UCR) code and the offense date.
  - (c) Entering the suspect and/or victim names (and date of birth, if provided).
  - (d) Entering each evidence submission and its chain-of-custody.
  - (e) Creating a request and linking it to the specific evidence item by “relating” the request, offense, and individuals.
  - (f) Printing barcode labs and affixing them to each evidence item submitted.

**NOTE:** Case numbers may also be handwritten on the evidence items.

- (g) A separate “request” bar code may be printed and affixed to the Request for Laboratory Examination.

## 5. **Storage of Evidence**

- a. Evidence will be stored in the laboratory evidence vault or alternate evidence storage facility. Alternate storage facilities include evidence refrigerators/freezers, individual evidence lockers, or unit evidence storage areas. These facilities must be locked and secured during off-duty hours.
- b. Evidence that falls under the following categories may be kept in laboratory examination areas:
  - (1) Evidence too large for the vault or alternate storage area.
  - (2) Evidence being examined.
  - (3) Evidence that requires special handling because of chemical or biological hazards, or possible cross-contamination with other evidence.
- c. In the Crime Laboratory Division, specific types of evidence will be stored in accordance with requirements in the *Forensic Laboratory Services Bureau Forensic Services Guide*.

## 6. **Storage/Handling of Proficiency Test Samples**

- a. Proficiency test samples will be handled in the same manner as case evidence until the Quality Assurance Manager determines that all proficiency test requirements have been satisfied and the sample is no longer needed for that purpose. The sample may then be kept as a training sample, or it may be destroyed.
- b. The final disposition of the sample must be documented in the proficiency test case file and in the Laboratory Information Management System (LIMS).

## 7. **Transfer/Return of Evidence**

- a. All evidence submitted to the Crime Laboratory Division—including items generated during casework—shall be returned to the submitting agency upon completion of examination.
- b. Evidence submitted by outside agencies to the Toxicology Laboratory Division shall be returned to the submitting agency upon completion of

examination. The Case Evidence Item(s) chain of Custody Report from LIMS is generated and placed in the case file.

- c. Evidence will be released only to the submitting agency or approved subcontracting laboratories. An exception is possible when there is a valid court order requiring the release of the evidence to a party other than the submitting agency, or the submitting agency directs the laboratory in writing. A copy of the court order or written request will be maintained in the case file.
- d. Returned evidence must be properly documented on the Request for Laboratory Examination (3000-210-005) (or agency chain-of-custody form, if used) and in LIMS.
- e. Evidence returned by secure transport must be accompanied by confirmation receipts.

## 8. Disposal of Evidence

- a. Crime Laboratory Division Property and Evidence Custodians will not destroy items of evidence but may destroy non-evidence proficiency test samples that are no longer needed.
- b. Disposal of proficiency test samples that are controlled substances should be coordinated with the local Field Operations Bureau Property and Evidence Custodian.
- c. Toxicology Laboratory Division Property and Evidence Custodians may destroy items of evidence, provided the case has been adjudicated and written authorization in the form of an e-mail or letter has been obtained from the court and/or prosecutor. In cases without a judicial outcome, the Property and Evidence Custodian is permitted to destroy evidence only after obtaining written authorization from the agency that originally submitted the evidence.
- d. Toxicology Laboratory evidence shall be disposed of at least semi-annually once the cases have been adjudicated and the evidence cleared for disposal. This requirement does not preclude more frequent disposal, if desired.



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**CHAPTER 2: HANDLING PROCEDURES AND TASKS**  
**SECTION 00: GENERAL GUIDELINES FOR INTAKE, STORAGE, TRANSFER/DISPOSAL, AUCTION, AND RETENTION**

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**Procedure #:** 2.00.005, Evidence Relocation

**Effective Date:** May 2016

**General Order:**

**See Also:**

**Supersedes:** May 2014 Property and Evidence Custodian Manual

**CALEA:**

**Applies to:** All WSP Employees

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**I. PROCEDURES**

- A. The Washington State Patrol and the designated Property and Evidence Custodians have the responsibility for the handling, storage, return, and/or disposal of evidence that has been entered into the department's evidence systems (CITE and LIMS). In the event that relocation of stored evidence becomes a consideration, the decision to relocate evidence to an alternate location shall come from the district captain or lab manager in concert with their assistant chief/bureau director. Examples of situations that may require evidence relocation include natural or man-made catastrophic events (i.e., hurricane, tornado, flood, WMD event) or the sale or lease expiration of a department building.
- B. With the relocation of evidence, the following procedures will apply:
  - 1. As the evidence is removed from the facility, every piece shall be scanned by the Property and Evidence Custodian and a report shall be generated for evidence verification upon arrival at the designated facility.
  - 2. The scanned evidence shall be placed in a pre-designated vehicle.
  - 3. When all evidence has been properly scanned, documented, and loaded, it shall be escorted by the Property and Evidence Custodian and at least one armed trooper to a designated facility.
  - 4. Upon arrival at the designated facility, the Property and Evidence Custodian will offload, verify with the generated report, and appropriately store all evidence at the designated facility.
- C. The designated facility may be a commercial storage facility, a new department building site, or the property and evidence vault at an adjacent district. Facility requirements include:

1. A secured, climate-controlled room that is alarmed.
  2. A refrigerator specifically for and large enough to store evidence samples.
  3. A freezer specifically for storing evidence.
  4. A safe used to store currency and high-value items.
  5. A more secure area inside the evidence storage area for high-value items (i.e., drugs, firearms, securities).
  6. If possible, a surveillance camera in place to monitor ingress and egress to the storage area.
- D. In the event of a natural disaster or man-made event, any new evidence collected by the affected location shall be stored at an adjacent district's facility until the location affected by the disaster is functional again or until other arrangements are determined.
- E. The same aforementioned scanning and loading/unloading procedures shall be followed upon returning the temporarily stored evidence from a designated temporary facility back to the original affected location. A complete (100%) inventory shall be conducted of evidence once it is returned to the original affected location or following relocation at a new department building site.



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**CHAPTER 2: HANDLING PROCEDURES AND TASKS**  
**SECTION 00: GENERAL GUIDELINES FOR INTAKE, STORAGE, TRANSFER/DISPOSAL, AUCTION, AND RETENTION**

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**Procedure #:** 2.00.010, Alcoholic Beverages

**Effective Date:** May 2016

**General Order:**

**See Also:** Property/Evidence Report; Transfer/Disposition Report; Request for Laboratory Examination

**Supersedes:** May 2014 Property and Evidence Custodian Manual

**Applies to:** All WSP Employees

**CALEA:** Chapter 84

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## **I. PROCEDURES**

### **A. Intake/Storage of Alcoholic Beverages**

1. Alcoholic beverages are to be treated the same as any other evidence collected. Alcohol beverages should only be entered into the evidence system if they are intended to be used in the prosecution of a case.
2. Evidence tape should be used to mark the top level of the contents on partially filled containers. This should be noted on the Property/Evidence Report (3000-110-096).
3. Alcoholic beverages shall not be taken in for **SAFEKEEPING**.

### **B. Transfer/Disposal of Alcoholic Beverages**

1. When alcoholic beverages are no longer needed as evidence, they shall be disposed of, within 30 days, in one of the following ways:
  - a. By order of the court or prosecutor outlining the means of disposal.
  - b. By turning over to a local state liquor enforcement officer.
  - c. By pouring down a drain in the presence of a supervisory officer.
2. Beer kegs are the property of the beer distributors and shall be returned to the proper distributor.
3. If untaxed, sealed alcoholic beverages are seized, a state liquor enforcement officer shall be contacted for disposition directions.
4. All alcoholic beverages not classified as evidence (found property, asset seizure) shall be disposed of within 60 days.

5. Under no circumstances shall personnel of this department take possession of seized or found alcoholic beverages for their personal use or for the use of any other person(s). The Property and Evidence Custodian shall complete the Transfer/Disposition Report (3000-110-179) to ensure complete accountability for the transfer or disposal of all alcoholic beverages.



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**CHAPTER 2: HANDLING PROCEDURES AND TASKS**  
**SECTION 00: GENERAL GUIDELINES FOR INTAKE, STORAGE, TRANSFER/DISPOSAL, AUCTION, AND RETENTION**

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**Procedure #:** 2.00.020, Blood and Urine

**Effective Date:** May 2016

**General Order:**

**See Also:** Property/Evidence Report; Transfer/Disposition Report; Request for Laboratory Examination; Toxicology Laboratory Request: Driving Under the Influence/DRE – Request for Analysis; *Officer’s Evidence Handbook*; *Forensic Laboratory Services Bureau Forensic Services Guide*

**Supersedes:** May 2014 Property and Evidence Custodian Manual

**Applies to:** All WSP Employees

**CALEA:** Chapter 84

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**I. PROCEDURES**

**A. Intake/Storage of Blood and Urine – Field Operations Bureau**

1. Blood and urine evidence will be packaged as outlined in the *Officer’s Evidence Handbook* prior to intake by the Property and Evidence Custodian.
2. Perishable items of evidence, such as blood samples and urine specimens, should be stored in a refrigerator that only the Property and Evidence Custodian has access to in each district property room.
3. Blood samples submitted to the Crime Laboratory shall be in lavender-top vials.
  - a. Lavender-top vials of blood for typing that are to be sent to the crime laboratory should be refrigerated during their temporary storage. Do not freeze.
4. Whole blood samples submitted to the Toxicology Laboratory shall be in gray-top vials.
  - a. Gray-top samples of blood for blood alcohol analysis should be refrigerated.
5. The Property and Evidence Custodian shall ensure that blood and urine evidence is packaged to meet both evidentiary rules (See *Officer’s Evidence Handbook*) and postal regulations.

## **B. Intake/Storage of Blood and Urine – Forensic Laboratory Services Bureau**

1. Property and Evidence Custodians shall have primary responsibility for the intake, storage, and transfer/release of evidence.
2. The location of all items of evidence will be documented in the Laboratory Information Management System (LIMS).
3. All documentation in and out of the evidence vault will be maintained in LIMS.
4. All evidence submissions must be accompanied by a Request for Laboratory Examination (3000-210-005) or the appropriate Toxicology Laboratory Request for Analysis form, which identifies the submitting agency, agency case number, suspect and/or victim names, requesting official, detailed list of evidence being submitted, examinations requested, and chain-of-custody.
5. Evidence submission shall be by hand-delivery or use of a secure transport system with tracking capability. Property and Evidence Custodians will not routinely transport evidence unless authorized by laboratory management.
6. Syringes with needles will not be accepted.
7. When receiving evidence, the Property and Evidence Custodian will:
  - a. Locate the Request for Laboratory Examination or Toxicology Laboratory Request.
  - b. Inventory the items received against the list on the Request for Laboratory Examination or Toxicology Laboratory Request.
  - c. Assign each item a unique identifier.
  - d. If the evidence is hand-delivered, ensure the “Submitted by:” block at the bottom of the Request for Laboratory Examination or the “Chain of Custody” area on a Toxicology Laboratory Request contains a signature. If an agency submits evidence using their own chain-of-custody form, their form may be substituted for the chain-of-custody portion of the Request for Laboratory Examination or Toxicology Laboratory Request, provided that the latter is properly filled out and contains appropriate signatures.
  - e. If secure transport is used, document the courier and the tracking number in the appropriate block on the Request for Laboratory Examination and in the Laboratory Information Management System (LIMS).
  - f. Sign and date the Request for Laboratory Examination or the appropriate Toxicology Laboratory Request for Analysis form in the “Received by:” or “Chain of Custody” block at the bottom of the form. As

previously indicated, if an agency submits evidence using their own chain-of-custody form, their form may be substituted for the chain-of-custody portion of the Request for Laboratory Examination, provided that the latter is properly filled out and contains appropriate signatures.

- g. Secure the evidence in the laboratory evidence vault or alternate evidence storage facility.
- h. Document any discrepancies in the case file and in LIMS.
- i. Enter the evidence receipt into LIMS by:
  - (1) Entering the agency name, agency case number, and offense.
  - (2) Reporting (UCR) code and the offense date.
  - (3) Entering the suspect and/or victim names (and date of birth, if provided).
  - (4) Entering each evidence submission and its chain-of-custody.
  - (5) Creating a request and linking it to the specific evidence item by “relating” the request, offense, and individuals.
  - (6) Printing barcode labs and affixing them to each evidence item submitted.

**NOTE:** Case numbers may also be handwritten on the evidence items.

- (7) A separate “request” bar code may be printed and affixed to the Request for Laboratory Examination.

## 8. Storage of Evidence

- a. Evidence will be stored in the laboratory evidence vault or alternate evidence storage facility. Alternate storage facilities include evidence refrigerators/freezers. These facilities must be locked and secured during off-duty hours.
- b. Evidence that falls under the following categories may be kept in laboratory examination areas:
  - (1) Evidence too large for the vault or alternate storage area.
  - (2) Evidence being examined.

(3) Evidence that requires special handling because of chemical or biological hazards, or possible cross-contamination with other evidence.

- c. In the Crime Laboratory Division, specific types of evidence will be stored in accordance with requirements in the *Forensic Laboratory Services Bureau Forensic Services Guide*.
- d. In the Toxicology Laboratory, perishable items of evidence, such as blood samples and urine specimens, shall be stored in a refrigerator or freezer inside of the evidence vault. Access to the evidence vault shall be restricted to the Property and Evidence Custodians, their primary alternate, and auditing personnel.
- e. Evidence may also be stored in individual refrigerators while assigned to specific scientists for analysis.
- f. When testing/analysis of evidence is concluded, the evidence shall be returned to the Toxicology Laboratory evidence vault.

#### 9. **Transfer/Return of Evidence**

- a. Each evidence transfer will be documented.
- b. All evidence submitted to the Crime Laboratory Division—including items generated during casework—shall be returned to the submitting agency upon completion of examination.
- c. Evidence submitted by outside agencies to the Toxicology Laboratory Division shall be returned to the submitting agency upon completion of examination. The case Evidence Items(s) Chain of Custody Report generated from LIMS is placed in the case file.
- d. Evidence will be released only to the submitting agency, except when there is a valid court order requiring the release of the evidence to a party other than the submitting agency. A copy of the court order will be maintained in the case file.
- e. Returned evidence must be properly documented on the Request for Laboratory Examination (3000-210-005) (or agency chain-of-custody form, if used) and in LIMS.
- f. Evidence returned by secure transport must be accompanied by confirmation receipts.

## 10. Disposal of Evidence

- a. Crime Laboratory Division Property and Evidence Custodians will not destroy items of evidence but may destroy non-evidence proficiency test samples that are no longer needed.
- b. Disposal of proficiency test samples that are controlled substances should be coordinated with the local Field Operations Bureau Property and Evidence Custodian.
- c. Toxicology Laboratory Division Property and Evidence Custodians may destroy items of evidence provided the case has been adjudicated and written authorization in the form of an e-mail or letter has been obtained from the court and/or prosecutor. In cases without a judicial outcome, the Property and Evidence Custodian is permitted to destroy evidence only after obtaining written authorization from the agency that originally submitted the evidence.
- d. Toxicology Laboratory evidence shall be disposed of at least semi-annually once the cases have been adjudicated and the evidence cleared for disposal. This requirement does not preclude more frequent disposal, if desired.

## 11. Disposal of Blood and Urine and/or Other Biological Specimens

- a. The Toxicology Laboratory Manager shall appoint a two-person disposal team consisting of one Property and Evidence Custodian and one supervisor.
- b. Prior to disposal, the team shall inventory the items received to verify evidence numbers and an accounting for all tubes/packages received.
- c. The Property and Evidence Custodian and supervisor shall both sign and date the Toxicology Laboratory Outbound Evidence Transfer Receipt, verifying the above accountability. Any discrepancies shall be brought to the immediate attention of the laboratory manager, State Toxicologist, and the Evidence Control Officer. A copy of the Transfer/Disposition Report shall be placed in the case file. A copy of the Toxicology Laboratory Outbound Evidence Transfer Receipt shall be kept on file by the office manager to provide supporting documentation for the annual evidence audit.
- d. The evidence (blood samples, urine samples, etc.) shall be placed into a bio-hazard container and arrangements made with a commercial company to ensure complete destruction.

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**CHAPTER 2: HANDLING PROCEDURES AND TASKS**  
**SECTION 00: GENERAL GUIDELINES FOR INTAKE, STORAGE, TRANSFER/DISPOSAL, AUCTION, AND RETENTION**

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**Procedure #:** 2.00.030, Computers

**Effective Date:** May 2016

**General Order:**

**See Also:** Property/Evidence Report; Transfer/Disposition Report; **Shipping Method Requirements** of this manual

**Supersedes:** May 2014 Property and Evidence Custodian Manual

**Applies to:** All WSP Employees

**CALEA:** Chapters 83 and 84

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**I. PROCEDURES**

**A. Intake**

1. No attempt should be made to power up a computer taken as evidence, as this may destroy information stored on the machine.
2. Laptop computers stored long-term at Field Operations evidence facilities shall have the batteries removed. Property and Evidence Custodians unsure of how to locate or remove a laptop battery should contact the Investigative Assistance Division's High Tech Crimes Unit personnel at (360) 704-4242 for assistance.

**B. Storage**

1. Computers should be stored in a climate-controlled, moisture-free environment. They should be placed as far away from machinery drawing high levels of electricity (such as air-purifiers), as the static and/or magnetic energy the machine produces may corrupt data stored on the computer.

**C. Shipment**

1. Property and Evidence Custodians planning to send computers for forensic examination should contact the High Tech Crimes Unit at (360) 704-4242 prior to shipment of the equipment.

**D. Disposal**

1. All computers are to be disposed of locally once the contained information has been deleted or the computer has been disabled.

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**CHAPTER 2: HANDLING PROCEDURES AND TASKS**  
**SECTION 00: GENERAL GUIDELINES FOR INTAKE, STORAGE, TRANSFER/DISPOSAL, AUCTION, AND RETENTION**

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**Procedure #:** 2.00.040, Diesel Fuel Samples

**Effective Date:** May 2016

**General Order:**

**See Also:** Property/Evidence Report; Transfer/Disposition Report; Request for Laboratory Examination; Request for Analysis; Diesel Fuel Inspection Notice; **Shipping Method Requirements** of this manual; applicable Federal Postal Guidelines

**Supersedes:** May 2014 Property and Evidence Custodian Manual

**Applies to:** All WSP Employees

**CALEA:** Chapters 83 and 84

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**I. PROCEDURES**

**A. Intake of Diesel Fuel Samples**

1. As part of the Washington State Patrol Dyed Diesel Testing Program, the evidence system will receive samples to be tested locally or to be sent to the Montana Department of Environmental Services Laboratory in Helena, Montana, for testing. This laboratory will send a report of analysis directly to the Fuel Tax Evasion Task Force.

**B. Intake of Diesel Fuel Samples from Washington State Patrol Officers**

1. Washington State Patrol officers involved in this program will obtain a property number through Communications. A container will consist of a supplied sample bottle of diesel fuel. A properly filled out Property/Evidence Report (3000-110-096) will accompany the container. Prior to submitting, the officer shall call the Fuel Tax Evasion Unit (FTEU) at (253) 266-2750 and e-mail Commercial Vehicle Division Trooper Len McLaughlin at [Len.McLaughlin@wsp.wa.gov](mailto:Len.McLaughlin@wsp.wa.gov) to advise of the fuel sample evidence. An officer assigned to the FTEU will then contact the Property and Evidence Custodian and take possession of the fuel sample for testing by the officer. The testing officer is responsible for the proper disposal of the sample.

**C. Intake of Diesel Fuel Samples from Outside Agency Personnel**

1. Outside agency personnel involved in this program will also submit samples. If the outside agency officer does not have an identifying number in Crime, Investigation, and Tracking of Evidence (CITE), the Washington State Patrol's CITE Administrator will be contacted by personnel from the Commercial Vehicle Division (CVD) to request a number. The number will be needed prior to submitting samples. The outside agency officer may then

obtain a property number directly from Communications or the Property and Evidence Custodian. A properly filled out Property/Evidence Report (3000-110-096) shall accompany the sample. Outside agency personnel who do not have an identifying number may contact a WSP officer or CVD personnel to submit evidence.

The Property and Evidence Custodian will enter the evidence into the system and contact the Fuel Tax Evasion Unit. **No diesel fuel shall be stored in the district property rooms.** The Evidence Custodian may temporarily secure a sample in the intake area until an FTEU officer collects the sample.

#### **D. Processing of Diesel Fuel Samples**

1. The Property and Evidence Custodian's guidance to ensure proper handling of this evidence is as follows:
  - a. All packaging materials will be provided by the submitting officer. This material includes one fuel sample bottles, absorbent material for each bottle, and a Ziploc bag. Evidence tape and bar code labels are supplied at the district squad room.
  - b. Do not accept any improperly packaged fuel samples. Some training for the submitting officers may be necessary. The fuel sample will be submitted through the evidence drop box. The Property and Evidence Custodian shall inspect the contents to ensure the following:
    - (1) The fuel sample bottle cap is sealed with evidence tape and wrapped in an absorbent material.
    - (2) The fuel sample bottle is placed in a single plastic zip-lock bag, sealed with evidence tape, initialed, and a single bar code item label is placed on the outside of the bag.
    - (3) The second bar code item label is placed on the Diesel Fuel Inspection Notice (3000-150-171) in the comments section.
    - (4) The original Diesel Fuel Inspection Notice and a properly filled out Property/Evidence Report (3000-110-096) will be submitted with the package.

#### **E. Shipment of Diesel Fuel Samples**

1. If shipment of the sample is necessary, after ensuring that the samples have been correctly submitted, the Property and Evidence Custodian enters the evidence into the system and places the address label and warning label (each Property and Evidence Custodian shall create mailing and

warning labels on a PC as depicted below) together on the same side of a cardboard container. The Property and Evidence Custodian seals the container with appropriate shipping/mailling tape and causes the package to be mailed with proper postage as "Merchandise Return Receipt."

2. The package is mailed ground only and not air mailed. When the signed receipt card is returned, the Property and Evidence Custodian shall close out the case. As indicated earlier, the laboratory will send the test results directly to the Fuel Tax Evasion Unit in Olympia. The laboratory will also handle the ultimate destruction of the sample.
3. Each mail piece containing hazardous material must be plainly and durably marked on the address side with the required shipping name and UN identification number. The UN identification number is not required on a mail piece that contains an ORM-D material. The mailed ORM-D material must be marked on the address side with "ORM-D" or "ORM-D AIR," as applicable, immediately following, or below the proper shipping name. The proper shipping name for a mailed ORM-D material is "consumer commodity." The designation "ORM-D" or "ORM-D AIR," as required, must be placed within a rectangle that is approximately 6.3 mm (1/4 inch) larger on each side than the designation. Mailed ORM-D materials sent as Standard Mail or Package Services must also be marked on the address side as "Surface Only" or "Surface Mail Only."

