



Santa Clara Police Training Flash



Crime Lab Request When Booking Drugs

The crime lab has requested changes to how we book drugs. Please see the example photo below. Towards the bottom of the K-Pack you must write the full case number in the item tab. If there are multiple items, you do not need to write the case number again, you can just use -2 -3. This example bag will be left at the bag and tag area near the computer in the evidence room. The bags must also be double sealed. When adding the weight of the bag please use the gross weight (The item, original packaging, and the K-Pack = Gross weight).

SANTA CLARA POLICE DEPARTMENT
CONTROLLED SUBSTANCES ENVELOPE

REQUESTING AGENCY SCPD		LABORATORY NUMBER	
AGENCY CASE NUMBER 2111131234	OFFENSE 11377(A) HS	SUBMISSION DATE 11/13/21	DATE EXAMINED 11/13/21
SUSPECTS		REQUESTING OFFICER	
1. JOHN DOE		F. ARREOLA	
2. JUV <input type="checkbox"/>		TELEPHONE NUMBER 408.615.4722	
3. JUV <input type="checkbox"/>		NO. OF THIS ENVELOPE	

INSTRUCTIONS

- ✓ 1. Print or type all information (incomplete forms will not be accepted).
- ✓ 2. Submit only those items to be examined. No money or other personal items will be accepted.
- ✓ 3. All items must be properly packaged before placing them in the envelope.
- ✓ 4. Evidence too large for the envelope should be packaged in another container and this form attached to it.

CHAIN OF CUSTODY (SIGN LEGIBLY)			
EVIDENCE RECEIVED FROM	EVIDENCE DELIVERED TO	GROSS WEIGHT	DATE
FA	EVIDENCE	1g	11/13/21

This envelope sealed by: **F. ARREOLA** DATE: **11/13/21**

ITEM NO.	ITEM DESCRIPTION	SOURCE
<i>P1111</i>	<i>One plastic bag containing white powder.</i>	<i>Pocket of suspect</i>
2111131234-1	POSSIBLE LSD IN FOIL	SUSPECT'S POCKET

↑ **WHOLE CASE # AND ITEM NEED TO BE WRITTEN OUT ONCE.**

DESCRIPTION OF LABORATORY ANALYSIS REQUESTED:
TEST + WEIGH

SEALED OTHER

EXAMINED BY: _____ DATE: _____