



CITY OF PORTLAND, OREGON



Bureau of Police

Sam Adams, Mayor
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EXECUTIVE ORDER

DATE: June 14, 2011

TO: All Bureau Members

RE: DIR 660.10 Property and Evidence Procedure

ACTION: Under **Delivering Property and Evidence (660.10)**, section c., under **Transferring Evidence (660.10)**, section b., and **Processing Money**, changes have been made to reflect current practices. A Tips and Techniques will be sent concurrently with this Executive Order.

Delivering Property and Evidence (660.10)

c. Evidence requiring fingerprinting will be delivered (24/7) to the Forensics Evidence Division (FED) property drop off room located on the 12th floor of the Justice Center before any other destination. A completed Forensics Processing Request Form will accompany the evidence and will be affixed to the front of the FED Incoming Evidence Locker where the evidence is placed along with a copy of the PED receipt. If DNA testing is also requested, a completed Oregon State Police Forensics Sciences Request Form will be attached to the PED receipt. A FED Criminalist will evaluate the evidence and make a determination how the evidence will be processed. Generally, the evidence will be fingerprinted at the FED and then forwarded to the PED for delivery to the OSP Crime Lab for DNA testing. Porous items such as paper and cardboard may be placed in plastic evidence bags. Non-porous items such as glass, cans, and firearms will be first placed in paper sacks, which will then be placed in plastic evidence bags, if possible.

2. Last sentence should read: The member must notify Forensics that evidence has been delivered to the locker by faxing or delivering the completed Forensics Processing Request form to Forensics.

Transferring Evidence (660.10)

- a. Members may request that evidence be transferred to the crime lab for analysis by submitting an Oregon State Police Forensic Sciences Request Form to PED. PED will deliver the evidence on the next scheduled crime lab trip.
- b. Members may request that evidence be transferred to Forensics for processing. It is the member's responsibility to fax a copy of the completed Forensics Processing Request Form to the FED.

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Processing Money (660.10)

- a. Evidence money seized in amounts equal to or greater than \$100 will be photographed by a sworn member at the scene where it was discovered whenever possible. The intent is to show where, how, and in what condition the money was at the time of seizure. If the photograph is not taken at the scene, it will be taken later in a manner that shows the currency displayed or stacked with the original packaging. A copy of the photo will be forwarded to Records with the member's report. PED will not take photos of the seized money.
- b. Money will be counted by at least two members in the presence of one another. The names of the two members will be noted in the appropriate report.
- c. The number of bills and/or coins of each denomination will be listed on the PED receipt along with the total amount.
- d. PED will perform a separate count of money greater than \$100. PED will document any discrepancy in a Special Report. A copy of the report will be sent to the delivering officer and the investigating member.
- e. Money will be delivered as follows:
 1. \$1,000 or less may be delivered to any precinct satellite property room or to PED during business hours.
 2. Over \$1,000 to \$10,000 will be delivered to a drop safe at any satellite property room or to PED during business hours.
 3. Over \$10,000 will be delivered directly to PED. After business hours, use a PED call out.
- f. Case envelopes involving money evidence will be stamped with Money Seizure in red ink.
- g. Evidence money received at PED in amounts equal to or greater than \$100 will be deposited into an Evidence Money bank account after 60 days of storage unless instructions from the DA's office or the case officer or detective have been received by PED directing that the actual currency be retained for prosecution or investigative purposes. A request for retention may be made by calling PED. PED personnel will send a confirmation to the requestor.

For more information, contact Marsha Palmer, Chief's Office, at 503-823-0264.



MICHAEL REESE
Chief of Police

MWR/mp