

Evidence Drying Cabinet Procedure

1407.1 PURPOSE

The Union City Police Department must use proper drying techniques to ensure wet items collected from crime scenes are properly dried prior to booking. The evidence cabinets are designed to provide a secure and dedicated area for drying evidentiary items. If wet evidence is not correctly dried, it is very likely that bacterial growth will destroy the biological material that is collected. The cabinets utilize HEPA and carbon filtration to minimize the potential for environmental cross contamination and employee exposure due to putrid odors or other biological materials.

1407.2 DRYING CABINET PROCEDURE

The following procedure shall be followed when using the Evidence Drying Cabinets:

- (a) Before using a cabinet make sure the card on the door indicates "**Clean**". If the card on the door reads "**Not Clean**", do not use the locker until it can be cleaned.
 1. **All C.S.I.'s will be trained to clean the locker**
- (b) Obtain the key for the locker from the watch commander.
- (c) Use the key to unlock the cabinet door. Place a piece of butcher paper onto the floor of the cabinet.
- (d) Place your items inside using a hanger or the shelves, then lock the door of the cabinet and return the key to the Watch Commander. Be sure to turn on the fan to incorporate airflow into the locker.
 1. **DO NOT PLACE EVIDENCE TAPE ON THE DOOR**
- (e) Complete the Evidence Drying Cabinet Log. [See attachment: Evidence Drying Cabinet Log_UCPD 197.pdf](#)
 1. Check the locker after 24 hours and if your items are dry, remove them and book them in as evidence.
 - (a) **Note: If it is the end of your duty week, make arrangements with another officer to book these items for you or notify a supervisor. Do not leave these items in the locker during your off-duty days.**
- (f) Remove the butcher paper from the floor of the cabinet and book it in as evidence. The butcher paper may have some trace evidence or dried biological evidence, which may have fallen off of the items you placed into the cabinet.
- (g) Place the "Not Clean" [See attachment: Not_Clean.pdf](#) card on the door of the cabinet to indicate that it has been used and needs to be cleaned.
- (h) The cabinets shall remain locked at all times, whether in use or not.

1407.3 DRYING CABINET MAINTENANCE

The following shall be followed when conducting maintenance for the evidence drying cabinets:

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- (a) It is the responsibility of the CSI Unit to ensure that the HEPA filters are changed yearly in accordance with current industry standards.
- (b) It is the responsibility of the Property & Evidence section to order any items associated with the evidence drying lockers, including the replacement HEPA filters.
- (c) A CSI or the CSI Unit Supervisor should notify Property & Evidence prior to the expiration of the HEPA filters to ensure there is ample time to order and receive the filter for replacement.
- (d) A CSI should regularly check the evidence drying cabinets to ensure they are functioning properly and remain clean and ready to be used.
- (e) A CSI will be responsible for replacing the HEPA filter yearly. Once the filter is replaced, the Filter Replacement sticker on each cabinet must be filled out with the date and officer's initials.

1407.4 DRYING CABINET RECORDS

It is the responsibility of the Property & Evidence Unit to maintain any records associated with the use of the Evidence Drying Cabinet(s).

Once the Evidence Drying Cabinet Log is complete (all spaces filled in) it will be removed and given to a member of the Property & Evidence Unit to maintain.

All records should be maintained for the life of the cases associated with the specific Evidence Drying Cabinet Log up to a maximum of 10 years unless specific circumstances require it to be maintained for a longer period.

1407.5 REVISIONS

Procedure adopted: November 3, 2022

Attachments

Evidence Drying Cabinet Log_UCPD 197.pdf



EVIDENCE DRYING CABINET LOG

DATE	CASE NUMBER	OFFICER	CABINET #1	CABINET #2	DATE CLEANED	OFFICER

Not_Clean.pdf

The Drying Cabinet is

NOT CLEAN



Do not use until the Cabinet has been
cleaned by a C.S.I.

Please notify the Watch Commander
Immediately that the Drying Cabinet is
Not Clean.