

EVIDENCE LOG INSTRUCTIONS

IT MUST BE AN ACCURATE RECORD OF ALL EVIDENCE AND MUST BE RECORDED IN A MANOR WHICH AFFORDS AN EASY APPRAISAL OF THE CURRENT EVIDENCE FOR THIS CASE. ALL ENTRIES MUST BE LEGIBLE AND COMPLETE. ALL PAGES OF THE LOG MUST BE LEFT INTACT

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| 1 | ITEM NUMBER | Each article of evidence collected will be assigned a consecutive number. This number should correspond to the evidence item numbers in the photographs and sketches. |
| 2 | OFFICER FINDING | This is the name of the officer who initially found the evidence. |
| 3 | DATE FOUND | This date corresponds to the date the evidence |
| 4 | DESCRIPTION OF ARTICLE | A detailed description of each evidence item, to include color, make, model and serial number (if applicable) of the evidence. |
| 5 | OFFICER COLLECTING | This is the name of the officer who actually collected the evidence at the scene. |
| 6 | PLACE FOUND | This is a detailed description of where the evidence was initially found in the scene. Measurements should be included here. |
| 7 | OFFICER SUBMITTING | This is the name of the officer who actually submitted the evidence |
| 8. | DATE SUBMITTED | This is the date the evidence was actually submitted. |
| 9. | SUBMITTED TO | This is the specific unit the evidence was submitted to, such as Serology, AFIS, Property Room, Evidence Locker, etc. |
| 10. | CASE NUMBER | This is the case number the evidence was submitted under. There are occasions where evidence is collected under related case numbers, enter that case number here. If the evidence was submitted under the same case number as the crime, enter that case number here. |
| 11. | REMARKS | A common remark would be for scenes where there are multiple items of evidence that have the same evidence number. Take a crime where there are 3 separate scenes involved in the overall crime. Each scene may have a photograph and sketch depicting 3 evidence items identified as item #1. This is an area where the evidence may be correlated between the scenes, such as "This evidence item corresponds to _____'s evidence item #_ in supplemental report #__." |

Evidence Log Book order:

1. Cover Page in heavy blue cardstock paper
2. Copies of Final Sketches
3. Evidence Log Book Pages
4. Photocopies of ALL submittal sheets and envelopes
5. Back Page in heavy blue cardstock paper