
 <p>State of Connecticut Department of Correction</p> <p>ADMINISTRATIVE DIRECTIVE</p>	Directive Number 6.9	Effective Date 01/03/17	Page 1 of 10
	Supersedes Control of Contraband and Physical Evidence, Supersedes 8/15/14		
Approved By  Commissioner Scott Semple	Title Collection and Retention of Contraband and Physical Evidence		

1. Policy. The Department of Correction shall enhance safety and security by prohibiting the introduction, use and/or movement of contraband in any facility, unit, area, vehicle, or surrounding grounds under the control of or contracted by the Department of Correction. Each aforementioned entity shall collect, retain and dispose of contraband and all forms of physical evidence in accordance with this Directive.

2. Reference and Authority.

- A. Public Law 108-79, Prison Rape Elimination Act of 2003.
- B. 28 C.F.R. 115, Prison Rape Elimination Act National Standards.
- C. Connecticut General Statutes, Sections 18-81, 21a-262 and 53a-174a and 53a-174b.
- D. Goodman v Cybulski, et al, Civil No. H-78-328.
- E. Shabazz v. Warden, No. CV 14-4006573
- F. Thomas v. Butkiewicz, 2016 WL 1718368, Civil Action No. 3:13-CV-747
- G. American Correctional Association, Standards for the Administration of Correctional Agencies, Second Edition, April 1993, Standard 2-CO-3A-01.
- H. American Correctional Association, Standards for Adult Correctional Institutions, Fourth Edition, January 2003, Standards 4-4192 and 4-4282.
- I. American Correctional Association, Performance-Based Standards for Adult Local Detention Facilities, Fourth Edition, June 2004, Standard 4-ALDF-2C-01 and 4-ALDF-2C-06.
- J. Administrative Directives 2.7, Training and Staff Development; 3.5, Correctional General Welfare Fund; 5.4, Hazardous Waste; 6.6, Reporting of Incidents; 6.10, Inmate Property; 6.12 Inmate Sexual Abuse/Sexual Harassment Prevention and Intervention; and 9.5, Code of Penal Discipline.

3. Definitions and Acronyms. For the purposes stated herein, the following definitions and acronyms apply:

- A. **Chain of Custody.** A process of chronological documentation, showing the seizure, custody, retention, transfer, and disposition of contraband and/or physical evidence; also refers to a form used for documenting this process.
- B. **Collection.** To acquire, bring together, gather, or to recover control of something.
- C. **Contraband.** An item that falls under the following criteria:
 - 1. Not authorized to be in any facility, unit, area, vehicle, or surrounding grounds under the control of or contracted by the Department of Correction or in an inmate's possession;
 - 2. that is authorized, but used in an unauthorized or prohibited manner;
 - 3. that is authorized, but altered; or,
 - 4. for which ownership cannot be established.
- D. **Excessive Property.** Authorized property that is in excess of limits permitted by Administrative Directive 6.10, Inmate Property.
- E. **Physical Evidence.** Anything including, but not limited to, a written record, videotape/disc, digital image, photograph, audio recording, any tangible item(s) or substance(s) and biological, or forensic material that may assist to substantiate or refute any criminal, administrative, charge(s) or allegation(s) to include potential litigation.
- F. **PREA.** Prison Rape Elimination Act.
- G. **Retention.** The purposeful continued possession, use or control of something.

Directive Number 6.9	Effective Date 01/03/17	Page 2 of 10
Title Collection and Retention of Contraband and Physical Evidence		

H. Spoliation. Destruction of evidence which there is a legal obligation to preserve; significant alteration of evidence or failure to preserve property for use as evidence in pending or reasonably foreseeable litigation. This includes allowing evidence to be overwritten or discarded in addition to the affirmative destruction of it. It is also a cause of action under state law for money damages for destruction of evidence. Spoliation can also be grounds for a party to obtain sanctions from the court such as a fine or an adverse inference instruction to a jury.