**MAILING ADDRESS LABEL**

Montana Department of Transportation  
Attn: Chief Chemist  
2701 Prospect Avenue  
Helena, MT 59620

**WARNING LABEL**  
**SURFACE MAIL ONLY**  
**CONSUMER COMMODITY**



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**CHAPTER 2: HANDLING PROCEDURES AND TASKS**  
**SECTION 00: GENERAL GUIDELINES FOR INTAKE, STORAGE, TRANSFER/DISPOSAL, AUCTION, AND RETENTION**

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**Procedure #:** 2.00.050, Drugs/Controlled Substances

**General Order:**

**Supersedes:** May 2014 Property and Evidence Custodian Manual

**Applies to:** All WSP Employees

**Effective Date:** May 2016

**See Also:** RCW 69.50; RCW 69.51A.040; RCW 42.20.035; WAC 246-75-010; WSP Policies **Medical Marijuana and Evidence and Property Handling**; Transfer/Disposition Report; Request for Laboratory Examination; Request for Analysis; Property/Evidence Report

**CALEA:** Chapter 84

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**I. PROCEDURES**

**A. Intake/Storage of Drugs/Controlled Substances**

1. All drugs/controlled substances shall be packaged separately from one another to prevent cross-contamination.
2. All drugs/controlled substances shall be packaged separately from any drug paraphernalia taken as evidence.
3. All drugs/controlled substances shall be stored in a separate, locked, secure area within the property room. This may necessitate a room within a room in high drug volume areas of the state, while other property rooms will only require a locked container. Drugs and controlled substances may be in the same secure area as firearms and other attractive items, but still must be separate from the general property room area.

**B. Shipment and Testing of Drugs/Controlled Substances**

1. The shipment and testing of drugs/controlled substances that are not classified as marijuana shall be as follows:
  - a. The packaged and sealed evidence shall be weighed upon accepting the evidence from the collecting trooper(s), prior to transfer from the property room, and upon receipt of evidence returned to the property room. The weight will indicate the total weight of the sealed package and its contents, and it shall be noted on the lab request or appropriate documents. The Property and Evidence Custodian shall initial and date this latest weighing.

- b. The Transfer/Disposition Report (3000-110-179) is issued, and both the Property and Evidence Custodian and the receiving party sign and date the necessary “Delivered to” and “Received by” blocks as appropriate.
  - c. When a package is returned from the court or any other source, the package shall be weighed. If a discrepancy is suspected (regarding the content, weight, volume, count, etc.), at the discretion of the commander, the evidence shall be resubmitted to the crime laboratory for reanalysis.
  - d. All suspected drug and controlled substance evidence packages shall be weighed initially after receipt from the collecting officer and each time the package leaves and is returned to the property room. The Property and Evidence Custodian shall initial and date this weight on the outside of the package.
2. Property and Evidence Custodians shall ensure appropriate requests for analysis forms accompany evidence when sent to the following locations:
- a. CRIME LABORATORY: Request for Laboratory Examination (3000-210-005).
  - b. TOXICOLOGY LABORATORY: Request for Analysis.

**C. Transfer/Shipment of Drugs/Controlled Substances Necessitating “Sub-Sampling” of Evidence**

1. Drug/controlled substances evidence may be sub-sampled when ordered to do so by a court. For most solid items, such as powders and vegetable material, the process is straightforward.
- a. A gross weight of the evidence item will be documented prior to the sub-sampling taking place. (For tablet material, a tablet count may be documented rather than weight.)
  - b. The ordered amount of material will be removed (sub-sampled) and documented as a first generation (child) piece of evidence on a Property/Evidence Report (3000-110-096).
  - c. In the event that the amount being sub-sampled is so small as to make weighing of the sample problematic, it is satisfactory for the documentation to indicate that the sub-sample was “less than one tenth (0.1) of a gram in weight.
  - d. A separate Transfer/Disposition Report (3000-110-179) and CITE designator will be created for the ordered amount of material as the chain-of-custody will differ from the original evidence item received.

- e. The amount of the original evidence item remaining will be recorded on the original Property/Evidence Report (3000-110-096) under the "Additional Remarks" section.
2. For other types of drug evidence, such as residues in pipes, liquids, black tar heroin, and others, sub-sampling may not be as straightforward. The local crime lab can be consulted for advice and/or assistance on handling such items.

**D. Transfer/Disposal of Drugs/Controlled Substances Utilized as Training Aids for the Washington State Patrol Canine Program (see *Canine Unit Manual*, Section 4.03.000, Training Aids/Storage)**

1. The District 1 Property and Evidence Custodian (PEC) is the designated training aid coordinator for the department's Narcotics Canine Team. A portion of the district's evidence vault shall be used for storage of narcotics to be utilized as training aids.
2. The District 1 PEC shall coordinate with all other PECs and Narcotics Canine Team Handlers around the state to identify narcotics with the potential for utilization as narcotics canine training aids.
3. Once a narcotics case has been adjudicated or the local prosecutor declines to pursue charges, the local PEC shall notify the District 1 PEC. The local PEC and the District 1 PEC shall arrange for transportation of the narcotics and associated paperwork.
4. Training aids must be obtained from criminal and/or civil adjudicated cases or found property. The Washington State Patrol Crime Laboratory Division may also provide training aids.
5. There shall be three designations of narcotic training aids:
  - a. Handler training aids
  - b. Training unit kits (one east side and one west side)
  - c. Large training aids (west side only)
6. The District 1 PEC shall ensure that the narcotics are laboratory-tested (a field test is not acceptable) and packaged prior to issuing them to a narcotics canine team handler.
7. When issued to the narcotics canine team handler, a case number for the drug/controlled substance shall be generated with an indication that the case number is for a narcotics canine team training aid. All narcotics obtained from criminal and/or civil adjudicated cases to be used for canine narcotic

training aids need to be documented as “disposed” in CITE prior to being assigned a canine training aid number.

8. Each training aid shall be weighed on a certified scale before and after packaging. The District 1 PEC will work with the designated canine trainer to ensure a variety of packaging materials are utilized. Each training aid will have the following\*:
  - a. An item number
  - b. A case number
  - c. A substance weight
  - d. A package weight prior to issuance to the handler

(\*Each training aid may not have an item number or case number in the form of a package label *actually affixed to it*, but all aids will be uniquely identified for tracking purposes.)
9. Handler training aids shall total no more than 30 grams of each narcotic odor.
  - a. Heroin (black tar)
  - b. Cocaine
  - c. Methamphetamine
10. Training unit kits shall consist of four cases. Each case will contain between five and eleven training aids of a specific odor. The first case will contain heroin training aids; the second, cocaine aids (both powder and crack, if available); the third, methamphetamine aids; and the fourth, marijuana aids.
11. The west side training unit kit shall be secured in a fireproof safe at the canine training center in Shelton when not in use. The east side training unit kit shall be secured in the District 3 evidence room when not in use. The east side training unit kit shall be checked out for training purposes only for no more than one week at a time.
12. Larger training aids will consist of narcotic substance packages weighing in excess of 1 pound each and may be any one of the aforementioned narcotics (heroin, cocaine, methamphetamine, and marijuana). The large training aids shall be stored in the District 1 evidence vault and checked out for no more than one week at a time.
13. All transfers of training aids will be documented on the Transfer/Disposition Report (3000-110-179).

14. Disposal of drugs/controlled substances utilized as training aids for the Washington State Patrol Canine Program shall be done in accordance with departmental policy. The handlers shall return all training aids to the District 1 PEC for destruction.
15. The aid shall be inspected and reweighed by the District 1 PEC and a test conducted by the crime laboratory of the contents for verification. Any weight or content discrepancies shall require documentation from the handler and may result in further investigation.
16. New training aids will be issued by the District 1 PEC following the above guidelines.

**E. Transfer of Drugs/Controlled Substances Outside the Department for Training**

1. A written request from the chief of the requesting agency to the Chief of the Washington State Patrol shall be submitted, explaining the type of drug requested and the purpose for which it will be used.
2. No drugs shall be released to an outside agency without authorization from the Chief or the Chief's designee.
3. A letter from the Chief's Office to the requesting agency shall be sent, outlining the requesting agency's responsibility upon the receipt of the substances. It shall also designate a contact person who will handle the request.
4. The drugs being released shall be documented on a Transfer/Disposition Report (3000-110-179). The form shall contain the signatures of the Property and Evidence Custodian, the officer receiving the drugs, and a lieutenant or captain assigned to the district releasing the drugs.
5. Only drugs designated by the Washington State Patrol as available for destruction shall be released to another law enforcement agency.

**F. Disposal of Drugs/Controlled Substances**

1. Drugs/controlled substances shall be disposed of at least semi-annually once the cases have been adjudicated and the items cleared for disposal. This requirement does not preclude more frequent disposal, if desired.
2. It is the policy of the Washington State Patrol to destroy all contraband following adjudication of a case. This includes illicit narcotics in all cases. In the event that a Property and Evidence Custodian receives a court order to return contraband, the Property and Evidence Custodian shall immediately notify the Evidence Control Officer for the department and advise their district command.

3. Each district shall appoint a two-member preparatory team with the responsibility of preparing drugs/controlled substances for disposal. A district Property and Evidence Custodian shall serve as only one member of the team. The second team member shall be a Washington State Patrol employee selected by the district commander
4. The preparatory team shall inventory each package of drugs/controlled substances to verify the evidence numbers, that the sealed package weight is justifiably proximate to the weight originally submitted, and that no tampering with the package seal has occurred. Both team members shall sign and date the Property/Evidence Report (3000-110-096) and/or the Transfer/Disposition Report (3000-110-179), verifying the accountability. Any discrepancies shall be brought to the immediate attention of the district commander and the Evidence Control Officer.
5. The preparatory team shall place all inventoried items into a larger box for transportation to the disposal site. The larger box shall be sealed with evidence tape and initialed and dated by both team members.
6. Each district shall appoint a three-person committee with the responsibility of overseeing any disposals of drugs/controlled substances that occur in their district. This committee shall consist of the district Property and Evidence Custodian, a district command-level officer (or acting), and one other Washington State Patrol employee selected by the district commander. (In those areas of the state where multiple districts participate in a unified drug disposal, an adjacent district's Property and Evidence Custodian can serve as the third employee selected by the district commander.)
7. Prior to destruction, the command-level officer (or acting) shall confirm that all transport boxes are intact with evidence seals initialed and dated by the appropriate district's preparatory team.
8. Drugs/controlled substances shall be destroyed by burning or other appropriate means in a manner ensuring complete destruction. This shall be conducted in the presence of the three-member committee. Each member of the committee shall sign and date the Drug Disposal Report. A copy of the Drug Disposal Report shall be sent to the Evidence Control Officer within 30 days. The original shall be kept on file by the Property and Evidence Custodian for the appropriate retention period.
9. The Property and Evidence Custodian shall complete an IOC addressed to the district commander containing the following information:
  - a. A brief paragraph stating the date of destruction, the names of the three committee members present during the disposal, and the location of the disposal site.
  - b. A copy of the Drug Disposal Report shall be attached to the IOC.

#### **G. Disposal of Drugs/Controlled Substances for the DOC**

1. The department will accept drugs/controlled substances as defined in RCW 69.50 from the Department of Corrections (DOC) for disposal using Washington State Patrol disposal procedures.
2. Drugs/controlled substances will only be accepted at the district or detachment office and only by the Property and Evidence Custodian.
3. DOC personnel will provide one of their property forms, which the Property and Evidence Custodian will sign and retain a copy of to be attached to the Property/Evidence Report (3000-110-096).
4. A Property/Evidence Report and Transfer/Disposition Report (3000-110-179) will be filled out at the time of the transfer.
5. The DOC officer will sign, authorizing disposal.
6. Drugs/controlled substances will be immediately placed in the property disposal area and disposed of under normal disposal procedures.

#### **H. Disposal of Drug Paraphernalia and Grow-Related Equipment**

1. Upon adjudication of a case and after obtaining authorization from the court and/or prosecutor for disposal, drug paraphernalia shall be rendered useless by the Property and Evidence Custodian.
2. Upon adjudication of a case and after obtaining authorization from the court and/or prosecutor for disposal, items that were previously a part of an illegal grow operation (such as grow lights, ballasts, shields, and other grow-related equipment) shall either be destroyed or transferred to other state or governmental entities for their legitimate use.

#### **I. Property Released**

1. All property released by the Property Evidence Custodian to any other person for any reason shall be recorded on the appropriate form (i.e., Transfer/Disposition Report, Release of Firearms, Request for Laboratory Examination), and a copy retained. That portion of the Request for Laboratory Examination that documents transfer of evidence to the lab for testing may be substituted for the use of the Transfer/Disposition Report.
2. Evidence will be released only to the submitting agency, except when there is a court order requiring the release of the evidence to a party other than the submitting agency. A copy of the court order will be maintained in the case file.

#### **J. Release of Medical Marijuana**

1. Refer to *WSP Regulation Manual* policies **MEDICAL MARIJUANA** and **EVIDENCE AND PROPERTY HANDLING** (II, D, 3).

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**CHAPTER 2: HANDLING PROCEDURES AND TASKS**  
**SECTION 00: GENERAL GUIDELINES FOR INTAKE, STORAGE, TRANSFER/DISPOSAL, AUCTION, AND RETENTION**

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**Procedure #:** 2.00.060, Explosives

**Effective Date:** May 2016

**General Order:**

**See Also:** Transfer/Disposition Report

**Supersedes:** May 2014 Property and Evidence Custodian Manual

**CALEA:** Chapter 84

**Applies to:** All WSP Employees

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**I. PROCEDURES**

**A. Intake/Storage of Explosives**

1. A bomb technician shall be consulted with prior to handling, seizing, or otherwise dealing with dangerous explosives.
2. The Property and Evidence Custodian shall enter information on explosives evidence into the Crime, Investigation, and Tracking of Evidence (CITE) system.
3. Explosives evidence will not be stored in the property rooms, bullpens, or cargo containers.
4. Explosives evidence, either remaining fragments or a device rendered safe by a bomb technician, shall be temporarily stored in an approved storage container, magazine, or bunker.

**B. Transfer/Disposal of Explosives**

1. The Property and Evidence Custodian will ensure that a completed Transfer/Disposition Report (3000-110-179) is received for all explosives evidence detonated in the field.

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**CHAPTER 2: HANDLING PROCEDURES AND TASKS**  
**SECTION 00: GENERAL GUIDELINES FOR INTAKE, STORAGE, TRANSFER/DISPOSAL, AUCTION, AND RETENTION**

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**Procedure #:** 2.00.070, Firearms

**Effective Date:** May 2016

**General Order:**

**See Also:** Transfer/Disposition Report, Property/Evidence Report, Request for Laboratory Examination; Firearms Release Form; Weapon Forfeiture Request; RCW 9.41.098, 9.41.170, 63.35.020, 69.50, 71.05.320, 10.77

**Supersedes:** May 2014 Property and Evidence Custodian Manual

**Applies to:** All WSP Employees

**CALEA:** Chapter 84

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## **I. PROCEDURES**

### **A. General**

1. Property and Evidence Custodians should not accept any weapons that are inside a package and that are not able to be inspected to determine if they are loaded.
2. Property and Evidence Custodian will contact the officer immediately to repackage the weapon, unless a message and/or note has been left for the Property and Evidence Custodian indicating the reason why the weapon is packaged.
3. Weapons shall be stored in separate, locked, secure area located within the property room.
4. As weapons will be received with only a blue property tag for identification, they must be stored in a like manner. Property and Evidence Custodians must design and/or request their individual weapon storage shelf, cabinet, board, etc. through the Property Management Division.

A smaller, manila-colored tag may be substituted for the blue property tag, as long as a package label and item number are clearly displayed on the smaller tag (see example).

### **B. Testing of Firearms (IBIS)**

1. In partnership with the Bureau of Alcohol, Tobacco, Firearms and Explosives (BATF), the Washington State Patrol Crime Laboratory Division operates specialized ballistics imaging equipment known as the Integrated Ballistic Identification System (IBIS). This equipment is part of the National Integrated Ballistic Information Network (NIBIN). IBIS and NIBIN exist to assist local law enforcement in combating firearms-related violence.

- a. IBIS captures and maintains a local database of digitized images of fire ammunition components recovered from crime scene or from the test-firing of seized firearms. Most successful searches result from semi-automatic handgun cartridge cases. Newly submitted crime scene evidence or test-fires can be imaged and searched against a database containing thousands of images in an effort to relate suspects to crimes, or to establish patterns which relate multiple crime scenes. This provides detectives with valuable intelligence information to assist them in solving violent crime.
  
- b. These guidelines have been prepared to assist the agency in maximizing the benefits of IBIS. Seattle, Tacoma, and Spokane Crime Laboratories offer firearms examination and also have IBIS units. The guidelines for submission are as follows:
  - (1) Complete a Request for Laboratory Examination (3000-210-005), listing the items submitted for IBIS entry and search. Indicate on the form that IBIS is desired, and use only one main case number per request. Consult the laboratory that normally provides firearms examinations to your area with any questions.
  - (2) Submit evidence and seized firearms for IBIS entry and search to the laboratory that normally provides firearms examinations to your area. The firearms will be test-fired, and those cartridge cases along with evidence cartridge cases will be entered into IBIS.
  - (3) The crime laboratory will provide a report indicating that items have been entered into the IBIS system. Notification will be sent should a possible match be identified.
  - (4) Only crime-related firearms will be entered; however, the crime laboratory does not enter cartridge cases from revolvers or derringers.
  
- c. Although IBIS is able to image any caliber, only the following semi-automatic calibers are being entered at this time: .22, .223, .25 Auto, .32 Auto, .380 Auto, 9 mm, 10 mm. .40S&W, .45 Auto, and 7.62X39 mm rifle. If you have a caliber of firearm not on the above list, call the laboratory for further information.
  
- d. Questions regarding the IBIS program or submission of evidence should be directed to one of the following laboratories (ask for "Firearms"):

- (1) Seattle Crime Lab (206) 262-6020
  - (2) Tacoma Crime Lab (253) 536-4280
  - (3) Spokane Crime Lab (509) 456-4144
2. The crime laboratories' IBIS/NIBIN search area now consists of Washington, Oregon, Idaho, Montana, California, Hawaii, Guam, and Alaska. Washington and Oregon are automatically searched and returned together. Request to search any of the other areas mentioned above should be listed on the request form, as it must be submitted as a regional request.

### **C. Forfeiture of Firearms**

1. Property and Evidence Custodians shall ensure that all firearms submitted to or secured by a Property and Evidence Custodian, forfeitable under RCW 9.41.098(1)(a-i), have a Weapon Forfeiture Request (3000-110-005) completed by the investigating officer. If the Property and Evidence Custodian later ascertains that a weapon submitted without the request is forfeitable, the Property and Evidence Custodian shall advise the submitting officer.
2. Property and Evidence Custodians shall enter and track all forfeited weapons using the Crime, Investigation, and Tracking of Evidence (CITE) system.
3. Training provided to detachments by the Property and Evidence Custodian should include familiarization with the weapons forfeiture process and use of the request.

### **D. Release of Firearms**

1. For all evidentiary return of firearms, evidence custodians must use the National Criminal Background Check System (NICS). A Triple I shall not be used for this purpose.
2. Twenty-four hours must have elapsed from the time the firearm was obtained to the time of release.
3. Property and Evidence Custodians shall confirm through CITE if a Sheena Henderson Act request has been entered for the firearm. If a family or household member as defined in RCW 26.50.010 requests to be notified when a firearm is returned to the individual from whom it was obtained or to an authorized representative of that person, the property and evidence custodian must:
  - a. Attempt to notify the requesting individual up to three times via telephone number provided by the requesting individual. The original

notification request, notification attempts, and notification shall be documented in CITE.

- b. Hold the firearm in custody for seventy-two hours from the time the notification has been provided.
4. Under certain circumstances, a conviction may be dismissed, expunged, or pardoned. If an owner claims the conviction no longer precludes possession of a firearm, the Property and Evidence Custodian shall require the owner provide documented proof from the applicable court.
5. A person must be 21 years of age to possess a pistol and 18 years of age to possess a long gun. Any person to whom firearms are released shall be required to show proof of age, read, and sign a Firearms Release Form (3000-110-202).
6. When releasing a firearm to the owner/claimant, the Property and Evidence Custodian shall obtain a photocopy of the owner/claimant driver's license. If a driver's license is not available, other photo identification should be requested. Other less desirable, but acceptable forms of identification that may be accepted are:
  - a. Concealed Weapons Permit
  - b. Identification Card
  - c. Birth Certificate
  - d. Social Security Card
  - e. Naturalization Papers
  - f. Business Card (Insurance Representatives)
7. The plastic tie wrap shall remain in place on the weapon being released to the owner. Ammunition for those weapons **other than safekeeping** shall not be returned to the owner.
8. The Property and Evidence Custodian may withhold the ammunition on any weapon when s/he suspects the recipient (or those with them) may not be in a healthy frame of mind to receive and handle it in a responsible manner (i.e., odor of intoxicants, combative, angry, disoriented, argumentative, etc.). The district commander shall be notified.
9. Certain firearms shall be released only in accordance with RCW 9.41, Firearms and Dangerous Weapons.

## **E. Restrictions to Release of Firearms**

1. The following persons are prohibited from receiving a pistol or short firearm. (A short firearm is any firearm with a barrel less than 12 inches in length.)
  - a. Convicted of any felony offense in this state, or federal or out-of-state offense comparable to a felony offense under the laws of this state.
  - b. Presently under current indictment or information in any court for a crime punishable by imprisonment for a term exceeding one year (any felony) or for any "serious offense."
  - c. Any person who has an outstanding warrant for their arrest for a felony or misdemeanor.
  - d. Any person who is not a U.S. citizen or who has not declared their intention to become a U.S. citizen.
  - e. Any person who has been involuntarily committed for treatment of a mental disorder under RCW 71.05.320 (90-day treatment) in this state or any other jurisdiction.
  - f. Any person previously committed under Chapter 10.77 (Criminally Insane) or equivalent statute in another jurisdiction.
  - g. Any person under age 21.
  - h. Convicted or found not guilty by reason of insanity of any of the following domestic violence offenses, committed by one family or household member against another, after July 1, 1993: Assault 4th degree, coercion, stalking, reckless endangerment, criminal trespass 1st, or violation of a protection order/no-contact order.
  - i. Ordered to surrender the firearm requested due to a conviction of any non-felony in which a firearm was used or displayed.
  - j. Currently subject to a court order regarding harassment, domestic violence, stalking, child custody, or threatening an intimate partner or child of that partner.
2. A person prohibited from possessing a firearm shall not have the firearm returned. The disqualified person cannot have the firearm transferred to another person except as provided below:
  - a. To a member of the immediate family. Immediate family is defined as spouses, domestic partners, parents, children, siblings, grandparents, grandchildren, nieces, nephews, first cousins, aunts, and uncles.
  - b. A NICS and SHA (Sheena Henderson Act) check shall be conducted on any immediate family to whom the firearm is being transferred.

- c. The transfer request is in writing and notarized by a duly authorized notary public. The request must be presented with the notary's original seal and signatures. Copies will not be accepted.

