

DEPARTMENT OF CORRECTION  	<b>POLICY MANUAL</b>	<b>POLICY NUMBER:</b> 116	<b>PAGE NUMBER:</b> 1 of 1
		<b>SUBJECT:</b>  Custody of Evidence	Adopted: 12/82 Revised: 12/15/86 01/01/95 Reformatted: 01-2001

**01.00.00. POLICY OF THE DEPARTMENT**

It is the policy of the Board of Correction that all evidence confiscated from inmates, clients or residents, which is to or may be utilized in administrative disciplinary proceedings or criminal proceedings shall be maintained in a safe and secure manner until completion of the case.

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A proper chain of custody of evidence is to be maintained at all times.

Evidence must be stored in a safe location to ensure against theft or damage. If secure facilities are not available, arrangements must be made with the local police or sheriff.

Upon completion of case action, all evidence must be held for six months and if not claimed, disposed of immediately afterwards.

If evidence is in the form of marijuana, narcotics or abusable drugs, it will be turned over to the local law enforcement authorities or state laboratory for disposal.

Illegal items or property that cannot be returned because possession by the inmate, client or resident is illegal, may be destroyed or turned over to the state of Idaho for disposal.

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**Director, Department of Correction**

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**Date**