

DIRECTIVE 83.3
COLLECTION AND PRESERVATION OF EVIDENCE -
EVIDENCE HANDLING

Issue Date: 04/09/20215	By Order of Chief of Police
Rescinds: (Issue 05/06/2021) Pages: 2	CALEA Standards Referenced: 83.3.1 & 83.3.2
	Review: March 2026

This directive consists of the following sections:

[83.3.1 Collection from Known Source](#)

[83.3.2 Evidence, Laboratory Submission](#)

POLICY AND PROCEDURE:

It is the policy of the Miami Township Police Department to maintain a detailed chain of custody for evidentiary items. This includes properly documenting the transfer of custody of physical evidence while evidence is under the control of the Department. It is also the policy of the Miami Township Police Department to provide guidelines for submitting physical evidence to an accredited forensic laboratory for examination purposes.

[83.3.1 Collection from Known Source](#)

Physical evidence collected at a crime scene, or a traffic collision scene can best be evaluated when a known standard for comparison is obtained. This is true especially in the case of the study of blood, hairs, fibers, fabrics, paint, glass, wood, metal, soil, tool marks and footwear. Documentation as to where and when the samples were collected and the person collecting the samples is required. Known standards for comparisons will be collected, stored and sent to the laboratory just as any other evidence.

[83.3.2 Evidence, Laboratory Submission](#)

[*Identification of the Person Responsible for Submitting the Evidence*](#)

The officer submitting evidence which requires a laboratory examination shall prepare a Lab Submission Form and place it in the property locker with the property or black bin. The property room employees are responsible to ensure that all property requiring laboratory submission is taken to an appropriate accredited laboratory within required time limits and that all documentation required for the transfer is complete.

Methods for Packaging and Transmitting Evidence to the Laboratory

Officers submitting property to the property room are responsible for packaging the evidence in an appropriate evidence container. The evidence will be entered into PMI Evidence Tracker as required by Directive 84.1.

The property room custodians or designee are responsible for the transporting of evidence to an accredited laboratory. They shall ensure that the property is properly packaged as to isolate and protect the property from deliberate tampering or accidental contamination.

- Liquids shall be packaged in such a way to ensure that no leakage will occur.
- Body fluids or parts shall be packaged to prevent exposure and will have no less than one Biohazard label affixed in a prominent place.

Types of Documentation to Accompany Evidence to the Laboratory

Whenever property is transferred to a laboratory the transfer of such property shall be documented on the PMI Property Receipt Form and appropriate Lab Submission form. The documentation will include at a minimum:

- Property Number;
- Date Out;
- To Whom it was Released and for what Reason.

Receipts to Ensure Maintenance of Chain of Evidence

Whenever property is transferred to or from a laboratory the transfer of such property shall be documented in writing. Whenever property is transferred to a laboratory, the property custodian shall obtain an Evidence Submission Form/Receipt of Property form from the laboratory. Upon release of the property from the laboratory, the property room custodian shall obtain an evidence release receipt from the laboratory.

Stipulation that Laboratory Results be Submitted in Writing

Property shall only be sent to an accredited laboratory that will provide a written copy of their findings, and such copy shall be required. The officer receiving such document shall forward it to be filed in the case file.