#### **F. Voluntary Surrender of a Firearm**

1. When a firearm is voluntarily surrendered to the department for disposal, the following procedures shall apply for the Property and Evidence Custodian:
  - a. Check with the Washington State Patrol (WSP) Supply Section for firearm registration information. If registered, send a report to the Firearms Registration Section of the Department of Licensing, requesting removal from these files.
  - b. Transfer the firearm to the WSP Supply Section after 30 days, but before 60 days. (There is a 30-day waiting period in case the person submitting is not the owner.)
2. The WSP Supply Section shall dispose of the firearm in one of the following ways:
  - a. Use by the Washington State Patrol
  - b. Donation to historical museum.
  - c. Destruction
  - d. Sale to a registered firearms dealer after obtaining three bids.

#### **G. Transfer/Disposal of Firearms – Evidence**

1. Prior to transferring any firearm to the WSP Supply Section for disposal, the Property and Evidence Custodian shall clear the firearm through WACIC and NCIC computer files.
2. Department of Licensing and NLET files shall also be checked prior to transfer to determine if the firearm is currently registered.
3. If the files show the registered owner is different from the individual who had possession, the registered owner shall be contacted.
4. The original WACIC/NCIC and Department of Licensing and NLET information shall be placed in the evidence/property file.
5. Thirty days prior to the auction, sale, or trade of the firearm(s), the WSP Supply Section shall clear the firearm through WACIC and NCIC. The make, model, caliber, and serial number will be given to the nearest WSP Communications Center. The information will be recorded in the appropriate firearms file.

6. The WSP Supply Section shall maintain a file of all firearms received for disposal. The file shall contain:
  - a. The make, model, and serial number of the firearm.
  - b. The property number originally assigned to the firearm.
  - c. The method and date of disposal.
  - d. The signature of the Supply Section Commander or designee shall appear on the copy of the Transfer/Disposition Report for firearms destroyed.

#### **H. Transfer/Disposal of Firearms – Found**

1. Disposal of found firearms is governed by RCW 9.41.098(2), Firearms and Dangerous Weapons, and RCW 63.35.020, Unclaimed Property in the Hands of State Patrol.
  - a. When releasing found firearms to the owner/finder, follow guidelines outlined earlier in this section regarding the release of firearms to the owner/claimant and restrictions to the release of firearms.

#### **I. Transfer/Disposal of Firearms – Safekeeping**

1. Any legal firearm confiscated for safekeeping and/or officer safety shall be returned to the owner by the Property and Evidence Custodian if the owner is legally entitled to possess a firearm.

#### **J. Transfer/Disposal of Firearms – Unclaimed**

1. If a firearm is unclaimed and statutory requirements (RCW 9.41.098 and RCW 63.35) have been met, the firearm(s) shall be forwarded to the WSP Supply Section prior to April 1st of each year with copies of:
  - a. Property/Evidence Report (3000-110-096)
  - b. Transfer/Disposition Report (3000-110-179)/CITE Firearms Disposal Report
  - c. Washington Crime Information Center (WACIC), National Crime Information Center (NCIC), National Law Enforcement Telecommunications System (NLETS) entry and removal information.

#### **K. Transfer/Disposal of Firearms – Court Ordered**

1. Courts may order the disposal of firearms by:
  - a. ***Retaining the firearm as evidence.*** If a court retains a firearm, the signature of a court official will be needed for disposal. The Washington State Patrol or its officers shall not solicit any court to return a firearm for personal use.

- b. **Releasing the firearm to a law enforcement agency for their use.** A court document, signed by a court official, shall accompany the release. If the court orders a firearm returned to the Washington State Patrol, the firearm and copies of the Property/Evidence Report, Transfer/Disposition Report, and court order shall be forwarded to the WSP Supply Section.
- c. **Destroying the firearm.** If the court orders the destruction of a firearm, it shall be forwarded to the WSP Supply Section for destruction. A copy of the destruction order shall be forwarded with the firearm.
- d. **Turning the firearm over to a historical society.** If the court orders a firearm to be given to a historical society, the Property and Evidence Custodian shall comply with the order.
- e. **Selling the firearm at an auction to a commercial dealer.** If the court orders the sale of a firearm, the firearm and copies of all associated reports and court orders shall be forwarded to the WSP Supply Section. The WSP Supply Section shall sell the firearm in accordance with RCW 63.35 (Unclaimed Property). Proceeds from the sale shall be distributed in accordance with RCW 9.41.098 (Forfeiture of Firearms) and RCW 63.35.
- f. **Disposal by statutory requirements.** If a court orders the disposal of a firearm and does not specify the method of disposal, a copy of the disposal order and firearm shall be forwarded to the WSP Supply Section. The Supply Section Commander shall approve the disposal of any firearm.

**L. Transfer/Disposal of Firearms and/or Weapons for Department of Corrections (DOC)**

1. The Property and Evidence Custodian will accept items from the Department of Corrections (DOC) for disposal that are classified as a firearm, weapon, or instrument which, if used could produce serious bodily injury to another. Washington State Patrol disposal procedures will be followed. Also included as items that will be accepted for disposal are ammunition, explosives (with the assistance of the Washington State Patrol Bomb Squad), and/or instruments intended for sinister purposes. (An example of a sinister weapon would be some type of unique weapon of such design that DOC officials would not want to have destroyed at the institution for fear the design concept would be copied.)
2. Property will be accepted only at the district office and only by the Property and Evidence Custodian.

3. Excluded from items the Washington State Patrol will accept are knives (sheaths), picks manufactured inside an institution from institutional material, or abandoned inmate personal property.
4. The Property/Evidence Report (3000-110-096) and Transfer/Disposition Report (3000-110-179) will be filled out at the same time. The DOC officer will sign, authorizing disposal.
5. Items submitted will all be entered on one Property/Evidence Report, with multiple exhibit numbers if there is more than one item.
6. Department of Corrections personnel will;
  - a. Provide one of their property forms, which the Property and Evidence Custodian will sign, retaining one copy to be attached to the Property/Evidence Report.
  - b. Attach a copy of the teletype indicating any item with a serial number has been checked through WACIC/NCIC.
  - c. Although it is not necessary that DOC retain the confiscated weapon for 60 days, DOC must provide documentation showing an attempt to contact the rightful owner of the weapon (i.e., registered letter).
7. The department will retain any item with a serial number for 60 days. Prior to disposal, it will be checked through the Washington Crime Information Center (WACIC) and National Crime Information Center (NCIC). In the event of a "hit," the Property and Evidence Custodian will return the item to the originating DOC officer.

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**CHAPTER 2: HANDLING PROCEDURES AND TASKS**  
**SECTION 00: GENERAL GUIDELINES FOR INTAKE, STORAGE, TRANSFER/DISPOSAL, AUCTION, AND RETENTION**

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**Procedure #:** 2.00.080, Fireworks

**Effective Date:** May 2016

**General Order:**

**See Also:** Property/Evidence Tag, Property/Evidence Report, Transfer/Disposition Report; WAC 212-17-355; RCW 70.77.250, 48.48

**Supersedes:** May 2014 Property and Evidence Custodian Manual

**Applies to:** All WSP Employees

**CALEA:** Chapter 84

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**I. PROCEDURES**

**A. Intake/Storage of Fireworks – Commercially Produced**

1. Commercially produced fireworks that are confiscated shall be photographed for evidentiary purposes in order to enable the prosecutor or the arresting officer to present in court.
2. The fireworks will be tagged with the appropriate barcode item labels utilizing a blue Property/Evidence Tag (3000-110-182).
3. The Property and Evidence Custodian shall be notified and told when there are commercially produced fireworks being placed into the evidence system.
4. A Property/Evidence Report (3000-110-096), along with a signed Transfer/Disposition Report (3000-110-179) shall be submitted to the evidence drop box along with the evidence authorizing the Property and Evidence Custodian to dispose of the fireworks.
5. As soon as practical, the fireworks shall be temporarily placed in a safe and secure location (such as an approved storage container, magazine, or bunker), not in the evidence room.
6. District command shall consult with the Explosives Unit if short-term or long-term storage becomes necessary.

**B. Intake/Storage of Fireworks – Homemade Variety (Non-Commercial)**

1. All fireworks that appear to be of a homemade, explosive nature (tennis ball explosives, M-80s, Cherry Bombs, etc.), shall be approached with caution.

2. The fireworks shall be photographed for evidentiary purposes in order to enable the prosecutor or the arresting officer to present in court.
3. The Washington State Patrol Explosives Unit will be notified immediately.
4. The arresting officer is **not to handle** these types of fireworks. **A bomb technician shall be consulted with prior to handling, seizing, or otherwise dealing with homemade (non-commercial) fireworks.**
  - a. Homemade (non-commercial) fireworks **will not** be stored in the property rooms, bullpens, or cargo containers.
  - b. District command shall consult with the Explosives Unit if short-term or long-term storage becomes necessary.



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**CHAPTER 2: HANDLING PROCEDURES AND TASKS**  
**SECTION 00: GENERAL GUIDELINES FOR INTAKE, STORAGE, TRANSFER/DISPOSAL, AUCTION, AND RETENTION**

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**Procedure #:** 2.00.090, Securities

**Effective Date:** May 2016

**General Order:**

**See Also:** Cash Management Form; Transfer/Disposition Report; Cash Receipt Log; Request for Invoice; RCW 63.35, DSHS Child Support Debt Registry; Budget and Fiscal Services Pre-Numbered Receipt Book

**Supersedes:** May 2014 Property and Evidence Custodian Manual

**Applies to:** All WSP Employees

**CALEA:** Chapter 84

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## I. PROCEDURES

### A. Intake/Storage of Securities – High-Valued Property

1. Currency placed into the evidence system must be counted by **two** employees and a Cash Management Form (3000-372-001) will be filled out by the submitting officer and signed by both the submitting officer and the witnessing officer. Money must be packaged separately from other property and a separate number will be requested for the money.
2. The Property and Evidence Custodian shall not accept currency without two signatures on the Cash Management Form and the exterior of the packaging material.
3. Funds in excess of \$10,000 shall require callout of the Property and Evidence Custodian or alternate. Funds in excess of \$5,000 shall be placed in an evidence drop box at a 24-hour staffed installation (e.g., district office).
4. The Property and Evidence Custodian will be advised of the storage of funds.
5. Any currency placed into the property and evidence room shall be stored in the evidence safe, accessible to the Property and Evidence Custodian and their alternate.
6. High-valued property such as money, precious metals, jewelry, firearms, drugs, and any item that presents a high potential for theft shall be stored in a separate locked area within the Property Storage Room.
7. When the Property and Evidence Custodian is depositing or withdrawing currency from the bank, an armed escort can be utilized. If the currency has somehow attracted media or public attention, the escort will be mandatory. If there is a significant amount of currency, an armed escort will be utilized.

8. When the amount of currency to be deposited exceeds \$10,000, the Property and Evidence Custodian shall contact Lesa Williams of the State Treasurer's Office at (360) 902-8911 and provide the name of the branch where deposit will be made. The State Treasurer's Office will notify the branch of the impending deposit.
9. If you reach her voice mail, dial zero and another State Treasurer's Office employee will assist you.

**B. Temporary Storage of Found Securities**

1. If any funds under \$25 are found/located once in the evidence system and an owner cannot be identified, the Property and Evidence Custodian shall temporarily store the funds in the property room in a separate locked, secured area. A log shall be kept of the property number with the amount of funds found. Once a quarter or when the funds reach a value of \$25, the funds will be deposited in the bank and Budget and Fiscal Services notified.

**C. Storage – Depositing of Found Securities**

1. Any funds over \$25 that are found/located once in the evidence system where an owner cannot be identified will be deposited into the bank immediately and Budget and Fiscal Services notified.

**D. Storage – Depositing Foreign Currency**

1. Do not combine currency of different countries on one deposit slip; complete a separate deposit slip for each country's currency.
2. If you have any problems depositing foreign currency, please contact Lesa Williams of the State Treasurer's Office at (360) 902-8911.

**E. Storage – Depositing of Unclaimed Securities**

1. Funds defined as unclaimed property by RCW 63.35 must be deposited within 24 hours. Funds include cash and checks made payable to the "Washington State Patrol." Any non-currency shall be endorsed. Non-currency includes checks, Traveler's Checks, money orders, bank drafts, cashier checks, etc. All deposits shall be coordinated through the district Property and Evidence Custodian. In order to be cost-effective, the Property and Evidence Custodian should wait until s/he has at least \$25 worth of funds accumulated before making a deposit. To deposit funds, the following procedures shall be adhered to:
  - a. Prepare a deposit ticket in duplicate. Deposit tickets shall be distributed as follows:

- (1) Original to the bank.
  - (2) Copy for the Property/Evidence file.
  - (3) Fax a copy to Budget and Fiscal Services (Fax No. 360-596-4079)
- b. Take the deposit directly to the nearest banking facility currently contracted with the agency with the original deposit ticket, checks, cash, money orders, etc.
- (1) Ensure all checks are endorsed.
  - (2) If the bank validates the deposit slip rather than issuing a receipt, have the bank validate the deposit slip on the front.
- c. A copy of the deposit ticket, receipt, or validated deposit slip and any other necessary information should be faxed to Budget and Fiscal Services by 2:30 p.m., the day of the deposit. **NOTE:** This will ensure Budget and Fiscal Services has time to prepare a Cash Receipts Journal (CJ) by noon for pickup by the Treasurer's Office. The Treasurer's Office requires same-day service on any cash deposit.
2. In the event a claim is made for previously deposited funds, the following procedure shall be adhered to:
- a. The Property and Evidence Custodian will send an IOC with the required claimant information to Budget and Fiscal Services' Accounts payable supervisor.
  - b. A copy of the IOC is sent to the Budget and Fiscal Services' Contract Accounting Supervisor with an A-19 form (Invoice Voucher).

#### **F. Storage – Depositing of Seized Securities**

1. The same procedures apply to depositing of seized funds as were described above in Section E, Depositing of Unclaimed Securities. When dealing with "seized securities," the following additional requirements shall be followed:
  - a. A copy of the receipted deposit slip indicating the assigned Narcotics Section case number shall be sent by fax to the Investigative Services Bureau.

#### **G. Storage – Depositing of Contaminated Securities**

1. The following procedures have been agreed upon between the State Treasurer's Office and the currently contracted bank regarding the handling and redemption/deposit of contaminated currency. **NOTE:** Contaminated

currency is lawfully held U.S. currency that may pose a health or safety hazard due to known or suspected contact with a chemical or radioactive or biological substance.

2. Shipping currency known or suspected to be hazardous without proper notification may be a criminal violation of federal, state, and/or local hazardous material statutes or ordinances.
3. The state agency in control of the contaminated currency must provide a written statement on official letterhead concerning the degree of contamination, the degree of risk involved, and the recommended method of disposition. The agency should also answer the following questions:
  - a. How, when, and where did the currency become contaminated?
  - b. Who has knowledge of, or had contact with, the contaminated deposit? *(Who was present when the currency became contaminated and how the agency may be contacted. Depending on the severity and danger of the contamination, the financial institution and the Federal Reserve Bank may not accept the deposit.)*
4. Place currency and/or coin into a tamper-proof poly deposit bag and seal. Contact the Treasurer's Office.
5. Prepare deposit slip listing the verified amount of currency and/or coin. Deposit slips may be ordered through the Treasurer's Office. **NOTE:** Do not mix contaminated currency with other deposits.
6. Place deposit slip outside the poly bag for these types of deposits; that way, the bank can give you contingent credit and need not handle the cash within the branch.
7. Place written statement on official letterhead on outside of poly bag. The financial institution and the Federal Reserve Bank require a letter. The financial institution will fax both a copy of the deposit slip and the letter to the Federal Reserve Bank.
8. Call the local banking center in advance to let them know you are depositing contaminated currency.

#### **H. Disposal – Depositing of Unclaimed Electronic Benefit Cards**

1. All unclaimed electronic benefit transfer (Quest card – Food Stamp replacement) and food stamps can be disposed of through the normal procedures. Banking institutions will not accept this property as a negotiable currency.

## **I. Other-Internal Controls for Cash Receipts**

1. All money collected shall be safeguarded by securing in a locked cabinet or drawer until deposited.
2. All money collected **must be** deposited at the currently contracted bank State Treasurer's Concentration Account or forwarded to Budget and Fiscal Services (BFS) within 24 hours of receipt.
3. If deposited with the bank, a copy of the deposit receipt will be faxed to BFS no later than 2:30 p.m. on the day of the transaction.
4. The 24-hour deposit rule must be strictly adhered to, unless a written waiver is obtained from the Office of the State Treasurer.

## **J. Other-Checks Received Via Mail**

1. All offices that receive checks through the mail shall comply with the following procedures:
  - a. Two people shall open the mail-one to open the envelope and the other to restrictively endorse the check immediately and log the check in a Cash Receipts Log/Budget and Fiscal Services (BFS) Pre-Numbered Receipt Book.
  - b. Approved endorsement stamps produced by the State Treasurer's Office have been distributed to all divisions, districts, and sections that receive checks.
  - c. Cash Receipt Logs/BFS Pre-Numbered Receipt Books are required and must be used to record all money received through Washington State Patrol offices.
  - d. Each check should be listed separately on the Cash Receipt Log.
  - e. A copy of the log must be retained for the Property Custodian's records and the original sent to BFS with the transmittal of funds (or with the fax copy of the bank deposit slip).
  - f. The log must be signed by two people who opened the mail as evidence that they agree with the amount(s) received.
  - g. Someone other than those who opened the mail should compare the log with the bank deposit or submission of funds to BFS to ensure all collections are handled appropriately. A signature block for this review is contained on the cash log.

## K. Other Payments Received Over-the-Counter

1. When payments are received over-the-counter, receipts are **required** to be given to the customer. Receipt books will be distributed to each district, and any section that requires them, under separate cover.
  - a. Receipts must indicate mode of payment, check number, date, description of the payment, and the locations receipt was made.
  - b. Original receipt is given to the customer; the yellow copy of the receipt remains in the book.
  - c. Completed Receipt Books and Cash Receipt Logs are retained for a total of six years, reference to the State Retention Schedule GS01016 (see Chapter 1, **Records Requirements**).
  - d. Pre-numbered receipt books are being printed using the address for Budget and Fiscal Services (BFS) (3000-365-008) and will be assigned to each district. If there are other areas within the Property and Evidence Custodian's division/district that also receive money over-the-counter, a separate receipt book should be requested from BFS.
  - e. Someone independent of cash receipting and depositing should monitor the use of receipts to ensure all money collected is deposited with the bank or BFS as appropriate.
  - f. Receipt books must be secured in a locked cabinet/drawer with limited access.
2. When services are performed which will result in a payment to the Washington State Patrol, a Request for Invoice (3000-365-090) should be used to the maximum extent possible. The Request for Invoice is submitted directly to BFS for invoicing. It ensures that an account receivable is established for the payment and that payments are remitted directly to BFS. Customers should send their payments directly to Washington State Patrol, Budget and Fiscal Services, PO Box 42602, Olympia, WA 98504-2602.



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**CHAPTER 2: HANDLING PROCEDURES AND TASKS**  
**SECTION 00: GENERAL GUIDELINES FOR INTAKE, STORAGE, TRANSFER/DISPOSAL, AUCTION, AND RETENTION**

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**Procedure #:** 2.00.100, Unclaimed/Found Property

**Effective Date:** May 2016

**General Order:**

**See Also:** RCW 46.55.090, 63.35; Uniform Washington State Tow/Impound and Inventory Record; Property/Evidence Report; Abandoned Vehicle Report; Surplus Property Disposal Request System Form

**Supersedes:** May 2014 Property and Evidence Custodian Manual

**Applies to:** All WSP Employees

**CALEA:** Chapters 74 and 84

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**I. PROCEDURES**

**A. Procedures for Handling of Unclaimed and Found Property**

1. The guidance in this section is driven by RCWs and subsequent opinions by the Attorney General. The Property and Evidence Custodian is encouraged to consult the RCWs and/or the Evidence Control Officer for those situations that may be unclear.

**B. Intake/Storage/Disposal of Unclaimed Property from Impounded Vehicles**

1. The department is responsible for personal property left in vehicles impounded for any cause by the Washington State Patrol. This is particularly important when impounded vehicles are about to be auctioned by the tow company. State statute prohibits the auctioning of personal property with the vehicle and mandates the tow company turn any unclaimed personal property in the vehicle over to the law enforcement agency that impounded the vehicle. When property is turned over to the department, it must be entered into the property system by the Property and Evidence Custodian.
2. An important aspect of this process begins with the officer who actually impounds the vehicle. Officers shall thoroughly inventory vehicles to be impounded. All personal property in the vehicle shall be itemized, observing search and seizure requirements. It is imperative the Uniform Washington State Tow/Impound and Inventory Record (3000-110-076) be signed by the tow operator, who will then be given a copy of the form.
3. When a tow company is ready to auction a vehicle, they will contact the local Washington State Patrol office with any unclaimed personal property left in the vehicle. The Property and Evidence Custodian shall require a copy of the Vehicle Inventory Record from the towing firm accompany the property. If

there is additional property from vehicle areas that were not inventoried (e.g., locked trunk or locked glove box), a written list of the items and the location where they were found must be presented by the tow company. The department is only responsible for property removed from vehicles impounded by Washington State Patrol officers.

4. Property and Evidence Custodians shall not accept any other property and shall not accept any property without a copy of the impound slip and a written list of additional items. Property and Evidence Custodians shall not accept perishable items or items that have no apparent value and can be classified as trash. Upon accepting the property from the tow company, the Property and Evidence Custodian shall enter the property into the property system as found property using the Property/Evidence Report (3000-110-096). The tow operator shall sign the report as a witness and be given the case/property number assigned.
5. The property entered into the system shall be treated as any other found property; however, it may be wise to keep separate for storage purposes this unclaimed property from evidence items. This may necessitate the need to rent or lease mini-storage facilities for such property.
6. If an **abandoned vessel** and the vehicle it is on have been abandoned on a public highway of this state and are towed by a registered tow truck operator, the vessel will be disposed of as personal property. The tow company must return the vessel to the law enforcement agency (WSP) to which the initial notification of impoundment was given. The personal property (vessel) is then disposed of under the authority of RCW 63.35.
7. The Property and Evidence Custodian shall:
  - a. Check the National Crime Information Center (NCIC)/Washington Crime Information Center (WACIC) for stolen and the Department of Licensing (DOL) to determine ownership.
  - b. Store the vessel in the evidence storage yard (bullpen).
  - c. Send the possible owner a 60-day unclaimed property letter.
  - d. Ensure the engine of the vessel is protected against cold weather by either draining the system or adding sufficient coolant to protect against freezing to -25 degrees Fahrenheit.
  - e. If there is no response from the registered letter, arrangements shall be made with the Property Management Division for the transportation of the vessel to Supply in Olympia, where it will be disposed of in accordance with RCW 63.35.

