

**OFFICE OF THE CHIEF OF POLICE**

**ADMINISTRATIVE ORDER NO. 4**

**July 29, 2024**

**SUBJECT: ANALYZED EVIDENCE ENVELOPE, FORM 12.51.03 – REVISED**

**PURPOSE:** The purpose of this Order is to revise the Analyzed Evidence Envelope, Form 12.51.03. Revisions to this form have been made to improve functionality and efficiency.

**PROCEDURE:** The Analyzed Evidence Envelope, Form 12.51.03 has been revised. Revisions to this form include the following:

- “DR” box has been renamed “Case;”
- “Investigating Officer Serial No.” has been relocated;
- “Item Number(s)” has been added;
- “Notes” has been added;
- Statement of Analyst has been revised;
- Analyst’s Signature box has been expanded and the “Analyst Signature” heading moved to the top of the box.

The use, completion, and distribution of this form remain the same.

**FORM AVAILABILITY:** Analyzed Evidence Envelope, Form 12.51.03 is available by submitting a Supply Order Form, Form 15.11.00 to Supply Section. Employees may continue to use the previous versions of Form 12.51.03 until the supply is depleted.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.

  
for: DOMINIC H. CHOI  
Chief of Police

Attachment

DISTRIBUTION “D”

# POSITION OF FLAP ON BACK OF ENVELOPE

12.51.03 (02/2024)

LOS ANGELES POLICE DEPARTMENT

THIS IS PKG. NO.	TOTAL PKGS.	JUVENILE INVOLVED <input type="checkbox"/>
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## ANALYZED EVIDENCE NARCOTICS

RETURN TO:
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DATE	BOOKING NO.	CASE
BOOKED TO	DIVISION OF OCCURRENCE	
LOCATION BOOKED	CHARGE	
BOOKED BY	DIVISION AND UNIT	
INVESTIGATING OFFICER	SERIAL NO.	
ITEM NUMBER(S)		
NOTES		

### STATEMENT OF ANALYST

THE UNDERSIGNED IS PREPARED TO TESTIFY THAT THEY ARE A CRIMINALIST EMPLOYED BY THE LOS ANGELES POLICE DEPARTMENT; THAT THEY DID RECEIVE FROM EVIDENCE AND PROPERTY MANAGEMENT DIVISION OF THE LOS ANGELES POLICE DEPARTMENT THIS PACKAGE WHICH WAS SEALED; THAT THEY TOOK THE EVIDENCE TO THE LABORATORY OF THE LOS ANGELES POLICE DEPARTMENT AND THERE OPENED IT AND EXAMINED THE CONTENTS THEREOF; THAT THEY PLACED ALL ITEMS INTO THE ORIGINAL CONTAINER, CLOSED AND SEALED IT, AND RETURNED IT TO EVIDENCE AND PROPERTY MANAGEMENT DIVISION OF THE LOS ANGELES POLICE DEPARTMENT.

ANALYST'S SIGNATURE

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### STATEMENT OF OFFICER PRESENTING EVIDENCE IN COURT

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, THIS PACKAGE WAS TAKEN FROM EVIDENCE AND PROPERTY MANAGEMENT DIVISION OF THE LOS ANGELES POLICE DEPARTMENT IN A SEALED CONDITION AND BROUGHT TO \_\_\_\_\_ COURT

BY: \_\_\_\_\_ CASE  DISMISSED  CONTINUED TO \_\_\_\_\_  
SIGNATURE

THIS PACKAGE WAS RETURNED TO EVIDENCE AND PROPERTY MANAGEMENT DIVISION OF THE LOS ANGELES POLICE DEPARTMENT IN A SEALED CONDITION ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, BY: \_\_\_\_\_  
SIGNATURE

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, THIS PACKAGE WAS TAKEN FROM EVIDENCE AND PROPERTY MANAGEMENT DIVISION OF THE LOS ANGELES POLICE DEPARTMENT IN A SEALED CONDITION AND BROUGHT TO \_\_\_\_\_ COURT BY: \_\_\_\_\_  
SIGNATURE

