



POLICE SCIENCE

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be carefully classified, identified, documented and safeguarded. The report that is utilized to record all property is the **PROPERTY CLERK INVOICE (PD521-141)**, also referred to as a **PCI**. There are also other forms and items related to the processing of property. The following is a list of commonly used items:

- **Property Clerk Invoice Worksheet (PD521-141A)**
- **Property Clerk Invoice (PD521-141)**
- **Property Transfer Report (PD521- 1412)**
- **Request for Laboratory Examination Report (PD521-168)**
- **Notice to Persons From Whom Property Has Been Removed by the Police Department (PD521-124)**
- **Property and Evidence Tracking System Bar-Coded Label**
- **Pre-numbered/Bar-Coded Plastic Security Envelope**
- **Pre-numbered/Bar-Coded Jewelry Security Envelope**
- **Pre-numbered/Bar-Coded Narcotics Evidence Envelope (Misc. 242)**
- **Plastic Bank Deposit Bag**
- **Security Lead Seal**
- **Property Clerk Division Seal**

Categories of Property

Property coming into the custody of the Police Department may be placed into several categories, including:

Arrest Evidence – Property seized for court presentation. Check the appropriate box (Fel., Misd., J.D., VIO.) for the highest grade of crime charged. If charge is Juvenile Delinquency, do not use Fel. or Misd. boxes; check the J.D. box. If a summons was issued in lieu of arrest, enter the summons number in the “Remarks” section. Arrest evidence requires that you enter the full arrest number in the appropriate box.

Investigatory – Property seized for investigation and where a Complaint Report was prepared. The Complaint Report number must be indicated or the property will not be accepted by the Property Clerk Division.

Forfeiture – Arrest evidence or investigatory evidence seized as proceeds of a crime, means of furthering a crime, as means of transporting or concealing illegal substances or that was unlawfully obtained.

DNA Arrest Evidence – Property seized for court presentation containing potentially probative DNA evidence. A member of the service is authorized to collect DNA evidence only when the member is properly trained and equipped to do so.

DNA Investigatory – Property seized for investigation containing potentially probative DNA evidence and a Complaint Report was prepared. The Complaint Report number



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must be indicated or the property will not be accepted by the Property Clerk Division. A member of the service is authorized to collect DNA evidence only when the member is properly trained and equipped to do so.

Safekeeping – Property that will be returned to the owner.

Peddler Property – (including stands and carts) Removed from vendors. Perishable items are **NOT** delivered to the Property Clerk Division.

Decedent's Property – Personal property of decedent (do not use for homicide evidence). Name and address of deceased shall be entered under the "Owner's Name" caption. Enter related accident/aided number in the box provided.

Found Property – Used for property found by officer or civilian. Do not use this category for property that requires an investigation (e.g., narcotics, guns, etc.). Describe the circumstances under the "Remarks" section.

Determine True Owner – Used when an occupied vehicle is taken into custody because the true owner cannot be determined and immediate arrest is not warranted.

Parking Enforcement – Utilized by Parking Enforcement for vehicles taken into custody and delivered to one of the Parking Enforcement pounds.

Photo Release – Utilized for stolen recovered vehicles where an arrest is made and the vehicle was not used in conjunction with any other crime.

Rotation Tow – Utilized when non-evidence stolen or apparently abandoned vehicles, including motorcycles, are recovered within New York City and the vehicle qualifies for Rotation Tow.

Other – Used for property that cannot be classified by above categories. Describe circumstances under the "Remarks" section.

Storing of Property

The locations where property will be stored are:

- The property room;
- The narcotics/controlled substances locker;
- The gun locker;
- Property Clerk storage facilities.



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There is a Property Clerk storage facility located in each borough. Ultimately if the property is not disposed of at the command level (returned to the owner, sent to the lab, etc.) it will be forwarded to the Property Clerk Division for final disposition.

Operational Considerations

To avoid confusion, **DO NOT** use "pairs" or "sets" when invoicing property (e.g., a "pair" of trousers, scissors, etc. refers to one item while a "pair" of shoes, gloves, etc., refers to two items.) The term "set" (e.g., chess set, golf set, etc.) does not specifically indicate how many items within the "set." Therefore, when invoicing property, the actual number of items will be entered in the box caption "quantity" on the Invoice and no reference will be made to "pairs" or "sets." When describing jewelry, you will use the type, design, color of metal, color of stones, inscription/markings. Since we are not jewelers, we use general descriptions (example: a gold ring would be listed as a "yellow metal" ring).

Once a Property Clerk Invoice Worksheet has been prepared utilizing the Property and Evidence Tracking System, the desk officer will review it for accuracy, and then submit the Worksheet to the command clerk for entry into the Property and Evidence Tracking System. Though the Patrol Guide specifies that the command clerk will enter the Worksheet into the system the UMOS must be prepared to perform this step in the absence of the command clerk. After the Worksheet is entered into the Property and Evidence Tracking System and the Property Clerk Invoice has been generated, the UMOS will sign the Property Clerk Invoice verifying accuracy and completeness utilizing their username and password. Those UMOS that do not have a username and/or password will sign the Property Clerk Invoice utilizing the digital signature device.

One copy that is generated by the Property and Evidence Tracking System is known as the "ADA Copy" of the Property Clerk Invoice. In arrest cases, this copy must be attached to forms forwarded to court, or brought to the Assistant District Attorney concerned by the arresting officer.

PLASTIC SECURITY ENVELOPES, JEWELRY SECURITY ENVELOPES, NARCOTICS EVIDENCE ENVELOPES, SECURITY LEAD SEALS AND PROPERTY CLERK DIVISION SEALS

Pre-Numbered/Barcoded Plastic Security Envelopes – Used for all small property items **except:**

- Evidence requiring serological examination (blood, semen and other bodily fluids).
- Computer evidence.



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- Jewelry.

When invoicing knives and sharp objects, it is important that they be packaged safely to prevent injuries to those who handle the property.

Pre-Numbered/Barcoded Jewelry Security Envelopes – Used for invoicing jewelry.

Sealing Containers, Plastic Security Envelopes and Jewelry Security Envelopes - In order to properly seal a container (other than a Pre-Numbered/Bar-coded Plastic Security Envelope or Pre-Numbered/Bar-coded Jewelry Security Envelope), a member of the service must:

- Fasten the container securely with EVIDENCE TAPE in a manner to prevent loss/contamination of the evidence and to ensure that if the container is opened there would be obvious damage to the container and/or evidence tape AND sign name legibly across the border between the evidence tape and the container.

A Pre-Numbered/Barcoded Plastic Security Envelope or Pre-Numbered/Bar-coded Jewelry Security Envelope have adhesive on the envelope flap and do not have to be fastened with evidence tape. Seal Plastic Security Envelope by removing paper strip exposing the pre-applied adhesive and fold the top of envelope over aligning blue circles. Sign name, tax number, command and date on pre-printed line with denoted captions.

Pre-Numbered/Barcoded Narcotics Evidence Envelopes – Used for invoicing controlled substances and marijuana. Complete invoicing procedure and usage will be discussed in detail further in the chapter. When invoicing and using a narcotics evidence envelope in conjunction with a new plastic security envelope the seal of narcotics envelope must also be signed.

Security Lead Seals – Utilized when invoicing property:

- Without serial numbers (i.e., jewelry, firearms, etc.);
- Without identifying marks;
- Difficult to describe;
- To increase the control, security and accountability of small property items coming into police custody.



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Request Security Lead Seals from desk officer and place Security Lead Seals on property as required:

- If more than one item to be secured is involved in the same case, only one seal should be used for all the items, if possible;
- Before crimping the seal, twice the space used by the items on the wire should remain unused to permit free movement of the items for inspectional purposes;
- Attach seals in presence of desk officer and other interested parties;
- Record serial numbers of Security Lead Seals used on Property Clerk Invoice alongside the description of the article and in Activity Log.

The following procedures are performed under the supervision of the desk officer:

- Complete captions on the envelope and attach Security Lead Seals, where necessary.
- Place items in envelope and seal in accordance with instructions on envelope.
- Enter or scan barcode of Plastic Security Envelope or Jewelry Security Envelope during packaging when creating Property Clerk Invoices utilizing the Property and Evidence Tracking System.
- Present sealed Plastic Security Envelope to the desk officer. The desk officer will examine the envelope(s) to ensure that it is properly sealed and contents match the description of the Property Clerk Invoice.

Property Clerk Division Seals – Used for securing unlicensed peddler's food and/or property. (also known as a "Plastic Security Seal")

Notice to Persons from Whom Property Has Been Removed by the Police Department (PD521-124)

The Notice contains information to assist crime victims/complainants in recovering property invoiced as evidence and will assist the District Attorney's office and the Property Clerk in expediting the return of crime victims'/complainants' property. Property held as arrest evidence by this Department may only be returned by the Property Clerk after the owner has obtained a release from the District Attorney. The Notice informs the crime victim/complainant of the procedure to be followed in obtaining a District Attorney's release for their property.



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Retention of Invoiced Property

The **Request for Retention (PD521-169)** is a form that is prepared utilizing the Property and Evidence Tracking System. It must be completed when property/evidence invoiced as Investigatory or DNA Investigatory is required to be retained longer than the one year limit for general property, or the 15 day limit for motor vehicle/boats. This form must be filled out for each Invoice requested to be retained by the Property Clerk Division.

The **Request For Invoice Change Of Category (PD521-167)** is a form that is prepared utilizing the Property and Evidence Tracking System which must be completed whenever it becomes necessary to change the category of property that was previously invoiced under a different category (i.e., changing an Invoice that was previously categorized as Investigatory Evidence to Arrest Evidence).

Property That Requires a Separate Invoice

The following types of property require their own separate Invoices, no other types of property can be included on the same PCI as these:

1. Different property type (firearms, controlled substances, currency, jewelry, vehicles/boats, general property, forensic evidence and explosives);
2. Different property categories;
3. Different owners;
4. Property that will be delivered to different locations (e.g., Police Laboratory, Property Clerk Division, Bomb Squad, OCME, etc.);
5. Bloodstain, DNA, serology, or other biological evidence.