### **C. Intake/Storage/Disposal of Unclaimed Property from Impounded Vehicles**

1. A procedure for handling personal property to comply with RCW 46.55.090 has been established.
2. Items which must be turned over include, but are not limited to:
  - a. Money
  - b. Wallets or purses
  - c. Checkbooks
  - d. Credit Cards
  - e. Official identification cards, operator's license, or passports
  - f. Jewelry items
  - g. Firearms or any other type weapon
  - h. Contraband and/or controlled substances
  - i. Stocks, bonds, money orders, bank certificates, traveler's checks, postage stamps, food stamps, etc.
  - j. Abandoned vessels
3. The items of personal property which the department will not accept in response to RCW 46.55.090 include, but are not limited to:
  - a. Auto parts and accessories including, but not limited to:
    - (1) Tire chains
    - (2) Spare tires/wheels
    - (3) Used auto parts and/or accessories
    - (4) Seat covers
    - (5) Fuel containers
    - (6) Jacks, lug wrenches
    - (7) Radios, stereos, and other items attached to the vehicle by bolts, screws, or some other manner

- b. The other items of personal property which the department will not accept are:
  - (1) Trash
  - (2) Garbage
  - (3) Open alcohol containers
  - (4) Soiled or mildewed clothing, shoes, blankets, tarps, etc., having no actual value
  - (5) Miscellaneous unofficial papers and other items having no actual value
4. A tow company, upon receipt of an Abandoned Vehicle Report from the Department of Licensing, will remove all property from a vehicle keeping it separate from property removed from other vehicles. The tow company will identify the property by the vehicle from which it was removed using the following information as identifiers:
  - a. Vehicle make
  - b. Vehicle model
  - c. Year
  - d. License number
  - e. Licensing state
  - f. Vehicle identification number
  - g. Color
  - h. Location of impound
5. The tow company will arrange a mutually agreeable time with the Property and Evidence Custodian to respond with the personal property removed from the vehicle and remand it to the custody of the Patrol.
6. The Property and Evidence Custodian shall ensure that completed copies of the Uniform Washington State Tow/Impound and Inventory Record (3000-110-076) and the Department of Licensing Abandoned Vehicle Report are submitted along with the property.

7. The Property and Evidence Custodian shall:
  - a. Take custody of and package the property received.
  - b. Inventory the property using a Property/Evidence Report (3000-110-096)
  - c. Ensure that a copy of the Property/Evidence Report, Abandoned Vehicle Report, and a description of the vehicle make, model, year, and VIN are kept with the property file.
  - d. Mark the “safekeeping” box on the Property/Evidence Report
  - e. Ensure that a separate Property/Evidence Report form is completed for each vehicle
  - f. Ensure that a property number is obtained from Communications for property received from each vehicle
  - g. Ensure that only property from Washington State Patrol impounds is accepted
  - h. Query NCIC and WACIC on all serial-numbered items received
  - i. Furnish the tow company with a completed copy of the Property/Evidence Report as a receipt
  - j. Treat all property received from the tow company the same as other found property and dispose of it in accordance with RCW 63.35.

**D. Intake/Storage/Disposal of Found Property by the Public**

1. The Property/Evidence Report (3000-110-096) shall be completed on all property found and turned in by a member of the general public. The “found” box is checked and finder’s rights and obligations to claim the found property (RCW 63.21) are printed on the back of the Property/Evidence Report. The signature of the finder is required.
2. If the property is found by a member of the general public and turned in to the Washington State Patrol, the Property and Evidence Custodian shall:
  - a. Advise the finder if the found property is illegal for them to possess.
  - b. Advise the finder if the found property is to be held as evidence in judicial or other official proceedings. If this is the case, property shall be retained for 60 days after final disposition of judicial or other official proceedings, before it can be claimed by the finder or owner.

- c. Advise the finder, in writing, of the procedures to follow in claiming found property. This requirement is completed by having the finder sign and giving the finder a copy of the finder's rights and obligations on the back of the Property/Evidence Report.
- d. If the property is valued at \$25 or less as appraised by the Property and Evidence Custodian, allow the finder to retain custody of the property if it is determined there is no reason for the Property and Evidence Custodian to retain the property.
- e. If the property exceeds \$25 in value, retain the property for 60 days before it can be claimed by the finder, unless the owner shall have recovered the property.
- f. After the required number of days has passed and no owner has been found, surrender the property to the finder according to the requirements of the procedure outlined under Finder's Rights/Obligations to Claim Lost and Found Property. These requirements are also outlined on the copy of the Property/Evidence Report the Property and Evidence Custodian gives to the finder.

**E. Intake/Storage/Disposal of Lost and Found Property by an Employee of the Washington State Patrol**

- 1. No employee of the Washington State Patrol who finds property in the course of their duties may claim possession of that property as a finder. Property found by an employee of the Washington State Patrol shall be entered on the Property/Evidence Report (3000-110-096) and the box denoting found property shall be checked.
- 2. The Property and Evidence Custodian shall attempt to locate and notify the owner of the property via registered letter (see an example of letter in Forms Section). If the property goes unclaimed for a period of 60 days, the Property and Evidence Custodian shall initiate disposal proceedings for unclaimed property.
- 3. Items bearing a serial number shall be checked through the Washington Crime Information Center (WACIC) and the National Crime Information Center (NCIC) just prior to disposal.
- 4. If the property is useable to another division/section in the department or if the department could auction it in a cost-effective manner, the unclaimed property should be transferred to the Supply Section.

## **F. Finder's Rights/Obligations to Claim Lost and Found Property**

1. A member of the public who finds property has the right to claim property if:
  - a. The property is not unlawful to possess (contraband).
  - b. The owner of such property is unknown.
  - c. The finder is not an employee of governmental entity acting within the course of employment.
2. To claim such property, the finder must complete all of the following requirements:
  - a. Within seven days, the finder must surrender the property to the Washington State Patrol unless the property is valued at \$25 or less.
  - b. When the property has an apparent value of more than \$25, the finder must sign a form indicating an intent to claim or waive right to claim the property.
  - c. Within seven days of the finding, the finder must obtain a signed appraisal establishing the current market value from a qualified person (one who engages in buying and selling like items), or from a district court judge, and forward a copy of such appraisal to the Washington State Patrol. If found property has been taken into custody by the Washington State Patrol, such property will be available for appraisal inspection at the office where the property is stored, during business hours, or by appointment within the seven-day limit.
  - d. Within 30 days of the finding, the finder must publish a notice (e.g., local newspaper) of the found property once a week for two consecutive weeks.
  - e. On property valued at more than \$25, payment of \$5 or 10 percent of the appraised value of such property (whichever is greater) must be made to the Washington State Patrol to be deposited in the General Fund of the State of Washington.
3. The found property will be released to the finder 60 days from the date of receipt if:
  - a. No owner was found.
  - b. 60 days have elapsed following judicial or official proceedings involving the property.

- c. The finder has presented evidence of compliance with the publication requirement and the appropriate fee has been paid. **NOTE:** When 90 days have passed after the found property was reported to the Washington State Patrol and the finder has not completed the requirements of this procedure, the finder's claim shall be deemed to have expired and found property shall be disposed of as unclaimed property.

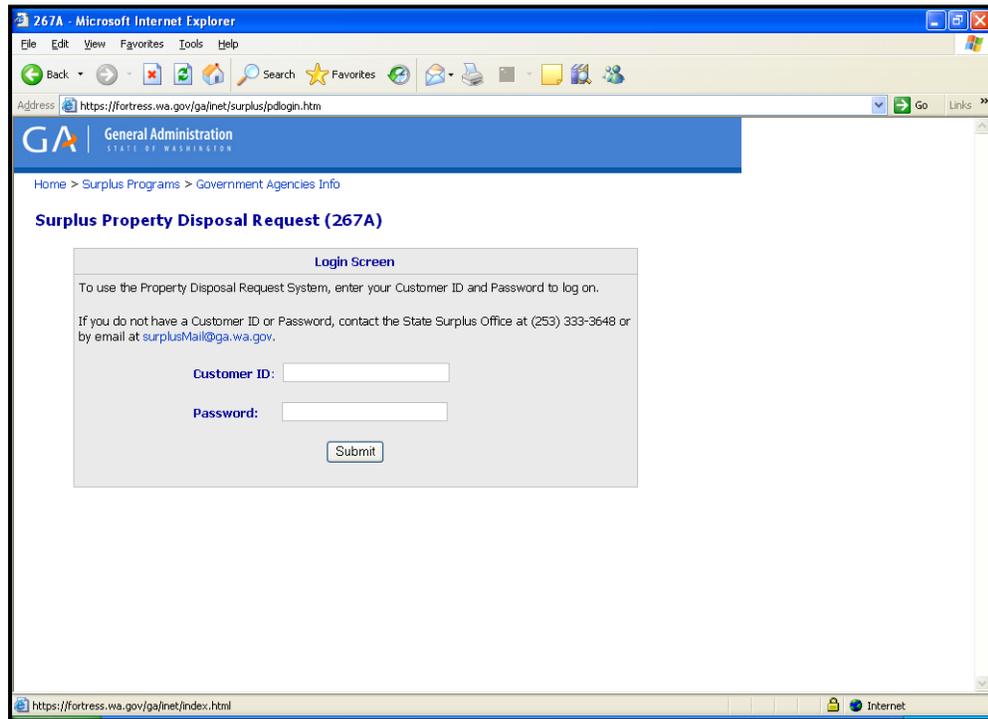
## **G. Auctioning of Unclaimed Items from the Property and Evidence System**

1. While preparing for disposal of unclaimed items from the property and evidence system, items deemed valuable enough for auctioning should be separated out and noted on a Surplus Property Disposal Request System Form (267A). The form is filled out online and submitted to General Administration (GA) in preparation for pickup by State Surplus personnel. To access the form and notify GA of items for sale, you must logon to the State Surplus website (<https://fortress.wa.gov/ga/inet/surplus/pdlogin.htm>).
2. **Customer ID and Password**
  - a. Prior to logging in to the State Surplus, you need to have an authority number (Customer ID and Password). Please request your authority number (Customer ID and Password) from General Administration employee Karen Jeffery at [kjeffer@ga.wa.gov](mailto:kjeffer@ga.wa.gov). If you have any questions, please call Ms. Jeffery at (253) 333-3640.

### 3. Directions for Use of Property Disposal Request System

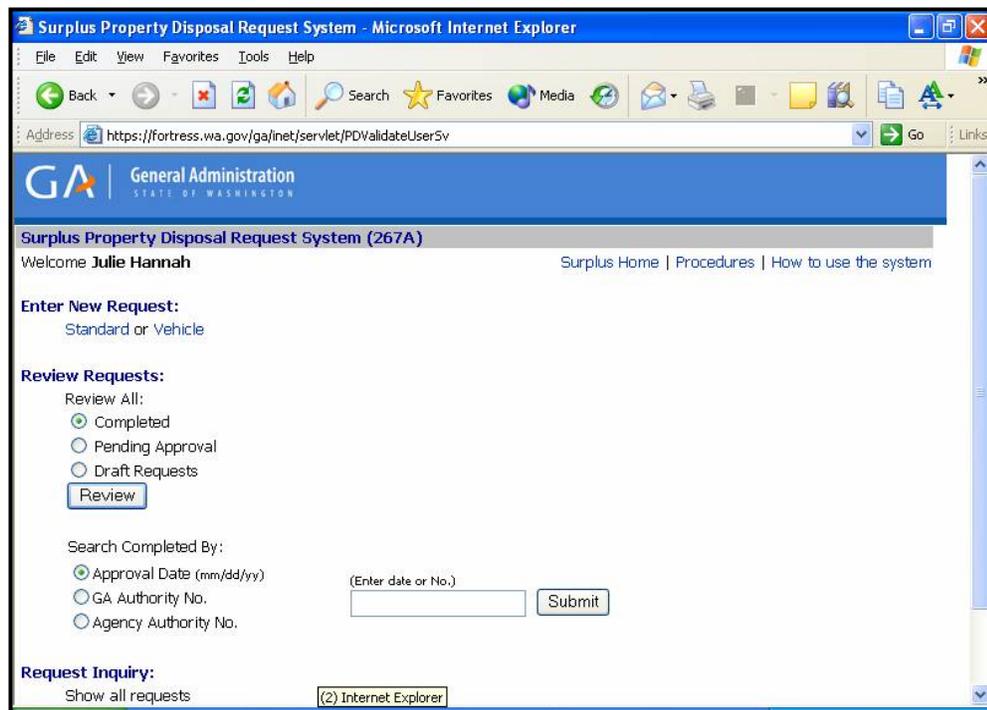
#### Step 1: Login

Enter your Customer ID & Password. (The Customer ID and Password are not case-sensitive.)

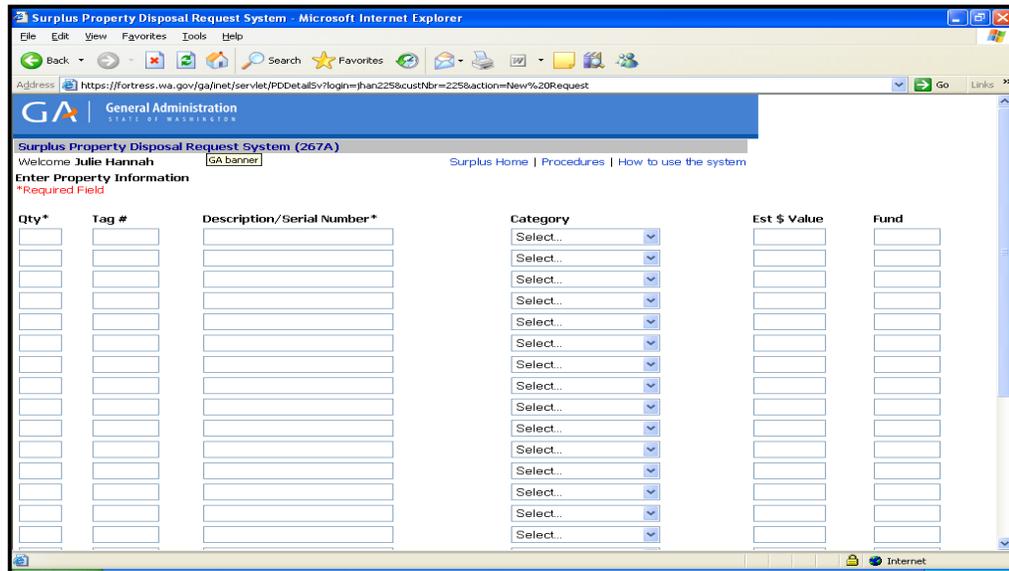


**Step 2:** Click the Submit button. (If there were errors in the Customer ID or Password, you will be prompted with an error message (indicating whether the problem was with Customer ID or Password) and to try again.)

**Step 3:** To Enter a New Request, under “Enter New Request,” click on the word, “**STANDARD.**”



This will take you to the Surplus Property Disposal Request System (267A) online form. Here is where you will enter information about the items you wish to have GA auction off.



**Step 4:** Enter the requested information.

Provide the information relating to the request as prompted.

Required fields are marked with an asterisk (\*).

You can enter 20 items per screen. (Click the More Items button to enter additional items (up to 200) or the Next button to continue.

Note that the Quantity and Description are required fields. Please note the case number as part of your description.

Please enter the evidence **item number** in the Tag # field.

The “Category” field is a drop-down box. Please select one of the categories to describe the type of property.

It is not necessary to enter an estimated value.

Please enter budget code **081** in the “Fund” field for **unclaimed property** and budget code **001** for **seized property**.

Below is an example of a partially filled-in 267A form.

Qty*	Tag #	Description/Serial Number*	Category	Est \$ Value	Fund
1	IDENCE #	WIDGET	Miscellaneous		BUDGET
1	VIDENCE	WIDGET	Miscellaneous		BUDGET
			Select...		
		(2) Microsoft Office Outlook	Select...		

**Step 5:** When finished entering all items, click on “Next” at the bottom right-hand side of the screen.

You will be taken to the second half of the 267A form that requests your “Agency Authority Number” and contact information.

**Step 6:** Your agency authority number will always begin with 0225- \_\_\_\_.

After the hyphen, type the last two digits of the current year (08), your district number (01, 02, etc.), and disposal number (your first disposal for the year would be 01. Your second disposal would be 02, etc.).

Enter information for the property location as follows:

Agency Information Name (Washington State Patrol)

Address (Enter your district's address)

Location Contact Information (Enter your name, phone number, and work email address)

Property Information (Enter your district's address)

Surplus Property Disposal Request System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media Mail Print Send To Links

Address <https://fortress.wa.gov/ga/inet/servlet/PDDetail15v> Go

**GA** | General Administration  
STATE OF WASHINGTON

**Surplus Property Disposal Request System (267A)**

Welcome **Julie Hannah** [Surplus Home](#) | [Procedures](#) | [How to use the system](#)

\*Indicates a required field.

**Enter Agency Authority Number**

\*Agency Authority No.:

**Enter Information for Property Location**

\*Contact Name:

\*Contact Phone:

Contact Email:

\*Physical Address:

\*City:

\*Zip Code:

Mailing Address:

TN3270A - EXTRA! Personal Client

Disposal/Disposition (Click on “Other” and type in “EBay Seized or Confiscated Property”)

Comments (Type in: “The Property and Evidence Custodian requests State Surplus to pick up the property at address listed above and list on EBay. Driver must call prior to pick-up to arrange date and time with Property and Evidence Custodian.)

City:

Zip Code:

**Disposal/Disposition Request (Please Select One)**

Surplus or Excess

Other

**Comments:**

**Verify Request**

Click the "Next" button below to continue processing your Property Disposal Request. You can verify, change or update item detail entries in the screen that follows.

Click on “Next” when finished.

**Step 7:** Verify the entries for the request.

You can change property detail as needed by selecting an item (check the box in the "Change" column), then click the Update/Add Item button.

If you choose to Update/Add an Item, the next screen will allow you to re-enter any information for the items you selected or to add new items. Make needed entries, and then click the Update button to return to the previous screen.

Once complete, you can:

--Click Update/Add item (see above) to continue to make changes

--Click Submit Request

--Click Main Menu to save the request as a draft for later editing

If you click the Submit Request button, the Confirmation screen that follows will have all information you provided and your name, email address and phone number (from your profile).

**Step 8:** Print a copy of the Confirmation screen for your records.

**Step 9:** Click the Main Menu button to return to the Main Menu or you can close the browser.

**Step 10:** Remove all Washington State Patrol Item Numbers, package labels, or blue tags from property. Place small items in boxes for ease of shipment and mark exterior of box with the Agency Authority Number (0225-\*\*\*\*\*). Place a small manila tag with the Agency Authority Number on any large items (e.g. bikes, swords, etc.). Provide a copy of the Confirmation screen listing all of the items submitted to the State Surplus driver who picks up the property for auction. This will assist GA in tracking what items came from where as there may be other stops made by the State Surplus driver before they arrive back at their Surplus warehouse.

GA will send you an approval authority number after they receive your submission and make arrangements for pickup of the property. (Sometime within the next two weeks.) All GA Surplus drivers have cell phones and have been advised to call the Property and Evidence Custodian and set up a date and time for the pickup.

**Step 11:** Make a copy of the GA Approval Authority Number that you receive from GA and attach it to your Confirmation Screen copy that lists all of the items picked up by GA.

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**CHAPTER 2: HANDLING PROCEDURES AND TASKS**  
**SECTION 00: GENERAL GUIDELINES FOR INTAKE, STORAGE, TRANSFER/DISPOSAL, AUCTION, AND RETENTION**

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**Procedure #:** 2.00.110, Vehicles

**General Order:**

**Supersedes:** 2.00.110, Vehicles (May 2016)

**Applies to:** All WSP Employees

**Effective Date:** October 2016

**See Also:** RCW 63.35.020, 69.50.505; Property/Evidence Report; Property/Evidence Tag; Vehicle Inventory Record; Request for Towing Invoice; Request to Write-Off Towing Invoice; Prenumbered Receipt Book; Stored Vehicle/Equipment Coolant Level Record; Towing Cash Receipt Log; Junk Vehicle Affidavit

**CALEA:** Chapters 74 and 84

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## **I. PROCEDURES**

### **A. Intake of Vehicles**

1. The Property and Evidence Custodian shall, upon receipt of vehicle keys and the Property/Evidence Report (3000-110-096), Property/Evidence Tag (3000-110-182), and Vehicle Inventory Record (3000-110-076), ensure that the vehicle is properly secured. Vehicles that are totaled or have severe damage may have a tarp placed over the vehicle at the request of the on-scene supervisor or Criminal Investigation Division detective. Vehicles placed into evidence with minimal damage—where inclement weather may cause further damage—should have a tarp placed over the vehicle. Vehicles placed in the bullpen shall have an absorbent pad secured to the ground under the engine as needed.
2. When a vehicle is received, the Property and Evidence Custodian shall verify that a completed Vehicle Inventory Record (3000-110-076) and a Request for Towing Invoice (3000-365-006), with the District/Division responsible checked, is received. A tow bill, with a verified amount (including tax), should accompany the Request for Towing Invoice.
3. All vehicles entered into the evidence system with a property number shall be clearly identified with an item label on the Property/Evidence Tag (3000-110-182) and an item label on a conspicuous part of the vehicle (not on the paint).
4. Whenever a vehicle is retained/seized for evidence and placed in a Washington State Patrol bullpen, a Request for Tow Invoice form, a tow company invoice towing credit card payment receipt and/or confirmation number, and a copy of the Tow/Impound form must be faxed to Budget and Fiscal Services (BFS) within 72 hours by the Property and Evidence Custodian.

## **B. Storage of Vehicles**

1. It shall be the district command's responsibility to provide adequate secure storage space for vehicles.
2. The Property and Evidence Custodian shall ensure that all vehicles are stored securely.
3. The Property and Evidence Custodian shall consult with the district or section commander to obtain a secure facility for vehicles of high value or those determined to require additional security (i.e., vehicle held for search warrant execution).
4. Storage may include the use of rental facilities.

## **C. Storage of Evidentiary and Seized Vehicles**

1. The Property and Evidence Custodian shall, upon receipt of the Property/Evidence Report and the vehicle keys, ensure that the vehicle is properly and securely stored.
2. The Property and Evidence Custodian shall be responsible for the vehicle.
3. The Property and Evidence Custodian may consult with the district or section commander to obtain a secure facility for vehicles of high value or those determined to require additional security (i.e., vehicle held for search warrant execution).
4. Storage may include the use of rental facilities.
5. If a vehicle is impounded and must be stored while a search warrant is being obtained and there are visible items of value, the vehicle shall be temporarily placed in a more secure area than the bullpen (i.e., locked VIN lane, detachment garage, etc.)
6. Once the search warrant has been served and in all other cases, if the Property and Evidence Custodian observes items of value inside an impounded vehicle that is to be stored, they will advise the trooper responsible to remove the items from the vehicle.
7. If the items are not entered into evidence, they are to be returned to the owner.
8. Proper security of these items is a departmental responsibility. Property and Evidence Custodians should periodically check Bi-Web to ensure that entries into bullpens and security checks of remote bullpens are documented.

