

**MARIN COUNTY SHERIFF'S DEPARTMENT  
INVESTIGATIONS DIVISION POLICY AND PROCEDURES MANUAL**

**CHAPTER 3 – PROPERTY  
INV-03-06  
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**DATE  
May 3, 1988  
REV: 2/15/02**

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**EVIDENCE SUBMITTED TO EVIDENCE/PROPERTY ROOM - PERISHABLE**

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**POLICY**

It is the policy of the Marin County Sheriff's Office to maintain an orderly process of submitting perishable evidence in order to preserve its value as evidence.

**PROCEDURE**

Perishable evidence; i.e., evidence that will spoil or decompose, must be refrigerated to retain its value as evidence. Most organic material, except vegetable matter, will fall in this category.

Photographs may be submitted in lieu of evidence for merchandise taken from retailer. Photographs should show overview and detail.

The Sheriff's Evidence Refrigerator is white colored, locked, and located in room across from the Crime Lab.

The Patrol Sergeant maintains control of the key that gains deputy access to the evidence refrigerator.

Perishable evidence submitted during normal business hours; i.e., 0800-1700, Monday through Friday, holidays excluded, will be submitted to the Evidence/Property Custodian or the alternate Custodian in the Custodian's absence.

Perishable evidence submitted after normal business hours will be deposited in the Evidence Refrigerator by the submitting deputy who will obtain the refrigerator key from the Patrol Sergeant and return it immediately thereafter.

Evidence will be placed and locked in individual lockers within the Evidence Refrigerator.

The Property Record Form will show that the submitted evidence was placed in the Evidence Refrigerator by writing in the space labeled "stored" opposite the item number submitted, "Evidence Refrigerator."

The Property Record Form will be placed in the Evidence/Property Room by the submitting deputy, either in the "mail slot," or with other non-perishable evidence being submitted into evidence via an evidence locker.

The submitted evidence will be logged on the Evidence Property Log located above the Evidence Lockers.

**RELATED STANDARDS**

INV-03-03

**AFFECTED DIVISIONS**

Investigations  
Patrol

**DATE OF REVISIONS**

5/3/88 Administrative Order 88-2  
2/15/02 Replaced Administrative Order 88-2

**By Order Of:**



DANIEL PAYNE, CAPTAIN  
BUREAU OF FIELD SERVICES