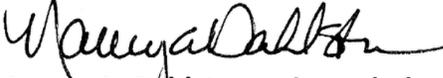


STATE OF ALASKA DEPARTMENT OF CORRECTIONS  POLICIES & PROCEDURES	SECTION: Administration		PAGE: 1 of 9
	CHAPTER: 108	NUMBER: 108.04	P&P TYPE: Public
	TITLE: DP3 Evidence Handling and Property Storage		
	APPROVED BY:  Nancy A. Dahlstrom, Commissioner		DATE: 02/13/2021
ATTACHMENTS / FORMS: A. Evidence Tracking Form (108.04A) B. DP3 Property Inventory Form (108.04B) C. DP3 Property Disbursement Form (108.04C) D. Firearm and Ammunition Delivery Form (108.04D)		AUTHORITY / REFERENCES: AS 12.36 AS 18.65.340 AS 34.45 Alaska Rules of Court, Rules of Evidence DOA Property Control Manual	

POLICY:

- I. It is the policy of the Department of Corrections (DOC) to have procedures in place for the proper handling and storage of evidence and personal property collected by an officer during their work duties.
- II. It is the policy of the DOC to preserve the chain of custody when collecting and handling evidence during investigations that may be used as an exhibit in a revocation hearing, law enforcement case, or trial.

APPLICATION:

This policy and procedure will apply to all Division of Pretrial, Probation, and Parole (DP3) employees.

DEFINITIONS:

As used in this policy, the following definitions will apply:

Chain of Custody:

Chronological documentation detailing when, how, and by whom individual items of physical or electronic evidence were collected, handled, analyzed, or otherwise controlled during an investigation.

Evidence Custodian:

An employee who is assigned to review and ensure any evidence collected or stored is done safely, securely, and in accordance with policy and procedure.

Evidence Tracking Number:

A unique identifier assigned to pieces of evidence for tracking purposes. Evidence tracking numbers shall start with the year the evidence is collected, followed by the home unit identifier of the collecting DP3 office, followed by the chronological number in which the evidence is collected (i.e., 2021-ZT01-0001).

Personal Property:

Any belongings collected or left at a pretrial, probation or parole office by a defendant or offender that are not considered evidence of a violation or new crime. Personal property does not include perishable items, tobacco, alcohol, marijuana, food, or hazardous materials.

SUPERSEDES POLICY DATED:	N/A
THIS POLICY NEXT DUE FOR REVIEW ON:	02/12/2026

SECTION: Administration		PAGE: 2 of 9
CHAPTER: 108	NUMBER: 108.04	P&P TYPE: Public
TITLE: DP3 Evidence Handling and Property Storage		

PROCEDURES:

I. Staff Roles and Responsibilities

A. Initial Training for Evidence Collection

All Officers (PO) and Criminal Justice Technicians (CJTs) shall be trained in evidence preservation and collection techniques within their initial fourteen (14) months of hire. Subsequent training will be conducted on an as-needed basis as determined by the District Supervisor or Evidence Custodian.

B. Evidence Custodian

The PO Supervisor shall act as or appoint an employee to serve as the Evidence Custodian (EC). The EC will take on the additional duties described throughout this policy and serve as the point of contact for evidence-related questions.

II. Evidence Tracking

A. Any time evidence is collected (excluding urine samples), it shall be assigned an evidence tracking number and tracked in the local office's evidence log. The format of the evidence log shall be determined by the region's Chief Probation Officer and, at a minimum, shall include:

1. Evidence Tracking Number;
2. Name of defendant/offender;
3. Offender Number;
4. Description of item(s) seized;
5. Date logged into evidence;
6. Date removed from evidence;
7. Date returned, destroyed, or surrendered; and
8. Name and signature of the employee completing the return, destruction, or surrender.