#### **D. Testing/Coolant Level Checks on Stored Vehicles**

1. Coolant protection levels on “open” systems of all stored vehicles shall be checked annually between October 1<sup>st</sup> and November 1<sup>st</sup> to prevent engine or cooling system damage during cold weather. (The acceptable standard is -25 degrees Fahrenheit.)
2. The antifreeze bulb tester, used to test any of the three coolants currently on the market, should be rinsed out with cold water between testing of different types of coolant so as to prevent cross-contamination of a system.
3. The Property and Evidence Custodian shall either add coolant or drain the system to ensure acceptable levels of protection.
4. If coolant must be added, the Property and Evidence Custodian shall ensure that the coolant added to a vehicle is the same as what the system contains. Engine damage may ensue if extended life antifreeze is added to a system containing regular antifreeze.
  - a. If the system is drained, a notice shall be conspicuously affixed to the vehicle, indicating coolant must be added prior to driving.
  - b. In the event that the vehicle has a “closed” system, the services of a local mechanic may be needed to locate the radiator drain and/or take the necessary steps to protect the vehicle’s engine.
  - c. In either case, the vehicle should be run for a few minutes after adding the antifreeze to allow for circulation throughout the engine.
  - d. Adequate records (Stored Vehicle/Equipment Coolant Level Record, 3000-372-014) shall be maintained by the Property and Evidence Custodian to ensure the required coolant check is performed and recorded.

#### **E. Tow Bill/Credit Card Use**

1. The Property and Evidence Custodian shall be responsible for ensuring the following actions are taken with regards to receipt of tow bills and payment of the tow bills by credit card.
2. Verify that a Request for Towing Invoice and a tow bill accompany each vehicle entered into evidence.
3. Call the towing company and pay the tow bill using the assigned VISA credit card.
4. Obtain a confirmation number from the towing company.

5. Print the words, "Confirmation Number" along with the number itself in large letters on the tow bill.
6. Record the transaction on the Towing Credit Card Transaction Log.
7. Fax/scan the Request for Towing Invoice and Tow Bill (with Confirmation Number printed on it) to Budget and Fiscal.
8. After receiving the Credit Card Statement, compare the statement against the Towing Credit Card Transaction Log.
9. Send the original statement along with the original Credit Card Transaction Log and the pre-printed A19-2A form to Budget and Fiscal Services. Budget and Fiscal Services will fill in the remaining fields that are necessary.
10. In the event that reimbursement for a tow bill is received, provide the original receipt from the receipt book to the payer.
11. Remove the first (yellow) copy from the receipt book.
12. Send a copy of the Request for Towing Invoice along with the first copy of the receipt (yellow) along with the check or money order to Budget and Fiscal Services (Attn: Accounts Receivable).
  - a. Payments received from the vehicle owner and/or salvage company for release of the vehicle must be forwarded to BFS within 24 hours of receipt using the BFS Towing Recovery Cash Receipt Log. Personal checks, cashier's checks, money orders, and cash may be accepted as reimbursement for towing expenses. Two signatures shall be included at the bottom of the form.

## **F. Final Disposition/Transfer of Impounded and/or Seized Vehicles**

1. **Release of Impounded Vehicle – Payment Received**
  - a. The Property and Evidence Custodian shall be responsible for ensuring the collection of reimbursement costs for towing expenses prior to final disposition/transfer of an impounded or seized vehicle.
  - b. Payments received from the vehicle owner and/or salvage company for release of the vehicle must be forwarded to BFS within 24 hours of receipt using the BFS' towing cash receipt log. An exception to the 24-hour rule has been granted by the State Treasurer's Office for those districts with remote bullpens enlisting the assistance of personnel other than Property and Evidence Custodians in receiving payment and

releasing vehicles. Property and Evidence Custodians are granted approval to hold monies received for recovery of vehicle impound/tows for up to 7 days. When collections reach \$2,000, they will be sent to Headquarters to be deposited within 48 hours. This additional time allows for a Property and Evidence Custodian conducting evidence retrieval throughout the district to obtain all pertinent paperwork required for the deposit. Any district interested in utilizing this exception shall contact BFS for approval prior to implementation. Personal checks, cashier's checks, money orders, and cash may be accepted as reimbursement for towing expenses.

- c. If an owner presents a "comcheck" requiring a call to an 800 number for activation of the check, the Property and Evidence Custodian is to call the number and activate the check before the individual is given the keys to his/her vehicle and leaves the premises. The check should then be forwarded to Budget and Fiscal Services in the same manner as described above.
- d. The Property and Evidence Custodian shall issue a receipt from the pre-printed, pre-numbered Budget and Fiscal Services receipt book (3000-365-008) for any personal checks, cashier's checks, money orders, or cash received as reimbursement for towing expenses.

## **2. Release of Impounded Vehicle-Non-payment**

- a. If the vehicle is released without collection of the full towing expense incurred, a Request to Write-Off Towing Invoice (3000-365-012) must be completed and submitted to BFS within one work week of release of impound. This action will clear the vehicle owner's debt to the Washington State Patrol.

## **3. Disposal of Vehicles as Junked**

- a. A vehicle that is ready to be moved from WSP property may no longer be of any value due to age, damage, or inoperability. The Property and Evidence Custodian may utilize the Junk Vehicle Affidavit in lieu of a 60-day letter in order to dispose of the junked vehicle.
  - (1) The vehicle must be inspected by the Commercial Vehicle Towing & Wrecking Trooper or the Property and Evidence Custodian if certified as a junk vehicle inspector.
  - (2) The vehicle may be disposed of as scrap only.
  - (3) The VIN shall be checked through the National Crime Information Center (NCIC) at the time of inspection. Submitted paperwork should not be relied upon to verify the identity of the vehicle.

(4) The completed Junk Vehicle Affidavit shall be sent certified mail to the registered and legal owner listed in the Department of Licensing's (DOL) computer database.

b. If the owner(s) has not responded after 15 days, the Property and Evidence Custodian may remove the vehicle.

#### **4. Disposal of Unclaimed Vehicles**

a. Vehicles which cannot be classified as junked and have been unclaimed after 60 days may be disposed utilizing the abandoned vehicle affidavit, retained for state use, or sold at public auction.

#### **5. Transfer of a Seized Vehicle**

a. Personal property other than that which can be classified as vehicle accessories shall be removed by the Property and Evidence Custodian prior to transfer of a seized vehicle (RCW 69.50.505) to the Investigative Assistance Division.



BUDGET & FISCAL SERVICES

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Accounts Receivable Unit

# Towing Invoice & Receipt Guide

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BUDGET & FISCAL SERVICES

## **Towing Invoice & Receipt Guide**

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**When a vehicle is retained/seized for evidence and towed to a Washington State Patrol bullpen, complete applicable forms and send to Budget & Fiscal Services Accounts Receivable Unit, so that a receivable can be set up in the accounting system.**

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**1**

# Vehicle Tow

## **Fax the following forms within 72 hours to BFS**

When a vehicle is retained/seized for evidence and towed to a Washington State Patrol bullpen, complete the following forms and fax to Budget & Fiscal Services Accounts Receivable Unit:

- ❖ **Request for Towing Invoice Form (3000-365-006)**
  
  - ❖ **Tow Company Invoice (Tow Bill)**
  
  - ❖ **Uniform Washington State Tow/Impound and Inventory Record (3000-110-076)**
-



# REQUEST FOR TOWING INVOICE

Registered Owner:

SCONCE, RADER R.
7362 N SUPERIOR AVE
CONCRETE, WA 98237

Tow Date:  Case & Property #:

## BILLING INFORMATION

Description
Make: CADILLAC
Model/Year: SEVILLE 1989
Vehicle License Number: 462TYM
Towed to: Washington State Patrol BULLPEN IN BURLINGTON
Towed from: RED ROBIN PARKING LOT IN BURLINGTON
Copy of Tow/Impound and Inventory Record Included <input checked="" type="checkbox"/>
Copy of Towing Bill Included <input checked="" type="checkbox"/>
<b>TOTAL AMOUNT OF TOWING INVOICE</b> \$166.32

Trooper District/Detachment:

	√	FUND	AI	PI	Sub-Obj	Sub-Sub-Obj	Amount
CID	<input type="checkbox"/>	08	030	00160	ER	5001	\$
FOB	<input checked="" type="checkbox"/>	081	030	11007	ER	5001	\$166.32
IAD	<input type="checkbox"/>	001	011	00220	ER	5001	\$
Other	<input type="checkbox"/>				ER	5001	\$
<b>TOTAL</b>							<b>\$166.32</b>

PEC:  Phone:  Date:

A copy of the tow company invoice, towing credit card receipt or confirmation number, and the Tow/Impound and Inventory Record (3000-110-076) **must be included with** this invoice request. Please fax to BFS at (360) 596-4079.

# BURLINGTON TOWING

750 S. Walnut St.  
 BURLINGTON, WA 98233  
 (360) 757-TOWS (8697)

Cash  Charge

07-003614

DATE 4/1/07	TIME 2:35	A.M. P.M.	REQUESTED BY WSP
LOCATION OF VEHICLE CASCADE MALL ON C BLUESHED BLVD			
NAME SCORCE RADER			PHONE
ADDRESS 7327 N SUPERIOR AVE CONWAY			ZIP 98237
ENROUTE MILES	SERVICE TIME	TOWED MILES	
FINISH	FINISH 2:35	FINISH	
START	START 9:05	START	
TOTAL	TOTAL	TOTAL	
YEAR 89	MAKE / MODEL / COLOR CADILLAC VILLE BLS		
STATE WA	LIC. NO. 40274	VEHICLE ID. NO. 16655159KU811997	
<input type="checkbox"/> SLING/HOIST TOW <input checked="" type="checkbox"/> WHEEL LIFT <input type="checkbox"/> FLAT BED/RAMP <input type="checkbox"/> START <input type="checkbox"/> LOCK OUT		<input type="checkbox"/> FLAT TIRE <input type="checkbox"/> OUT OF GAS <input type="checkbox"/> WRECK <input type="checkbox"/> RECOVERY	
SPECIAL EQUIPMENT <input type="checkbox"/> SINGLE LINE WINCHING <input type="checkbox"/> DUAL LINE WINCHING <input type="checkbox"/> SNATCH BLOCKS <input type="checkbox"/> SCOTCH BLOCKS <input type="checkbox"/> DOLLY			
VEHICLE TOWED TO IMPACT BURLINGTON			
REMARKS		MILEAGE CHARGE TOWING CHARGE 154.00 LABOR CHARGE STORAGE CHARGE TAX 12.32 TOTAL 166.32	
OPERATOR'S SIGNATURE <i>[Signature]</i>		AUTHORIZED SIGNATURE 516	

STAMP

X 4254

# UNIFORM WASHINGTON STATE TOW / IMPOUND AND INVENTORY RECORD

INCIDENT NUMBER  
**07-003614-01**

- NON-IMPOUND / TOW
- AAA or OTHER ROADSIDE ASSISTANCE
- EVIDENCE
- SEIZED UNDER RCW 69.50.505
- IMPOUND ONLY
- IMPOUND WITH \_\_\_\_ DAY HOLD
- INFORMATIONAL COPY GIVEN TO SUSPENDED DRIVER.
- REGISTERED OWNER MAY REDEEM \_\_\_\_\_
- CHECK INDICATES DRIVER IS DWLS/R AND IS NOT THE REGISTERED OWNER. REGISTERED OWNER / LEGAL OWNER OR AGENT OF THE OWNER MAY REDEEM AT THE END OF THE IMPOUND HOLD.
- CHECK INDICATES DRIVER IS DWLS/R AND IS THE REGISTERED OWNER. THEY WILL NEED A SEPARATE RELEASE FORM FROM THE COURT.

### VEHICLE INFORMATION

VIN <b>1G6K5159K08119971</b>				
LICENSE <b>462 TYM</b>	STATE <b>WA</b>	YEAR <b>89</b>	MAKE <b>CAD</b>	MODEL <b>SEVILLE</b>
<input type="checkbox"/> Report of Sale		MILEAGE <b>Digit</b>	STYLE <b>4D</b>	COLOR <b>maroon</b>

DRIVER	REGISTERED OWNER	LEGAL OWNER
NAME (LAST, FIRST, MI) <b>Same As</b>	NAME (LAST, FIRST, MI) <b>Source Rader R</b>	NAME (LAST, FIRST, MI) <b>Same As</b>
STREET ADDRESS <b>R.O.</b>	STREET ADDRESS <b>7362 N Superior Ave</b>	STREET ADDRESS <b>R.O.</b>
CITY, STATE, ZIP CODE	CITY, STATE, ZIP CODE <b>Couche WA 99237</b>	CITY, STATE, ZIP CODE
DOB	DOB	DOB

### AUTHORIZATION AND RECEIPT

ON THIS DATE OF **4-1-07** AT **2300** (24 HOUR) PURSUANT TO RCW 46.55.085 113 AND HAVING PERSONALLY INVENTORIED THE ITEMS IN THE DESCRIBED VEHICLE, I HEREBY AUTHORIZE **Burdough Tow** TO REMOVE THIS VEHICLE FROM **Red Robin Parking Lot** (FLOWING FIRM) **Burldough Blvd**

I CERTIFY THAT I HAVE RECEIVED THE ABOVE VEHICLE AND ITS CONTENTS LISTED BELOW.

TOW DRIVER'S SIGNATURE **MATHEW SMITH** DOT/TOW TRUCK NO. **5134011** DATE **4-1-07**

EQUIPMENT	DAMAGE	EVIDENCE (DRIVER'S SIDE)	EVIDENCE (PASSENGER'S SIDE)
<input type="checkbox"/> GLOVE BOX LOCKED	<input type="checkbox"/> FRONT SHADE DAMAGED AREA		
<input type="checkbox"/> KEYS [ ]	<input type="checkbox"/> R FRONT		
<input checked="" type="checkbox"/> AUTO STEREO	<input type="checkbox"/> R SIDE		
<input checked="" type="checkbox"/> AUDIO TAPES/CD'S [ ]	<input type="checkbox"/> R REAR		
<input type="checkbox"/> CB RADIO	<input type="checkbox"/> L FRONT		
<input type="checkbox"/> RADAR DETECTOR	<input type="checkbox"/> L SIDE		
<input type="checkbox"/> TRUNK LOCKED	<input type="checkbox"/> L REAR		
<input type="checkbox"/> SPARE TIRE	<input type="checkbox"/> REAR		
<input type="checkbox"/> JACK	<input type="checkbox"/> TOP		
<input type="checkbox"/> CHAINS	<input type="checkbox"/> UNDERCARRIAGE		
<input type="checkbox"/> OTHER _____	<input type="checkbox"/> OTHER _____		

### INVENTORY      NARRATIVE OR DIAGRAM

INVENTORY	NARRATIVE OR DIAGRAM (List reason(s) for impound.)
<b>Red shirt</b>	<b>Seized for search warrant</b>
<b>black bandana</b>	

I CERTIFY (DECLARE) UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF WASHINGTON THAT THE FOREMENTIONED IS TRUE AND CORRECT. (RCW 9A.72.085)

OFFICER'S SIGNATURE X **[Signature]** **Stacy T** COUNTY, WA      BADGE NO. **576**

# Checks Received

## **Mail the following forms and check(s) to BFS**

When checks are received by mail or in person, send by mail to BFS:

- ❖ **Towing Recovery Cash Receipt Log Sheet (by district)**
  
  - ❖ **Original Check**
  
  - ❖ **If payment is received (by check) in person, also include the yellow copy of receipt**
-



Attach original check to Towing Recovery Cash Receipt Log Sheet

MAPLE

THE BACK OF THIS DOCUMENT CONTAINS AN ARTIFICIAL WATER MARK - HILD AT AN ANGLE TO VIEW

<b>WESTERN MONEY UNION ORDER</b>	<b>INTEGRATED PAYMENT SYSTEMS, INC. - ISSUER</b> Greenwood Village, Colorado
AGENT 720005 DATE 7/09/07	08-682723953
TIME 12:02 PM	16632
AMOUNT 05682239530 REG. ATTN 000000	02-401021
PAY EXACTLY ONE THOUSAND SIX HUNDREDS AND THIRTY TWO DOLLARS	
PAY TO THE ORDER OF WSP	
ADDRESS	
1044 N 115th Ave	
CORAIR WA 98237	

Western Union Money Order and Order is a service mark of Western Union Holdings, Inc. Payable at Wells Fargo Bank Grand Junction - Downtown, N.A., Grand Junction, Colorado

4004001021: 40086827239530



Washington State Patrol  
Budget & Fiscal Services  
PO Box 42602  
Olympia, WA 98504-2602

RECEIPT NUMBER

WSP 12217

DATE 4/5/07

RECEIVED FROM Schools Dept

AGENCY/COMPANY

89 Cad 146 Tfm

DOLLARS \$ 166<sup>00</sup>/<sub>100</sub>

FOR 07-003614.0

PAID BY CHECK  CASH  MONEY ORDER

RECEIVED BY [Signature]

LOCATION B-1145/00

3000-385-009 (6/95)

SAMPLE



# Cash Payments

## Cash Payments

When cash payments are received in person, deposit at local Bank of America, then fax the following deposit information to BFS Accounts Receivable:

- ❖ Fax Transmittal TOWING Deposit
  
  - ❖ Copy of deposit slip or deposit confirmation from the bank
  
  - ❖ Copy of cash receipt (that was issued to customer)
-



FAX TRANSMITTAL  
**TOWING** DEPOSIT

FAX to:  Budget & Fiscal Services, FAX # (360) 596-4079  
Attention: Accounts Receivable

FROM: BILL MESSING  
NAME – PROPERTY EVIDENCE CONTROL OFFICER  
20 EXT 163  
MICRO # \_\_\_\_\_

Include the following required information:

Property Evidence # 06-013948-01  
Amount \$ 500.85  
Registered Owner: BANARD R. BANKS/J. WITTROCK  
Vehicle Description: 1988 OLDS SUPCLA 624MIU  
Date of Tow: 12/20/06

.....  
**Deposit info must be to BFS by 2:30 p.m. on date of deposit**

Call BFS Receptionist at (360) 596-4043 or micro 12 x 11043 to notify of deposit and that  
fax is on the way

**BFS – Please route to Accounts Receivable – ASAP**



Washington State Patrol  
 Budget & Fiscal Services  
 PO Box 42602  
 Olympia, WA 98504-2602

RECEIPT NUMBER

WSP N<sup>o</sup> 05834

DATE 2-8-08  
 RECEIVED FROM Dabbie Purson  
 AGENCY/COMPANY \_\_\_\_\_

FOR 1999 Chevrolet Malibu 07-014731-01-A DOLLARS \$ 585.35

PAID BY Wash Bureau CHECK  CASH  MONEY ORDER   
 RECEIVED BY Wash Bureau LOCATION Bremerton

3000-365-006 (1/95)

SAMPLE

Bank of America



Bank of America

Welcome to Bank of America  
 Bank with the people you have come  
 to know and depend on.

TOTAL DEPOSITED TO	
Checking £ 10500000523	
Bank of America	
Oregon	
Ref £ 341109054	\$585.35
Cash Deposited	\$585.35

Thank You,  
 Marleen  
 SILVERDALE BANKING CENTER  
 02/08/2008





# Write-Offs

## Write-Off Requests

When writing off towing (partial or full) mail to Budget & Fiscal Services Accounts Receivable Unit:

- ❖ Request to Write-off Towing Invoice Form (3000-365-012)
  - ❖ Copy of Previously Submitted Request for Towing Invoice Form (3000-365-006)
-



WASHINGTON STATE PATROL  
REQUEST TO WRITE-OFF  
TOWING INVOICE

Tow Date: 4/01/07

Case and Property #: 07-003614-01

Registered Owner: RADAR R. SCONCE

Vehicle License #: 462TYM

Amount of Invoice: \$166.32

Reason for write-off of Accounts Receivable:

<input checked="" type="checkbox"/> Determined not responsible	<input type="checkbox"/> Unable to locate debtor
<input type="checkbox"/> Asset Seizure	<input type="checkbox"/> Unclaimed Property
<input type="checkbox"/> Hardship — indicate hardship below/choose one: <ol style="list-style-type: none"> <li>1. <input type="checkbox"/> Unemployed</li> <li>2. Limited Payment Ability: <input type="checkbox"/> No payment available <input type="checkbox"/> Good faith payment made</li> <li>3. <input type="checkbox"/> Other (provide explanation below)</li> </ol>	

Additional Comments:

Requested by: \_\_\_\_\_

Evidence Custodian

Date: 5/21/07

Division/District Commander

Date: 5/21/07

Approved by: \_\_\_\_\_

BFS Administrator

Date: \_\_\_\_\_

Copy of initial request for towing invoice **must be attached**.  
Please submit to BFS at Mail Stop 42602.



# REQUEST FOR TOWING INVOICE

Registered Owner:

SCONCE, RADER R.
7362 N SUPERIOR AVE
CONCRETE, WA 98237

Tow Date:  Case & Property #:

BILLING INFORMATION	
Description	
Make:	CADILLAC
Model/Year:	SEVILLE 1989
Vehicle License Number:	462TYM
Towed to:	Washington State Patrol BULLPEN IN BURLINGTON
Towed from:	RED ROBIN PARKING LOT IN BURLINGTON
Copy of Tow/Impound and Inventory Record Included	<input checked="" type="checkbox"/>
Copy of Towing Bill Included	<input checked="" type="checkbox"/>
<b>TOTAL AMOUNT OF TOWING INVOICE</b>	
<input type="text" value="\$166.32"/>	

Trooper District/Detachment:

	√	FUND	AI	PI	Sub-Obj	Sub-Sub-Obj	Amount
CID	<input type="checkbox"/>	08	030	00160	ER	5001	\$
FOB	<input checked="" type="checkbox"/>	081	010	11007	ER	5001	\$166.32
IAD	<input type="checkbox"/>	001	011	00220	ER	5001	\$
Other	<input type="checkbox"/>				ER	5001	\$
<b>TOTAL</b>							<b>\$166.32</b>

PEC:  Phone:  Date:

A copy of the tow company invoice, towing credit card receipt or confirmation number, and the Tow/Impound and Inventory Record (3000-110-076) **must be included with** this invoice request. Please fax to BFS at (360) 596-4079.



