

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 12

March 12, 2026

SUBJECT: VARIOUS DEPARTMENT FORMS RELATED TO THE BOOKING AND STORAGE OF ANALYZED EVIDENCE – REVISED.

PURPOSE: The purpose of this Order is to revise various evidence envelopes used for the packaging and storage of evidence and property. These revisions are intended to enhance functionality, improve operational efficiency within Evidence and Property Management Division, and ensure consistency with Records Management System procedures.

PROCEDURE:

- I. **MONEY ENVELOPE, FORM 10.12.02 – REVISED.** Money Envelope, Form 10.12.02, has been revised and is attached for reference.
- II. **ANALYZED EVIDENCE – SHELF STORAGE ENVELOPE, FORM 12.51.00 – REVISED.** Analyzed Evidence – Shelf Storage Envelope, Form 12.51.00, has been revised and is attached for reference.
- III. **ANALYZED EVIDENCE – TO BE REFRIGERATED ENVELOPE, FORM 12.51.01 – REVISED.** Analyzed Evidence – To Be Refrigerated, Form 12.51.01, has been revised and is attached for reference.
- IV. **ANALYZED EVIDENCE – TO BE FROZEN ENVELOPE, FORM 12.51.02 – REVISED.** Analyzed Evidence – To Be Frozen, Form 12.51.02, has been revised and is attached for reference.
- V. **ANALYZED EVIDENCE – NARCOTICS ENVELOPE, FORM 12.51.03 – REVISED.** Analyzed Evidence – Narcotics Envelope, Form 12.51.03, has been revised and is attached for reference.
- VI. **ANALYZED EVIDENCE – CLIMATE CONTROLLED STORAGE ENVELOPE, FORM 12.51.06 – REVISED.** Analyzed Evidence – Form 12.51.06, has been revised and is attached for reference.

FORM AVAILABILITY: The revised evidence envelopes are available from Publishing Services, Department of General Services, by submitting a Supply Order Form, Form 15.11.00, to the Supply Section, Fiscal Operations Division. Existing analyzed evidence envelopes shall continue to be used until depleted.

ADMINISTRATIVE ORDER NO.

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.

A handwritten signature in blue ink, appearing to read "Jim McDonnell", is written over the typed name and title.

JIM McDONNELL
Chief of Police

Attachment

DISTRIBUTION "D"

LOS ANGELES POLICE DEPARTMENT

10.12.02 (02/2026)

MONEY

EPMD BARCODE LABEL

--

DATE:	Div Booking:	Case No.:
Name Booked To:	Charge:	

AMOUNT BOOKED \$ _____

**OFFICER BOOKING MONEY, EVIDENCE AND PROPERTY OFFICER
ACCEPTING MONEY, & SUPERVISOR MUST SIGN BELOW**

Officer Booking:	Serial #
Property Officer:	Serial #
Supervisor Counting Money:	Serial #

ANY PERSON OPENING PACKAGE SHALL SIGN BELOW

Name	Serial #	Division	Date

PARTIAL RELEASES

Prop. Ofcr. Releasing	Amt. Rel.	Date Rel.	Balance

--

12.51.00 (02/2026)

LOS ANGELES POLICE DEPARTMENT

**ANALYZED EVIDENCE
SHELF STORAGE**

THIS IS PKG NO.:	TOTAL PKGS.:	JUVENILE INVOLVED <input type="checkbox"/>
------------------	--------------	---

CASE NO.:

DATE:	BOOKING NO.:	PROPERTY SHEET NO.:
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 THE EVIDENCE AND PROPERTY MANAGEMENT DIVISION OF THE LOS ANGELES POLICE DEPARTMENT.

ANALYST'S SIGNATURE

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 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



