

## EVC: Evidence Packaging and Sealing Requirements

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### **Packaging requirements**

All evidence must be packaged using suitable packaging material to protect it from:

#### **5.8.4** **5.8.4.1**

- loss
- cross-transfer
- contamination
- deleterious change

The packaging material must be sealable and should be appropriate for the nature or condition of the evidence.

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### **Sealing requirements**

Evidence packages must be tape- or heat-sealed so that the contents are not subject to deterioration, loss, or damage.

#### **5.8.4.1**

Tape seals must be initialed or otherwise identified to document the person sealing the evidence.

Heat-sealed packages must have initials or other identification across the heat seal.

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### **Unsealed or improperly sealed evidence**

Evidence that is found to be unsealed or improperly sealed (for example, without initials) must be properly sealed by the individual in possession of the evidence.

#### **5.8.4.1**

If the evidence is unsealed, a tape seal must be placed across the opening and initialed.

If the evidence is sealed but not initialed or otherwise identified, a new tape seal must be placed across (and perpendicular to, if possible) the existing seal and initialed.

The condition of the packaging as originally received must be noted on the packaging, in the examination notes, or in the case management system.

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## EVC: Evidence Packaging and Sealing Requirements, Continued

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### **Damaged packaging**

#### **5.8.4.1**

Evidence packaging that is found to be damaged, such that the contents may escape or be contaminated, must be repaired by the individual in possession of the evidence.

Damaged areas may be tape-sealed and initialed or the entire package may be placed in a new package and sealed and initialed.

The condition of the packaging as originally received must be noted on the packaging, in the examination notes, or in the case management system.

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### **Large items**

#### **5.8.4.1**

Large items such as doors or car fenders may not be suitable for submittal in paper bags or cartons.

If an item is too large to totally enclose, then areas of interest such as suspected bullet holes, tool marks, or blood spatters should be covered using a suitable packaging material and secured with tape whenever possible.

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