**Tab**

# Miscellaneous

## How to Contact BFS

Budget & Fiscal Services General Administration Building  
210 11<sup>th</sup> Street Suite 116  
PO Box 42602  
Olympia, WA 98504-2602

WSP Mail Stop 42602

- ❖ BFS Front Desk Phone 360-596-4043 Micro 12 ext 11043
- ❖ Accounts Receivable (A/R) Supervisor 360-596-4033
- ❖ Towing Invoice/Receipt Desk 360-596-4036 Micro 12 ext 11036
- ❖ A/R Fax Number 360-596-4079 Micro 12 ext 11079
- ❖ Alternate Fax Number 360-596-4077

## How to Obtain Forms

- ❖ Access intranet at <http://insidewsp/> (see following pages)





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**CHAPTER 4: BLOODBORNE PATHOGENS**  
**SECTION 00: GENERAL GUIDELINES**

---

**Procedure #:** 4.00.000, Work Practice Controls

**General Order:**

**Supersedes:** May 2014 Property and Evidence Custodian Manual

**Applies to:** All WSP Employees

**Effective Date:** May 2016

**See Also:** WSP Policy **Exposure to Bloodborne Pathogens**

**CALEA:** Chapter 84

---

**I. PROCEDURES**

- A. Employees will minimize the possibility of occupational exposure and accidents by using work practice controls. Work practice controls are defined as reducing the chance of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique). If occupational exposure remains after instituting these controls, employees shall use and wear personal protective equipment as they consider appropriate. This may include wearing protective gloves, filtered face masks, or additional clothing layers.
- B. The evidence vault should have adequate ventilation. Personnel entering the evidence vault shall wear sufficient personal protective sufficient to reduce exposures to dust, unknown substances, and drugs.
- C. Consumption and preparation of food and beverages is prohibited in the evidence vault.
- D. Keep work space organized and clean. The evidence vault should be cleaned on a regular basis.
- E. See the *Regulation Manual* policy entitled **EXPOSURE TO BLOODBORNE PATHOGENS** for bloodborne pathogens policy. Also see the *Regulation Manual* policy entitled **EXPOSURE TO AIRBORNE DISEASES**.

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**CHAPTER 4: BLOODBORNE PATHOGENS**  
**SECTION 00: GENERAL GUIDELINES**

---

**Procedure #:** 4.00.010, Infectious Disease  
Exposure Control

**General Order:**

**Supersedes:** November 2011 Property and  
Evidence Custodian Manual

**Applies to:** All WSP Employees

**Effective Date:** May 2014

**See Also:**

**CALEA:** Chapter 84

---

**I. PROCEDURES**

- A. The Property and Evidence Custodian can expect occupational exposure to blood or other potentially infectious materials. Proper handling precautions are required.
- B. An adequate supply of protective gloves is required to be on hand at all times in the Property Room. Gloves are to be worn whenever handling known or suspected "BIOHAZARD" evidence or property.
- C. FOOD AND BEVERAGES are NOT to be kept in refrigerators, freezers, shelves, cabinets, or counter tops where blood or other potentially infectious materials are present.
- D. HYPODERMIC SYRINGE packaging presents a potential danger to all those coming in direct contact with this item.
  - 1. When full, the Property and Evidence Custodian shall lock the Sharps Container lid in place and arrange for disposal of the entire sealed container with the use of a commercial medical waste disposal service. **SYRINGES SHALL NOT BE PLACED IN THE LOCAL GARBAGE.**
  - 2. The Property and Evidence Custodian shall replace the old sharps container with a new one.
  - 3. The Property and Evidence Custodian shall utilize tongs and latex gloves in the event that a syringe must be handled.
- E. Whenever possible, the Property and Evidence Custodian/alternate shall assist the collecting officer in the drying and packaging of blood-soaked clothing and/or other biohazard-related evidence. Each district shall have a designated area where this contaminated clothing may be dried and packaged.

1. A physical barrier (crime scene tape, cones, biohazard signing, etc.) denoting a contaminated area should be utilized to separate the drying and wrapping area from the rest of the office.
  2. Absorption material shall be placed on the floor to catch contaminated blood-drippings.
  3. Complete decontamination procedures utilizing 1-to-10 solution of bleach and water or other approved antiseptic shall be used in clean up of the area. Latex gloves shall continue to be utilized during the clean-up phase.
  4. The Property and Evidence Custodian has the responsibility of maintaining the cleaning and drying areas of the district in such a manner as they are well stocked with the appropriate cleaning supplies, properly signed, and cleaning schedules are conspicuously posted.
- F. The Property and Evidence Custodian shall make arrangements locally for the safe disposal of bio-hazard medical wastes. This material includes, but is not limited to, bloody articles and clothing, whole blood, bodily fluid specimens, used latex gloves, any potential infectious property, etc. This material shall not be disposed of with the regular garbage unless it is first decontaminated.
- G. A commercial medical waste disposal service will be utilized for the disposal of hazardous waste.
- H. Each facility shall have a red biohazard disposal container accessible to all officers. This container shall display the **BIOHAZARD** symbol. It shall be the Property and Evidence Custodian's responsibility to empty this container as necessary and dispose of as stated above.
- I. Dried blood may be decontaminated by thoroughly saturating the clothing in a solution of 1 part bleach to 10 parts of water for five minutes. Upon completion of this process, the Property and Evidence Custodian may utilize the normal disposal process. Burning clothing is also an acceptable manner of decontamination.
- J. The detachment sergeant is responsible for coordinating the cleaning of uniforms and vehicles that have been contaminated with potential bloodborne pathogens and is now a biohazard. Approved vendors should be utilized for this service.



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**CHAPTER 4: BLOODBORNE PATHOGENS**  
**SECTION 00: GENERAL GUIDELINES**

---

**Procedure #:** 4.00.020, Impounding Mobile Clandestine Laboratory Vehicles

**General Order:**

**Supersedes:** November 2011 Property and Evidence Custodian Manual

**Applies to:** All WSP Employees

**Effective Date:** May 2014

**See Also:**

**CALEA:** Chapter 84

---

## I. PROCEDURES

- A. When discovered at a scene, the Special Weapons and Tactics Team (SWAT) should be contacted and an evidence/property number obtained from Communications. These procedures must be followed:
1. A Property and Evidence Custodian must be notified.
  2. Vehicle should be placed in the center aisle of the district impound yard; this area is reserved for clandestine-laboratory-contaminated vehicles.
  3. Ensure the vehicle is sealed with evidence tape, but do not lock.
  4. Place chemical hazard or biohazard tape on the vehicle on all sides so that it will be evident that it should be approached cautiously.
- B. After SWAT has removed materials used in the manufacture of a clandestine laboratory or other hazardous chemicals from a vehicle, it may be necessary for Property and Evidence Custodians to enter the vehicle. In order to protect the Property and Evidence Custodian from exposure in this potentially harmful environment, they will:
1. Contact a SWAT trooper assigned to their district who has a respirator and **schedule a date and time** to have the trooper assist the Property and Evidence Custodian in opening the trunk and removing the contents from the interior of the vehicle.
  2. If a SWAT trooper is unavailable, the Evidence Custodian will contact the Crime Laboratory Chemical Analysis supervisor **to arrange a date and time** for a Crime Laboratory SWAT member with a respirator to assist the Property and Evidence Custodian in removing the contents from the interior of the

vehicle. If SWAT does not search the vehicle, the Property and Evidence Custodian will not enter the vehicle unless assisted by a SWAT member or a properly protected Department of Ecology spill response team member.

3. After clandestine laboratory production materials or other hazardous materials have been removed, the Property and Evidence Custodian will determine which items to remove or leave in the vehicle.



**CHAPTER 5: CITE COMPUTER PROCEDURES**  
**SECTION 00: GENERAL GUIDELINES**

---

**Procedure #:** 5.00.000, Computer Procedures (CITE)

**General Order:**

**Supersedes:** May 2014 *Property and Evidence Custodian Manual*

**Applies to:** All WSP Employees

**Effective Date:** May 2016

**See Also:** *Crime, Investigation, and Tracking of Evidence (CITE) Manual*

**CALEA:** Chapter 84

---

**I. PROCEDURES**

- A. Refer to the *Crime, Investigation, and Tracking of Evidence (CITE) Manual*.

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**CHAPTER 6: LIMS COMPUTER PROCEDURES**  
**SECTION 00: GENERAL GUIDELINES**

---

**Procedure #:** 6.00.000, Computer Procedures (LIMS)

**General Order:**

**Supersedes:** May 2014 *Property and Evidence Custodian Manual*

**Applies to:** All WSP Employees

**Effective Date:** May 2016

**See Also:** *Laboratory Information Management System (LIMS) Manual (refer to Crime Laboratory Division's SharePoint Web Site for the most current version)*

**CALEA:** Chapter 84

---

**I. PROCEDURES**

- A. Refer to the *Laboratory Information Management System (LIMS) Manual* on the Forensic Laboratory Services Bureau SharePoint intranet site.

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## Junk Vehicle Affidavit

Law enforcement officers and authorized junk vehicle inspectors use this form to certify that an abandoned vehicle qualifies as a junk vehicle. Landowners use this form to notify the last owner (if known) of the vehicle, to certify that the vehicle owner was notified and has not redeemed the vehicle, and as an ownership document for retitling, selling, or disposing of the vehicle. Contact a law enforcement agency or an authorized junk vehicle inspector to arrange for inspection of the vehicle.

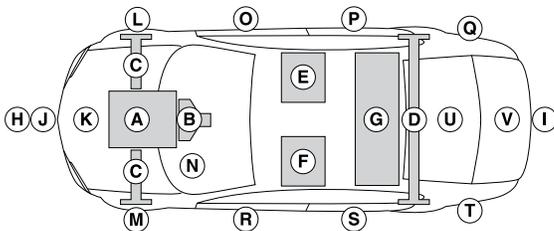
To qualify as a junk vehicle, the vehicle must meet three of the following conditions:

- Must be at least three years old
- Must be extensively damaged
- Must be apparently inoperable
- Must have a fair market value equal only to the approximate value of the scrap of the vehicle

### Law enforcement officer or authorized junk inspector

PRINT or TYPE Landowner name			(Area code) Telephone number		
Landowner mailing address <i>(if different from the street address of the property where the vehicle is located)</i>					
City			State	ZIP code	
Street address of the property where the vehicle is located					
City			State	ZIP code	
License plate number	State	Year	Make		
Vehicle Identification Number (VIN)					
Registered owner name <i>(if no owner is found, enter "none")</i>					
Registered owner street address					
City			State	ZIP code	
Legal owner name <i>(if no owner is found, enter "none")</i>					
Legal owner street address					
City			State	ZIP code	
Law enforcement officer or authorized junk inspector name					
Badge or personnel number		Law enforcement agency or department name			

**Check to indicate damaged or missing parts:**



- |   |   |  |
|---|---|--|
| <input type="checkbox"/> A Engine           | <input type="checkbox"/> I Rear bumper        | <input type="checkbox"/> Q Right rear fender |
| <input type="checkbox"/> B Transmission     | <input type="checkbox"/> J Grill              | <input type="checkbox"/> R Left front door   |
| <input type="checkbox"/> C Front axle       | <input type="checkbox"/> K Hood               | <input type="checkbox"/> S Left rear door    |
| <input type="checkbox"/> D Rear axle        | <input type="checkbox"/> L Right front fender | <input type="checkbox"/> T Left rear fender  |
| <input type="checkbox"/> E Right front seat | <input type="checkbox"/> M Left front fender  | <input type="checkbox"/> U Rear window       |
| <input type="checkbox"/> F Left front seat  | <input type="checkbox"/> N Windshield         | <input type="checkbox"/> V Trunk lid         |
| <input type="checkbox"/> G Rear seat        | <input type="checkbox"/> O Right front door   |  |
| <input type="checkbox"/> H Front bumper     | <input type="checkbox"/> P Right rear door    |  |

I have inspected the vehicle described above and certify that it qualifies as a junk vehicle.

**X**

\_\_\_\_\_  
Law enforcement officer or authorized junk vehicle inspector signature

\_\_\_\_\_  
Date

# For Scrap Only

**Vehicle owner(s) rights**

You have the right to arrange to remove your vehicle from the property where it is located within 15 days after the date this form was mailed to you. If you do not remove your vehicle, the owner of the property may dispose of it or may sign an Affidavit of Sale to be used as an ownership document to sell or retitle it.

**Landowner**

To request an abandoned junk vehicle inspection you must be the legal owner or person with possession or control of, or the public official with jurisdiction over, the property where the vehicle described on page one of this form is located.

**Mail a copy of this entire form** to both the registered and legal owner(s) of the vehicle described on page 1, or, if no owner information was found, check the proper box below.

Check one: <input type="checkbox"/> I mailed a copy of this Junk Vehicle Disposal Affidavit to the registered and legal owner(s) of the vehicle more than 15 days ago and the owner(s) has not redeemed the vehicle. <input type="checkbox"/> No registered or legal owner(s) information could be found.
---

*I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.*

_____ Date and place	<b>X</b> _____ Landowner signature
-------------------------	--

If the vehicle remains unclaimed more than 15 days after you have mailed notification to the owner(s) or if no owner information could be found:

- Sign the Affidavit of Sale below for use as an ownership document.
- You may make arrangements to remove the vehicle.
- You are entitled to recover all costs of the removal of the junk vehicle from the vehicle owner.

**Affidavit of Sale**—Complete this section for use as an ownership document when you retitle, sell, or dispose of the vehicle.

Purchaser name		
Purchaser street address		
City	State	ZIP code
<b>X</b> _____ Landowner signature <span style="float: right;">Date</span>		
<b>Notary or agent</b>		
State of _____ County of _____		
Signed or attested before me on _____ by _____		
Print name of person signing this affidavit of sale		
<b>X</b>		
Signature of Notary/Agent		
_____		
Print or stamp name of Notary/Agent		
_____		
and _____		
Notary/Agent title		Dealer or county/office number or notary expiration date

If you intend to operate this vehicle after completion of repairs, this form and the vehicle must be taken to the Washington State Patrol (WSP) for inspection. A separate WSP inspection form must be included with your title application.

For Scrap Only

WASHINGTON STATE PATROL  
CREDIT CARD REQUEST/UPDATE



REQUESTOR NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ ROLL-UP ACCT. # \_\_\_\_\_ (Last 4 digits only)

- PURCHASE CARD(S) - QUANTITY \_\_\_\_\_  NEW  RENEWAL
- TRAVEL CARD(S) - QUANTITY \_\_\_\_\_  NEW  RENEWAL
- AIRLINE ACCOUNT

SEND CREDIT CARD STATEMENTS TO:

WASHINGTON STATE PATROL

ADDRESS CHANGE ONLY

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_, WASHINGTON \_\_\_\_\_

REASON FOR REQUEST:

\_\_\_\_\_  
DIVISION/DISTRICT/SECTION COMMANDER APPROVAL DATE

\_\_\_\_\_  
BFS ADMINISTRATOR APPROVAL DATE

Please forward to Budget and Fiscal Services, PO Box 42602, Olympia, WA 98504-2602.

If you have any questions, please contact Mr. Brian Wright, (360) 596-4074, or Micro 12, extension 11074.



WASHINGTON STATE PATROL  
REQUEST TO WRITE-OFF  
TOWING INVOICE

Tow Date: \_\_\_\_\_

Case and Property #: \_\_\_\_\_

Registered Owner: \_\_\_\_\_

Vehicle License #: \_\_\_\_\_

Amount of Invoice: \$ \_\_\_\_\_

Reason for write-off of Accounts Receivable:

<input type="checkbox"/> Determined not responsible	<input type="checkbox"/> Unable to locate debtor
<input type="checkbox"/> Asset Seizure	<input type="checkbox"/> Unclaimed Property
<input type="checkbox"/> Hardship — indicate hardship below/choose one: <ol style="list-style-type: none"> <li>1. <input type="checkbox"/> Unemployed</li> <li>2. Limited Payment Ability: <input type="checkbox"/> No payment available <input type="checkbox"/> Good faith payment made</li> <li>3. <input type="checkbox"/> Other (provide explanation below)</li> </ol>	

Additional Comments: \_\_\_\_\_

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Evidence Custodian

\_\_\_\_\_ Date: \_\_\_\_\_

Division/District Commander

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

BFS Administrator

Copy of initial request for towing invoice **must be attached**.  
Please submit to BFS at Mail Stop 42602.



# REQUEST FOR TOWING INVOICE

Registered Owner:


Tow Date:  Case & Property #:

BILLING INFORMATION	
Description	
Make:	
Model/Year:	
Vehicle License Number:	
Towed to:	
Towed from:	
Copy of Tow/Impound and Inventory Record Included	<input type="checkbox"/>
Copy of Towing Bill Included	<input type="checkbox"/>
<b>TOTAL AMOUNT OF TOWING INVOICE</b>	
\$ <input type="text"/>	

Trooper District/Detachment:

	√	FUND	AI	PI	Sub-Obj	Sub-Sub-Obj	Amount
CID	<input type="checkbox"/>	081	030	00160	ER	5001	\$
FOB	<input type="checkbox"/>	081	030	1100_____	ER	5001	\$
IAD	<input type="checkbox"/>	001	011	00220	ER	5001	\$
Other	<input type="checkbox"/>				ER	5001	\$
<b>TOTAL</b>							\$

PEC:  Phone:  Date:

A copy of the tow company invoice, towing credit card receipt or confirmation number, and the Tow/Impound and Inventory Record (3000-110-076) **must be included with** this invoice request. Please fax to BFS at (360) 596-4079.

# REQUEST FOR LABORATORY EXAMINATION -- INSTRUCTIONS

## WSP CRIME LABORATORY LOCATIONS

### WSP – Kennewick Crime Laboratory

143302 E Law Ln  
Kennewick WA 99337  
(509) 734-5820  
FAX (509) 734-5848

### WSP – Olympia Laboratory

3310 Capitol Boulevard  
PO Box 42608  
Olympia WA 98504-2608  
(360) 596-4525  
FAX (360) 596-4470

### WSP – Marysville Crime Laboratory

2700 116th St NE Ste P  
Tulalip WA 98271-9425  
(360) 654-1201  
FAX (360) 654-1213

### WSP – Seattle Crime Laboratory

2203 Airport Way S Ste 250  
Seattle WA 98134  
(206) 262-6020  
FAX (206) 262-6033

### WSP – Spokane Crime Laboratory

580 W 7<sup>th</sup> St  
Cheney WA 99004  
(509) 625-5401  
FAX (509) 625-5440

### WSP – Tacoma Crime Laboratory

2502 112th St E Room 273  
Tacoma WA 98445-5104  
(253) 538-3207  
FAX (253) 538-3275

### **CLD Crime Scene Response Team**

(253) 255-3064

### WSP – Vancouver Crime Laboratory

1401 Kauffman Ave  
Vancouver WA 98660  
(360) 993-3800  
FAX (360) 993-3899

### WSP - High Tech Crime Unit

210 11th Ave SW Ste 402  
Olympia WA 98501  
(360) 704-4242  
FAX (360) 704-2973

## INSTRUCTIONS FOR USE

If you have any questions regarding the use of this form, the proper submittal of evidence, or the types of examinations possible, please call the laboratory serving your area. **Please type and complete the form electronically.**

When submitting evidence, clearly identify the agency case number and item number on each evidence package and use these exact numbers on the form.

If DNA evidence is submitted, please complete the [DNA Case Supplemental Information form](#) (required for first-time submissions only) and the [Authorization for Consumption of DNA Evidence form](#) (as applicable). For additional information, please reference the [Forensic Services Guide](#).

If Explosives evidence is submitted please complete the “Explosives Safety and Evidence Checklist” at this link: [http://www.wsp.wa.gov/forensics/docs/crimelab/safety\\_checklist.pdf](http://www.wsp.wa.gov/forensics/docs/crimelab/safety_checklist.pdf)

PRIMARY AGENCY CASE NUMBER (ACN): Enter the number your agency uses to track the case.

RELATED AGENCY CASE NUMBER: Enter any related agency case number(s). Use the “SPECIAL INSTRUCTIONS” space to explain relationship or record additional ACNs.

INVESTIGATIVE OFFICER/DETECTIVE: The primary investigator or person listed as the agency representative on the analytical report and to whom the report will normally be delivered. If the report should be delivered to another person, describe delivery instructions in the “SPECIAL INSTRUCTIONS” section.

EVIDENCE ITEM #: The individual tracking number your agency uses to identify the item. This number must match the number on the evidence item.

ITEM DESCRIPTION: Brief description of each item. Examples are “packet of white powder,” “fired cartridge case,” and “blue jeans from John Doe.”

EXAM CODES: This is a guide for possible types of examinations and consists of a letter designation for the general type or functional area of examination requested. These codes are listed below.

NOTE: If the general type for the examination you are requesting is unknown or unlisted, use “OTH” (for other) and fill in the examination you need under “SPECIAL INSTRUCTIONS.”

SPECIAL INSTRUCTIONS: List the specific examination you are requesting. “EXAM CODES” for some common requests are listed below. This section can also be used to convey information that would be pertinent to the examination requested.

SUBMITTED BY: This is filled in by the agency representative who personally delivers or ships the evidence to the laboratory.

**“/S/” followed by your name denotes an electronic signature (or add your digital signature).**

<u>EXAM CODES</u>	<u>COMMON EXAMINATIONS</u> (for use in SPECIAL INSTRUCTIONS)	<u>EXAM CODES</u>	<u>COMMON EXAMINATIONS</u> (for use in SPECIAL INSTRUCTIONS)	<u>EXAM CODES</u>	<u>COMMON EXAMINATIONS</u> (for use in SPECIAL INSTRUCTIONS)
CHE	<u>Chemical Analysis</u> Chemical unknown analysis Explosive analysis Fire debris analysis Metal analysis Solid incendiary analysis Toxic substance analysis	DNA	<u>DNA</u> Body fluid identification DNA typing Species Determination	MIC	<u>Microanalysis</u> Damage assessment Fiber comparison Headlamps Hair screening Physical match Paint and polymer comparison Soil comparison Shoe/tire comparison Tape examination
CLA	<u>Clandestine Laboratory Analysis</u> Clandestine drug analysis Determination of synthesis route Precursor analysis	F/T	<u>Firearm &amp; Toolmark Examination</u> Bullet comparison Cartridge case comparison Firing distance determination NIBIN Serial number restoration Toolmark comparison	OTH	<u>Other</u>
CON	<u>Controlled Substance Analysis</u> Controlled drug analysis	LAT	<u>Latent Print Examination</u> ABIS search NGI (FBI database) search Latent print processing Latent print comparison	QD	<u>Questioned Document Examination</u> Altered document analysis Handwriting comparison Indented writing examination Typewriter/printer/copier comparison
CSRT	<u>Crime Scene Response</u> Bloodstain pattern analysis Crime scene reconstruction Evidence recovery				

# WASHINGTON STATE PATROL – CRIME LABORATORY REQUEST FOR LABORATORY EXAMINATION

For evidence submission guidelines, refer to the  
[Forensic Services Guide](#)

CRIME LAB BAR CODE HERE  
FOR LAB USE ONLY

PRIMARY AGENCY CASE NUMBER	RELATED AGENCY CASE NUMBER(S)
----------------------------	-------------------------------

HAS OTHER EVIDENCE IN THIS CASE BEEN PREVIOUSLY SUBMITTED TO A WSP CRIME LAB? <input type="checkbox"/> YES <input type="checkbox"/> NO	OFFENSE	DATE OF OFFENSE
--	---------	-----------------

SUSPECT(S) – LAST, FIRST, MI (SID #, if available)	DOB	VICTIM(S) – LAST, FIRST, MI <small>ALSO USE THIS SPACE FOR ELIMINATION PRINTS</small>	DOB
1		1	
2		2	
3		3	
4		4	

INVESTIGATING OFFICER/DETECTIVE (Can be different from submitter)	<input type="checkbox"/> RUSH	COURT DATE
---	-------------------------------	------------

NAME (TYPE OR PRINT) (LAST NAME, FIRST NAME)	RANK/POSITION	BADGE #	E-MAIL ADDRESSES	PHONE
--	---------------	---------	------------------	-------

AGENCY	STREET ADDRESS	CITY	ZIP CODE
--------	----------------	------	----------

UNIQUE EVIDENCE ITEM # (Prioritized)	ITEM DESCRIPTION	EXAM CODES	SPECIAL INSTRUCTIONS
			<b>For DNA:</b> <ul style="list-style-type: none"> <li>Please submit <a href="#">Supplemental form</a> on initial submission and <a href="#">Consumption form</a> as needed.</li> <li><b>Sexual Assault Submissions:</b> Priority will be given to active investigations and cases with impending court dates. Is DNA analysis important for continuing the investigation? Yes <input type="checkbox"/> No <input type="checkbox"/></li> </ul> The Crime Lab will assume "No" if neither box is checked.