For items that require laboratory analysis, list each piece of evidence as a separate item on the Property Clerk Invoice (PCI). Each item will be given a separate "item number" on the PCI and each item of evidence will be specifically described by the invoicing member. (Note: Do not put any other items not going to the laboratory on this same PCI) Package evidence as per Department procedures and write the corresponding PCI number, as well as, the "item number" on the outside of each package/container submitted to the laboratory. If the evidence being submitted for analysis is secured in multiple packages/containers, mark each package/container as "Bag 1 of __, Bag 2 of __". Prepare a Request For Laboratory Examination Report as appropriate utilizing the Property and Evidence Tracking System and submit evidence with the Property Clerk Invoice and Request for Laboratory Examination Report to the desk officer for review.



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Practical Evidence Collection

Jewelry – Jewelry will be invoiced separately from other property and be placed in a Jewelry Security Envelope. The envelope number will be entered on the invoice. The number of items of jewelry enclosed will be limited to that amount which will permit individual inspection of the contents. The security lead seal number shall be entered in the “peddler/lead seal no.” caption on the Property Clerk Invoice Worksheet. Do not enter a dollar amount of what you believe the jewelry is valued at.

Prescription Medication – Prescription medication that is possessed by a person or a prisoner will be invoiced separately from other property.

Arson – Accelerant or other flammable material that comes into custody of the Police Department should be placed in a clean, airtight, metal or glass container, sealed with evidence tape, and immediately delivered to the Police Laboratory. This type of evidence should be handled in a well-ventilated area.

Alcohol – The container will be corked closed and secured, around the opening, with evidence tape. The container can be placed in a Plastic Security Envelope. The container should be stored in an upright position until delivery to the laboratory. Alcohol will only be submitted to the Police Laboratory in relation to an arrest for violation of Section 1192 of the Vehicle & Traffic Law (Driving While Intoxicated) and an open container of alcohol is seized.

Bloodstains/Serology/DNA/Other Biological Evidence – (except firearms) This type of evidence should be delivered to the Police Laboratory for examination. Bloodstains, serology, DNA or other biological evidence and any other body fluid/biological evidence should be packaged in paper bags or boxes. Do not seal in a Plastic Security Envelope. Additionally, an orange Bio-hazard Label must be affixed to the package.

Bloodstain, DNA, serology, or other biological evidence must be refrigerated; therefore, it must be delivered to the Police Laboratory IMMEDIATELY.

Note: When circumstances exist that require the immediate delivery of DNA evidence from the command direct to the Police Laboratory, and subsequently, immediately and directly to the Office of Chief Medical Examiner (OCME), comply with P.G. 218-49 *Immediate Delivery of DNA Evidence to the Police Laboratory and the Office of the Chief Medical Examiner (OCME)*.

Questioned Documents – Any piece of paper, where the authenticity of the writing or the source of the writing must be determined, will be submitted to the Document Fraud Squad. These items include, but are not limited to, checks, bank robbery notes, and harassing letters. The evidence may be secured in a Plastic Security Envelope. DO



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NOT write on the security envelope when evidence is inside. Cardboard inserts should be used in the security envelope to prevent evidence from bending or folding.

Hair and Fiber – Evidence that contains possible hair and/or fiber evidence should be handled carefully to prevent loss of any evidence. If the evidence is wet or bloodstained, or has other serological or biological evidence thereon, it should not be packaged in plastic, instead it should be placed in a sealed paper bag. If the evidence is dry, and it does not have bloodstain, serological, DNA or other biological evidence thereon, it should be packaged in a Plastic Security Envelope or any bag/container that will prevent the hair or fiber evidence from being lost.

Latent Fingerprints – Handle objects carefully to avoid destroying possible prints and transferring your own fingerprints onto the object. Latex gloves should be worn. Avoid crushing, bending, folding the evidence. Items being delivered to the Police Laboratory for fingerprint analysis should be placed in a plastic bag, not a paper bag (if item required for prints and bloodstain serological/ DNA other biological evidence, then place in a paper bag).

Locks – If a lock is submitted to the Police Laboratory for analysis, then the key to that lock must also be invoiced and submitted to the Laboratory. If no key is available, do not submit the lock for analysis.

Note: All evidence containers, other than Plastic Security Envelope should be sealed with evidence tape in a manner to prevent loss of the evidence and to prevent contamination. The invoicing member's signature must be placed across the seal to maintain the chain of custody.

PROCESSING EVIDENCE RELATED TO SEX OFFENSES

Sexual Offense Evidence Collection Kit

The Sexual Offense Evidence Collection Kit is used by physicians in hospitals to gather evidence from a victim of a sex offense. If the sexual offense occurred within the previous 72 hours, this kit shall be used. The kit is used to standardize the collection and processing of evidence in sex crime cases. It contains slides, swabs and envelopes to collect evidence. Sexual offense evidence (not including the Sexual Offense Evidence Collection Kit) is defined as bloodstains, serology, body fluids and/or other biological evidence (clothing, bedding, undergarments, etc.) to be analyzed for the purpose of obtaining a DNA profile.

A sexual offense is one of the following crimes:

- Rape



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- Criminal sexual act
- Aggravated sexual abuse
- Sexual abuse
- Sexual misconduct

Drug Facilitated Sexual Assault Blood and Urine Specimen Collection Kit

A Drug Facilitated Sexual Assault Blood and Urine Specimen Collection Kit will be utilized for the collection of blood and urine when it is suspected that the sexual offense is drug facilitated within 96 hours of when the victim last remembers having a drink. This kit is separate from the Sexual Offense Evidence Collection Kit. This kit is composed of two grey-topped blood tubes and a urine container for the collection of specimens, and must be invoiced, on a separate Property Clerk Invoice, with a separate Request for Laboratory Examination Report (for toxicology).

If it is suspected that the victim of a sexual assault was drugged (based on victim or witness statements, or other evidence), investigating officers must inform hospital personnel and request that this kit be used. This kit must then be immediately taken to the Medical Examiner - Evidence Unit for testing via the NYPD Police Lab – Forensic Investigation Division.

Upon completion of the medical examination:

- Take possession of the Sexual Offense Evidence Collection Kit and/or Drug Facilitated Sexual Assault Blood and Urine Specimen Collection Kit, if used, and all other sexual offense evidence upon completion of medical examination.
- Ensure that physician and complainant's names are entered in the appropriate caption and sign for evidence in the appropriate caption.
- Remove evidence to precinct of occurrence and prepare a Complaint Report Worksheet, Property Clerk Invoice Worksheet utilizing the Property and Evidence Tracking System and Request for Laboratory Examination Report.

When the Sexual Offense Evidence Collection Kit is sealed by hospital personnel, the seal may only be broken by a member of this Department who is authorized to do so.

EVIDENCE REQUIRING LABORATORY ANALYSIS

To assist UMOS in delivering evidence to the Police Laboratory, the Department utilizes the Request for Laboratory Examination Report and Property Transfer Report in



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most cases. The Property Transfer Report is mostly used by the desk officer, however, the Request for Laboratory Examination Report, may be used by a police officer invoicing evidence requiring analysis.

For each Property Clerk Invoice that will be submitted to a laboratory for analysis always prepare a Request for Laboratory Examination Report with the exception of narcotics in most cases.

The Police Laboratory will only accept a Property Clerk Invoice that contains detailed and specifically itemized descriptions of the property submitted:

- Vague, non-detailed descriptions are unacceptable, e.g., “one sealed bag containing miscellaneous items.”
- Improperly prepared Invoice(s) will be returned to the invoicing command.
- The invoicing command will be required to correctly prepare the Invoice and re-deliver the evidence to the lab immediately.

Preparation of the Request for Laboratory Examination Report

The proper preparation of a **Request For Laboratory Examination Report (PD521-168)**, utilizing the Property and Evidence Tracking System, is extremely important. The Police Laboratory cannot properly process or examine evidence if you do not make specific requests for the type of test you want performed. For example, when a firearm is invoiced and you wish to determine whether the firearm is operable, you can request a “Ballistics Exam.” If more specific tests are needed, describe what you wish to be done. If you wanted to know how far the firearm was from the victim of a shooting when fired, you must specifically ask for this to be determined.

Completely fill in all captions giving a clear description of what occurred, where the evidence came from and what questions you may want the lab to answer. Information relative to the complaint, offense and defendant/suspect should be as complete as possible, this is necessary to associate *Modus Operandi* of cases.

When completing the “Evidence Submitted” captions, use the exact same item number, description, and identifying marks as stated on the Invoice. The caption “Where Obtained” asks you to indicate from whom, or from what location, you received these items. Were they obtained from the defendant’s right shirt pocket, or from a suspect’s car? Was the firearm from under the roof landing of 235 E. 20th St? **BE SPECIFIC.**



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Processing Evidence Collected by Crime Scene Unit

When evidence is collected by a member of the Crime Scene Unit, the evidence will be packaged, sealed and labeled by the Crime Scene Unit member. These packages/containers will not be opened by the member assigned to invoice the evidence. The Crime Scene Unit member will prepare a handwritten copy of a Request For Laboratory Examination Report. The handwritten Request For Laboratory Examination Report will also describe the specific manner in which the items are to be invoiced and listed on the Property Clerk Invoice(s) and the type of forensic examination required.

The handwritten copy of the Request For Laboratory Examination Report prepared by the Crime Scene Unit member and the packages/containers to be invoiced will be delivered to the invoicing member for preparation of the Property Clerk Invoice. The handwritten copy of the Request for Laboratory Examination Report must be attached to the packages/container by the invoicing member prior to the delivery of the evidence and Property Clerk Invoice to the Police Laboratory.

Common Criminalistics Discrepancies on Property Clerk Invoices Submitted to the Police Laboratory

Uniformed members of the service are reminded that all property Invoices must be thoroughly and accurately completed before evidence is submitted to the Police Laboratory for testing. Below is a listing of common discrepancies describing administrative errors and inconsistencies regarding invoiced evidence received, as identified by laboratory personnel.

