

DEPARTMENTAL MANUAL



TRANSMITTAL SHEET

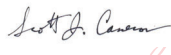
PART 446 DM 7	SUBJECT Law Enforcement and Security Law Enforcement Evidence Management	RELEASE NUMBER 5049
FOR FURTHER INFORMATION, CONTACT Office of Law Enforcement and Security		DATE 1/13/2021

EXPLANATION OF MATERIAL TRANSMITTED:

This revision to 446 DM 7 – *Evidence Management* (formerly *Evidence Handling and Storage*), comprehensively addresses current responsibilities, procedures, and guidelines for evidence management by law enforcement programs within the Department of the Interior (DOI or Department). It provides minimum standards to ensure evidence is properly collected, recorded, handled, safeguarded, stored, and disposed of by DOI law enforcement officers in a consistent manner and in accordance with pertinent laws, policies, and established standards and procedures.

This Departmental Manual (DM) revision incorporates the following key changes:

1. Changes the name of the DM chapter from “Evidence Handling and Storage” to “Evidence Management.”
2. Provides guidance on physical security requirements to include electronically controlled access and alarm system requirements.
3. Defines evidence and property retention and release processes, and inventory and inspection requirements.
4. Revises the evidence records and evidence handling section to ensure compliance with the Department’s Records Management Systems (RMS), including documentation requirements.

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SCOTT CAMERON
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Principal Deputy Assistant Secretary – Policy, Management and Budget

FILING INSTRUCTIONS:

Remove:
446 DM 7 (3 Sheets)

Insert:
446 DM 7 (6 Sheets)