4. Contraband/Physical Evidence Classification. Confiscated contraband/physical evidence shall be classified in one (1) of the following categories:

- A. Weapon;
- B. Drug/Drug Paraphernalia;
- C. Alcohol - commercial or homemade;
- D. Appliance (e.g., television, radio, stereo, recorder, etc.);
- E. Currency (money or other commodity of exchange);
- F. Clothing;
- G. Miscellaneous Property; Staff Contraband
- H. Cellular/Digital Device;
- I. Written Record, video tape/disc, digital image, photograph or audio recording;
- J. Other (with description).

5. Inmate Notification of Seizure of Contraband or Excessive Property. When contraband or excessive property is confiscated the involved inmate shall be notified in accordance with Administrative Directive 6.10, Inmate Property, when applicable. When confiscation of excessive property results in a formal charge consistent with Administrative Directive 9.5, Code of Penal Discipline, the disciplinary report shall serve as the receipt.

6. Contraband. Contraband shall be retained as follows:

- A. Contraband Storage. Contraband shall be retained in a secure area with access limited to those individuals designated by the Unit Administrator.
- B. Tagging. Upon confiscation, a contraband item shall be tagged and classified, in accordance with Section 4 of this Directive, utilizing CN 6901, Contraband/Physical Evidence Tag and Chain of Custody.
- C. Logs. A hardbound contraband log shall be maintained to include:
 - 1. description of confiscated contraband;
 - 2. any identifiable marking, including brand name, serial number and/or model number;
 - 3. date and time of confiscation;
 - 4. location where found;
 - 5. person possessing contraband;
 - 6. staff discovering contraband;
 - 7. a record of any photos of contraband;
 - 8. assigned number in accordance with this subsection;
 - 9. disposition of contraband; and,
 - 10. any other relevant data.

Each item of contraband shall be identified by a unit tracking number which shall be prefixed by the facility/unit's initials, followed by a dash (-), the letter "C", followed by a dash(-), the last two numbers of the calendar year, followed by a dash (-) and sequential and uninterrupted numbers for logged contraband items.

Directive Number 6.9	Effective Date 01/03/17	Page 3 of 10
Title Collection and Retention of Contraband and Physical Evidence		

D. Documentation of Discovery. Any employee who discovers contraband and/or physical evidence shall complete CN 6601, Incident Report in accordance with Administrative Directive 6.6, Reporting of Incidents.

E. Chain of Custody. Any time contraband and/or physical evidence is retained, handled, inventoried, removed or returned from a storage area, the activity shall be noted on CN 6901, Contraband/Physical Evidence Tag and Chain of Custody form and in the contraband log to include the following data:

1. employee's printed name and signature;
2. date and time;
3. reason; and,
4. any other relevant information.

7. Physical Evidence. Physical evidence for any potential administrative or criminal proceeding shall be collected and retained to prevent spoliation. Physical evidence shall be categorized as either criminal or administrative in nature and shall be handled as follows:

A. Protection of Crime Scene. In any case in which a crime is suspected, the discovering staff member shall notify a supervisor without leaving the scene, if possible, and secure the suspected crime scene. Care shall be taken not to disturb the suspected crime scene or any physical evidence unless it is necessary to eliminate any further or immediate threat to the safety and security of staff, inmates or facility/unit and/or the possible disappearance (unauthorized movement and/or confiscation) of anything which may be considered evidence. Photos and/or videos shall be collected and retained of the suspected crime scene and any suspected physical evidence. Only authorized personnel shall be allowed to enter the area. The Connecticut State Police shall be promptly notified. The Connecticut State Police shall have authority over any criminal investigation and shall be responsible for securing criminal physical evidence upon responding to the facility/unit.