B. The evidence shall be documented on an Evidence Tracking Form (Attachment A). The form shall include the following information for each item of evidence:

1. Evidence Tracking Number;
2. Name of defendant/offender;
3. Court Case number (if known);
4. Date and time item(s) were collected;
5. Description of item(s), including brand and model number(s) and any other identifying marks;
6. Location where item(s) were collected;
7. Name of owner, if known;
8. Name of person who collected item(s);
9. Name of any witnesses;

SUPERSEDES POLICY DATED:	N/A
THIS POLICY NEXT DUE FOR REVIEW ON:	02/12/2026

SECTION: Administration		PAGE: 3 of 9
CHAPTER: 108	NUMBER: 108.04	P&P TYPE: Public
TITLE: DP3 Evidence Handling and Property Storage		

10. Date and time item(s) were entered into the evidence log;
11. Additional comments; and
12. Disposition of item(s) if disposed of, destroyed, surrendered, or released.

- C. The Evidence Tracking Form (Attachment A) shall be updated any time evidence is entered into or taken out of evidence storage.
- D. Any time evidence changes location or custody, the Evidence Tracking Form (Attachment A) shall be updated with the date and time the evidence changed custody, the reason for the change in custody, the name and signature of the new evidence custodian, and the evidence's subsequent location.

III. Evidence Preservation and Collection:

A. Evidence Preservation:

1. When an officer believes an incident may be investigated by an outside law enforcement agency, the officer shall take all necessary steps and precautions to preserve the integrity of the scene and any evidence.
2. When possible, the area where the incident occurred shall be secured and locked-down to prevent access to the area by individuals who may unknowingly contaminate or destroy any evidence. Outside law enforcement shall be contacted as soon as possible so that they can attempt to collect any evidence as close to the time that the incident occurred as possible.
3. An officer shall remain on scene until relieved by outside law enforcement or unless advised that the outside law enforcement will not be pursuing the matter.
4. If possible, the scene of the incident and any potential evidence should also be photographed to help aid in recalling where items were located.

B. Probation & Parole Evidence Collection:

1. For technical violations, any evidence connected with an alleged violation of conditions of supervision shall be handled as follows:
 - a. The scene of the incident should be documented to aid with recollection of details.
 - b. All evidence that is collected and seized, except drug and alcohol tests, shall be assigned an evidence tracking number.
 - c. Evidence that is collected shall be documented in the offender management system.

SUPERSEDES POLICY DATED:	N/A
THIS POLICY NEXT DUE FOR REVIEW ON:	02/12/2026

SECTION: Administration		PAGE: 4 of 9
CHAPTER: 108	NUMBER: 108.04	P&P TYPE: Public
TITLE: DP3 Evidence Handling and Property Storage		

- d. Biohazardous evidence will be appropriately packaged to prevent contamination and staff exposure.
- e. For positive urine analysis tests, prior to the urine sample being secured in evidence storage, it shall have a tamper-proof strip on the top which has been initialed by the offender (when possible), and secured in a plastic bag prior labeled with the following information:
 - i. The offender's name,
 - ii. The offender number,
 - iii. The date the test was conducted,
 - iv. What the test was positive for, and
 - v. Name of the assigned pretrial/probation/parole officer.
- f. For tangible evidence that is not alcohol (i.e. drug paraphernalia, pornography), the item will be secured by the officer in an evidence bag or envelope and labeled with the information listed in Section II., B., and then secured in evidence storage. Alcohol or containers may be disposed of on-scene and not maintained in evidence if detailed photographs are taken of the evidence.
- g. For seized weapons that do not involve a new criminal offense, or that law enforcement has declined to pursue as a new criminal charge, the weapon (i.e. firearm, switchblade, gravity knife) shall be safely secured and tagged on the handle, trigger guard, or weapon stock. The item(s) shall be secured in evidence storage and labeled with the information listed in Section II., B.
- h. Electronic evidence, such as digital photographs or audio files, shall be labeled and saved in an unedited format on a secure drive. Electronic evidence shall only be recorded using a state-issued electronic device.