Common Discrepancy

Invoice lists Item #1 as (1) pair of pants. The examiner found (1) blue jean pants, (1) brown belt, and (2) condoms sealed in wrapper.

Solution - Examine all evidence thoroughly, especially items of clothing. In cases where it is consistent with personal safety and will not cause a loss of trace evidence, examine all evidence and clothing by first peering into the pockets to ensure other items which may be contained therein are properly accounted for. List all items separately, stating where they were found (i.e., Item #1 (1) blue jean pants, Item #2 (1) brown belt on Item #1, Item #3 (2) condoms sealed in wrapper, recovered from right, front pants pocket. Never seal the brown paper bag before the supervisor reviews the evidence and the Invoice.

Note: DNA evidence should be collected and packaged by ECT/CSU at the scene, barring exigent circumstances. Invoices should be entered **verbatim** from the 'scratch' copy. Bags containing personal property



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recovered from a hospital or directly from the victim should be examined by ECT/CSU, if possible. In all cases, list each piece of evidence requiring laboratory analysis as a **separate** item.

Common Discrepancy

Invoice lists “fifty-four (54) sheets of blue paper with writing.” Examiner found fifty-seven (57) sheets of blue paper with writing.

Solution- Accurately count all items to be invoiced, count in groups of 5 or 10 and count several times to verify the number is correct.

Common Discrepancy

Invoice lists Item #1 as “two (2) envelopes with two (2) letters.” The examiner found two (2) envelopes. There were no letters.

Solution - Accurately account for all items listed on the Invoice before sealing the Plastic Security Envelope. Never seal the plastic evidence bag before the supervisor reviews the evidence and the Invoice.

Common Discrepancy

Invoice lists “one (1) black shirt.” The examiner found one (1) red shirt.

Solution - Examine all evidence carefully under good lighting conditions. Never seal the brown paper bag before the supervisor reviews the evidence and the Invoice.

Common Discrepancy

Invoice lists Item #1 as “one (1) black pair of jeans.” The examiner found one (1) black jean pants, one (1) charm bracelet inside the left front pocket of jeans.

Solution - In cases where it is consistent with personal safety and will not cause a loss of trace evidence, examine all evidence and clothing by first peering into the pockets to ensure other items which may be contained therein are properly identified and listed as separate items on the Invoice. Failure to account for all items, such as the above charm bracelet which could potentially be important evidence, could prevent the investigator from making an arrest when one may have been possible. In this case, the charm bracelet recovered from the suspect’s jeans belonged to the victim.



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Processing Computer Evidence

Today, most homes and businesses are equipped with personal computers. Most of these computers are for personal or business use; however some are used to commit crimes.

The Computer Crimes Squad within the Detective Bureau is responsible for assisting in the investigation of complaints, involving the use of computers, and for enhancing arrests, preserving evidence and providing expert testimony in court. The unit is also responsible for providing technical assistance in properly securing computer evidence, conducting computer forensic examinations and preparing warrants. Officers must notify the Computer Crimes Squad between 0600 to 2000 hours, Monday through Friday. All other times you will notify the Office of the Chief of Detectives. Properly mark all computer evidence as follows:

- Affix identifiable mark to hardware.
- Label items to indicate which peripherals were connected together (i.e., monitor 1, CPU 1, keyboard 1), and tag all wires indicating which peripheral they were attached to.
- Count and package similar floppy disks in paper envelopes, however, do not remove any disk(s) from disk drives. These will be secured by affixing a strip of masking tape across the drive's opening. The invoicing officer will initial the masking tape.
- Plastic Security Envelopes should **not** be used when invoicing floppy disks because they can cause a discharge of static electricity which can destroy the data on the disk.
- Do not write on floppy disks utilizing ball point pens. Utilize labels or felt tip markers.
- Invoice all computer related evidence, which are to be delivered to Computer Crimes Squad separately from other property being invoiced.
- Prepare Request for Laboratory Examination Report and a Property Transfer Report utilizing the Property and Evidence Tracking System.
- Present Property Transfer Report when delivering computer evidence to Computer Crimes Squad.



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Found Property

Found property valued at ten dollars or more is required to be reported to and deposited with the police. Upon coming into possession of found property:

- If property is turned in at command, the command clerk will prepare the Property Clerk Invoice utilizing the Property and Evidence Tracking System. The command clerk will print and give the finder the appropriate copy of the Property Clerk Invoice as receipt.
- If delivered to member on patrol, prepare appropriate captions on Department form **Collision Information Exchange/Acknowledgment of Found Property (PD301-092)**, including a description of the property and signature of receiving member.
- Enter facts in your Activity Log.
- Prepare a Property Clerk Invoice as appropriate, utilizing the Property and Evidence Tracking System and submit it along with the property to the desk officer.
- Digitally sign Invoice verifying accuracy and completeness by utilizing username and password.

If a member of the service comes into possession of found property on patrol, they shall notify the patrol supervisor and expeditiously invoice the property at the command.

If a member of the service comes into possession of found property - other than U.S. currency or contraband - on the subway system, deliver such property to NYC Transit Railroad Clerk for forwarding to the NYC Transit Lost Property Office.

Prisoner's Property

A prisoner's personal property that will be invoiced for safekeeping will always be invoiced separately from other property. If you have multiple arrests regarding a single incident, you must invoice each prisoner's personal property separately. If arrest evidence is recovered from multiple prisoners in a single incident, invoice the property recovered from each prisoner on a separate Property Clerk Invoice. Also, include the names and arrest numbers of the other prisoners arrested during a single incident on each Property Clerk Invoice in the appropriate section.



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INVOICING CURRENCY

Currency comes into the possession of the Police Department under a variety of circumstances, two general categories are: evidence, such as proceeds from a crime, marked money used in an investigation, etc.; and non-evidence, generally either found money or property of a deceased person. Prior to preparing the Property Clerk Invoice, it is necessary to be able to identify money which has special value, and the specific invoicing procedure for such property.

When listing U.S. currency, each denomination will be given a separate item number, and the quantity of each denomination will be entered. U.S. coins, however, will be entered as a single item, with the total number of all coins entered in the quantity column. The value of

U.S. currency will ONLY be entered in the Cash Value column and totaled at the bottom of this column.

ITEM	QUANTITY	DESCRIPTION	CASH VALUE	
1	5	USC \$20.00 bill	\$100	.00
2	6	USC \$10.00 bills	\$60	.00
3	3	USC \$1.00 bills	\$3	.00
4	11	USC assorted coins	\$1	.38

Numismatic Value - Includes all gold coins (new U.S. gold \$1.00 coin is not considered numismatic), all U.S. silver coins bearing a date of 1964 or prior, and extremely old bills.

Sentimental - special markings and/or special packaging such as:

- Bills placed in frames;
- Bills taped on store walls;
- Bills marked ("Happy 5th Birthday Robert"), etc.

When determining numismatic/sentimental value, members should be guided by the circumstances under which the currency was found (e.g., location, type of packaging, special markings, encased in frames or books, etc.) If doubt exists, such currency will be deemed to have numismatic/sentimental value, and will not be deposited in a bank.



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Processing Currency That are Non-Sentimental/Numismatic and NOT Required as Evidence:

- Prepare Property Clerk Invoice Worksheet as appropriate utilizing the Property and Evidence Tracking System and make entry in Activity Log;
- Deliver Property Clerk Invoice Worksheet and currency to desk officer;
- Desk officer will directly supervise invoicing officer when placing currency into the plastic bank deposit bag.

The plastic bank deposit bag contains two (2) pouches and a detachable receipt. Currency and the last copy of deposit slip are to be inserted into the larger pocket of the plastic bank deposit bag. The remaining parts of the deposit slip will be inserted into the smaller pocket. The protective strip will be removed exposing the adhesive and the plastic bank deposit bag will be sealed. The receipt on the flap of the plastic bank deposit bag, listing the pre-printed serial number, will be removed and attached to the

Property Clerk Invoice. The plastic bank deposit bag will then be deposited at an authorized bank night deposit vault. The bank night deposit vault will be utilized regardless of the time of day.

Processing Possible Numismatic / Sentimental Currency:

Follow normal invoicing procedures, except:

- **Do Not** deposit into bank;
- **Do Not** initial or stamp;
- Indicate on Property Clerk Invoice under “remarks” possible numismatic/sentimental currency;
- Itemize coins by quantity;
- **Do Not** enter monetary value in “Cash Value” column;
- Record by denomination, include serial number;
- Utilize Plastic Security Envelope.

Processing Currency Required as Evidence:

- Inform desk officer of details and count currency in their presence. The desk officer will determine if currency will be marked with the evidence stamp.
- If currency is stamped, the invoicing officer will initial the face of each bill and prepare a Property Clerk Invoice Worksheet utilizing the Property and Evidence Tracking System.
- If currency is marked with evidence stamp, list each denomination as a separate item and indicate quantity of each denomination.



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- If the currency is S.N.U.F.B. (see below), it will NOT be stamped. List each denomination as a separate item and indicate the quantity of each denomination. The serial number of each bill must also be listed.
- Verify amount listed on the Property Clerk Invoice Worksheet, insert currency in pre-numbered/bar-coded Plastic Security Envelope.
- Present Plastic Security Envelope and Property Clerk Invoice Worksheet to desk officer.
- Seal Plastic Security Envelope in presence of desk officer.
- Enter facts in Activity Log.

Currency will not be stamped if (S.N.U.F.F.B.):

- **Sentimental;**
- **Numismatic;**
- **Unaltered;**
- **Foreign;**
- **Forfeiture;**
- **Bloodstained.**



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*Unaltered = currency that must remain in its original condition because it is treated with dye, marked, or is marked with fluorescent powder.