EVIDENCE SUBMITTED BY: (PRINT—LAST NAME, FIRST NAME)	SIGNATURE (/S/ Electronic Signature)	DATE	TIME
--	--------------------------------------	------	------

SUBMITTAL METHOD:	TRACKING NUMBER:
	TRACKING NUMBER:

## FOR LAB USE ONLY

RECEIVED BY: (PRINT NAME—LAST NAME, FIRST NAME)	SIGNATURE	DATE	TIME
---	-----------	------	------

Evidence Item(s)	TRANSFERRED BY	TO	VIA	DATE-TIME	RECEIVED BY	DATE-TIME
				-		-
	TRACKING NO:					
				-		-
	TRACKING NO:					
				-		-
	TRACKING NO:					

Item(s) being released/returned:			
RELEASED BY: PRINT NAME—Last Name, First Name	SIGNATURE	DATE	TIME
RELEASED TO: (PRINT NAME—Last Name, First Name (or CARRIER)	SIGNATURE (or TRACKING NUMBER)	DATE	TIME











# PROPERTY / EVIDENCE TAG

PROPERTY/EVIDENCE # \_\_\_\_\_

EVIDENCE  SEIZED  DATE \_\_\_\_\_

SAFEKEEPING  RECOVERED  FOUND

**DEFENDANT**

**OFFICER**

**PERSONNEL #**

**DISTRICT**

**DETACH #**

1 AFFIX ITEM LABEL HERE

7 AFFIX ITEM LABEL HERE

2 AFFIX ITEM LABEL HERE

8 AFFIX ITEM LABEL HERE

3 AFFIX ITEM LABEL HERE

9 AFFIX ITEM LABEL HERE

4 AFFIX ITEM LABEL HERE

10 AFFIX ITEM LABEL HERE

5 AFFIX ITEM LABEL HERE

11 AFFIX ITEM LABEL HERE

6 AFFIX ITEM LABEL HERE

12 AFFIX ITEM LABEL HERE

FOR PROPERTY CUSTODIAN USE ONLY

AFFIX LABEL HERE







# Towing Recovery Cash Receipt Log Sheet



Location: D-2 Bellevue

Item No.	Check Number	Check Date	Check Amount	Fee Received From	Date Received	Receipt Number	Case & Property Number	Budget Coding
1)								
2)								
3)								
4)								
5)								
6)								
7)								
8)								
9)								
10)								
11)								
12)								
13)								
14)								
15)								
16)								
17)								
18)								
19)								
20)								
<b>TOTAL RECEIVED</b>			<b>\$0.00</b>					

**D-2 Bellevue**

Received By: \_\_\_\_\_

Observed By: \_\_\_\_\_

Date Of Record: \_\_\_\_\_

**Budget And Fiscal Office**

Received By: \_\_\_\_\_

Date Of Receipt: \_\_\_\_\_

# Washington State Toxicology Laboratory - Washington State Patrol

## Driving Under the Influence/DRE – Request for Analysis

2203 Airport Way S Ste 360  
 Seattle WA 98134-2027  
 Phone: (206) 262-6100  
 Fax: (206) 262-6145  
 e-mail: toxlab@wsp.wa.gov

**Subject's Information:** (Please print clearly)

**Name:** \_\_\_\_\_  
Last First MI

**Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Sex:** M  F  **DUI**  **DRE**  **DRE Evaluator:** \_\_\_\_\_

**Laboratory Use Only**  
**Laboratory #** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date Sent:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Date of Incident / Arrest:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Agency Case #** \_\_\_\_\_ **County** \_\_\_\_\_

**Sent By:** Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

**Send Results To:** \_\_\_\_\_

Agency: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City St Zip: \_\_\_\_\_

**Return Evidence To (if different):** \_\_\_\_\_

**Analyst:** \_\_\_\_\_

**Specimens Received:**

Note all volumes are approximate

**A** \_\_\_\_\_ ml \_\_\_\_\_

**B** \_\_\_\_\_ ml \_\_\_\_\_

**C** \_\_\_\_\_ ml \_\_\_\_\_

**D** \_\_\_\_\_ ml \_\_\_\_\_

**E** \_\_\_\_\_ ml \_\_\_\_\_

**Other/Notes:**

**Traffic Information:** Accident? Y  N  Vehicular Homicide? Y  N   
 Driver  Passenger  Pedestrian  Vehicular Assault? Y  N   
 Number of vehicles? 1  2  3 or more   
 Was medical treatment given prior to blood draw? Y  If yes, list any drugs: \_\_\_\_\_

**Case History:** brief description of the incident and attach copy of the investigation report/DRE Face Sheet:

- No DRE Available
- Subj. refused DRE
- Subject injured
- DRE not requested

**Drugs suspected or admitted:** list symptoms, observations, drug history, prescriptions, etc.

Specimen	Collected	Sent
Blood	_____	_____
Urine	_____	_____
Other	_____	_____

**Analysis Requested:**

Blood Alcohol:

Drug Screen:  
 Blood  Urine

Other: (Specify) \_\_\_\_\_

- DRE Opinion: (check box)**
- CNS Depressants
  - CNS Stimulants
  - Hallucinogens
  - Dissociative Anesthetic
  - Narcotic Analgesics
  - Inhalants
  - Cannabis

**Sealed Y  N**

Box sealed

Bag sealed

Tubes sealed

**Chain of Custody:** (signature required) Please print name

From: \_\_\_\_\_ To: \_\_\_\_\_ Date: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Date: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Date: \_\_\_\_\_

**Comments:** \_\_\_\_\_

- Samples leaked Y**
- 1st Class  UPS
  - Certified  Fed Ex
  - Registered
  - Campus Mail
  - Hand Delivered



# PROPERTY/EVIDENCE REPORT

PAGE \_\_\_\_\_ OF \_\_\_\_\_

(CHECK ONLY ONE):

- EVIDENCE   
  SAFEKEEPING   
  FOUND   
  ASSET SEIZURE   
  WEAPONS FORFEITURE

OBTAINED BY (LAST, FIRST, MI)	BADGE #	DIST / DET / UNIT	CASE / PROPERTY NUMBER
		<b>!! FORMTEXT</b>	

<input type="checkbox"/> DEFENDANT <input type="checkbox"/> OWNER <input type="checkbox"/> FINDER		LOCATION OBTAINED (ADDRESS, STREET, HWY, MP)	
NAME (LAST, FIRST, MI)		DATE OF BIRTH	
STREET ADDRESS		HOME PHONE ( ) ( )	
CITY, STATE, ZIP CODE		WORK PHONE ( ) ( )	
		CITATION #	COURT
			DATE OBTAINED
			TIME OBTAINED
			DATE DEPOSITED
			TIME DEPOSITED

<input type="checkbox"/> ADDITIONAL DEFENDANT <input type="checkbox"/> OWNER		<input type="checkbox"/> ADDITIONAL DEFENDANT <input type="checkbox"/> OWNER	
NAME (LAST, FIRST, MI)		DATE OF BIRTH	
STREET ADDRESS		STREET ADDRESS	
CITY, STATE, ZIP CODE		CITY, STATE, ZIP CODE	
HOME PHONE ( ) ( )	WORK PHONE ( ) ( )	CITATION #	
HOME PHONE ( ) ( )	WORK PHONE ( ) ( )	CITATION #	

**CRIMINAL CHARGE(S)?** YES  NO  **LIST CHARGE(S):**

ITEM #	QTY.	PROPERTY DESCRIPTION	LIST MANUFACTURER'S NAME, CALIBER, ARTICLE TYPE, MODEL #, SERIAL #, OWNER APPLIED #, IF APPLICABLE	ITEM WEIGHT	PACKAGE WEIGHT	PKG. #	BIN #

**RECEIVED BY:**

SIGNATURE OF PROPERTY CUSTODIAN _____	PERSONNEL # _____	DATE / TIME _____
---------------------------------------	-------------------	-------------------

ADDITIONAL REMARKS <i>(READ REVERSE SIDE FOR FOUND PROPERTY)</i>	DISPOSAL STATUS CHECK		
	DATE	DISPOSITION	INITIALS
<input type="checkbox"/> <b>Type of Drug</b>			

Disposal   
  Return to Owner/Claimant (For Property Technician Only)

PEC Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness Signature \_\_\_\_\_ Date \_\_\_\_\_

Note \_\_\_\_\_

## FINDER'S RIGHTS AND OBLIGATIONS TO CLAIM FOUND PROPERTY (RCW 63.21)

\*A PERSON WHO FINDS PROPERTY HAS THE RIGHT TO CLAIM PROPERTY IF:

1. The property is not unlawful to possess (contraband).
2. The owner of such property is unknown.
3. The finder is not an employee of a governmental entity acting within course of employment.

TO CLAIM SUCH PROPERTY, THE FINDER MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS:

1. Within seven days, the finder must surrender the property to the Washington State Patrol unless the property is valued at \$25 or less.
2. When the property has an apparent value of more than \$25, the finder must sign this form indicating an intent to claim or waive right to claim the property.
3. Within seven days of the finding, the finder must obtain a signed statement establishing an appraisal of the property based on current market value from a qualified person (one who engages in buying and selling like items), or from a district court judge, and forward a copy of such appraisal to the Washington State Patrol office listed above. If found property has been taken into custody by the Washington State Patrol, such property will be available for appraisal inspection at the office where the property is being stored (listed above), during business hours, or by appointment within the seven-day limit.
4. Within 30 days of the finding, the finder must publish a notice of the found property once a week for two consecutive weeks.
5. On property valued at more than \$25, payment of \$5 or 10% of the appraised value of such property (whichever is greater) must be made to the Washington State Patrol to be deposited in the General Fund of the state of Washington.

THE FOUND PROPERTY WILL BE RELEASED TO THE FINDER 60 DAYS FROM THE DATE OF RECEIPT IF:

1. No owner was found.
2. Sixty days have elapsed following judicial or official proceedings involving the property.
3. The finder has presented evidence of compliance with the publication requirement and the appropriate fee has been paid.

NOTE: WHEN NINETY DAYS HAVE PASSED AFTER THE FOUND PROPERTY WAS REPORTED TO THE WASHINGTON STATE PATROL AND THE FINDER HAS NOT COMPLETED THE REQUIREMENTS OF THE PROCEDURE, THE FINDER'S CLAIM SHALL BE DEEMED TO HAVE EXPIRED AND THE FOUND PROPERTY SHALL BE DISPOSED OF AS UNCLAIMED PROPERTY.

I HAVE READ THE FINDER'S RIGHTS AND OBLIGATIONS TO CLAIM FOUND PROPERTY AND IT IS MY INTENTION TO:

CLAIM THIS PROPERTY     
  WAIVE MY RIGHT TO THIS PROPERTY     
  FINDER REFUSED TO SIGN

SIGNATURE OF FINDER

---

FOR EVIDENCE OFFICER USE ONLY			
RELEASE REQUIREMENTS	CLAIM VOID	APPRAISAL DETAILS	EVIDENCE HOLD
<input type="checkbox"/> APPRAISAL MADE  <input type="checkbox"/> PROOF OF PUBLICATION  <input type="checkbox"/> FEE PAID AMOUNT _____	<input type="checkbox"/> CONTRABAND  <input type="checkbox"/> OWNER FOUND  <input type="checkbox"/> GOV'T EMPLOYEE  <input type="checkbox"/> FAILED TO COMPLY WITH 90-DAY LIMIT	APPRAISED BY _____  QUALIFICATIONS _____  VALUE _____	HOLD PLACED BY _____  BADGE # _____  RELEASE DATE _____
PROPERTY LEFT WITH FINDER BY:	BADGE #	<input type="checkbox"/> FOR APPRAISAL PURPOSES <input type="checkbox"/> VALUE \$25 OR LESS	

**CHECK ALL THAT APPLY:**

- NON-IMPOUND / TOW
- AAA or OTHER ROADSIDE ASSISTANCE
- EVIDENCE
- SEIZED UNDER RCW 69.50.505
- IMPOUND ONLY
- DUI/PC IMPOUND WITH 12 HOUR HOLD
- DWLS IMPOUND WITH \_\_\_\_ DAY HOLD
- INFORMATIONAL COPY GIVEN TO SUSPENDED DRIVER.
- REGISTERED OWNER MAY REDEEM \_\_\_\_\_.
- CHECK INDICATES DRIVER IS DWLS/R AND IS NOT THE REGISTERED OWNER. REGISTERED OWNER / LEGAL OWNER OR AGENT OF THE OWNER MAY REDEEM AT THE END OF THE IMPOUND HOLD.
- CHECK INDICATES THE DRIVER IS DWLS AND IS THE REGISTERED OWNER. DRIVER WILL NEED A SEPARATE RELEASE FORM FROM THE COURT OR THE AGENCY ORDERING THE IMPOUND.

**UNIFORM WASHINGTON STATE**

CASE / EVIDENCE NUMBER

**TOW / IMPOUND  
AND INVENTORY RECORD**

**VEHICLE INFORMATION**

VIN				
LICENSE	STATE	YEAR	MAKE	MODEL
<input type="checkbox"/> Report of Sale		<input type="checkbox"/> Digital		COLOR

**DRIVER**

**REGISTERED OWNER**

**LEGAL OWNER**

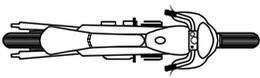
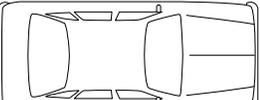
NAME (LAST, FIRST, MI)		NAME (LAST, FIRST, MI)		NAME (LAST, FIRST, MI)	
STREET ADDRESS		STREET ADDRESS		STREET ADDRESS	
CITY, STATE, ZIP CODE		CITY, STATE, ZIP CODE		CITY, STATE, ZIP CODE	
PHONE	DOB	PHONE		PHONE	

**AUTHORIZATION AND RECEIPT**

ON \_\_\_\_\_ AT \_\_\_\_\_ PURSUANT TO RCW 46.55.085 / .113 AND HAVING PERSONALLY INVENTORIED THE  
 (DATE) (24 HOURS)

ITEMS IN THE DESCRIBED VEHICLE, I AUTHORIZED \_\_\_\_\_ (TOWING FIRM) \_\_\_\_\_ (DOL TRUCK NO.)

DRIVEN BY \_\_\_\_\_ TO REMOVE THIS VEHICLE FROM \_\_\_\_\_ (LOCATION)  
 (DRIVER'S PRINTED FIRST AND LAST NAME)

EQUIPMENT	DAMAGE	EVIDENCE (DRIVER'S SIDE)	EVIDENCE (PASSENGER'S SIDE)
<input type="checkbox"/> [ ] KEYS	<input type="checkbox"/> FRONT <small>SHADE DAMAGED AREA</small>		
<input type="checkbox"/> LOCKED TRUNK	<input type="checkbox"/> R FRONT		
<input type="checkbox"/> LOCKED GLOVE BOX	<input type="checkbox"/> R SIDE 		
<input type="checkbox"/> LOCKED CENTER CONSOLE	<input type="checkbox"/> R REAR		
<input type="checkbox"/> AUTO STEREO	<input type="checkbox"/> L FRONT		
<input type="checkbox"/> [ ] DISC(s)	<input type="checkbox"/> L SIDE 		
<input type="checkbox"/> HANDS FREE DEVICE	<input type="checkbox"/> L REAR		
<input type="checkbox"/> GPS	<input type="checkbox"/> REAR		
<input type="checkbox"/> RADAR/LIDAR DETECTOR	<input type="checkbox"/> TOP		
<input type="checkbox"/> SPARE TIRE	<input type="checkbox"/> UNDERCARRIAGE		
<input type="checkbox"/> JACK	<input type="checkbox"/> OTHER _____		
<input type="checkbox"/> CHAINS			
<input type="checkbox"/> OTHER _____			

**INVENTORY**

**NARRATIVE OR DIAGRAM**

	(List reason(s) for impound.)

- I PROVIDED A COPY OF THIS TOW/IMPOUND REPORT TO THE TOWING FIRM'S OPERATOR WHO TOOK POSSESSION OF THE VEHICLE.
- I PROVIDED A COPY OF THIS TOW/IMPOUND REPORT AND INFORMATION FOR DRIVERS TO REDEEM IMPOUNDED VEHICLE TO THE DRIVER OF THIS VEHICLE.
- THE VEHICLE WAS ABANDONED - A COPY OF THE TOW/IMPOUND REPORT WAS LEFT WITH THE VEHICLE.

I CERTIFY (DECLARE) UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF WASHINGTON THAT THE FOREMENTIONED IS TRUE AND CORRECT. (RCW 9A.72.085)

OFFICER'S SIGNATURE **X**

COUNTY, WA

BADGE NO.

AGENCY

**SUPERVISOR**

## **INFORMATION FOR DUI / PC DRIVERS TO REDEEM AN IMPOUNDED VEHICLE W/12 HOUR HOLD**

Because you were arrested under RCW 46.61.502 or 46.61.504 and are the Registered Owner of the vehicle, the vehicle you were driving was impounded with a 12-hour hold. You may redeem the impounded vehicle 12 hours after the vehicle arrives at the towing company's storage facility. HOWEVER, the vehicle may be redeemed from the tow company's storage facility prior to the completion of this 12-hour hold by a secondary Registered Owner or the Legal Owner, who was not the driver of the vehicle at the time of arrest.

## **INFORMATION FOR SUSPENDED / REVOKED DRIVERS TO REDEEM AN IMPOUNDED VEHICLE**

Because your driver's license is suspended, this vehicle you were driving was impounded for \_\_\_\_\_ days on \_\_\_\_\_. The requirements of RCW 46.55.120(1)(b) shall be satisfied prior to redeeming the vehicle at the end of the impound period. These requirements include:

- a. Within five (5) days of the impound date and at the request of the tow truck operator, a person who desires to redeem the vehicle at the end of the impound period shall post a security deposit of not more than one-half the applicable storage rate for each day of the proposed impound period to ensure payment of the removal, towing, and storage. If the security deposit is not posted within five (5) days of the impound date, the vehicle will immediately be processed and sold at auction as an abandoned vehicle pursuant to RCW 46.55.130(1). If the abandoned vehicle auction is held, the vehicle shall be sold to the highest bidder who is not the registered owner. The registered owner is ineligible to purchase this vehicle at the abandoned vehicle auction.
- b. The security deposit may be paid and must be accepted anytime up to twenty-four (24) hours prior to the beginning of the abandoned vehicle auction.
- c. Any security deposit paid shall be credited against the final bill for removal, towing, and storage of the vehicle.
- d. The tow truck operator may accept other sufficient security in lieu of the security deposit.

### **Driver of the vehicle but not the registered owner**

- The vehicle may be redeemed only by the registered owner, legal owner, a person authorized in writing by the registered owner, vehicle insurance company, or by someone who has purchased the vehicle with proof of purchase [RCW 46.55.120 (1)(a)]. They may go to the towing company at the end of the impound period. (The day of impound counts as the first day.) The remainder of the towing and storage fees must be paid to redeem the vehicle.

### **Driver is the registered owner**

- If you are driving with a suspended driver's license and are also the registered owner of the vehicle, all outstanding penalties, fines, or forfeitures owed by you to the courts must be satisfied. Because clearing up outstanding penalties, etc., takes time, you must start early, long before your 30, 60, or 90-day hold is completed. In addition to court obligations, the remaining towing and storage fees must also be paid to redeem the vehicle. Take with you to the tow company any paperwork provided by the courts showing payment of outstanding penalties, fines, or forfeitures owed to the courts.

### **Hardships**

- RCW 46.55.120(1)(a)(i) and (ii) provide for release of the vehicle in the event of economic or personal hardship to the spouse of the operator, or in the event the owner of the vehicle was not the driver, did not know that the driver's license was suspended, and has not received a prior release under this subsection. Contact the impounding law enforcement agency for additional information.

- See Additional Requirements provided by the impounding agency (attached)**

If you have any questions, call the impounding agency.



## WEAPON FORFEITURE REQUEST

*This information should be presented to the prosecutor prior to arraignment or other court proceedings pertaining to this case.*

COURT	CITATION NUMBER	CASE / EVIDENCE NUMBER	
DEFENDANT (LAST, FIRST, MI)		D.O.B.	TODAY'S DATE
<b>WEAPON DESCRIPTION</b>			
MAKE	MODEL	SERIAL NUMBER	CALIBER
<p>I, TROOPER _____ PETITION THE COURT TO ORDER THE FORFEITURE OF THE FIREARM LISTED BELOW IN ACCORDANCE WITH RCW 9.41.098, SECTION _____. (SEE REVERSE) SEE ATTACHED CASE REPORT FOR DETAILS.</p> <p>_____ TROOPER'S SIGNATURE <span style="float: right;">DATE</span></p>			
<p>I, THE UNDERSIGNED JUDGE/COURT COMMISSIONER, ORDER THE WEAPON DESCRIBED ABOVE BE FORFEITED TO THE WASHINGTON STATE PATROL IN ACCORDANCE WITH RCW 9.41.098, SECTION _____.</p> <p>DONE IN OPEN COURT THIS _____ DAY OF _____, 20__.</p> <p style="text-align: center;">_____ JUDGE / COURT COMMISSIONER</p>			

***Refer to RCW 9.41.098 attached***

**RCW 9.41.098 Forfeiture of firearms-Disposition-Confiscation.** (1) The superior courts and the courts of limited jurisdiction of the state may order forfeiture of a firearm which is proven to be:

(a) Found concealed on a person not authorized by RCW 9.41.060 or 9.41.070 to carry a concealed pistol: PROVIDED, That it is an absolute defense to forfeiture if the person possessed a valid Washington concealed pistol license within the preceding two years and has not become ineligible for a concealed pistol license in the interim. Before the firearm may be returned, the person must pay the past due renewal fee and the current renewal fee;

(b) Commercially sold to any person without an application as required by RCW 9.41.090;

(c) In the possession of a person prohibited from possessing the firearm under RCW 9.41.040 or 9.41.045;

(d) In the possession or under the control of a person at the time the person committed or was arrested for committing a felony or committing a nonfelony crime in which a firearm was used or displayed;

(e) In the possession of a person who is in any place in which a concealed pistol license is required, and who is under the influence of any drug or under the influence of intoxicating liquor, as defined in chapter 46.61 RCW;

(f) In the possession of a person free on bail or personal recognizance pending trial, appeal, or sentencing for a felony or for a nonfelony crime in which a firearm was used or displayed, except that violations of Title 77 RCW shall not result in forfeiture under this section;

(g) In the possession of a person found to have been mentally incompetent while in possession of a firearm when apprehended or who is thereafter committed pursuant to chapter 10.77 or 71.05 RCW;

(h) Used or displayed by a person in the violation of a proper written order of a court of general jurisdiction; or

(i) Used in the commission of a felony or of a nonfelony crime in which a firearm was used or displayed.