B. Handling Criminal and/or Administrative Evidence. When it becomes necessary for a Department employee to handle potential criminal and/or administrative physical evidence, it shall be handled only as required and only by those with a need or responsibility to handle it. The following safeguards shall be adhered to:

1. Latex or rubber gloves shall be used to the extent possible, each specific item of evidence shall be placed in a separate bag, envelope or container so as to avoid disturbing or compromising the integrity of the evidence. Evidence containing fingerprints or body fluids shall be placed in a paper bag for processing;
2. The storage container shall be tagged utilizing CN 6901, Contraband/Physical Evidence Tag and Chain of Custody; and,
3. Criminal physical evidence items when removed from the scene shall be placed directly in the criminal physical evidence storage area or turned over to the Connecticut State Police. The chain of custody shall be strictly enforced and documented.

C. Handling Video Evidence. When it becomes necessary for a Department employee to handle potential video evidence, it shall be handled only as required and only by those with a need or responsibility to handle it. The following safeguards shall be adhered to:

1. The video tape/disc shall be logged in a video and photographic evidence log as noted in Section 7(G) of this directive.
2. Each specific video tape/disc of evidence shall be collected in accordance with Section 10 of this directive. It shall then be placed in a separate

Directive Number 6.9	Effective Date 01/03/17	Page 4 of 10
Title Collection and Retention of Contraband and Physical Evidence		

- case, sleeve, envelope or container so as to avoid disturbing or compromising the integrity of the video evidence.
3. The case, sleeve, envelope or container shall be tagged utilizing CN 6901, Contraband/Physical Evidence Tag and Chain of Custody; video evidence shall be placed directly in the video evidence storage area. The chain of custody shall be strictly enforced and documented.
- D. Handling of photographic evidence. When it becomes necessary for a Department employee to obtain photographic evidence, it shall be handled only as required and only by as few persons as necessary.
1. Only photos with pertinent content shall be included with the incident report.
 2. All photographs shall be downloaded to a disc in accordance with the procedure listed in Section (7) (C) (1-3) of this Directive.
 3. Photographs may be downloaded to discs that contain hand-held video footage of the incident.
- E. Retention. Retention of any potential criminal ; administrative; video or photographic evidence shall be as follows:
1. Criminal Physical Evidence. Potential criminal physical evidence, not immediately released to the Connecticut State Police, shall be retained along with the criminal physical evidence log in a secure area designated by the Unit Administrator. The criminal physical evidence storage area shall be separate from the contraband storage area, and shall be accessed only by the person(s) designated by the Unit Administrator.
 2. Administrative Evidence. Administrative evidence shall be retained in an area designated by the Unit Administrator. Administrative evidence shall be released to the appropriate authority (e.g., Security Division, Affirmative Action Unit, etc.). Only personnel designated by the Unit Administrator or higher authority shall have access to the administrative evidence storage area.
 3. Video Evidence. Video evidence shall be retained in an area designated by the Unit Administrator. All video evidence shall be retained along with the original CN6901 and a Video and Photographic Evidence Log. Only personnel designated by the Unit Administrator or higher authority shall have access to the video storage area.
 4. Photographic Evidence. All photographic evidence shall be retained in an area designated by the Unit Administrator. All photographic evidence shall be retained along with a Video and Photographic Evidence Log. Copies of all photographs shall be printed on with pertinent a CN6904, Photographic Evidence form and be attached to the incident report.
- F. Criminal Physical Evidence Log. A permanent, hardbound, criminal physical evidence log for potential criminal evidence shall be maintained inside the evidence storage locker. In addition to logging the chain of custody information required in Section 6(E) of this Directive, the following information regarding the criminal physical evidence shall be included in the log:
1. a description of the criminal physical evidence;
 2. date and time discovered or when classified as criminal physical evidence;
 3. individual discovering criminal physical evidence;
 4. individual placing criminal physical evidence in criminal physical evidence locker;
 5. date and time placed in criminal physical evidence locker; and,
 6. date and time, by whom and reason for removal from criminal physical evidence locker.

Directive Number 6.9	Effective Date 01/03/17	Page 5 of 10
Title Collection and Retention of Contraband and Physical Evidence		

Each item of potential criminal physical evidence shall be identified by a unique number which shall be prefixed by the facility/unit's initials, followed by a dash (-), the letters "CPE", followed by a dash (-), the last two numbers of the calendar year, followed by a dash (-) and sequential and uninterrupted numbers for logged criminal physical evidence.