S.N.U.F.F.B. CURRENCY (Regardless If It Is Evidence or Non-Evidence):

DO:

1. Record by denomination
2. List each serial number
3. Send to Property Clerk Division

DO NOT:

1. Stamp
2. Initial
3. Sent to bank

EVIDENCE		NON-EVIDENCE	
SENTIMENTAL NUMISMATIC UNALTERED FOREIGN FORFEITURE BLOODSTAINED \$	OTHER \$	SENTIMENTAL & NUMISMATIC \$	OTHER \$
DON'T STAMP	STAMP	DON'T STAMP	
DON'T INITIAL	INITIAL	DON'T INITIAL	
RECORD BY DENOMINATION		RECORD BY DENOMINATION	
INCLUDE SERIAL #	NO SERIAL #	INCLUDE SERIAL #	NO SERIAL #
SEND TO PROPERTY CLERK DIVISION	SEND TO PROPERTY CLERK DIVISION	SEND TO PROPERTY CLERK DIVISION	DEPOSIT IN BANK NIGHT DEPOSIT VAULT

Processing of Currency/Negotiable Instruments for Forfeiture

There will be times when a police officer has to invoice property that will be forfeited by an individual.



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Forfeitable property consists of those assets for which probable cause exists that:

- Such property was used to facilitate a crime, or
- Such property represents the proceeds or substituted proceeds of a crime.

Substituted proceeds of a crime are items of property that have been received in exchange for the actual proceeds of a crime.

- For example, if currency obtained in exchange for illegal drugs is subsequently used to purchase an automobile, the currency is the proceeds of a crime, and the automobile is the substituted proceeds of a crime.

Negotiable instruments are cash equivalents such as money orders, traveler's checks, bank checks, etc.

When a uniformed member of the service seizes U.S. currency and/or negotiable instruments valued at one thousand dollars (\$1,000+) or more that are deemed forfeitable, the member will:

1. Notify the Asset Forfeiture Unit, twenty-four hours a day, seven days a week and request a Forfeiture Log Number(s) for the seized property. (Should an Asset Forfeiture Unit investigator determine that seized property is not forfeitable, follow normal invoicing procedures.)
2. Prepare a Property Clerk Invoice Worksheet utilizing the Property Evidence and Tracking System.
3. Select "FORFEITURE" as property category.
4. Do not categorize forfeiture property as arrest evidence, unless it is an element of a criminal charge being lodged against a defendant.
5. Include the Forfeiture Log Number and an indication that this is property being "Held for Forfeiture," in the "Remarks" section of the Property Clerk Invoice Worksheet.
6. Make an Activity Log entry.
7. Deliver Worksheet and currency/negotiable instrument to desk officer.



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U.S. currency processed for forfeiture will NOT be “Evidence” stamped and WILL BE deposited in the local authorized bank. Negotiable instruments will NOT be “Evidence” stamped and will be forwarded to the Property Clerk Division.

Counterfeit Money

When counterfeit money is detected and it is determined that the passer is an innocent victim or there is no indication who passed it:

- Have person write name and date across the face of the bill or scratch initials on coin.
- Sign rank, name, shield number and date on bill or scratch initials on coin.
- Take possession and report to desk officer.

Counterfeit money is not invoiced. It is sent to the patrol borough (except in an arrest situation where it is treated as evidence and invoiced). It will then be forwarded to the United States Secret Service.

TEMPORARY REMOVAL OF INVOICED PROPERTY FROM THE COMMAND

When it is necessary to temporarily remove invoiced property from the command to court or other authorized agency, the uniformed member will:

- Request property from the desk officer (give a reason for removal).
- Digitally sign Property Transfer Report and have fingerprint captured utilizing the digital signature device.
- Receive Property Transfer Report and property from desk officer.

When property is to be returned to the command, the uniformed member will:

- Obtain receipt if property is retained by court or other authorized agency and make Activity Log entries.
- Deliver property or receipt to desk officer.

REMOVAL AND RETURN OF EVIDENCE TO PROPERTY CLERK DIVISION

When evidence, in custody of the Property Clerk, is required in court or other authorized agency, the UMOS will request evidence from member assigned to Property Clerk facility and:

- Give Property Clerk Invoice number;
- Present shield and Identification Card;
- Receipt for evidence as required;
- Take Police Laboratory Controlled Substance Analysis Report (PD521-



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153) to court with controlled substances/marijuana evidence.

A uniformed member of the service not listed on the invoice as the arresting/assigned officer must present written authorization from their commanding officer to remove evidence. When court is adjourned for the day:

- Obtain receipt for evidence, if held by court, District Attorney or other authorized agency.
- Obtain copy of court order from court clerk and receipt from claimant if court directs release of property.
- Deliver packages of controlled substances/marijuana, which have been opened in court, to Police Laboratory for repackaging and sealing.
- Telephone appropriate Property Clerk facility in advance and prior to closing for instructions regarding return of property and/or receipt if delayed in court and unable to return property as required.
- Inform member at Property Clerk facility of estimated time of dismissal from court or arrival at Property Clerk facility.
- Deliver property or receipt to designated precinct desk officer if instructed to do so by member of the Property Clerk.

If property or receipt for property is not returned to Property Clerk Division, a Finest Message will be transmitted to all commands including the Invoice number, name, shield number, and command of member of the service who failed to return property.

PROCESSING CONTROLLED SUBSTANCES OR MARIJUANA

The procedure for invoicing any controlled substance or marijuana requires that the items be marked with the officer's initials and then consecutively numbered. If, for example, Officer Katherine Roberts seized 100 glassine envelopes, they would all be initialed and then sequentially labeled as "K.R. 1 of 100," "K.R. 2 of 100," etc., until "K.R. 100 of 100," (the last glassine envelope) was reached. After this, the items must be packaged.

In general, such items should be placed into a **Narcotics Evidence Envelope** and **then** placed into a **Plastic Security Envelope**. All captions on each envelope must be complete. **Both** envelopes must be completely sealed, signed, and dated by the invoicing officer in the presence of the verifying supervisor. Staples should not be used to seal the Narcotics Evidence Envelope. The serial numbers of **both** envelopes must be recorded in the appropriate section of the Property Clerk Invoice. The captions on the Narcotics Evidence Envelope should be visible through the rear of the Plastic Security Envelope.



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However, there are two situations that you may encounter when processing such items, that would either prevent you from using a Narcotics Evidence Envelope or require you to use a Plastic Security Envelope, in addition to a Narcotics Evidence Envelope. These are as follows:

1. The item being packaged is too large to fit into a Narcotics Evidence Envelope. In this case, you should securely wrap the item in a package, secure it with tape, and properly identify it.
2. In certain instances, a controlled substance that contains **phencyclidine (Angel Dust)** will be placed into a Plastic Security Envelope and sealed prior to being placed into a Narcotics Evidence Envelope. This is necessary because Angel Dust can be absorbed into the skin through a Narcotics Evidence Envelope, but not through a Plastic Security Envelope.

The Police Laboratory asks that you **do not use tape** to seal individual items of controlled substance evidence. For example, if you have a number of zip lock baggies, marijuana cigarettes, or envelopes (glassine envelopes, etc.), it is not necessary to tape all the vials or packages together. They should be placed loose into the Narcotics Evidence Envelope (always in the presence of the desk officer), secure it (**do not staple**) and write your name, shield, command and date across the back flap before placing it into the Plastic Security Envelope.

When storing property, certain procedures from the Patrol Guide must be followed to insure that the chain of custody is maintained. Therefore, narcotics, controlled substances, and marijuana must be stored at the command of arrest/occurrence until they are removed to the laboratory and subsequently transported to the Property Clerk Division for safekeeping. This is also true of any evidence that requires a laboratory examination.

You should be aware of the instances when controlled substances or marijuana are to be stored in the command's controlled substance locker.

- Controlled substances or marijuana are **stored in the command** when the weight is **less than eight (8) ounces and fits in the controlled substance locker**.
- Conversely, if the controlled substance or marijuana weighs **eight (8) ounces or more, or is too large** to fit into the controlled substance locker, or it is **the controlled substance KHAT**, it will be **delivered directly to the lab**.

Note: KHAT dissipates quickly if not properly handled, making prosecution for possession/sale difficult. KHAT should be transported in a cool



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environment to protect the integrity of the evidence.

Uniformed members of the service are reminded that all property Invoices must be thoroughly and accurately completed before evidence is submitted to the Police Laboratory for testing. Below is a listing of common discrepancies describing administrative errors and inconsistencies regarding invoiced controlled substances/marijuana received, as identified by laboratory personnel.

Common Discrepancy

The Invoice lists Item #1 as forty-seven (47) zip lock bags containing crack-cocaine. The examiner found forty-eight (48) zip lock bags containing solid material.

Solution - The invoicing officer and the supervisor must accurately count the items to be listed on the voucher. Count the items in groups of five or ten and count several times to ensure accuracy of the count. Never seal the Narcotics Evidence Envelope before the supervisor reviews the evidence and the Invoice.

NOTE: This is the most prevalent error. UMOS will be held **strictly** accountable.

Common Discrepancy

The Invoice lists Item #1 as two (2) plastic bags containing ecstasy pills. The examiner found one (1) plastic bag containing one hundred and twenty (120) tablets and one (1) plastic bag containing ninety-seven (97) tablets.

Solution - The invoicing officer and the supervisor must accurately count **each** of the tablets/capsules to be invoiced. Unless the tablets/capsules are in a factory sealed box (this does **not** include a blister package, which will be counted as separate tablets/capsules), a thorough inventory and count must be taken.

NOTE: A factory sealed container may be glued **and** taped shut by the **manufacturer** (i.e., pharmaceutical company). It can be invoiced as one item containing a **labeled** number of tablets/capsules.

Common Discrepancy

The Invoice listed Item #1 as thirty-two (32) pink pills. The examiner found twenty-eight (28) whole tablets and four (4) partial tablets.

Solution - Many times there are partial tablets invoiced and they are listed or counted as whole tablets. Pills and tablets should be described using shape, color and whole or partial. **Do not** use the term 'half tablet,' use the term partial



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tablet. Pills and tablets of different description must be listed as separate items on the Invoice.

