

ASTM Compliant Evidence/Property Log

Case, File or Incident # _____

Unique Evidence # _____

Date Collected: _____ Time Collected: _____

Photograph Documentation of Evidence Conducted Yes No ASTM E1188-3.3.1, E1459-4.1.3

Identify the Evidence to be collected: _____

Location Where Evidence Was Found: (Brief Description) _____

Name & Affiliation of Individual Initially Collecting/Removing the Evidence from the Scene ASTM E1188-3.4.1.4

Name: _____ Agency/Company: _____

Evidence Stored in Evidence Locker Evidence Room Evidence Custodian Locker/Area

Other: _____

Shipped: Yes No Hand Delivered (If shipped identify shipping method below)

UPS Fed-Ex DHL USPS Other: _____

Tracking Number: _____

Date Shipped: _____ Received By: _____ Date: _____ Time: _____

Chain of Custody

From _____ to _____ Date _____ Time _____

From _____ to _____ Date _____ Time _____

From _____ to _____ Date _____ Time _____

From _____ to _____ Date _____ Time _____

From _____ to _____ Date _____ Time _____

From _____ to _____ Date _____ Time _____

From _____ to _____ Date _____ Time _____

From _____ to _____ Date _____ Time _____

ASTM E1188-3.4 Validation and Authentication-To support the admissibility of evidence and information, the validity and authenticity must be established and the chain of custody traceable. ASTM E1459-3.2 The chain of custody of any item of physical evidence will be maintained and documented. Yes- See above.

All ASTM References Courtesy of ASTM International

ASTM E-1188 Standard Practice for Collection and Preservation of Information and Physical Items by a Technical Investigator.

ASTM E-1459 Standard Guide for Physical Evidence Labeling and Related Documentation.

- ASTM E-1188 3.2.1 Plan the investigation to protect physical evidence significant to the incident.
- ASTM E-1188 3.2.2 Document conditions that prevent or interfere with the preservation of any potential evidence in the state in which it was found.
- ASTM E1188- 3.2.3 Assign a unique identifier to each item collected. & ASTM E1459-4.2.3 Give each item collected at a specific scene a unique sequential number.
- & 3.4.1-
ASTM E-1188-3.3.2 Potential evidence should be photographed in the position where it is first observed by the investigator.
- ASTM E-1188-3.4.1.2 Location where the evidence was found. & & 3.4.1.3 Date and time the evidence was found or obtained,
- ASTM E-1188-3.4.1.4 Name and affiliation of individual who initially removed the evidence from the scene.
- ASTM E-1188-3.4.2 Subsequent custody transfer information contemporaneous documentation of the following information/documentation may not be available all in the same location.
- ASTM E-1188-3.4.2.1 Name and affiliation of each subsequent custodian along with the date of transfer.
- ASTM E-1188-3.4.2.2 Modification or repackaging of items by each custodian.
- ASTM E-1188-3.4.2.3 Configuration and condition when transferred to the new custodian
- ASTM E-1188-3.5 It is preferred that evidence and documentation should remain unchanged to the fullest extent possible.
- ASTM E-1188-3.5.1 Transfer of information or items to a more appropriate storage medium is necessary; this is permitted provided that information loss is minimized.
- ASTM E-1188-3.5.2 If an agency or company has a written document or evidence retention policy, that policy should be followed.

- ASTM E1459-4.1.4.2 Give each scene a separate identification number.
- ASTM E1459-4.2.2 Assign a Unique Identifier for Evidence Collected
- ASTM E1459-2.1 & E1459-4.1.1, & ASTM E1459-4.1.2 whenever possible, sequential numbers will be used for evidence.

ASTM E1459-4.2.4-----Separately package and mark each item with the information as referenced in 4.1.4

Modification or Repackaging of Items by any Custodian ASTM E1188-3.4.2.2 [] Yes [] No

If yes explain: _____

Configuration and Condition When Transferred to the New Custodian ASTM E1188-3.4.2.3
(Same as collected unless described here. _____

Evidence Released Information if Applicable

[] Return to Owner/Finder [] Court Ordered Destruction/Release [] Convert To Agency [] Auction

[] Other: If Other Explain: _____

Release to: (Name): _____ Organization: _____

Signature _____ Date/Time: _____