

# EVIDENCE VIEWING PROCEDURE

## PREPARATION:

- 1) All requests to view evidence are to be submitted by defense counsel, in writing, for approval. This will ensure that all requested items are available during the requested viewing time. This request must include the following:
  - a. Date of request
  - b. Date of requested viewing
  - c. Names of all viewers
  - d. Lawrence Police Department case number
  - e. Defendant's name
  - f. List of items of evidence to be viewed including Lawrence Police Department property number

NOTE: The viewer may NOT request additional items be viewed during the scheduled viewing time. Only the items requested will be viewed. Requests for additional items must be submitted through a separate written request. Only items related to the case will be viewed.

- 2) The location to view evidence shall be determined and pre-arranged by the prosecutor on the case, for the Douglas County District Attorney's Office, prior to the viewing date. The requesting party should be aware that a considerable amount of time should be allotted to fulfill their request depending on the amount of items to be viewed.
- 3) Viewing of evidence will only take place during the working hours of 8am to 5pm Monday thru Friday, except city observed holidays.
- 4) All viewing of evidence is to take place in an audio/video recorded room. This includes but is not limited to locations such as the Investigations and Training Center, the Law Enforcement Center, The Douglas County Sheriff's Office, and the Douglas County Jail. These audio/video recordings will be retained as part of the case, and attached to the Lawrence Police Department's secure media server.
- 5) The evidence is to be checked out of the Lawrence, Kansas Police Department evidence room by the prosecutor for the case.
- 6) Any and all individuals present in the room at the time of the viewing will wear proper Personal Protective Equipment (PPE). This includes, but is not limited to:
  - a. Tyvek sleeves
  - b. Eye protection
  - c. Face shield/mask

d. Gloves

- 7) No food or beverages are permitted in the viewing room. NO EXCEPTIONS.

**VIEWING:**

- 1) If certain items requesting to be viewed are not available, counsel will be notified prior to the scheduled viewing date.
- 2) During the viewing and documentation of an item, a designated Lawrence Police Department employee will remain in control of each item by opening, showing, and re-sealing the package of each item. This is to maintain the integrity of the item(s) at all times.
- 3) Once viewing and documentation of an item is complete, and before moving on to the next item, the defense counsel will be required to initial next to each item on the original request form, to indicate the item has been viewed. This record will be retained with the case, and attached to the Lawrence Police Department secure media server.
- 4) The Lawrence Police Department will NOT assist in documentation of the item(s). All documentation, including photography, is to be completed by the requestor. Furthermore, no laboratory equipment will be provided to the counsel for documentation or viewing purposes, with the exception of PPE required to maintain the integrity of the item. If digital media is to be reviewed, the Lawrence Police Department may provide a computer to ensure appropriate control of the media.
- 5) No questions regarding the case or the items will be answered by employees of the Lawrence Police Department during the viewing of items. All questions should be directed towards the prosecuting attorney for the case.