Common Discrepancy

The Invoice listed Item #1 as five (5) decks of heroin. The examiner found fifty (50) glassine envelopes containing solid material.

Solution - Count all items to be listed and ensure that the description is accurate. **Do not** use street terms such as “Deck” or “Dime Bags.” The items should be counted and listed only in common numerical terms. It should have been listed as Item #1 fifty (50) glassine envelopes containing heroin.

Common Discrepancy

The Invoice listed Item #1 as two hundred and seventy-five (275) alleged heroin packaged in zip lock baggies/glassines. The examiner found two hundred and seventy-three (273) zip lock bags containing solid material and two (2) plastic, twist bags containing solid material.

Solution - Distinguish all items to be listed, if there are two different types of plastic bags list them as separate items with separate descriptions. This should have been listed as Item #1 two hundred and seventy-three (273) zip lock bags containing alleged heroin and Item #2 two (2) twist bags containing alleged heroin.

CLANDESTINE DRUG LABS

Clandestine drug laboratories are miniature chemical labs that produce illegal drugs. These labs are usually found in rented garages, basement apartments, and rented multi-dwelling homes where the landlord is absent. These drug laboratories pose serious health hazards to law enforcement personnel. A typical site contains both toxic and volatile chemicals and materials. This exposes those who seize, process, and dispose of these laboratories to unknown dangers. These labs present a variety of physical, chemical and toxicological dangers.

Either brief or extended exposure to hazardous materials can have serious health consequences, depending on the type of chemical and the body’s reaction to it. In order to mask the presence of the lab, the operator foregoes proper ventilation and other safety measures, and confines the area with few access routes and poor lighting.

There also exists the possibility of assault by attack dogs. Booby traps also are being used with increased frequency. There is also the potential for explosions and fire caused by burning cigarettes, sparks from electrical switches, electrical equipment, and



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damaged or mishandled gas cylinders. Before entering a suspected or known drug location – and as a matter of general practice – you should be cautious of certain signs common to these clandestine laboratories. Signs of possible clandestine laboratories include:

- The sight of chemical drums outside the location or in the backyard;
- Unusual chemical odors (the smell of bitter almonds);
- Heavily fortified locations;
- Heavy pedestrian and vehicular traffic during odd hours;
- Persons leaving the location only long enough to have a “smoke.”

SEARCH OF PRISONERS

When searching prisoners, police officers should always be *cautious and thorough*. Always be *cautious* of needles or other sharp objects when frisking/searching individuals. When possible, the officer should ask the person if they have any sharp objects in their possession. To avoid missing small objects secreted on a person, searches should always be *thorough*. Every pocket should be turned inside out and all cuffs (pants, sleeves, and collars) should be rolled down. Pay particular attention to areas which criminals commonly used to store drugs (i.e., the small change pocket on jeans, inside socks, inside shoes/sneakers/boots, inside waistband).

PROCESSING FIREARMS & FIREARM-RELATED EVIDENCE

Police officers on patrol handle and process many different types of firearms. Certain firearms and firearm-related evidence may require a laboratory examination by the Police Laboratory - Firearms Analysis Section; the Office of Chief Medical Examiner (OCME) - Forensic Biology Unit, or both. Other firearms are merely held by this Department for safekeeping purposes. Therefore it is important that you are able to distinguish between these different types of firearms and their procedures.

A firearm which is part of a shooting should not be touched, moved, or disturbed unless absolutely necessary. The same holds true for firearm-related evidence found at such a scene. Firearms may also come into your possession for other reasons (seized for unlawful possession, found, or lawfully possessed property of a deceased person).

Ultimately, all firearms to be invoiced must be unloaded. Whenever possible, the firearm should be made safe without destroying evidence. If a firearm is unfamiliar or it appears to be difficult to unload, safeguard it in its original condition and notify the desk officer. **Do not** attempt to unload it.

When invoicing handguns, rifles, shotguns or toy guns, it is important to describe the items in as much detail as possible. If the serial number of the firearm is missing or removed, a lead seal must be attached for identification purposes. If you are unsure of



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the make, model, caliber or serial number of any firearm, do not guess; list as "unknown."

The maintenance of the "chain of custody" is of considerable importance when a firearm or firearm related evidence is involved. The Firearms Analysis Section, a part of the Forensic Investigation Division, has the responsibility for conducting examinations of firearms and related evidence.

Finally, all laboratory examinations are initiated by the preparation of a Request For Laboratory Examination Report. This form is prepared for all lab exams, including firearms and firearm-related evidence examinations.

The New York City Police Laboratory is mandated to remain accredited by the New York State Commission on Forensic Science therefore it is imperative that Department procedures for invoicing firearms are followed closely. By adhering to procedure, the Department can ensure that all firearms and firearm-related evidence coming into possession of the Department are properly marked, packaged, sealed, and invoiced in order to properly secure and maintain a continuous chain of custody.

Definitions

Firearm - The Department's definition of a firearm includes:

- a. Any rifle, shotgun, pistol, revolver, derringer, machine gun, etc., with or without a rifled bore.
- b. Any starter's pistol, zip gun, air gun, CO2 hand/long gun, etc.
- c. Any type of homemade, modified, converted, etc., weapon.
- d. Any type of simulated firearm such as a toy gun, imitation pistol, etc.

Cartridge - Live ammunition. A cartridge consists of a bullet (projectile), and a shell casing together as one (1) unit. Cartridge(s) will be distinguished based upon the location from which the cartridge was recovered:

- Cartridge removed from the **chamber** of a firearm.
- Remaining cartridge(s) removed from a firearm, other than the cartridge removed from the chamber (i.e., removed from **magazine** or removed from **cylinder**).
- Cartridge(s) **not** removed from a firearm but seized in connection with the recovery of a firearm from a person, object, or location **and** there is no need to establish a crime scene.



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Example: cartridge(s) seized from a person's clothing in connection with an arrest where a firearm is recovered; **or**, cartridge(s) seized from a home during an investigation where a firearm is recovered and there is no need to establish a crime scene because all of the perpetrators are identified.

- Cartridge(s) not removed from a firearm but recovered from a **crime scene** where a firearm may or may not have been recovered.

Example: cartridge(s) found lying in the street after a shooting; or, cartridge(s) found lying on the floor in an apartment or automobile after a robbery.

Fired Bullet - That part of a cartridge which has been fired through the barrel of a firearm (usually lead, metal-jacketed lead or coated lead). A fired bullet may break into pieces of lead, coated lead, metal-jacketing, metal-jacketing attached to lead, etc.

Shell Casing - Metal casing part of the cartridge remaining in or ejecting from a firearm after the fired bullet leaves the firearm's barrel.

Properly "Marking" Firearms and Firearm-Related Evidence

Members of the service will utilize a scribe or other sharp writing instrument to scratch their **initials** and a **unique consecutive number** on each firearm and each item of firearm-related evidence.

Example: The following is recovered at a crime scene: 1 fired bullet, 3 shell casings, a semiautomatic pistol with 1 cartridge in the chamber, and 4 cartridges in the magazine. This evidence should be marked as follows:

Firearm - numbered "1"
Magazine - numbered "2"
Cartridge in the chamber - numbered "3"
Cartridges in the magazine - numbered "4" through "7"
Three (3) shell casings - numbered "8" through "10"
Fired bullet - numbered "11"

Properly "Sealing" a Container

In order to properly seal a container (other than NYPD Plastic Security Envelope), a member of the service must fasten the container securely with **evidence tape** in a manner to prevent loss/contamination of the evidence and to ensure that if the container is opened there would be obvious damage to the container and/or evidence



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tape and sign name legibly across the border between the evidence tape and the container.

Note: An NYPD Plastic Security Envelope has adhesive on the envelope flap and does not have to be fastened with evidence tape; however, the officer's name must be legibly signed across the border between the flap and the envelope.

Step-by-Step Procedure

Whenever a firearm as defined above, and/or firearm-related evidence comes into the possession of a member of the service, in addition to other required actions:

1. ***Do not touch, move or disturb any firearm and/or firearm-related evidence that may become part of a crime scene except when absolutely necessary, e.g., large crowd gathering, rendering aid to a victim, etc.***
2. ***Unload cartridge(s) from cylinder, chamber, and/or magazine of a firearm.***
 - a. To prevent possible destruction of fingerprints or other forensic evidence, do not handle unnecessarily.
 - b. If a firearm is unfamiliar or it appears to be difficult to unload, safeguard in original condition and notify desk officer.
3. ***Mark, package and seal the cartridge removed from the chamber of the firearm.***
 - a. Mark the ***bullet portion*** of the ***cartridge***; do not mark the metal shell casing portion. Do not mark the cartridge if it is too small or deformed.
 - b. Package and seal in a container/envelope. Write initials, unique consecutive number and "***Cartridge Removed from Chamber***" on the container and include the serial number of the firearm/lead seal.
4. ***Mark, package and seal ALL cartridges removed from the firearm other than the cartridge removed from the chamber.***
 - a. Mark the ***bullet portion*** of the ***cartridge(s)***; do not mark the metal shell casing portion. If the cartridge is too small to mark or deformed, package each cartridge that cannot be marked in a separate container/envelope, seal it, write initials and unique consecutive number on the container and package in conformance with step 4b.



