



Cambridge Police Department

EVIDENCE / PROPERTY CORRECTION NOTICE

RIGHT OF REFUSAL

Incident Number: _____

Date: _____

To:
CC: Commanding Officer: _____
CC: Officer/Detective:
From: Evidence/Property Unit

On: _____, Officer/Detective: _____ submitted evidence/property for the following case:
(Date) (Case Number)

The following problem(s) need to be corrected. This Officer/Detective ***must*** make arrangements with the property technicians to respond to the property and evidence unit and make the necessary corrections and re-submit the property. **Due to the exigent nature of this evidence, this correction must be handled within 3 days.** Your cooperation is appreciated.

- The property/evidence is not properly packaged and/or tagged.
- This must be packaged in paper bags and sealed with red evidence tape and signed.
- This package is missing case information
 - Case #: _____
 - Evidence description
 - Evidence Location
 - Officer Collecting Evidence
 - Other:
- The property tag is missing information regarding the type of evidence. (Fingerprint evidence, case evidence, prisoner property, lost and found)
- The Property/Evidence Submission form (801D) was not submitted with evidence or is missing information. Lab Request / Property Request
- The amount of (money, drugs, weapons, other: _____) listed on the property tag, and/or package, is not the amount contained in the envelope.
- Other: _____
- Other: _____