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IDAHO DEPARTMENT OF FISH AND GAME

Evidence Management and Maintaining Chain of Custody PROCEDURE NO.: ENF-8.0

Revision Date: June 2015

- Renumbered from ENF-9.0 to ENF-8.0

It shall be Idaho Fish and Game's procedure to ensure evidence management protocols are developed to maintain chain of custody, security, and integrity of evidence seized.

A. Evidence Collection

Conservation officers and IDFG employees seizing or receiving evidence are responsible to maintain the chain of custody, integrity, and security of evidence. Whenever evidence is transferred a chain of custody form will be signed by the releasing and receiving entity.

Evidence can be released from the chain of custody and disposed of only after a CE-27 has been completed and signed by a judge with jurisdiction over the specific case or the regional supervisor.

B. Evidence Storage

Evidence storage will insure the integrity, security, and chain of custody of evidence. Each region will publish evidence management protocols that address the following:

1. Evidence storage areas should have limited controlled access.
2. Logs that accurately document the date, time, and who entered and exited the locked evidence storage (evidence room containing only evidence, evidence freezer or any locked container specifically holding evidence). Evidence logs that accurately document stored evidence by seizing officer, date and time stored and/or removed, and evidence tag number.
3. Establish a regional custodian and a back-up (evidence custodian can be an RCO, RI, SCO, or front office staff-discretion of RCO).
4. Establish a suitable location for a lock box holding appropriate keys, and if required, additional back-up keys (applies to lockable evidence rooms, freezers, lockers, containers that require a key).
5. Those evidence storage facilities with keypad entry should consider designating the administrative assistant as a back-up custodian as they managed the keypad codes.