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- b. Package and seal all cartridges removed from the firearm other than the cartridge removed from the chamber in **one** evidence container/envelope. Write “**Cartridge(s) Removed from Firearm**” on container and include the serial number of the firearm/lead seal.
5. **Mark, package and seal ALL cartridge(s) NOT removed from a firearm but seized in connection with the recovery of a firearm from a person and/or location AND there is no need to establish a crime scene.**
 - a. Mark the **bullet portion** of the **cartridge(s)**; do not mark the metal shell casing portion. If the cartridge is too small to mark or deformed, package each cartridge that cannot be marked in a separate container/envelope, seal it, write initials and unique consecutive number on the container and package in conformance with step 5b or 5c, as applicable.
 - b. **Do not** package cartridges removed from a person in the same container/envelope as cartridges removed from a location. All cartridges removed from the **same person** will be packaged in one (1) container/envelope and cartridges removed from different persons will be packaged in separate containers/envelopes. Write the name and date of birth of the person from whose clothing the cartridge(s) were recovered and the words “**Cartridge(s) Removed from Clothing**” on each separate container and include the serial number of the firearm/lead seal.
 - c. **Do not** package cartridges removed from a location in the same container/envelope as cartridges removed from a person. All cartridges that were seized from the **same location** will be packaged in one (1) container/envelope and cartridges removed from different locations will be packaged in separate containers/envelopes. Identify the location from which the cartridge(s) were recovered on each separate container and include the serial number of the firearm/lead seal.

Note: If one (1) or more boxes containing cartridges are seized in connection with the recovery of a firearm and there is no need to establish a crime scene, package the entire box or boxes in an appropriate container and seal. Write initials and unique consecutive number on the outside of the container. It is not necessary to individually mark the bullet portion of each cartridge in the box.
6. **Mark, package and seal ALL cartridges that were NOT removed from a firearm BUT were recovered from a crime scene where a firearm may or may not have been recovered.**
 - a. Mark the **bullet portion** of all of the **cartridges**. Do not mark or place any



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scratches on the metal shell casing portion of the cartridges. If a cartridge is too small to mark or deformed, write initials and unique consecutive number on the container/envelope in which the cartridge is packaged.

- b. Package and seal each individual cartridge in a separate container/envelope. **Never** place two (2) or more individual cartridges in the same container/envelope.
7. **Mark, package and seal ALL fired bullets recovered from a crime scene.**
 - a. Mark the **bottom/base** of all of the **fired bullets**. **Do not** mark or place any scratches on or near the sides of the fired bullets. If a fired bullet is too small to mark or deformed, write initials and unique consecutive number on the container/envelope in which the fired bullet is packaged.
 - b. Package and seal each individual fired bullet in a separate container/envelope. **Never** place two (2) or more individual fired bullets in the same container/envelope.
 8. **Mark, package and seal ALL shell casing(s) recovered from a crime scene.**
 - a. Mark the **inside of** all of the **shell casings**. DO NOT mark or place any scratches on the exterior or bottom of the shell casings. If a shell casing is too small to mark or deformed, write initials and unique consecutive number on the container/envelope in which the shell casing is packaged.
 - b. Package and seal each individual shell casing in a separate container/envelope. **Never** place two (2) or more individual shell casings in the same container/envelope.
 9. **Mark initials and unique consecutive number on recovered firearm(s).**
 - a. Affix a security lead seal on each firearm without a distinguishable serial number.
 10. **Mark initials and unique consecutive number on magazine removed from firearm.**
 11. **Mark initials and unique consecutive number on ALL silencers seized.**
 12. **Mark initials and unique consecutive number on ALL other types of firearm-related evidence that is not affixed to a firearm.**
 13. **Prepare PROPERTY CLERK INVOICE WORKSHEET (PD521-141A) for**



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recovered firearm(s) and firearm-related evidence.

14. ***Place firearm and all other firearm-related evidence that is listed on the same PROPERTY CLERK INVOICE WORKSHEET into one (1) Plastic Security Envelope and properly seal in presence of desk officer.***
 - a. If firearm and firearm-related evidence will not fit into one (1) Plastic Security Envelope:
 - i. Place the firearm and all other firearm-related evidence that are invoiced on the same **WORKSHEET** into the one (1) appropriate sized bag/container. If possible, do not use more than one (1) bag/container. Properly seal the bag/container.
 - ii. Write command and Invoice number on the outside of the bag/container. If more than one (1) bag/container is used, write command, Invoice number and corresponding item numbers on the outside of EACH bag/container. Mark each bag/container as “Bag 1 of _____,” “Bag 2 of _____,” etc.

Note: If firearms and/or other firearm-related evidence being invoiced are so numerous that more than one (1) Invoice must be used, do not place evidence listed on two (2) different Invoices into the same Plastic Security Envelope or the same bag/container.
15. ***When a firearm with a distinguishable serial number is seized, query NYSPIN/NCIC by utilizing the zFINEST system.***
16. ***Do not cancel alarm for firearms(s).***
 - a. Recovering command will not cancel alarm for firearms. ***Cancellation will be made only by Stolen Property Inquiry Section.***
17. ***Prepare an Omniform computer generated copy of the COMPLAINT REPORT (PD313-152) from the precinct of recovery. This applies for all firearms as described in the “Definitions,” e.g., zip, air/CO2, imitation, etc.***
18. ***Prepare REQUEST FOR LABORATORY EXAMINATION REPORT (PD521-168) utilizing Property Evidence Tracking System if firearm(s) and/or firearm-related evidence must be examined by the Police Laboratory or Office of the Chief Medical Examiner (OCME) Forensic Biology Unit, or other forensic laboratory.***



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19. ***Deliver firearm(s) and firearm-related evidence to the desk officer, command of occurrence.***

Properly Listing Items on the Property Clerk Invoice (PCI)

The firearm and related property that is invoiced on a PCI must be listed in a specific order. This order is outlined below:

1. List the ***firearm*** as Item # 1 on line 1 of the ***WORKSHEET*** and describe by listing the make, firearm type and serial number (e.g., Colt revolver serial number 1234, Mossberg shotgun serial number 4567, etc.)
 - i. Firearm type will be: pistol, revolver, derringer, shotgun, rifle, air/CO2 pistol, air/CO2 rifle or “other.” Examples of the firearm type “other” would include toy gun, starter’s pistol, imitation pistol, black powder gun, etc.
 - ii. If there is no serial number or the serial number is defaced, write “no/defaced serial number” (e.g., Glock pistol no/defaced serial number; Crossman air/CO2 pistol no/defaced serial number, etc.)
2. List the ***magazine removed from the firearm***, if any, as the next item on the ***WORKSHEET***.
3. List the ***cartridge removed from the chamber*** of the firearm as the next item on the ***WORKSHEET***. Also, describe the caliber of the cartridge removed from the chamber of the firearm. If the caliber of the cartridge cannot be determined write unknown on the Invoice. Describe the evidence as ***“cartridge removed from the chamber of the firearm.”***
4. List ***ALL cartridges removed from the firearm*** that are the same caliber as a separate item on a separate line on the ***WORKSHEET***; and give all cartridges removed from the firearm that are the same caliber the same item number, and describe the caliber. For example, if five (5) cartridges removed from a firearm are removed from the magazine of the firearm, and three (3) are .380 caliber cartridges and two (2) are 9mm caliber cartridges, then list the three (3) .380 caliber cartridges as a separate item on a separate line on the ***WORKSHEET*** and give them a separate item number and describe them as “.380 caliber cartridges removed from the firearm;” and list the two (2) 9mm cartridges as the next item on a separate item number and describe them. Describe the caliber of one (1) or more of the cartridges removed from the firearm as unknown if the caliber cannot be determined.



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5. A **silencer**, whether or not affixed to a firearm, will be listed separately as the next item of the **WORKSHEET**. If more than one (1) silencer is recovered, each silencer will be listed as a separate item on the **WORKSHEET** and will be separately described. State on the **WORKSHEET** whether the silencer was affixed to the firearm and if not, identify the person or location from where it was recovered.
6. Each **firearm accessory** that is **affixed to the firearm** (scope, laser, sling, etc.) or, that is **not affixed** to the firearm **but is necessary to make the firearm operable**, will be listed separately as the next item(s) on the **WORKSHEET** and will be separately described.
7. List any **additional firearm(s), associated magazine(s), cartridge(s), silencer(s), appropriate accessories**, etc., as the next item(s) of the **WORKSHEET** in accordance with the procedures and sequence contained in Steps 1 through 6, as applicable.
8. List all **cartridges not removed from the firearm** but seized in connection with the recovery of a firearm **from a particular person** and there is **no need to establish a crime scene** as only one (1) item on the next line of the **WORKSHEET**, irrespective of the total number of cartridges recovered from that person. Under "Quantity," list the total number of cartridge(s) not removed from the firearm but seized from a particular person. Describe as "**cartridge(s) not removed from the firearm**" and identify the person.

Note: If cartridges were seized from more than one (1) person, list the cartridges seized from different persons on separate lines on the **WORKSHEET** and identify that person. Use **only one line** of the **WORKSHEET** for each specific person from whom the cartridges were seized, *irrespective of the total number of cartridges that were seized from that person.*

9. List all **cartridges not removed from a firearm** but seized in connection with the recovery of a firearm **from a particular location** and there is **no need to establish a crime scene** as only one (1) item on the next line of the **WORKSHEET**, irrespective of the total number of cartridges recovered from a particular location. Under "Quantity," list the total number of cartridge(s) not removed from the firearm but seized from a particular location. Describe as "**cartridge(s) not removed from the firearm**" and identify the location, e.g., briefcase, closet, trunk of auto, etc.

Note: If cartridges were seized from more than one (1) location, list the cartridges seized from different locations on separate lines of the **WORKSHEET** and describe the location. Use **only one line** of the



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WORKSHEET for each specific location from where cartridges were seized, *irrespective of the total number of cartridges that were seized from that particular location.*

10. List all **shell casings recovered from a crime scene** that are the same caliber as a separate item on a separate line on the **WORKSHEET**; and, give all shell casings recovered from a crime scene that are the same caliber the same item number and describe the caliber of the shell casings.

For example, if seven (7) shell casings are recovered from a crime scene, and three (3) are .380 caliber shell casings and four (4) are 9mm shell casings, then list the three (3) .380 caliber shell casings as a separate item on a separate line on the **WORKSHEET** and give them a separate item number and describe them as “.380 caliber shell casings recovered from crime scene;” and, list the four (4) 9mm caliber shell casings as the next item on a separate line on the **WORKSHEET** and give them a separate item number and describe them as “9mm caliber shell casings recovered from crime scene.”

