

# RCPD Controlled Substance Evidence Submission Form

*This form must be used if the person submitting the evidence does not have access to the RCPD's data management system to place the items. All evidence must be placed in a temporary locker at the RCPD Evidence Section building located at 625 1<sup>st</sup> Street in Rapid City. Leave this signed sheet in the temporary locker with the submitted evidence.*

Person Placing the Evidence (First and Last)	
Agency	
Date and Time of Submission (when it was placed in locker)	
Number of evidence items submitted (see attached table)	
Placed into RCPD Temp Locker (provide the temp locker number) <sup>1</sup>	
Name, phone number and email of person who form should be sent to when complete (if wanted)	

<sup>1</sup>If items are placed in multiple temporary lockers, indicate which items were placed in a given locker

Signature of person placing the Evidence (must be the same person listed in first line of the table above)

\_\_\_\_\_

Name

\_\_\_\_\_

Date

## ***Directions for Packaging Drug Evidence***

- 1) All items must be packaged according to the RCPD Evidence Section's established procedures. Evidence Staff can provide direction on how items should be packaged. Please take advantage of this as it may prevent you from having to return to fix packaging issues.
- 2) Every effort should be made to NOT package multiple items together. If you believe an item will need to be tested, it should be packaged individually to prevent potential cross contamination issues. It is up to the agency to decide if items are packaged together, and they will be responsible for explaining those reasons at trial if necessary.
- 3) If multiple items are packaged together in single package (not separated in any manner), the Evidence section will assume it is one item. We will test one item to positive in such cases, unless otherwise specified in a work request. We will not make any attempt to contact the agency to clarify. Our reports will clearly indicate what was in the package, and that all items were packaged together.
- 4) All though not recommended, it would be acceptable to package multiple items together, as long as each item in the package is individually packaged to prevent cross contamination. HOWEVER, when doing so, each item must be clearly labeled with the agencies item number so each item can easily be identified.
- 5) If Multiple items are packaged together, each item must be listed and clearly described in the submission table (i.e. item 1 - 4 used syringes with white residue, 2 snort tubes, and a digital scale) – ***If testing will be requested, explaining an item as "Miscellaneous Drug Paraphernalia" is NOT acceptable.***
- 6) Sharps must be packaged in manner that will mitigate potential injury to anyone who may come into contact with item(s).
- 7) Lighters and small torches MUST BE packaged separately from other items.
- 8) Vape Pens and similar devices are NOT TO BE packaged. They should be placed in the temporary locker (with this filled out form). Evidence staff will check to make sure they have been rendered safe and will then package them for you (they are a fire hazard for our facility).

Questions? Please call the RCPD Evidence / Forensic Laboratory at (605) 394-6033

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## *Controlled Substance Evidence Submission Table*

Agency Case Number	Agency Item #	Item Description - If packaging multiple items together, you must provide a detailed list of items - It is NOT acceptable to describe multiple items as "Miscellaneous paraphernalia"	RCPD Use only CR and item#

**Attach Additional Pages if Necessary**