

**OFFICE OF THE CHIEF OF POLICE**

**ADMINISTRATIVE ORDER NO. 2**

**January 6, 2026**

**SUBJECT: ANALYZED EVIDENCE - NARCOTICS TAG, FORM 10.12.06**

**PURPOSE:** The purpose of this Order is to revise the Analyzed Evidence - Narcotics Tag, Form 10.12.06. Revisions have been incorporated to ensure consistency with the Records Management System and to enhance overall functionality and efficiency.

**PROCEDURE:** The Analyzed Evidence - Narcotics Tag, Form 10.12.06, has been revised. Revisions to this form include:

- “Date Original Property Bkd:” has been renamed “Property Collected Date;”
- “DR Number” has been renamed “Case Number;”
- “Bin No.” has been renamed “Sheet No.,” and,
- “Date Property Booked into Property Division” has been renamed “Item No.(s)”

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

**FORM AVAILABILITY:** The Analyzed Evidence - Narcotics Tag, Form 10.12.06, 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 10.12.06, 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”

# ANALYZED EVIDENCE - NARCOTICS

10.12.06 (09/25)

<b>PROPERTY COLLECTED DATE</b>	<b>CASE NO.:</b>	<b>SHEET NO.:</b>
<b>NAME BOOKED TO (LAST NAME FIRST):</b>		<b>BOOKING NO.:</b>
<b>CHARGE:</b>	<input type="checkbox"/> <b>FELONY</b> <input type="checkbox"/> <b>MISDEMEANOR</b>	<b>AREA OF ARREST:</b>
<b>EMPLOYEE BOOKING PROPERTY:</b>		<b>SERIAL NO.:</b>
<b>DIVISION:</b>		
<b>DESCRIBE CONTENTS BRIEFLY:</b>		
<b>ITEM NO (S):</b>		