



What you'll need:

Evidence chain of possession form	Ruler
Evidence tape template	Pad of paper
Scissors	Pencil
Glue stick or stapler	Red or yellow printer paper
Plain brown paper bags	Masking tape
Black fine-tip permanent marker	

What to do:

1. Print out as many copies of the Evidence-Chain-of-Possession form as you will need to collect your evidence. Attach them to the outside of your paper bags using either the glue stick or the stapler.
2. Print out the Evidence-Tape form on red or yellow printer paper. Cut out the strips of Evidence Tape.
3. Try practicing your evidence-collection skills by collecting different pieces of evidence from around your room. Almost anything found at a crime scene could be evidence: cloth, buttons, rope, tape, handwritten notes, bits of plastic food crumbs, etc. You never know which piece of evidence will be the key to solving the case, so it's best to collect them all.
4. If you can do it without damaging your evidence, mark each item you collect with a small piece of masking tape with your initials, the date, and the time.
5. Place the evidence in the bag, fold the top closed, and glue a piece of evidence tape over the fold. Now the bag cannot be opened without breaking the tape. Number the bag to help you keep track. Fill in the item description on the bag.
6. Repeat these steps for each piece of evidence.
7. Make a written list of all the evidence on your pad of paper. The list should include: the bag number, what's inside, time and date it was bagged, where it was found, and the initials of the person who collected it. This list is proof that the evidence exists.
8. Store your collected evidence in a safe spot.
9. If you hand over the evidence to someone else, be sure to fill out the Chain-of-Possession form. That way you'll have a record of who has the evidence and when. This is called the "chain of possession." It is very important if the evidence is lost or damaged.



EVIDENCE

Bag #: _____

Description of evidence: _____

Date and Time of recovery: _____

Location of recovery: _____

Recovered by: _____

CHAIN OF POSSESSION

Received from: _____ by: _____
Date: _____ Time: _____ AM / PM

Received from: _____ by: _____
Date: _____ Time: _____ AM / PM

Received from: _____ by: _____
Date: _____ Time: _____ AM / PM

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