12.51.01 (02/2026) LOS ANGELES POLICE DEPARTMENT

PKG NO:	VIAL QTY:	JUVENILE INVOLVED <input type="checkbox"/>	ANALYZED EVIDENCE TO BE REFRIGERATED	CASE NO:
DATE:	TIME BKD. INTO EPMD:	BOOKING NO.:	RD OF ARREST:	
BOOKED TO:		DOB:	DL NO.:	
LOCATION BOOKED:		CHARGE:		
BOOKED BY:	SERIAL NO.:	OFCR. DIV. CLETS CODE:		
DETAIL WORKING: (CHECK ONE)	<input type="checkbox"/> PATROL	<input type="checkbox"/> COLLISION INV	<input type="checkbox"/> BARS(TE & AI)	<input type="checkbox"/> DUI WATCH
	<input type="checkbox"/> TRAF ENFORCEMENT	<input type="checkbox"/> DETECTIVES	<input type="checkbox"/> ADMIN/OTHER	<input type="checkbox"/> NON-LAPD
REASON FOR TEST: (CHECK ONE)	<input type="checkbox"/> DUI	<input type="checkbox"/> DRUGS (NOT DUI RELATED)	<input type="checkbox"/> OTHER CRIME	<input type="checkbox"/> ADMINISTRATIVE
SAMPLE OF: (CHECK ONE)	<input type="checkbox"/> WHOLE BLOOD	<input type="checkbox"/> LIQUID URINE		
COLLECTED FOR: (CHECK ONE)	<input type="checkbox"/> ALCOHOL ANALYSIS	<input type="checkbox"/> DRUG ANALYSIS		

BREATH ALCOHOL TEST GIVEN: YES NO RESULTS _____

OFFICER REQUESTING WITHDRAWAL OF BLOOD SHALL:

1. Enter date and subject's full name on label of vial(s) from this envelope and give vial(s) to person withdrawing blood.
2. Instruct person withdrawing blood to:
 - a) Use no alcohol or other volatile organic disinfectant on subject's arm.
 - b) Completely fill vial(s) in your presence;
 - c) Initial the vial(s) label, and
 - d) Complete the below affidavit.
1. When the vial(s) is returned to you, enter your initials on the label and shake the vial(s) vigorously.
2. When the affidavit is completed, sign below it as a witnessing officer and seal the vial(s) in this envelope using completed Sealed Evidence Labels.

AFFIDAVIT OF PERSON WITHDRAWING BLOOD:

I, _____ (NAME) _____ (PROFESSIONAL DESIGNATION) collected a blood sample from the _____ (RIGHT/LEFT) arm of the above named subject on _____ (DATE) at _____ (TIME BLOOD DRAWN) by venipuncture, using a sterile, dry hypodermic needle or syringe and using only _____ as a disinfectant. I deposited said sample into an evacuated, clean, dry vial(s), labeled as containing sodium fluoride (preservative) and potassium oxalate (anticoagulant), which vial(s) I received from _____

Officer _____ . After initialing a label on the vial(s) bearing the subject's full name and the date, I returned the vial(s) containing the blood sample to the above officer.

I declare under penalty of perjury that the foregoing is true and that this declaration was executed on: _____ (DATE) at _____ (CITY) California.

Number of vial(s): _____ SIGNATURE: _____

HOSPITAL OR CLINIC	ADDRESS	SIGNATURE OF WITNESSING OFCR/SERIAL NO.
--------------------	---------	---

--

12.51.02 (02/2026)

LOS ANGELES POLICE DEPARTMENT

**ANALYZED EVIDENCE
TO BE FROZEN**

THIS IS PKG NO.:	TOTAL PKGS.:	JUVENILE INVOLVED <input type="checkbox"/>
------------------	--------------	---

CASE NO.:

DATE:	BOOKING NO.:	PROPERTY SHEET NO.:
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 THE EVIDENCE AND PROPERTY MANAGEMENT DIVISION OF THE LOS ANGELES POLICE DEPARTMENT.

ANALYST'S SIGNATURE

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 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

--

12.51.03 (02/2026)

LOS ANGELES POLICE DEPARTMENT

**ANALYZED EVIDENCE
NARCOTICS**

THIS IS PKG NO.:	TOTAL PKGS.:	JUVENILE INVOLVED <input type="checkbox"/>
------------------	--------------	---

CASE NO.:

DATE:	BOOKING NO.:	PROPERTY SHEET NO.:
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 THE EVIDENCE AND PROPERTY MANAGEMENT DIVISION OF THE LOS ANGELES POLICE DEPARTMENT.

ANALYST'S SIGNATURE

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 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

--

12.51.06 (02/2026)

LOS ANGELES POLICE DEPARTMENT

**ANALYZED EVIDENCE
CLIMATE-CONTROLLED STORAGE**

THIS IS PKG NO.:	TOTAL PKGS.:	JUVENILE INVOLVED <input type="checkbox"/>
------------------	--------------	---

CASE NO.:

DATE:	BOOKING NO.:	PROPERTY SHEET NO.:
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 THE EVIDENCE AND PROPERTY MANAGEMENT DIVISION OF THE LOS ANGELES POLICE DEPARTMENT.

ANALYST'S SIGNATURE

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 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