

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 10

September 25, 2025

SUBJECT: EVIDENCE ENVELOPE, FORM 12.51.04 – REVISED

PURPOSE: The purpose of this Order is to revise the Evidence Envelope, Form 12.51.04. Revisions to this form have been made to improve functionality and efficiency.

PROCEDURE: The Evidence Envelope, Form 12.51.04, has been revised. Revisions to this form include:

- The Barcode box has been expanded and renamed “EPMD Barcode Label”;
- “APIMS Package ID Number” has been deleted;
- “Sheet No.” has been added;
- “Item No.” has been added; and,
- “DR Number” had been renamed “Case Number.”

The revised (front) of the Evidence Envelope is attached for awareness. The use, completion, and distribution of this form remain the same.

FORM AVAILABILITY: The Evidence Envelope, Form 12.51.04, is available by submitting a Supply Order Form, Form 15.11.00 to Supply Section, Fiscal Group. Employees may continue to use the previous versions of Form 12.51.04 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”

LOS ANGELES POLICE DEPARTMENT

EVIDENCE

EPMD BARCODE LABEL

EPMD BARCODE LABEL

EVIDENCE AND PROPERTY MANAGEMENT DIVISION TO COMPLETE

EPMD EMPLOYEE SERIAL NO.	STORAGE BIN LOCATION	SHEET NO.	ITEM NO.
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BOOKING OFFICER TO COMPLETE

DATE ORIGINAL PROPERTY BOOKED	CASE NUMBER	
NAME BOOKED TO (LAST NAME, FIRST NAME)		
PROBABLE CRIME	<input type="checkbox"/> FELONY <input type="checkbox"/> MISDEMEANOR	AREA OF OCCURRENCE
EMPLOYEE BOOKING PROPERTY	SERIAL NUMBER	DIVISION/ DETAIL
DESCRIBE CONTENTS BRIEFLY		
DATE PROPERTY BOOKED INTO EVIDENCE AND PROPERTY MANAGEMENT DIVISION		

12.51.04 (09/25)