## 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.

DOMINIC H. CHOI Chief of Police

Attachment

**DISTRIBUTION "D"** 

## POSITION OF FLAP ON BACK OF ENVELOPE

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