

# **TENNESSEE BUREAU OF INVESTIGATION**

## *Forensic Services Division*

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### Evidence Unit Standard Operating Procedures Manual

#### Evidence Destruction

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#### 15.0 Evidence Destruction

- 15.1 Drug evidence submitted by TBI Agents shall be destroyed as soon as possible when a destruction order is received from the TBI Agent requesting that the evidence be destroyed.
- 15.2 When destruction orders are received, the laboratory case file and evidence shall be retrieved. Laboratory number, exhibit number(s), and subject names (if available) will be compared to ensure the proper evidence has been pulled. This will be documented in the CID computer system chain of custody record. The destruction order will be stamped with the 'Evidence Destroyed' stamp. This stamp is not initialed or dated until the evidence has been destroyed.
- 15.3 Drug evidence and laboratory case files retrieved pending drug destruction will be kept separate from the general evidence stored in the PEV.
- 15.4 Drug evidence will be destroyed by incineration. The Forensic Technician Supervisor or designee will accompany the evidence to the incinerator. A supervisor from the crime laboratory or designee will accompany the Forensic Technician Supervisor or designee as a witness to the drug destruction.
- 15.5 After drug evidence has been destroyed, the Forensic Technician Supervisor or designee and the supervisor or designee that witnessed the drug destruction will sign the destruction order. The date the evidence is destroyed will be written on the destruction order as well as in the space provided in the 'Evidence Destroyed' stamp.
- 15.6 After the chain of custody is completed in the CID computer system for the destruction of evidence, a copy of each destruction order will be made and the original returned to the requesting TBI Agent. The copy of the destruction order will become part of the laboratory case file.
- 15.7 Evidence submitted by police departments, sheriff's offices, TBI Agent, or other law enforcement agencies will be destroyed only if a letter has been received from the officer or agent requesting that the laboratory dispose of the evidence. This letter-requesting disposal of evidence will become a part of the laboratory case file. A copy of the letter containing the date the evidence was disposed of and signatures of witnesses will be returned to the requesting officer/agent.