C. Pretrial Evidence Collection:

- 1. For evidence related to the commission of a new criminal offense such as Violating Conditions of Release, evidence collected shall be handled as follows:
 - a. The scene of the incident should be documented to help with recalling the location of evidence and items at a later date.
 - b. All evidence that is collected and seized, except drug and alcohol tests, shall be assigned an evidence tracking number.
 - c. Evidence that is collected shall be documented in the offender management system.

SUPERSEDES POLICY DATED:	N/A
THIS POLICY NEXT DUE FOR REVIEW ON:	02/12/2026

SECTION: Administration		PAGE: 5 of 9
CHAPTER: 108	NUMBER: 108.04	P&P TYPE: Public
TITLE: DP3 Evidence Handling and Property Storage		

- d. Prior to securing the evidence in evidence storage, the item will be secured in an evidence bag / envelope and labeled with the information listed in Section II., B.
- e. For positive urine analysis tests, prior to the urine sample being secured in evidence storage, it shall have a tamper-proof strip on the top which has been initialed by the offender (when possible), and secured in a plastic bag prior labeled with the following information:
 - i. The offender's name,
 - ii. The offender number,
 - iii. The date the test was conducted,
 - iv. What the test was positive for, and
 - v. Name of the assigned pretrial/probation/parole officer.
- f. For seized weapons that do not involve a new criminal offense, or that law enforcement has declined to pursue as a new criminal charge the weapon (i.e. firearm, switchblade, gravity knife) shall be safely secured and tagged on the handle or butt area. The item(s) shall be secured in evidence storage and labeled with the information listed in Section II., B.
- g. Electronic evidence, such as digital photographs or audio files, shall be labeled and saved in an unedited format on a secure drive. Electronic evidence shall only be recorded using a state-issued electronic device.

IV. Evidence Handling:

A. Evidence Processing:

At all times, when staff handle or collect evidence, they shall:

1. Use appropriate personal protective equipment (i.e., nitrile gloves, face mask, eye protection);
2. Ensure each item is properly sealed (evidence tape, heat seal, etc.);
3. Utilize the next sequential evidence tracking number available on the evidence log;
4. Write the evidence tracking number clearly on the evidence tag, bag, evidence, etc., along with identifying information listed in Section II., B.;
5. Complete an Evidence Tracking Form (Attachment A); and
6. Place the evidence with the Evidence Tracking Form (Attachment A) into a secure evidence locker.

SUPERSEDES POLICY DATED:	N/A
THIS POLICY NEXT DUE FOR REVIEW ON:	02/12/2026

SECTION: Administration		PAGE: 6 of 9
CHAPTER: 108	NUMBER: 108.04	P&P TYPE: Public
TITLE: DP3 Evidence Handling and Property Storage		

B. If evidence is required to be submitted to a laboratory or specially qualified individual for analysis and processing, the procedures for the submission of physical evidence for analysis will be as follows:

1. Each transfer of the evidence will be indicated on the evidence tag, listing to whom the evidence was released and purpose of the transfer.
2. Only the amount of the item or substance needed for analysis will be submitted. The balance of the item or substance will be maintained in storage. A new chain of custody will be maintained on the analysis sample.
3. Any item or substance returned from an authorized laboratory will be placed back in the evidence storage according to the procedures for maintaining the chain of custody.

V. Evidence Storage and Access:

A. Evidence shall be secured at all times and maintained in a manner that preserves the integrity of evidence and ensures that only approved employees have access to the evidence.