(2) Upon order of forfeiture, the court in its discretion may order destruction of any forfeited firearm. A court may temporarily retain forfeited firearms needed for evidence.

(a) Except as provided in (b), (c), and (d) of this subsection, firearms that are: (i) Judicially forfeited and no longer needed for evidence; or (ii) forfeited due to a failure to make a claim under RCW 63.32.010 or 63.40.010; may be disposed of in any manner determined by the local legislative authority. Any proceeds of an auction or trade may be retained by the legislative authority. This subsection (2)(a) applies only to firearms that come into the possession of the law enforcement agency after June 30, 1993.

By midnight, June 30, 1993, every law enforcement agency shall prepare an inventory, under oath, of every firearm that has been judicially forfeited, has been seized and may be subject to judicial forfeiture, or that has been, or may be, forfeited due to a failure to make a claim under RCW 63.32.010 or 63.40.010.

(b) Except as provided in (c) of this subsection, of the inventoried firearms a law enforcement agency shall destroy illegal firearms, may retain a maximum of ten percent of legal forfeited firearms for agency use, and shall either:

(i) Comply with the provisions for the auction of firearms in RCW 9.41.098 that were in effect immediately preceding May 7, 1993; or

(ii) Trade, auction, or arrange for the auction of, rifles and shotguns. In addition, the law enforcement agency shall either trade, auction, or arrange for the auction of, short firearms, or shall pay a fee of twenty-five dollars to the state treasurer for every short firearm neither auctioned nor traded, to a maximum of fifty thousand dollars. The fees shall be accompanied by an inventory, under oath, of every short firearm listed in the inventory required by (a) of this subsection, that has been neither traded nor auctioned. The state treasurer shall credit the fees to the firearms range account established in RCW 79A.25.210. All trades or auctions of firearms under this subsection shall be to licensed dealers. Proceeds of any auction less costs, including actual costs of storage and sale, shall be forwarded to the firearms range account established in RCW 79A.25.210.

(c) Antique firearms and firearms recognized as curios, relics, and firearms of particular historical significance by the United States treasury department bureau of alcohol, tobacco, and firearms are exempt from destruction and shall be disposed of by auction or trade to licensed dealers.

(d) Firearms in the possession of the Washington state patrol on or after May 7, 1993, that are judicially forfeited and no longer needed for evidence, or forfeited due to a failure to make a claim under RCW 63.35.020, must be disposed of as follows: (i) Firearms illegal for any person to possess must be destroyed; (ii) the Washington state patrol may retain a maximum of ten percent of legal firearms for agency use; and (iii) all other legal firearms must be auctioned or traded to licensed dealers. The Washington state patrol may retain any proceeds of an auction or trade.

(3) The court shall order the firearm returned to the owner upon a showing that there is no probable cause to believe a violation of subsection (1) of this section existed or the firearm was stolen from the owner or the owner neither had knowledge of nor consented to the act or omission involving the firearm which resulted in its forfeiture.

(4) A law enforcement officer of the state or of any county or municipality may confiscate a firearm found to be in the possession of a person under circumstances specified in subsection (1) of this section. After confiscation, the firearm shall not be surrendered except: (a) To the prosecuting attorney for use in subsequent legal proceedings; (b) for disposition according to an order of a court having jurisdiction as provided in subsection (1) of this section; or (c) to the owner if the proceedings are dismissed or as directed in subsection (3) of this section. [2003 c 39 § 5; 1996 c 295 § 10; 1994 sp.s. c 7 § 414; 1993 c 243 § 1; 1989 c 222 § 8; 1988 c 223 § 2. Prior: 1987 c 506 § 91; 1987 c 373 § 7; 1986 c 153 § 1; 1983 c 232 § 6.]

Division/District/Office \_\_\_\_\_

Date \_\_\_\_\_

Evidence No. \_\_\_\_\_



## CASH MANAGEMENT

Denomination	Count	Total
100.00		
50.00		
20.00		
10.00		
5.00		
2.00		
1.00		
.50		
.25		
.10		
.05		
.01		
<b>TOTAL</b>		

I acknowledge the above funds were counted and witnessed by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Badge No.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Badge No.

# DIESEL FUEL INSPECTION NOTICE



Case Number \_\_\_\_\_ Location \_\_\_\_\_ County \_\_\_\_\_

### DRIVER INFORMATION

Name	DOB	
Driver's License Number	State	Phone (    )
Street Address	City	State/ZIP

### EMPLOYER INFORMATION

Company Name	FEIN	Phone (    )
Street Address	City	State/ZIP

### VEHICLE INFORMATION

Year	Make	Model	Odometer
License Number	State	Expiration	Vehicle Identification Number (VIN)
Registered Owner			Owner Operator (Check One) Yes <input type="checkbox"/> No <input type="checkbox"/>
Address		City	State/ZIP

### PROPULSION TANK SAMPLE INFORMATION

Item Number	Estimated Gallons in Tank	Where Was Fuel Obtained?	
Vehicle Class Information (Check one)	Logging <input type="checkbox"/>	Construction <input type="checkbox"/>	Farming <input type="checkbox"/> Interstate Trucking <input type="checkbox"/> Other _____

### ADDITIONAL TANK INFORMATION

Item Number	Location of Tank
Fuel Type	
Estimated Gallons	Estimated Capacity
Type of Tank (Check One)	Bulk <input type="checkbox"/> Slip <input type="checkbox"/> Other _____
Measurements L _____ W _____ H _____	
Shape of Tank (Check one)	Cylinder <input type="checkbox"/> Oval <input type="checkbox"/> Rectangular <input type="checkbox"/>

### COMMENTS

Driver Signature \_\_\_\_\_ Date \_\_\_\_\_

### CERTIFICATION

Inspector's Name and Title	Inspection Date	Inspection Time
----------------------------	-----------------	-----------------

This inspection is authorized under the Revised Code of Washington (RCW) 82.38.170, 82.38.260, 82.38.265, 82.38.270, and 82.38.275. If laboratory analysis results reflect the use of dyed diesel in the supply tank of a motor vehicle, per RCW 82.38.170(13), a civil penalty of \$1,000 or \$10 per gallon, whichever is greater, will be assessed. If you have questions, please contact the Fuel Tax Manager at (360) 664-1805. **Dyed fuel must be removed within 24 hours.**

**DYED FUEL TESTING,  
SAMPLE IDENTIFICATION,  
AND COLLECTION RECORD**



**SEND FUEL SAMPLE TO:**

Attn: John  
2701 Prospect Avenue  
Helena, MT 59620

Phone: (406) 444-6273  
Fax: (406) 444-6205

**SEND COMPLETED RESULTS TO:**

Department of Licensing  
Fuel Fraud Task Force  
Attn: Debi Wentz  
PO Box 9228  
Olympia, WA 98507  
Fax: (360) 570-7877

**BILL TO:**

Washington State Patrol  
Motor Carrier Safety Division  
Attn: Jovita Ramirez  
PO Box 42614  
Olympia WA 98504-2614

**SAMPLE IDENTIFICATION**

Case Number	Defendant's Name

**COLLECTION RECORD**

Collecting Officer	Badge	Date

Item #	License #	# of Bottles	Date	Time	Test Requested

**Comments:**

Collecting Officer's Signature





# WASHINGTON STATE PATROL RELEASE OF FIREARMS



**IMPORTANT! PLEASE READ CAREFULLY.**

PROPERTY / EVIDENCE NUMBER
----------------------------

I CERTIFY THAT I AM OVER THE AGE OF 18 (AGE OF 21 FOR A PISTOL), AND HAVE NOT BEEN:

1. Convicted of any felony offense in this state, or federal or out-of-state offense comparable to a felony offense under the laws of this state [\[RCW 9.41.040, \(1\) \(a\)\]](#).
  2. Ordered to surrender the firearm requested due to a conviction of any non-felony in which a firearm was used or displayed [\[RCW 9.41.098, \(1\) \(d\)\]](#).
  3. Involuntarily committed for treatment of a mental disorder under RCW 71.05.320 (90-day treatment) or any similar statute in another state [\[RCW 9.41.040, \(2\) \(a\) \(iii\)\]](#).
  4. Convicted or found not guilty by reason of insanity any of the following domestic violence offenses, committed by one family or household member against another, after July 1, 1993: Assault 4th degree, coercion, stalking, reckless endangerment, criminal trespass 1st, or violation of a protection order/no-contact order. [\[RCW 9.41.040 \(2\) \(a\) \(i\)\]](#).
  5. Presently under current indictment or information in any court for a crime punishable by imprisonment for a term exceeding one year (any felony) or for any "serious offense" [\[RCW 9.41.070, \(1\) \(e\)\]](#).
  6. A fugitive from justice [current outstanding warrants [RCW 9.41.070 \(1\) \(f\)](#)].
  7. Currently subject to a court order regarding harassment, domestic violence, stalking, child custody, or threatening an intimate partner or child of that partner [\[RCW 9.41.040 \(2\) \(a\) \(ii\)\]](#).
- I am not an illegal alien and am a United States Citizen.
- I am not a United States Citizen, but have declared my intention to become a citizen, or have the necessary licenses to possess firearms.

ITEM #	MAKE	MODEL	TYPE	SERIAL NUMBER	MISC. RELATED ITEMS

I declare that I have read this release form and that I am not prohibited from possessing a firearm under any of the provisions stated on this form. I further declare that I am the owner of the firearm described above. I take full responsibility for any claim made against this weapon. I am accepting the weapon(s) from the Washington State Patrol, and by accepting the weapon, I agree not to assert any claim related to the weapon(s) against the Washington State Patrol. I make this declaration under the penalties of the laws of perjury of the State of Washington.

PRINT FULL NAME	DOB	STREET ADDRESS
SIGNATURE	CITY / STATE / ZIP CODE	(      )
RELEASING AUTHORITY	DATE	TELEPHONE NUMBER

## Abandoned Vehicle Affidavit of Sale

Registered tow truck operators (RTTO) use this form as an affidavit of sale of an abandoned vehicle.

- An application for title, in the purchaser's name, must accompany this affidavit; you must file it within 15 days of sale.
- Wreckers and scrap processors may use this form as a title on monthly reports if they have acquired the vehicle from an RTTO or a licensed hulk hauler.
- If the RTTO retains the vehicle, you must apply for a title in the company name within 45 days.
- If you cannot locate the Vehicle Identification Number (VIN), contact your local law enforcement agency to inspect the vehicle and fill out the "Law enforcement use only" section below.
- Send completed forms to:

Email: **dolvsswat@dol.wa.gov**

Fax: **(360) 902-3665**

Mail: **Abandoned Vehicles, Department of Licensing, PO Box 9040, Olympia, WA 98507-9040**

### Registered tow truck operator information

PRINT or TYPE Name				(Area code) Telephone number	
Address			City	State	ZIP code
Date stored	Date abandoned	Date of report	RTTO number		Police agency storing

### Vehicle information

Vehicle Identification Number (VIN)			Year	Make	
Model	Body style		License number		State
				Type	

**Affidavit of sale**—Complete this section for use as an ownership document when you sell or dispose of the vehicle.

Purchaser name			Total lien . . . . . \$ _____		
Purchaser street address			<input type="checkbox"/> No bid		
City	State	ZIP code	Sale price . . . . . \$ _____		
Date of sale	Driver license or UBI number		Tax . . . . . \$ _____		
			Amount collected . . . \$ _____		
			Surplus amount . . . \$ _____		
			Mail surplus funds within 30 days to:		
			<b>Department of Licensing</b>		
			<b>PO Box 35001</b>		
			<b>Seattle, WA 98124-3401</b>		

*I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.*

\_\_\_\_\_ **X** \_\_\_\_\_  
 Date and place signed Authorized RTTO signature

<b>Notary or agent</b>       (Seal or stamp)	State of _____	County of _____
	Signed or attested before me on _____ by _____	
	Print name of person signing this affidavit of sale	
	Signature of Notary/Agent	
	Print or stamp name of Notary/Agent	
Notary/Agent title		and _____
		Dealer or county/office number or notary expiration date

Law enforcement use only	
Date	Inspected VIN number
PRINT or TYPE Inspector name	Agency/badge number

DOL use only	
Reject <input type="checkbox"/> Inspection <input type="checkbox"/> Unable to locate	



**WASHINGTON STATE PATROL  
ACCOUNTS RECEIVABLE SECTION  
REQUEST FOR INVOICE**



Date:

Invoice Number:

Customer:

Customer Contact Name:   
 Phone:

Description/Contract Number:

<b>BILLING INFORMATION</b>			
Description	Quantity	Unit Price	Amount
<b>TOTAL AMOUNT OF INVOICE:</b>			

<b>CODING INFORMATION</b>								
Fund	AI	PI	SubObj	SubSubObj	Proj	MajGrp	Source	Amount
<b>TOTAL:</b>								

Prepared By:  Phone:  Date:

Approved By:  Phone:  Dist/Detach:

# MARIJUANA EVIDENCE REPORT AND AFFIDAVIT



## REPORT

**INCIDENT:** RCW 69.50.401 Possession of Controlled Substance (Marijuana)

**TEST NUMBER:** \_\_\_\_\_ **DATE OF TEST:** \_\_\_\_\_ **TIME OF TEST:** \_\_\_\_\_

**SUSPECT'S NAME:** \_\_\_\_\_ **DATE OF INCIDENT:** \_\_\_\_\_

**OFFICER'S NAME:** \_\_\_\_\_ **CASE NUMBER:** \_\_\_\_\_

The following evidence was received:

## AFFIDAVIT

### TEST CERTIFICATION

Pursuant to CrRLJ 6.13 the undersigned certifies under penalty of perjury that:

- 1: I performed the test on the substance in question.
- 2: I received the substance in question from \_\_\_\_\_.
- 3: The document on which this certificate appears or to which it is attached is a true and complete copy of my official report; and
- 4: Such document is a report of the results of a test which report and test were made by the undersigned who has the following qualifications and experience:

Date \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title / Job Position Property / Evidence Custodian

Washington State Patrol

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone number ( ) ( ) \_\_\_\_\_

Page of

Control #:

# LEAF MARIJUANA TEST NOTES



Technician:		Date of Exam:		Agency:	
Suspect(s):				Date of Violation:	
Officer:		Agency:		Case Number:	

Item #	Physical Description of Evidence

**Weight** For a triple beam: (Weight of GVM and weighing paper/vessel) – (weight of weighing paper/vessel) = net weight of GVM  
 For an electronic balance: Zero out weighing paper/vessel prior to weighing GVM. Display reads net weight of GVM, just record under net weight. If weighing by difference with an electronic balance, follow instructions for triple beam.

Item #	Material and Container: gram(s)	Container: gram(s)	Net Weight: gram(s)

### Microscopic Examination

Item #	Cystolithic and simple hairs on opposite sides of the same leaf fragments?	Other Observations
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Can't Tell	
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Can't Tell	
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Can't Tell	

If **No** or **Can't Tell**, submit the case to your local crime lab.

### Chemical Test

Blank Test       Date of last known test performed: \_\_\_\_\_

<ul style="list-style-type: none"> <li>Portion of material to test tube.</li> <li>Add Duquenois reagent.</li> <li>Decant into new test tube.</li> <li>Add hydrochloric acid (Do not let color develop longer than two minutes).</li> <li>Did a color develop? (If yes, describe under <b>"Did Color Develop?"</b>)</li> <li>Add chloroform.</li> <li>Mix vigorously.</li> <li>Did a color transfer to the bottom of the chloroform layer? (If yes, describe under <b>"Did Color Transfer?"</b>)</li> </ul>		<b>Did Color Develop? (Describe)</b>	<b>Did Color Transfer? (Describe)</b>
	Item #	<input type="checkbox"/> Yes <input type="checkbox"/> No Color:	<input type="checkbox"/> Yes <input type="checkbox"/> No Color:
	Item #	<input type="checkbox"/> Yes <input type="checkbox"/> No Color:	<input type="checkbox"/> Yes <input type="checkbox"/> No Color:
	Item #	<input type="checkbox"/> Yes <input type="checkbox"/> No Color:	<input type="checkbox"/> Yes <input type="checkbox"/> No Color:

### Conclusion

Item #	Did the evidence examined contain marijuana?	Evidence Repackaging and Comments
	<input type="checkbox"/> Yes <input type="checkbox"/> Inconclusive	
	<input type="checkbox"/> Yes <input type="checkbox"/> Inconclusive	
	<input type="checkbox"/> Yes <input type="checkbox"/> Inconclusive	

If **inconclusive**, submit the case to your local crime lab.

## MARIJUANA EVIDENCE REPORT AND AFFIDAVIT

INCIDENT: \_\_\_\_\_

CONTROL NUMBER: \_\_\_\_\_ DATE OF TEST: \_\_\_\_\_ TIME OF TEST: \_\_\_\_\_

SUSPECT'S NAME: \_\_\_\_\_ DATE OF INCIDENT: \_\_\_\_\_

OFFICER'S NAME: \_\_\_\_\_ CASE NUMBER: \_\_\_\_\_

The following evidence was received:

### AFFIDAVIT:

#### TEST CERTIFICATION

Pursuant to CrRLJ 6.13 the undersigned certifies under penalty of perjury that:

- 1: I performed the test on the (substance) (object) in question.
- 2: The person from whom I received the (substance) (object) in question is:
- 3: The document on which this certificate appears or to which it is attached is a true and complete copy of my official report; and
- 4: Such document is a report of the results of a test which report and test were made by the undersigned who has the following qualifications and experience:

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Title/Job Position \_\_\_\_\_ Washington State Patrol  
Street Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone number \_\_\_\_\_



# WSP - EVIDENCE - CMS TRACKING FORM

<b>MAIL STOP</b>	Check off when scanned and sorted	
		TODAYS DATE: _____
		CURRENT TIME: _____
		SENDING AGENCY:
		SIGNATURE _____
		<b>PRINT NAME</b> _____
		PHONE # _____ ex # _____
		MAIL STOP _____
		TRACKING # _____

**SIGNATURE & PRINT NAME REQUIRED AT ALL POINTS**

<b>CASE #'S</b>	
	TODAYS DATE: _____
	CURRENT TIME: _____
	DRIVER SIGNATURE _____
	<b>PRINT NAME</b> _____
	TODAYS DATE: _____
	CURRENT TIME: _____
	CMS SIGNATURE _____
	CMS PRINT NAME _____
	VENDOR SIGNATURE _____
	VENDOR PRINT NAME _____

List all Mail Stops. If there is more than 1 piece for a mail stop then list that mailstop for each piece. Example: 5 pieces of mail to one mail stop, list that stop 5 times. This assures a piece of mail has not been lost or forgotten between pick up and delivery to CMS.

**Bundle all mail that pertains to this tracking slip together** you may use as many slips as you need but please indicate 1 of 2, 2 of 2, etc. This lets us know we have all mail your agency wanted tracked.

Place this form **Signed and dated** by your Agency with bundle

Driver - **Verify # of mail pieces, Sign and date** form at time of pickup

Sorter - **Sign and date** form at time of tracking procedure and sort

**Questions or for information call Kristty Redding at CMS (360-664-9617)**

Robert logged in | [Log Out](#) | [Main Menu](#)

**Organization:** TRANSPORTATION DEPT OF

**GA Authority #:** 07-0919

**Agency Authority #:** 3E1749

**Submitted By:** [Shauna Montoya](#)

**Submitter Phone:** (360) 705-7886

**Current Status:** Surplus Approved

**Current Action:** Will Pick Up

**Submit Date:** 03-29-2007

**Approval Date:** 03-30-2007

**Receiving Complete:** Y

**Comments:** IRT PICKUP

**Contact Information**

**Contact Name:** SHARON LINDER

**Contact Email:** [LINDERS@WSDOT.WA.GOV](mailto:LINDERS@WSDOT.WA.GOV)

**Contact Phone:** 360 357 2643

**Contact Cell:**

**Physical Address:** 5720 CAPITOL BLVD

**City:** TUMWATER

**Zip:** 98501

**Vehicle Information**

**Vehicle Type:** Pickup

**Make:** FORD

**VIN/Serial #:** 1FTSX31S52ED28512

**Tag#:** 03C04003

**Budget Code:** 410

**Received Title:** N

**Stall:** No Assignment

**Year:** 2002

**Model:** F350 4X4

**License:** 33337K

**Equipment #:** 03C04003

**Estimated Value:**

**General Condition:** Unknown

**Vehicle Details and Options**

**Engine:** Unknown

**Odometer:**

**Transmission:**

**Hours:**

**Fuel Type:** Unknown

**Drive Type:** U

**Exterior Color:**

**Interior Color:**

**Air Conditioning**

**Power Seat**

**AM/FM Radio**

**Power Steering**

**Dual Power Seat**

**Cassette**

**Power Windows**

**Driver Air Bag**

**CD Player**

**Power Door Locks**

**Dual Front Air Bags**

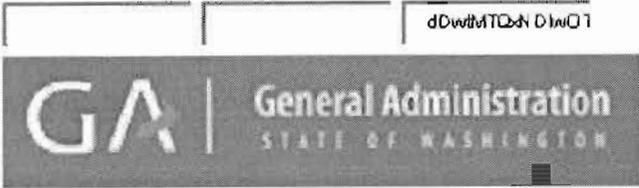
**Cruise Control**

**Tilt Steering Wheel**

**ABS Brakes**

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Property Disposal System - Approve

Standard Request

Neil logged in | Log Out | Main Menu

Organization: 038-LYSSubmit Date:04-03-2007

Agy Authority #:0390Status: Pending Surplus Approval

Submitted By: Jonny ShmedlapAction: Will Pick Up

Submitter Phone:(360) 786-7027Disposition: Surplus or Excess

Comments:Please pick up these two items when they come to pick up 07-0321. Thank you.

Staff Comments:

Property Contact InformationProperty Location Information

Contact Name: Bill McDinglePhysical Address:4506 Chandler

Contact Phone:360-903-6574City: Olympia

Contact Email:bmcddingle@lys.wa.govZip: 98502

Ln#	Description	Category	Sub Category	Qty	Tag #	Est \$	Value	Fund	Inv	OLS
<a href="#">Edit 1</a>	Server Rack Computer	Equipment	Misc. Computer	1	N	N				
<a href="#">Edit 2</a>	Workstation Furniture	Workstation		1	N	N				