G. Video and Photographic Evidence Log. A permanent, hardbound, video and Photographic Evidence Log shall be maintained for videos and photographs. In addition to logging the chain of custody information required in Section 6(E) of this Directive, the following information regarding the video and photographic evidence shall be included in the log:

1. video and/or photograph tracking number
2. date and time of incident;
3. camera operator (video and/or photographs);
4. supervisor;
5. incident description,
6. incident report number (if applicable);
7. number of photographs (if applicable);
8. date and time, by whom and reason for removal from video and photographic evidence locker.

Each video tape/disc and/or photographic evidence shall be identified by a unique unit tracking number which shall be prefixed by the facility/unit's initials, followed by a dash (-), the letter "VP", followed by a dash (-), the last two numbers of the calendar year, followed by a dash (-) and sequential and uninterrupted numbers for logged video and photographic evidence.

H. Chain of Custody. Any time potential criminal physical evidence is retained, handled, inventoried, removed or returned from a storage area, the activity shall be noted on the CN 6901, Contraband/Physical Evidence Tag and Chain of Custody Form and in the physical evidence log to include the following data:

1. employee's name;
2. date and time;
3. reason; and,
4. any other relevant information.

Prior to transfer of evidence to the Connecticut State Police and/or other outside agency, the original CN 6901, Contraband/Physical Evidence Tag and Chain of Custody Form shall be signed by the receiving official indicating receipt of the evidence. A copy of the CN 6901, Contraband/Physical Evidence Tag and Chain of Custody Form shall be given to the receiving official and the original CN 6901 shall be added to the appropriate incident report package.

8. Employee Electronic Device. Upon determination that a staff member has entered a facility with an unauthorized electronic device, the facility supervisor will note whether the employee was observed using the electronic device, and will conduct the following:

- A. If the employee was not observed using the electronic device, the employee will be instructed to immediately remove the electronic device from the facility and have it placed in their automobile. An incident report will be generated.
- B. If the employee was observed using the electronic device, the item will be confiscated, an incident report generated, the Unit Administrator or Duty Officer contacted.
- C. Confiscated electronic devices shall be photographed, tagged with a CN 6901 Form and secured in a Faraday bag for forwarding to the External Security Unit as evidence in accordance with this Directive.

Directive Number 6.9	Effective Date 01/03/17	Page 6 of 10
Title Collection and Retention of Contraband and Physical Evidence		

9.Video Evidence. Video Evidence shall be treated and handled in accordance with Section 7 of this Directive. Each video tape/disc shall have a separate CN 6901, Contraband/Physical Evidence Tag and Chain of Custody Form. A manager/supervisor not directly involved in the incident shall review the video tape/disc and complete CN 6902, Supervisor Video Recording Review Form in accordance with Section 10(A) and 10(B) of this directive.

10.Collection and Review of Video and Photographic Evidence. Video and photographic evidence will be collected and reviewed for possible retention in the following circumstances:

A. Documented Incidents. All incidents that are defined in Administrative Directive 6.6-Reporting of Incidents, Sections (5) (6) (7).

1. Stationary and hand-held video footage shall be collected as evidence if the video is taken or recorded during a documented incident and/or is noted as evidence in an incident report package.

a. Stationary video footage shall be collected for all cameras in the incident area that may have reasonably captured any portion of the incident, for a minimum of one hour preceding and following the documented incident.

b. Additional stationary camera and hand-held video footage preceding, during, or following the documented incident shall be collected as evidence if it is determined, by the supervisor documenting the incident or those designated by the Unit Administrator, to be deemed relevant to or provides additional information about the documented incident. This shall include any discrepancies (i.e.: obstructions or breaks in video coverage, event in focus) observed while viewing the hand-held video recording or situations which may necessitate additional video.