11. List all **fired bullets recovered from a crime scene** as only one (1) item on the next line of the **WORKSHEET**, irrespective of the total number of fired bullets recovered. Under “Quantity,” list the total number of fired bullets. Describe the evidence as **“fired bullets recovered from crime scene.”**

12. List ALL **cartridges not removed from a firearm that are recovered from a crime scene that are the same caliber** as a separate item on a separate line on the **WORKSHEET**; and give all cartridges NOT removed from a firearm that are recovered from a crime scene that are the same caliber the same item number and describe the caliber of the cartridges. Under “Quantity,” list the total number of cartridges.

For example, if seven (7) cartridges NOT removed from a firearm are recovered from a crime scene, and three (3) are .380 caliber cartridges and four (4) are 9mm caliber cartridges, then list the three (3) .380 caliber cartridges as a separate item on a separate line on the **WORKSHEET** and give them a separate item number and describe them as “.380 caliber cartridges NOT removed from a firearm that are recovered from crime scene;” and list the four (4) 9mm caliber cartridges as the next item on a separate line on the **WORKSHEET** and give them a separate item number and describe them as “9mm caliber cartridges NOT removed from a firearm that are recovered from crime scene.”



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Collecting and Processing Evidence



Note: Firearm accessories, e.g., holster, sling, gun case, etc. that are not affixed to the firearm and are not needed to make the firearm operable, will NOT be listed on the same Invoice as the firearm(s) and firearm-related evidence. Instead, the accessory(s) will be listed on a **SEPARATE PROPERTY CLERK INVOICE WORKSHEET** and will be delivered direct to the Property Clerk Division. If there is more than one (1) accessory, invoice all of the accessories on one (1) Invoice, if possible and list each accessory as a separate item on the Invoice.

Biological Evidence

If firearms and/or firearms-related evidence also have bloodstains, DNA, serology, saliva, body fluids, tissue, or any other biological evidence thereon, they will be processed according to the following guidelines:

- Do not package biological evidence if it is wet; it must be air-dried before it is packaged.
- Do not package biological evidence requiring examination/analysis in a Plastic Security Envelope or any other type of plastic bag/container. Package and properly seal *each* individual item of biological evidence requiring examination/analysis in a *separate* paper bag/container. Affix an orange Biohazard label to each paper bag/container.
- Write *command* and *Invoice number* on the outside of each bag/container. If more than one (1) bag/container is used, also write corresponding item number on the outside of each bag/container and mark each bag/container as “Bag 1 of __,” “Bag 2 of __,” etc.
- Do not mark firearms and/or firearm-related evidence if to do so would contaminate, alter, and damage, etc., the biological evidence thereon. Instead, properly mark each separate firearm and firearm-related evidence container that contains DNA/biological evidence in the following manner:
 - a. Legibly print your name in BLOCK letters.
 - b. Legibly print the unique consecutive number that will be used to identify the item of DNA/biological evidence that will be packaged therein.
 - c. If applicable, legible print the Crime Scene Unit Run Number.
 - d. Legibly print an accurate description of the item of DNA/biological evidence being placed in the container.



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Collecting and Processing Evidence



- e. If a Biological Evidence Bag is utilized, ensure there is an entry in each caption on each Biological Evidence Bag.

Firearms Analysis Section

The Firearms Analysis Section of the Forensic Investigation Division is responsible for the analysis of firearms and firearm-related evidence. Firearms, ammunition and fired casings and bullets are examined to identify manufacturer and type. Firearms examiners from the Firearms Analysis Section provide expert witness courtroom testimony on their analysis and conclusions. Some other tests that are performed at the Firearms Analysis Section are:

- Bullet Resistant Vest Tests - Shooting suspected bullet resistant vests following Criminal Procedure Law guidelines to determine if a vest is bullet resistant.
- Distance Tests - Determining a range of distance from the muzzle of a firearm (end of the barrel) to a victim. This test is usually done with a laboratory criminalist and/or a Medical Examiner.

A firearms examiner, in addition to identifying the manufacturer and type of firearm and ammunition, will check for proper function of the firearm and will determine if there is evidence of discharge. The Operability Test declares if the firearm works and if the ammunition is live and also provides example test fires of bullets and casings.

Fired casings and bullets receive unique individual marks from the firearm they pass through. These marks are accidental and are a type of tool mark. From use and wear of the tools that make firearms, scratches and imprints are left on the metal of the firearm. The firearm then becomes the tool to the ammunition being fired through it transferring these scratches and imprints on the fired casings and bullets. Bullets receive their marks from the rifled barrel of a firearm. The purpose of rifling is to rotate the bullet passing through the barrel and increases its stability, velocity, and accuracy. Casings receive their marks from the firing pin impression, breech face, chamber, extractor and ejector marks. A firearms examiner will compare fired casings and bullets under a comparison microscope. This microscope allows the examiner to view and compare two items of evidence side by side for their unique pattern of marks.

FIREARMS INVOICED FOR SAFEKEEPING

Certain firearms coming into possession of members of the service which are categorized for “safekeeping” should be listed on one (1) Invoice and must be delivered **direct** to the Property Clerk Division.

Firearms within this category are:



POLICE SCIENCE

Collecting and Processing Evidence



- Property of retired, resigned, dismissed, suspended, sick or hospitalized uniformed members of the service.
- Lawfully possessed property of a deceased person.
- Obtained from a licensed dealer when license is revoked, suspended or expired.
- Lawfully possessed and removed by court order, order of protection, etc.
- Obtained from permit holder during renewal, expiration or cancellation of permit.

If any of the above-described firearms were obtained under circumstances that indicate a valid reason for examination, **only** the firearms that require examination will be forwarded to the Firearms Analysis Section. All of the firearms that require examination will be listed on one (1) Invoice, if possible. The reason for the examination will be specifically explained on the Request for Laboratory Examination Report. Do not invoice firearms categorized for safekeeping that are being delivered to the Firearms Analysis Section on the same Invoice as the firearms that are being delivered direct to the Property Clerk Division.



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NYPD PETS PROPERTY and EVIDENCE
TRACKING SYSTEM
Property Clerk Invoice
PD 521-141 (Rev. 11/09)



Invoice No. 1000006176

Invoicing Command **13TH PCT.** Invoice Status **OPEN**

Invoice Date **02/01/2012** Property Type **FIREARM** Property Category **ARREST EVIDENCE**

Officers	Rank	Name	Tax No.	Command	
Invoicing	POM	GOUGH, PATRICK	899300	PROP CLERK DIV	OCME, EU No.
Arresting	POM	GOUGH, PATRICK	899300	PROP CLERK DIV	OCME, FB No.
Investigating	N/A				Police Lab Evid. Ctrl. No.
Det Squad Supervisor	N/A				Det Sqd. Case No. N/A
CSU/ECT Processing	N/A				CSU/ECT Run No. N/A

Item	Total QTY	Article(s)	PETS No.	Pkg. QTY	Disposition
1	1	PISTOL MAKE: GLOCK INC MODEL: 19 CALIBER: 9MM FIREARM COLOR: BLACK SERIAL NO. EXISTS: YES SERIAL NO.: AAA9999 LICENSE ACTIVE: NO	1200765432	1	
2	1	MAGAZINE MAKE: GLOCK	1200765432	1	
3	15	CARTRIDGE MAKE: SPEER MODEL: LUGER+P CALIBER: 9MM	1200765432	15	

REMARKS:
899300 02/01/2012 14:26 : PROPERTY WAS RECOVERED FROM PERPETRATORS WAISTBAND DURING AN ARREST.

Date Of Incident	Penal Code/Description	Crime Classification	Related To	Receipt
02/01/2012	265.02/CPW	FELONY	N/A	REFUSED

Prisoner(s) Name	D.O.B	Age	Address	Arrest No./Summons No.	NYSID No.
1 DOE, JOHN	01/01/1980	32	123 MAIN ST, 2A, ANYTOWN, NY-10001,999-999-9999	M12999999	999999999

Name	Tax No.	Address	Phone No.
Finder(s) GOUGH, PATRICK	899300	1 POLICE PLAZA NEW YORK, NY 10038.	646-610-5000
Owner(s) DOE, JOHN		123 MAIN ST. 2A. ANYTOWN, NY- 10001	999-999-9999

Complainant(s) **PSNY**

Complaint No. **2012-013-999999**

Related Comp No.(s) **N/A**



Invoice No. 1000006176

Property Clerk Copy

printed: 02/01/2012 14:27

PCD Storage No. --

Page No. 1 of 2

Property Clerk Invoice
Page 1 of 2



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Collecting and Processing Evidence



NYPDPETS PROPERTY and EVIDENCE
TRACKING SYSTEM
Property Clerk Invoice
PD 521-141(Rev. 11/09)



Invoice No. **100006176**

Aided/Accident No. (s)	N/A					
Related Invoice(s)	N/A					
Approvals	Rank	Name	Tax No.	Command	Date	Time
Entered By	POM	GOUGH, PATRICK	899300	PROP CLERK DIV	02/01/2012	14:17
Invoicing Officer	POM	GOUGH, PATRICK	899300	PROP CLERK DIV	02/01/2012	14:27
Approved By	SGT	DORDAL, EDWIN	903830	PROP CLERK DIV	02/01/2012	14:27



Invoice No. **100006176**

Property Clerk Copy
printed: 02/01/2012 14:27

PCD Storage No. --

Page No. 2 of 2

Property Clerk Invoice
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Collecting and Processing Evidence



NYPD PETS PROPERTY and EVIDENCE
TRACKING SYSTEM
Property Clerk Invoice
PD 521-141 (Rev. 11/09)



Invoice No. **1000003002**

NOTICE TO PERSONS FROM WHOM PROPERTY HAS BEEN REMOVED BY THE POLICE DEPARTMENT

The person from whose possession property was taken should retain and safeguard the invoice. The New York City Police Department can change the Invoice Category without further notice.