B. General Access to Evidence:

1. Upon evidence being secured into evidence storage, it shall only be accessed by staff when a business reason to do so exists.
2. If an employee requires access to the evidence and it is removed from evidence storage, the reasons for the removal, the employee who accessed the item, and when the item was placed back into evidence storage shall be documented on the Evidence Tracking Form (Attachment A).
3. Any requests by a defense attorney to access evidence held by the DP3 shall be referred to the appropriate district attorney for response. If the matter relates to a parole violation, the probation officer shall work with the Evidence Custodian to provide discovery to the defense attorney.
4. At any time after the filing of a petition to revoke probation, parole violation, or new criminal charge, staff may be required to present the physical evidence to the appropriate district attorney for use in court. The surrender of evidence will be documented on the Evidence Tracking Form (Attachment A) by the Evidence Custodian, and DP3's chain of custody will cease unless the evidence is returned by the court having jurisdiction.
5. Any time evidence is accessed, transferred, removed, or returned to evidence storage it shall be documented in the offender management system.

SUPERSEDES POLICY DATED:	N/A
THIS POLICY NEXT DUE FOR REVIEW ON:	02/12/2026

SECTION: Administration		PAGE: 7 of 9
CHAPTER: 108	NUMBER: 108.04	P&P TYPE: Public
TITLE: DP3 Evidence Handling and Property Storage		

VI. Evidence Auditing Requirements:

- A. The Evidence Custodian is responsible for securing the evidence logs in a manner that ensures the integrity of the logs and ensures limited access.
- B. The Evidence Custodian shall audit the evidence logs and evidence storage area semi-annually to ensure that entries in the log are accurate and that all evidence is accounted for. The Chief Probation Officer should immediately be notified of any discrepancies.
- C. The Chief Probation Officer or their designee shall ensure that an audit of the evidence logs is conducted semi-annually. The audit shall be conducted by someone other than the Evidence Custodian by reviewing all entries made in the log since the previous audit. The audit shall account for all evidence listed in the log since the last audit and the location of that evidence. Any discrepancies should be brought to the attention of the Deputy Director or their designee.

VII. Evidence Retention:

- A. All evidence shall be secured, and chain of custody maintained until it has been determined that the evidence may be disposed of, destroyed, or released.
- B. After the conclusion of any legal or administrative proceedings and when an investigation has been closed, the evidence may be disposed of, destroyed, or released under the direction of the Court or Evidence Custodian.
 - 1. For probation, parole violations, or violations of conditions of release the evidence shall be maintained for 90 days after disposition of a violation or court order.
 - 2. If an appeal is filed regarding the violation, the evidence shall be retained until the case is resolved and the officer receives notification from the Court or the District Attorney's Office that the appeal has been resolved.

VIII. Evidence Disposal:

- A. The evidence custodian shall make the determination whether any evidence is eligible for disposal, destruction, or release.
- B. Any evidence disposal, destruction, release shall take place according to the following guidelines:
 - 1. The Evidence Tracking Form (Attachment A) shall be updated by the evidence custodian any time evidence is disposed of / destroyed / released. A corresponding entry shall also be made in the offender management system.
 - 2. Evidence that can legally be returned to the owner shall be returned.

SUPERSEDES POLICY DATED:	N/A
THIS POLICY NEXT DUE FOR REVIEW ON:	02/12/2026

SECTION: Administration		PAGE: 8 of 9
CHAPTER: 108	NUMBER: 108.04	P&P TYPE: Public
TITLE: DP3 Evidence Handling and Property Storage		

