Attachment B

ODOC Evidence Flow

**Evidence**

- **Wet?** Contact State Police/SIU
  - Air Dry in a Secure Location/Evidence Room

- **Dry**
  - Package each item of Evidence **Individually**

  - **Paper Bags**
    - Items that must stay dry
    - DNA submissions
    - Items needing fingerprinted

  - **Plastic Bags**
    - Non-Biological Evidence (i.e.: Drugs)

  - **Plastic Containers**
    - Liquids
    - Sharps

  - **Paper Folds**
    - Trace/Small Evidence

  - **Cardboard Boxes**
    - Weapons
    - Glass

  - **Metal Cans**
    - Arson Evidence

**Seal Individual Items of Evidence**

- Seal each container with Evidence Tape
- Sign and date over the seal
- Describe contents & Location item was found
- Include Date and Time item recovered
- Identify WHO the finder was and identify each person who the evidence transferred to
- Include Suspect(s) & Charge if known
- Fill out/attach a Property Report & include any additional reports
- Make Entry into the correct Evidence Log Book

**Administrative Evidence Locker**

- Evidence Used for the Hearings Process which does not require further SIU/State Police Investigation

**SIU Evidence Locker**

- Evidence which requires further Investigation by SIU

**State Police Locker**

- Evidence involved in a Criminal Act involving Oregon State Police
- Make Notification to Oregon State Police

**Sept 16, 2013**