2. The scope of collection as defined in Section 10 (A) (1) (a-b) of this directive shall be determined by the supervisor documenting the incident or those designated by the Unit Administrator.

3. The scope of collection as defined in Section 10 (A)(1)(a-b)of this directive may be broadened by the Unit Administrator or his/her designee in light of the following factors:

a. Issues and/or concerns presented in a written request by an attorney, union representative, staff member, inmate, visitor, etc., about the incident,

b. the actual location of the incident, and the locations of events preceding and following the incident,

c. the totality of the circumstances surrounding the incident, and

d. the responsibility for the collection of the additional video evidence shall be determined by the Unit Administrator or his/her designee.

4. Review of the collected video as defined in Section 10(A)(1)(a-b) and will be conducted as follows:

a. A manager or supervisor not directly involved in the incident shall conduct a supervisory review of all hand-held video footage/evidence shall be conducted and documented on a CN6902-Supervisor Video Recording Review form.

b. A manager or supervisor not directly involved in the incident shall conduct a supervisory review of all stationary video footage/evidence that best captures the incident shall be conducted and documented on a CN6902-Supervisor Video Recording Review form.

c. Supervisory review of additional video footage/evidence shall be ordered by the Unit Administrator or his/her designee.

Directive Number 6.9	Effective Date 01/03/17	Page 7 of 10
Title Collection and Retention of Contraband and Physical Evidence		

d. Best efforts shall be made to conduct supervisory reviews within 15 days of the incident.

B. Preservation requests. Upon any written request by an attorney, union representative, staff member, inmate, visitor, etc., the facility shall collect and retain all original video evidence inclusive to the request. The request shall be acted upon in a timely manner.

1. The requestor shall make his/her request as soon as possible to ensure the request is received by the Unit Administrator or designee within thirty (30) days of the recording date as outlined in A.D. 4.7, Records Retention.
2. The request shall include the date, time, location, description of video and explanation for the requested video.
3. The video evidence shall be collected by those staff designated by the Unit Administrator, or designee.
4. The video evidence shall be retained specific to the timelines requested of the event/incident to include any and all video evidence pertinent to the request.
5. A supervisory review of the requested video evidence shall be conducted at the discretion of the Unit Administrator or his/her designee.
6. Upon supervisory review of the video evidence if it is observed that the event/incident is outside the timeline documented in the request then additional video evidence shall be retained.
7. Upon supervisory review of the video evidence the Unit Administrator or his/her designee shall be notified of any information pertinent to the request or any other reportable event observed during the review. Any further action deemed necessary shall be at the discretion of the Unit Administrator.
8. A CN6902-Supervisor Video Recording Review form shall be completed to document the review.
9. A written response shall be prepared and disseminated to the originator of the request.
10. Copies of the original request, the written response to the requestor, the CN6901-Contraband/Physical Evidence Tag and Chain of Custody and CN6902-Supervisor Video Recording Review form for video evidence shall be retained in a location designated by the Unit Administrator.

C. Disciplinary Proceedings. During defense preparation if the accused inmate, or witness/witnesses, requests video evidence pertaining to the alleged offense or disciplinary process, the facility shall collect, review and retain all original video evidence pertinent to the request if such video is still available.

1. The accused inmate, or witness/witnesses, may request video evidence during the pre-hearing investigation or during the formal disciplinary hearing with the Disciplinary Investigator or Advisor.
2. The Disciplinary Investigator or Advisor shall be responsible to collect, review and retain the pertinent video relevant to the alleged offense. Video requests made during the formal disciplinary hearing shall be considered for use in the hearing at the discretion of the Disciplinary Hearing Officer. Regardless of the use of the video in the formal disciplinary hearing, the Disciplinary Hearing Officer shall instruct the facility Disciplinary Investigators to collect and retain such video for any future administrative proceedings or potential litigation.
3. The review shall be documented in synopsis form by the Disciplinary Investigator on the CN9505/2-Disciplinary Investigation Report facts section. It shall be noted by the Advisor on the CN9508/2-Advisor Report evidence section, then in synopsis form on CN9506, Disciplinary Supplemental Information.