3. Urine samples shall be disposed of in accordance with DOC P&P 202.03 (Bloodborne Pathogens).
4. For drugs or pharmaceuticals and drug paraphernalia:
 - a. When available, all drugs or pharmaceuticals shall be disposed of using a drug deactivation bag when available. Otherwise, any legal over-the-counter (OTC) medications shall be disposed of according to the suggestions contained on the medication packaging, prescription medication should be turned in to a local pharmacy for proper disposal and any illegal drugs or paraphernalia shall be turned over to a local law enforcement agency for proper disposal.
5. For firearms:
 - a. Unless transferred to another law enforcement agency to be used as evidence, forfeited or unclaimed firearms will be disposed of by transfer to the Department of Public Safety in accordance with AS 18.65.340 and the procedures outlined in the Department of Administration Property Control Manual.
 - b. Federal law makes it unlawful to deliver firearms or ammunition to any person who is prohibited from receiving or possessing firearms or ammunition. Accordingly, a person requesting return of a seized firearm must complete and sign the Firearm and Ammunition Delivery Form (Attachment D) before the firearm will be released to them.
 - c. Return of a seized firearm to a person shall not be withheld if the person honestly answers “no” to all questions on the Firearm and Delivery Form (Attachment D), and
 - i. The person is the owner of the firearm, or is in possession of an executed power of attorney from the owner which authorizes taking possession of the firearm;
 - ii. The firearm is not needed for a criminal prosecution, and
 - iii. Appropriate APSIN checks are completed with no disqualifying or ambiguous results.
6. Cash shall be returned to its owner, unless forfeited by an order of the Court.
 - a. If cash has been seized by a DP3 office, they shall work with the assigned District Attorney to file Motion for Forfeiture of Seized Currency. If the Court denies the motion or the DA declines to file a Motion for Forfeiture, the money shall be returned to the defendant / probationer / parolee.
 - b. If the Court approves the motion, the money shall be handled as follows:
 - i. Counted in the presence of two individuals, each conducting a count of the funds separately. The amount shall be processed on a 10-key tape.
 - ii. Each individual who counted the funds shall initial the 10-key tape.

SUPERSEDES POLICY DATED:	N/A
THIS POLICY NEXT DUE FOR REVIEW ON:	02/12/2026

SECTION: Administration		PAGE: 9 of 9
CHAPTER: 108	NUMBER: 108.04	P&P TYPE: Public
TITLE: DP3 Evidence Handling and Property Storage		

- iii. The cash, the initialed 10-key tape, and forfeiture notice shall be placed into a secure envelope.
- iv. The DP3 Office shall notify the DOC Administrative Services Director of the funds that have been forfeited and immediately deliver them to the Administrative Services Director's office.

IX. Defendant / Offender Personal Property

- A. When an offender is remanded to an institution by a PO, the arresting officer(s) shall attempt to avoid storage of the defendant/offender's personal property at the office. If personal property must be stored, the officer shall complete the DP3 Property Inventory Form (Attachment B), including the following:
 - 1. The defendant/offender shall be asked if they have an individual who can retrieve their personal property and contact information for the individual.
 - 2. The defendant/offender shall be advised that they will have 90 days from their date of arrest to retrieve their personal property from the arresting office, or it will be otherwise disposed of.
 - 3. The PO or designee shall document all stored property on the Evidence Tracking Form (Attachment A).
 - 4. If due to the defendant's conduct, refusal, or being handcuffed they are unable to sign the DP3 Property Inventory Form (Attachment B), a notation shall be made by the arresting officer that the defendant/offender was advised of the DP3 storage policy and that defendant was unable to sign.
 - 5. The PO or designee shall make and document at least two separate good faith attempts to contact the defendant or individual identified by the defendant to retrieve the personal property. If a defendant is incarcerated, the PO shall notify the assigned IPO or provide written notice to the institution that the defendant's property will be disposed of and the date in which the disposal is set to occur.
 - 6. Any personal property that is retrieved by the defendant or another party shall be documented on the DP3 Property Disbursement Form (Attachment C). The officer or designee shall verify the identity of the defendant/offender or recipient of the property prior to disbursement.
 - 7. Any personal property that is disposed of under this policy, shall be documented in the offender management system, including the date and time the property was disposed of, the manner of disposal and by whom.
 - 8. Items that are not defined as personal property under this policy (i.e., tobacco, marijuana, perishables, etc.) will be disposed of immediately and not subject to storage.

SUPERSEDES POLICY DATED:	N/A
THIS POLICY NEXT DUE FOR REVIEW ON:	02/12/2026