



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**WORK RELEASE**

REVISION DATE  
1/8/20

PAGE NUMBER  
1 of 5

NUMBER  
**DOC 420.365**

**POLICY**

TITLE  
**EVIDENCE MANAGEMENT FOR WORK/TRAINING  
RELEASE**

**REVIEW/REVISION HISTORY:**

- Effective: 1/4/07
- Revised: 3/11/08
- Revised: 3/11/09
- Reviewed: 11/9/09
- Revised: 2/20/12
- Revised: 1/1/14
- Reviewed: 4/13/15
- Revised: 1/8/20

**SUMMARY OF REVISION/REVIEW:**


Major changes to include title. Read carefully!

**APPROVED:**

Signature on file

\_\_\_\_\_  
**STEPHEN SINCLAIR**, Secretary  
Department of Corrections

12/4/19  
\_\_\_\_\_  
Date Signed

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	<p>APPLICABILITY <b>WORK RELEASE</b></p>		
	<p>REVISION DATE 1/8/20</p>	<p>PAGE NUMBER 2 of 5</p>	<p>NUMBER <b>DOC 420.365</b></p>
	<p>TITLE <b>EVIDENCE MANAGEMENT FOR WORK/TRAINING RELEASE</b></p>		

**REFERENCES:**


DOC 100.100 is hereby incorporated into this policy; [RCW 69.50](#); [DOC 420.385 Presumptive Drug Testing](#); [DOC 490.850 Prison Rape Elimination Act \(PREA\) Response](#)

**POLICY:**

- I. Evidence/property confiscated/collected during searches will be secured and controlled to ensure safe, timely disposal of items, including illegal items and items released to local law enforcement for use as evidence in prosecuting crimes.
- II. Each facility will establish a process for handling nuisance contraband, including disposal within 30 days.

**DIRECTIVE:**


- I. Evidence Management
  - A. The Community Corrections Supervisor (CCS) will assign a Correctional Officer/Community Corrections Officer (CCO)/Correctional Sergeant as an evidence officer, who has been trained in evidence collection, to ensure evidence confiscated/collected during searches has been properly secured and documented.
    1. Chain of custody will be maintained at all times. Documentation must include:
      - a. A description of the evidence,
      - b. Who the evidence was collected from,
      - c. Who collected the evidence,
      - d. Witnesses,
      - e. Date and time collected, and
      - f. A brief summary of the scene/incident at the time collected.
  - B. Physical evidence resulting in a serious violation will be:
    1. Collected per DOC 490.850 Prison Rape Elimination Act (PREA) Response if regarding a Prison Rape Elimination Act allegation,
    2. Documented on DOC 05-384 Search Report and DOC 05-131 Evidence/Property Record - Work/Training Release to identify the:
      - a. Date, time, and location the evidence was discovered,
      - b. Person(s) who made the discovery, and
      - c. Individual(s) who had possession of the item(s).

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	<b>APPLICABILITY</b> <b>WORK RELEASE</b>		
	<b>REVISION DATE</b> 1/8/20	<b>PAGE NUMBER</b> 3 of 5	<b>NUMBER</b> <b>DOC 420.365</b>
	<b>TITLE</b> <b>EVIDENCE MANAGEMENT FOR WORK/TRAINING RELEASE</b>		

3. Photographed with a completed DOC 21-042 Photo Description.
  4. Placed in an evidence container or in a pre-stamped evidence bag with DOC 21-043 Evidence Card completed and attached. If the item does not fit in an evidence container, DOC 21-043 Evidence Card will be attached directly to the item, and
  5. Secured in an evidence locker/room or secure location as designated by the CCS. Only the CCS/designee and the evidence officer will have keys to the evidence locker/room.
    - a. In the absence of the evidence officer, evidence must be kept in a secured location until transferred to the evidence officer at the earliest opportunity.
    - b. Contraband/evidence and copies of related documentation resulting in a violation(s) for or reference to any unauthorized club, organization, gang, or security threat group will be forwarded to the Headquarters Security Threat Group Coordinator.
- C. The evidence officer will place the original DOC 05-131 Evidence/Property Record - Work/Training Release in the evidence locker/room and a copy in the resident file. The individual will be provided a copy if any property was removed during the search.
1. A copy will be given to law enforcement if they were involved at the time of discovery or when a violation is reported to law enforcement.