In order to obtain the return of property, the claimant or a representative authorized by a notarized letter to claim the property will be required to submit, in person or by mail, the invoice and proper identification (*one (1) government issued photo identification plus at least one (1) non-photo identification*) to the office of the Property Clerk. A claimant demanding the return of property other than Arrest Evidence, DNA Evidence or Forfeiture does not require a District Attorney's Release and may make such demand whether or not criminal proceedings have been instituted and, if instituted, whether or not such proceedings have been terminated.

ARREST EVIDENCE/DNA EVIDENCE/FORFEITURE

The property may be disposed of by the Property Clerk according to law, unless the claimant demands the property no later than **120 days** after the termination of criminal proceedings. A claimant demanding the return of arrest evidence/DNA evidence/forfeiture from the Property Clerk should obtain, before making a demand, either a District Attorney's Release or a supervising District Attorney's statement refusing to grant a release. Presentation of either or both of these documents to the Property Clerk is **NOT** required for making a timely demand. If a demand for the property is made without a District Attorney's Release or a supervising District Attorney's statement, the claimant shall have **270 days** from the date of demand to obtain a District Attorney's Release or a Supervising District Attorney's statement refusing to grant a release. If a release or a statement refusing to grant a release is not provided to the Property clerk within **270 days** of the date of demand, the property may be disposed of according to law. If a claimant timely provides the Property clerk with a District Attorney's statement refusing to grant a release, the claimant must, when the District Attorney no longer needs the property, obtain and submit a District Attorney's Release to the Police Department, Forfeiture property may additionally require a Civil Enforcement Release prior to release.

INVESTIGATORY/DNA INVESTIGATORY

Investigatory property is disposed of after one (1) year, unless otherwise requested by the Investigating officer.

DECEDENT'S PROPERTY

LETTERS TESTAMENTARY or LETTERS OF ADMINISTRATION obtained from the Surrogate Court of the decedent's county of residence are required for release.

FOUND PROPERTY

Pursuant to law, found property will be held for the following periods of time (unless sooner delivered to owner):

- a. Property having a value of less than \$100 --- 3 months
- b. Property having a value of \$100 but less than \$500 --- 6 months
- c. Property having a value of \$500 but less than \$5000 --- 1 year
- d. Property having a value of \$5000 or more --- 3 years

SAFEKEEPING

Property held for Safekeeping will be disposed of if not claimed in **120 days** from the date it was invoiced. All firearms, rifles and shotguns, deposited for safekeeping must be reclaimed or disposed of by the owner with one (1) year of the date of deposit. After the expiration of one (1) year, the firearm, rifles or shotgun will be disposed of by the Property Clerk pursuant to law, without further notice.

PEDDLER PROPERTY

Peddler property that is deemed trademark counterfeit, and classified found/abandoned property will be destroyed on intake. All other Peddler Property is held for a period of **90 days**. A claimant that demands the return of his/her peddler property must obtain a letter from the NYPD Law department stating the property can be released and:

- a. A claimant that was issued an environmental control board summons must obtain a decision and order sheet from ECB.
- b. A claimant that was issued a criminal court summons or was arrested must obtain a court disposition sheet in order to obtain his/her peddler property.

Please bring this receipt with you are notified to appear to claim the property. For information concerning property which you delivered to this Department, please call the Property Clerk's office in the borough in which the property was turned in.

The Property Clerk offices are located at:

MANHATTAN	1 Police Plaza	646-610-5906
BRONX	215 East 161 St.	718-590-2806
BROOKLYN	301 Gold Street	718-875-6675
QUEENS	47-08 Austell Place	718-433-2678
STATEN ISLAND	1 Edgewater Plaza	718-876-8413
PEARSON PLACE		
WAREHOUSE	47-15 Pearson Place	718-361-1021

If vehicle is involved, contact the following:

ERIE BASIN		
AUTO POUND	700 Columbia St Bklyn, NY	718-246-2030

For more information visit the Property Clerk Division's website:
http://www.nyc.gov/html/nypd/html/property_clerk/property_clerk.shtml



Invoice No. **1000003002**

Prisoner / Finder / Owner Copy

printed: 01/28/2012 11:03

PCD Storage No. --

Page No. 3 of 3

Notice to Persons from Whom Property Has Been Removed By the Police Department



POLICE SCIENCE

Collecting and Processing Evidence



REQUEST FOR LABORATORY EXAMINATION REPORT PD 521-165(Rev.01-09)



RFL# 99000000707

Type Of Evidence							FIREARMS/ FIREARMS RELATED												
Priority Designation		Property Clerk Invoice No.		Date Of Invoice		Date Of This Report		Detective Case No.											
ROUTINE		100006176		02/01/2012		02/01/2012													
Officers	Rank	Name	Tax No.	Command	Phone No	Team/RDO	Email ID												
Investigating		N/A																	
Responding Officer		N/A																	
Arresting	POM	GOUGH,PATRICK	899300	PROP CLERK DIV															
Detective Supervisor		N/A																	
Evidence Collector		N/A																	
Medical Examiner No	N/A																		
Offense(s)	CPW																		
Complainant/Victim	D.O.B.	Date/Time Of Occurrence	Complaint No.	Address Of Occurrence			Type Of Premises												
PSNY,PSNY		02/01/2012 05:00	2012-013-999999	123,MAIN ST,2A,ANYTOWN,NY,US,10001			PRIVATE HOUSE												
CSU/ECT Run No.	No. Of Persons Arrested		No. Of Suspects																
	0		0																
Name	D.O.B.	Arrest No.	Precinct	NYSID No.															
N/A	N/A	N/A	N/A	N/A															
Physical Contact																			
Was There Physical Contact Between VICTIM And SUSPECT?				NO								Was There Physical Contact Between VICTIM And ARRESTEE ?				NO			
Was The Victim Bleeding :		NO		How Many :		0		Was The Suspect Bleeding :		NO		How Many :		0					
Was The Arrestee Bleeding :		NO		How Many :		0		Others Bleeding :		NO		How Many :		0					
Name				D.O.B.				Bleeding											
N/A				N/A				N/A											
Did the victim have consensual sexual contact with one (1) or more sexual partners within ninety-six (96) hours of the time of the assault? No																			
Name				D.O.B.				DNA Exemplar Provided											
N/A				N/A				N/A											
If DNA Exemplar not provided, explain N/A																			
DNA ELIMINATION SAMPLES																			
No. Of persons Having Legitimate Access To Evidence, including Victims		0		No. Of Persons Provided Elimination Samples, including Victims		0		No. Of persons Refused To Provide DNA Samples, including Victims		0									
Explanation If DNA Elimination/Victim Samples Were Not Collected																			
Property Clerk																			
Invoice Item Number																			
1																			
Description of Evidence FIREARM HANDGUN PISTOL MAKE:GLOCK INC MODEL:19 CALIBER:9MM FIREARM COLOR:BLACK SERIAL NO. EXISTS:YES SERIAL NO.:AAA9999 LICENSE ACTIVE:NO NYSPIN ALARM:NO																			
Analysis Exam No.				Specific Reason For Requesting The Examination Analysis Or Comparison Be Performed				Probative Value											

FOR LABORATORY USE ONLY	OCME-EU No.	Police Laboratory No.
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RFL# 99000000707



POLICE SCIENCE

Collecting and Processing Evidence



**REQUEST FOR LABORATORY
EXAMINATION REPORT
PD 521-165(Rev.01-09)**



RFL# 99000000707

1-FIREARMS/AMMUNITION - OPERABILITY **TESTING TO SEE IF FIREARM IS FUNCTIONING PROPERLY.** **PROBATIVE**

Exact Location Where Evidence Was Collected/Recovered Suspected Type Of Biological Evidence Biological Bag No.

Field Processed?

Compare this item no. **1** to Inv. No.- Item :

Was DNA Evidence collected from a residential home/apartment owned/leased by any of the suspects/arrestees? **NO**

Suspect/Arrestee : **N/A**

Was DNA Evidence collected from a motor vehicle owned/leased by the suspects/arrestees? **NO**

Suspect/Arrestee : **N/A** Year : Make : Model : Color:

Details

899300 02-01-2012 14:24 : PROPERTY WAS RECOVERED FROM PERPETRATORS WAISTBAND DURING AN ARREST.

899300 02-01-2012 14:27 :

Note : Acceptance of this request by the laboratory does not constitute a contract to provide services. Requests for testing will fulfilled based resources, the need to meet investigative and / or legal requirements and laboratory policy.

Officers	Rank	Name	Tax No.	Command	Date
Report Prepared by	POM	GOUGH,PATRICK	899300	PROP CLERK DIV	02/01/2012
Supervisor	SGT	DORDAL,EDWIN	903830	PROP CLERK DIV	02/01/2012

Patrick Gough
Edwin Dordal



RFL# 99000000707



POLICE SCIENCE

Collecting and Processing Evidence



NYPD PETS PROPERTY and EVIDENCE
TRACKING SYSTEM
PTR Acceptance Document



200005400

Confirmation No. : 40008064

Origin 13TH PCT.	Destination PBMS	Intake Date 02/01/2012
PETS No. 1099999 - PCD Seal	Invoice No. 100006176-FIREARM-13TH PCT.	Accept / Reject-Reason ACCEPTED
Storage No.		

REMARKS:

Origin-13TH PCT.

Officers	Rank	Name	Tax No.	Command	Date	Time
Messenger	POM	GOUGH, PATRICK	899300	PROP CLERK DIV	02/01/2012	14:31
		<i>Patrick Gough</i>				
Supervisor	SGT	DORDAL, EDWIN	903830	PROP CLERK DIV	02/01/2012	14:31

Destination-PBMS

Officers	Rank	Name	Tax No.	Command	Date	Time
Received By	POF	LOUIS, MARILYN	896501	PROP CLERK DIV	02/01/2012	14:34
		<i>Marilyn Louis</i>				

Total no. of Items scanned : 1 Total no. of Accepted Items : 1 Total no. of Rejected Items : 0



200005400

Printed: 02/01/2012 15:26

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Property Transfer Report