



Murray County Sheriff's Office

2558 29th St PO Box 57
Slayton MN 56172
(507) 836-6168
(507) 836-1116 FAX

Heath Landsman, Sheriff
Bryan Bose, Chief Deputy

Properly Packaging Evidence Guide

Safety is the first priority of the Murray County Sheriff's Office, therefore we cannot accept evidence that is improperly packaged. Items of evidence must be properly sealed with evidence tape (must initial/date over evidence tape) and clearly marked with our stickers from RMS. Make sure to use appropriate size packaging and proper labeling with applicable: BIOHAZARDS, SHARPS, etc.

ARSON

Evidence submitted for a arson investigation must be properly packaged in a coated aluminum can. Size of the can should be proportional to the size of the sample. Cans should be sealed with the lid, and then sealed with evidence tape (initial/date over tape).

BLOOD

Whole blood should be stored in a refrigerator. Always package tubes of blood separately from any other evidence items in crushproof container.

BODY FLUIDS

Evidence that is wet or that may contain body fluids (blood, semen, etc.) must be air-dried completely. Such items should be packaged in paper bags/boxes.

BUCCAL SWABS (buccal means "of or relating to the mouth or cheek")

Known samples can be collected by rubbing sterile swabs against the cheek, inside the mouth. Air-dry and package in a swab container or paper envelope/bag. Do not package in a plastic or zip lock bag. Swabs from areas of crime scene are not considered "buccal swabs". The buccal swabs from each individual should be packaged separately.

DRUGS

Controlled substances/drugs should be packaged separately (if the controlled substance is liquid or wet it should be packaged in the appropriate container, (liquids should be put in a sterile container) (wet controlled substances should be put in a paper package such as paper bag, envelope and or box).

Please Note: syringes and other sharps should be submitted in a hard-sided container such as a sealable plastic tube or other appropriate sharps container.

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FINGERPRINTS

Fingerprint cards and lifts can be packaged in paper or plastic. Evidence items which have not been processed for prints, should not be packaged in plastic. These evidence items should be secured inside a container which will not rub against the evidence, the container must be sealed. Cardboard boxes work well for packaging items for fingerprint exams.

FIREARMS

Firearms which are used in a homicide, suicide or which have been discharged in the use of a crime (with magazine if available) should be placed in an appropriately sized box and secured down with plastic zip cable ties, making the firearm temporarily inoperable. All other firearms shall be temporarily inoperable and a tag shall be attached to the firearm and or case. Do not place any object or cable ties through the barrel. Seal the box with evidence tape (initial/date over tape.) Always check the status of the firearm through NCIC before submission and have the Chief Deputy do an ATF Trace (form in RMS) before submission

Please Note: Do not package weapons with ammunition or any other evidence.

SEXUAL ASSAULT

Sexual assault kits should not be packaged with other items. **Make sure to include the tracking number for the sexual assault kit in RMS when you enter the kit into evidence.** The sexual assault kit tracking number is located on top right hand corner of the box directly below the bar code. The kit is considered the most probative item of the evidence in sexual assault case. Sexual assault kits will be kept as evidence indefinitely.