Directive Number 6.9	Effective Date 01/03/17	Page 8 of 10
Title Collection and Retention of Contraband and Physical Evidence		

4. A CN6901-Contraband/Physical Evidence Tag and Chain of Custody form along with a copy of any one of the respective forms noted in part 3 above shall be attached to the videotape/disc.

The procedure for collection of surveillance video evidence shall be in accordance with each facility and/or unit's specific video surveillance system.

D. Collection of photographic evidence. The collection of photographic evidence, if applicable, shall be inclusive to any documented incident as described in Administrative Directive 6.6-Reporting of Incidents, Sections (5) (6) (7).

1. All photographs shall be taken in accordance with facility and/or unit procedures.
2. All photographs taken, regardless of their content, shall be included on a disc for retention. (e.g.: If 10 photographs are taken then all 10 photographs shall be included.)
3. Only photos with pertinent content shall be inserted on a CN6904 Photographic Evidence Form, printed and be included with the incident report.
4. Photographs shall be numbered in numerical order and include the total amount photographs taken. (e.g.: Photo #1 of #10)

11. Retention and Copying of Video and Photographic Evidence. The copying of video and photographic evidence shall conducted be as follows:

- A. Facility Investigations. Each facility shall be responsible for the retention and copying of video and photographic evidence related to facility-level investigations.
- B. Security Division Investigations. The facility shall retain for retrieval, all original video and photographic evidence for Security Division Administrative Investigations (non-criminal). The Security Division shall assume the sole responsibility of copying and distributing video and photographic evidence associated with Security Division Investigations.
- C. Criminal Investigations. The facility shall be responsible for providing the original video and photographic evidence to the Connecticut State Police and maintaining one copy for the Security Division of all incidents under criminal investigation by the Connecticut State Police. The copy shall be retained for retrieval by the Security Division.
- D. PREA Investigations. The facility shall retain for retrieval, all original video and photographic evidence for PREA Administrative Investigations (non-criminal). The PREA Investigation Unit shall assume the sole responsibility of copying and distributing video and photographic evidence associated with PREA Investigations.
- E. Documented Incidents. The facility shall retain for retrieval, all original video and photographic evidence inclusive and/or associated with any incident as described in Section 10(A) of this directive for a period of 10 years from date of recording, or until any pending legal action has been resolved, whichever is later.
- F. Preservation requests. The facility shall retain for retrieval, all original video evidence inclusive and/or associated with any preservation request as described in Section 10(B) of this directive for a period of 10 years from date of recording, or until any pending legal action has been resolved, whichever is later.
- G. Disciplinary Proceedings. The facility shall retain for retrieval, all original video evidence pertinent to and/or associated with any disciplinary proceeding,

Directive Number 6.9	Effective Date 01/03/17	Page 9 of 10
Title Collection and Retention of Contraband and Physical Evidence		

when requested, as described in Section 10(C) of this directive for a period of 10 years from date of recording, or until any pending legal action has been resolved, whichever is later.

Any video or photographic evidence that is copied and/or distributed to the above listed units/agencies, shall be reflected on the original CN6901. A copy of this updated CN 6901 will be attached to the copy of the evidence and attached to the associated incident report. The original CN6901 shall remain with the evidence while it is still with the initiating facility.

12. Handling of Evidence Obtained through the Facility Intelligence Unit.

Evidence obtained through the Facility Intelligence Unit shall be inventoried and retained for retrieval in the facility telephone monitoring room evidence storage area. Evidence accountability shall be documented and maintained utilizing CN 6903, Intelligence Unit Physical Evidence Tag and Chain of Custody. Access to the facility telephone monitoring room shall be by authorized personnel only.

13. Contraband/Criminal Physical Evidence Inventory.

Contraband and criminal physical evidence shall be inventoried quarterly to ensure proper accountability and consistency with the appropriate log.

