

YTC Contraband Chain of Custody for Evidence

1315.1 PROCEDURE

1315.1.1 CHAIN OF CUSTODY FOR EVIDENCE

Immediately after contraband is discovered on a youth's person or at the YTC campus, the following steps shall be followed to preserve the integrity of the "Chain of Custody" process: (See Security and Contraband Policy)

- (a) The officer who discovers the contraband shall maintain the chain of custody process and not allow the contraband out of their possession until properly labeled and stored and secured in the facility's evidence room. All forms, logs, and supplies needed to process the contraband shall be stored in the evidence room. The officer shall notify the Watch Commander of the discovery and if needed, request for officer coverage (especially on the late-night shift) in order to maintain the chain of custody and processing of the evidence.
- (b) Obtain a control number from the Evidence Log Binder. Print the youth's Probation Case Management System (PCMS) face sheet to be used as a reference for all pertinent information required to complete the Seized Evidence/Contraband Form.
- (c) When necessary, the Evidence Technician shall fill out both sides of the Seized Evidence/Contraband form in the Evidence Log binder and leave the Final Disposition section empty. The Evidence Technician is a Senior Probation Officer assigned to oversee and maintain the Evidence and Contraband area and is the point of contact should there be a request for evidence materials or items from any law enforcement agencies, probation officer, or court.
- (d) Place the contraband in the appropriately sized envelope or bag, then seal and label it with the following information:
 1. Control number
 2. Name of the youth, date of birth, and ID (booking) number
 3. Name of the officer who seized the contraband and the date and time of discovery
 4. The packages used to secure the contraband (1 of 1, 1 of 2)
- (e) Once the contraband is secured in a package, the officer shall ensure all information on the package is accurate and will subsequently drop the package in the secured contraband drop box located in the evidence room.
- (f) The officer who discovered the contraband shall complete an incident report, with the control number, detailing the discovery and the integrity of the "Chain of Custody" process. Unless otherwise directed, the officer shall not be required to notify the Evidence Technician of the discovery.
- (g) It is the Evidence Technician's responsibility to check and empty the contraband dropbox a minimum of once a week and confirm that all packages are accurately

San Diego County Probation Department

Institutional Services Unit Procedure

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labeled. The sealed packages shall be placed in a secured area where only the Evidence Technician and their backup have access.

- (h) The contraband packages shall remain in the secured area until requested by an authorized law agency, the Juvenile Court, or until the case has concluded. Only then shall the evidence be destroyed.