## II. Evidence Handling

- A. Evidence collected will be handled using standard precautions. Employees/contract staff must wear gloves whenever handling evidence.
1. Suspected illegal/unauthorized drugs will be handled per DOC 420.385 Presumptive Drug Testing.
  2. Each facility will develop procedures for drying damp/wet (e.g., body fluid) evidence. Evidence will be dried at room temperature and in a secure location immediately after being collected.
    - a. Plastic bags or containers may only be used to transport damp/wet evidence from the collection area to the drying location.
    - b. Areas used to dry evidence will be cleaned using a 10 to one water and bleach solution.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	<b>APPLICABILITY</b> <b>WORK RELEASE</b>		
	<b>REVISION DATE</b> 1/8/20	<b>PAGE NUMBER</b> 4 of 5	<b>NUMBER</b> <b>DOC 420.365</b>
	<b>TITLE</b> <b>EVIDENCE MANAGEMENT FOR WORK/TRAINING RELEASE</b>		

3. Clothing evidence must be removed while the individual is standing on a large sheet of clean paper.
4. Dry evidence will be completely wrapped in paper and packaged in a paper evidence bag. Only one piece of evidence will be secured in each bag.

### III. Transfer/Disposal

#### A. When evidence/property is requested:

1. The evidence officer will complete the Evidence/Property Transfer/Disposal section of DOC 05-131 Evidence/Property Record – Work/Training Release.
2. Employees/contract staff will initial DOC 05-131 Evidence/Property Record - Work/Training Release, acknowledging receipt.
3. Evidence will be returned to the evidence officer.


#### B. Evidence/property records will be reviewed every 6 months by the evidence officer, who will:

1. Identify evidence/property items that have been stored more than 6 months and dispose of evidence no longer needed,
2. Determine the need for continued storage by consulting with the case manager, and
3. Submit DOC 05-131 Evidence/Property Record - Work/Training Release to the CCS with a recommendation if the item(s) is no longer needed for violation/criminal hearing.

#### C. The CCS will approve the disposal of items and will select an employee/contract staff to witness the disposal procedure. Released property will be documented as a chronological entry in the individual's electronic file.

#### D. The evidence officer will inventory items identified for disposal using DOC 05-131 Evidence/Property Record – Work/Training Release, and:

1. Present any hazardous item(s) for disposal and provide a copy of the evidence/property record to Washington State Patrol when required.
  - a. The following are accepted by the Washington State Patrol:

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	<b>APPLICABILITY</b> <b>WORK RELEASE</b>		
	<b>REVISION DATE</b> 1/8/20	<b>PAGE NUMBER</b> 5 of 5	<b>NUMBER</b> <b>DOC 420.365</b>
	<b>TITLE</b> <b>EVIDENCE MANAGEMENT FOR WORK/TRAINING RELEASE</b>		

- 1) Controlled substances, as defined in RCW 69.50,
  - 2) Any weapon, firearm, or instrument which, if used, could cause serious bodily injury to another, and
  - 3) Ammunition, explosives, and/or instruments intended for sinister purposes (e.g., a type of unique weapon that Department officials would not want destroyed at the facility to prevent the design from being copied).
    - b. Knives, sheaths, or picks manufactured from facility material or abandoned personal property will not be accepted.
2. Destroy or dispose of evidence within 14 days if law enforcement will not accept responsibility.
- a. After a violation hearing, evidence not considered illegal contraband may be released to a person in the community as identified by the individual.

**DEFINITIONS:**

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

**ATTACHMENTS:**

None

**DOC FORMS:**

[DOC 05-131 Evidence/Property Record - Work/Training Release](#)

[DOC 05-384 Search Report](#)

[DOC 21-042 Photo Description](#)

[DOC 21-043 Evidence Card](#)