

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 12

October 8, 2025

SUBJECT: NON-EVIDENCE TAG, FORM 10.12.01 – REVISED

PURPOSE: The purpose of this Order is to revise the Non-Evidence Tag, Form 10.12.01. Revisions to this form have been made to improve functionality and efficiency.

PROCEDURE: The Non-Evidence Tag, Form 10.12.01, has been revised. Revisions to this form include:

- “Booking Number” has been deleted;
- “Date Property Booked into Property Div./SID” has been deleted;
- “Sheet No.” has been added;
- “Item No.” has been added; and,
- “DR Number” had been renamed “Case Number.”

An image of the revised Non-Evidence Tag is attached for awareness. The use, completion, and distribution of this form remain the same.

FORM AVAILABILITY: The Non-Evidence Tag, Form 10.12.01, is available by submitting a Supply Order Form, Form 15.11.00, to Supply Section, Fiscal Group. Employees may continue to use the previous version of Form 10.12.01, 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.



JIM McDONNELL
Chief of Police

Attachment

DISTRIBUTION “D”

NON-EVIDENCE

10.12.01 (09/25)

PROPERTY COLLECTED DATE:	CASE NO.:	BIN NO.:
NAME BOOKED TO (LAST NAME, FIRST NAME):		
EMPLOYEE BOOKING PROPERTY:	SERIAL NO.:	DIVISION:
DESCRIBE CONTENTS BRIEFLY:		
ITEM SHEET NUMBER:	ITEM NUMBER:	