14. Disposal of Contraband and Criminal Physical Evidence. When all administrative and/or applicable criminal proceedings requiring the contraband and/or criminal physical evidence have been completed, the Unit Administrator shall authorize the disposal of contraband and/or criminal physical evidence in accordance with the following:

- A. Weapons. Confiscated firearms shall be released to the Connecticut State Police or the Department's Director of Security for transfer to the Department of Public Safety. Such removal shall be documented on CN 6901, Contraband/Physical Evidence Tag and Chain of Custody and the Unit Administrator shall be properly notified. Sharp weapons shall be disposed by use of a "sharps container." The Unit Administrator or designee shall dispose of weapons in a safe and secure manner. In every case, proper documentation shall be ensured in accordance with Section 7(E) of this Directive and annotated on CN 6901, Contraband/Physical Evidence Tag and Chain of Custody.
- B. Drugs. Confiscated drugs shall be released to the Connecticut State Police or a member of the Department's Security Division for transfer to the Department of Consumer Protection. The Security Division shall remove all retained confiscated drugs from each facility/unit semi-annually or as needed. Each unit shall be notified of removal dates and such removal shall be documented on CN 6901, Contraband/Physical Evidence Tag and Chain of Custody.
- C. Alcohol - Commercial or Home Made. Contraband alcohol shall be disposed of at the discretion of the Unit Administrator.
- D. Hazardous or Infectious Materials. All hazardous materials shall be disposed in accordance with Administrative Directive 5.4, Hazardous Waste.
- E. Appliances. Confiscated appliances shall be disposed of in accordance with Administrative Directive 6.10, Inmate Property.
- F. Money. Unauthorized monies shall be confiscated and deposited in the Correctional General Welfare Fund via the Fiscal Services Unit in accordance with Administrative Directives 3.5, Correctional General Welfare Fund and 6.10,

Directive Number 6.9	Effective Date 01/03/17	Page 10 of 10
Title Collection and Retention of Contraband and Physical Evidence		

Inmate Property. All unauthorized monies shall be placed in a see-through evidence bag. The following procedure shall be followed:

1. The facility shall complete Attachment A, CO-99, Official Receipt. The white copy of the receipt shall be retained at the facility with the original CN 6601, Incident Report (contaminated funds shall be indicated in the body of the report).
2. The yellow copy of Attachment A, CO-99, Official Receipt, and copy of CN 6901, Contraband/Physical Evidence Tag and Chain of Custody and the funds shall be placed in a see-through evidence bag and labeled "Contraband Funds." Funds shall be hand carried to the Fiscal Services Unit, Accounting Unit where a new Attachment A, CO-99, Official Receipt shall be made out.
3. A copy of the new Attachment A, CO-99, Official Receipt shall be given to the courier as a receipt to be returned to the originating facility where it shall be attached to the original CN 6601, Incident Report.

G. Clothing. Disposal of contraband clothing shall be in accordance with Administrative Directive 6.10, Inmate Property.

H. Other Items. Other items that cannot be returned to the rightful owner shall be disposed of or destroyed in accordance with Administrative Directive 6.10, Inmate Property.

I. Excessive Property. Excessive property shall be processed in accordance with Administrative Directive 6.10, Inmate Property.

15. Emergency Circumstances. A staff member may deviate from the requirements of this Directive in order to preserve the safety and security of the facility/unit.

16. Training. Staff training on the information and procedures contained within this directive shall be in accordance with Administrative Directive 2.7, Training and Staff Development.

17. Forms and Attachments. The following forms and attachments are applicable to this Administrative Directive and shall be utilized for their intended function:

- A. CN 6901, Contraband/Physical Evidence Tag and Chain of Custody;
- B. CN 6902, Supervisor Video Recording Review;
- C. CN 6903, Intelligence Unit Physical Evidence Tag and Chain of Custody;
- D. CN 6904, Photographic Evidence
- E. Attachment A, CO-99, Official Receipt.

18. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.