**Evidence Disposition Form:**

TO: Disciplinary Chairperson **** DATE: ****

FROM: Security Officer ****

**SUBJECT: EVIDENCE**

Evidence was seized on **** from Prisoner****.

Offender #: **** Evidence File #: ****

Brief Description: ****

****

****

Upon completion of the disciplinary process, Security requests that you notify them of the final disposition of evidence so that the item(s) may be properly disposed of.

Prisoner Guilty  Prisoner Not Guilty

Evidence No Longer Needed  No Appeal Received

Appeal process completed and 60-day  Report Marked Informational

time frame has lapsed since decision

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ File #: **** Date: ****

Disciplinary Chairman’s Signature

Disciplinary Ruling on Disposition of Evidence: ****

****

Superintendent’s Decision on Disposition of Evidence: ****

Return to prisoner

Place in property for disbursement at prisoner's expense

Dispose of as abandoned property

Dispose of weapons, alcoholic beverages, or drugs (DESTROY)

Other

Superintendent’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: ****

Date of Disposition: **** Officer’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_