**Disposition of Evidence Worksheet**

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| **Law Enforcement Agency:** |  |
| **Police Incident Number:** |  |
| **Defendant or Suspect (if known):** |  |
| **Cause Number (if it exists):** |  |
| **Type of Crime(s) Investigated:**  |  |
| **Criminal Charges (if any):** |  |

**The following is a description of the evidence related to the above-named case/incident:**

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| **Description:**  |
| **Police Evidence Number(s):**  |

**The evidence is being released or destroyed because all of the following statements are TRUE:**

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|[ ]  The evidence is not related to the investigation of a Felony Priority Crime listed in the KCPAO Guidelines for Disposition of Police Evidence. -or-It is on the list of Felony Priority Crimes and authorization for disposal has been obtained from the lead detective *and* the KCPAO. |
|[ ]  There is NOT an active warrant for a defendant/suspect in this case/investigation.  |
|[ ]  There are NO co-defendants who have been charged or *could be charged* in the future on this case/investigation. |
|[ ]  The case is a Felony that has not been filed, has been charged but then dismissed, or the defendant was found not guilty, and a period of time has gone by that is greater than the Statue of Limitations listed in Appendix A.-or-The case is a Felony that has been charged and resulted in conviction, and more than one year has passed since the defendant was sentenced.-or-The case is a misdemeanor that has not been filed and more than two years have passed since the incident occurred.  -or-The case is a misdemeanor that was charged and resulted in a conviction and more than one year has passed since the defendant was sentenced. |
|[ ]  The case does NOT involve a blood draw for purposes of determining a person’s blood alcohol level while driving. -or-A blood draw was taken and authorization for disposal has been granted from the KCPAO Felony Traffic Unit.  |
|[ ]  Attached are copies of the required authorizations outlined above, if any. |
|[ ]  Attached are digital photographs of the evidence marked for disposition.  |

I am familiar with the KCPAO Guidelines for the Disposition of Police Evidence and have verified that foregoing statements are true.

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| **Prepared by:** |  | **Date:**  |  |
| **Title/Rank:** |  |  |