



1.17 Evidence and Property Disposition Training Module

(See also SPD Manual Section 7.060 “Releasing Evidence”)

What is a 1.17?

The Seattle Police **V-MAIL EVIDENCE and PROPERTY DISPOSITION AUTHORIZATION** (Form 1.17), is the required form for all property in Evidence Unit custody to be released either to an owner, or for disposal.

No evidence or property can be released without a V-Mail 1.17 completed by an officer or detective.



Collecting evidence is an important part of the job.
Disposing of it is also important; the Evidence Unit has over 240,000 items of property in its warehouse.



How do you know when to get rid of it?

To determine if evidence is to be retained, certain criteria must be met. RCW code 9A.04.080 lists statutes of limitations on crimes and how long evidence must be maintained. For example, Homicide investigations are retained indefinitely. Violent felony crimes are generally retained until the case has been adjudicated or the statute of limitations has expired. Evidence from misdemeanors is retained for one year, gross misdemeanors, two years.

See Cheat Sheet



Who is responsible for releasing evidence?



- The case investigator is responsible for releasing evidence when it is no longer needed. The **patrol officer is the case investigator** for Charge-By-Officer (CBO) or unassigned cases. A Detective will be the case investigator for all others.
- The case investigator will determine what is needed for court, and what can be given back to an owner or released to the Director. The Evidence Unit will advise anyone seeking evidence releases to contact the case investigator to find out if their property is still needed for investigation purposes or court.
- In misdemeanor cases, or felony cases not assigned to a detective for follow up, **the officer** is the case investigator, and is responsible for releasing the evidence once the case has been adjudicated, declined, or is beyond the statute of limitations.
- In felony cases assigned for follow-up, the case detective is responsible for releasing the evidence once the case has been adjudicated, declined, or is beyond the statute of limitations.
- Officers and detectives are required to notify the Evidence Unit with the **V-Mail** 1.17 that items are no longer needed and may be released to the appropriate party or disposed of.



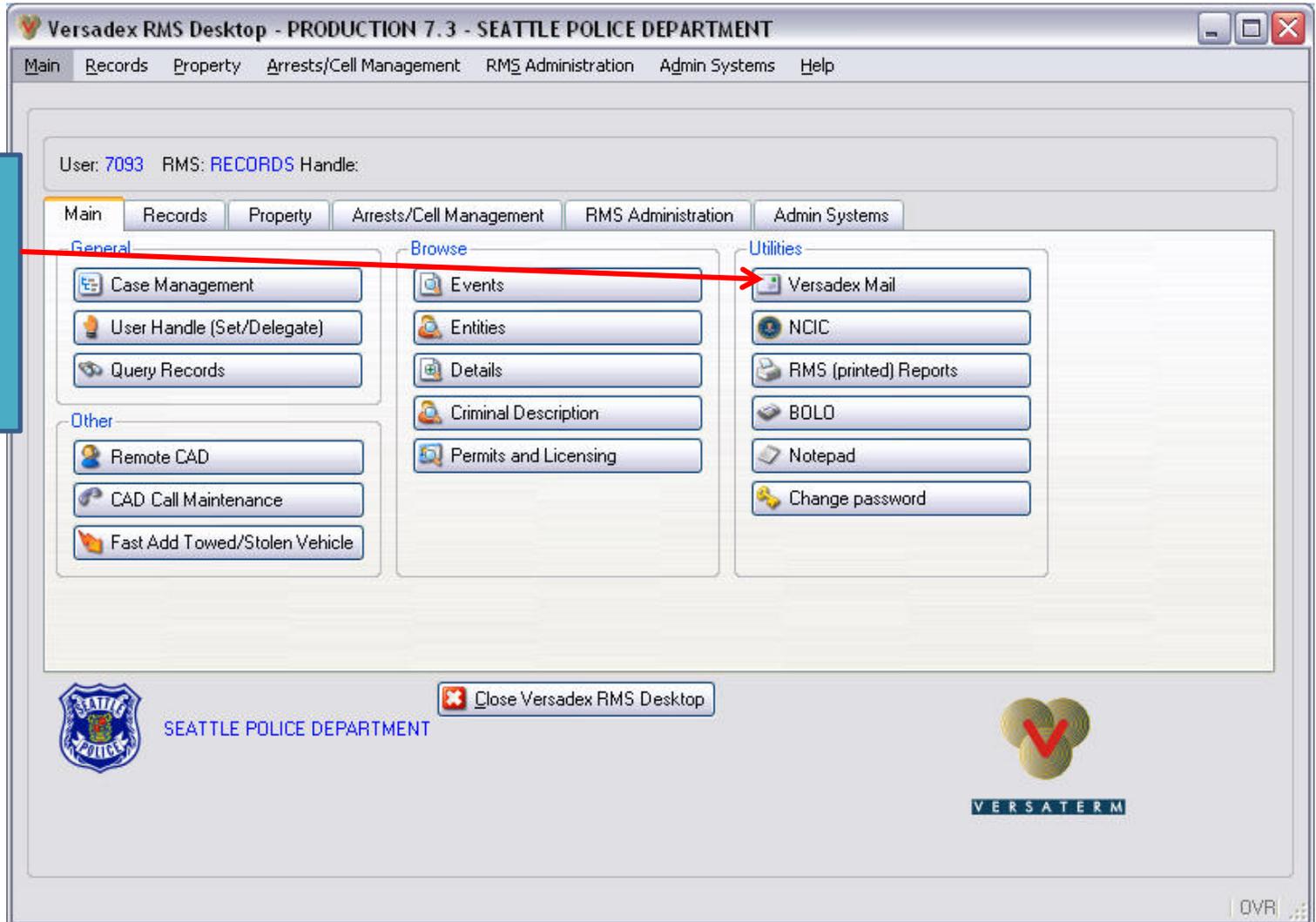
Notification

- Officers and detectives are also responsible for notifying property owners that their property can be picked up once the Evidence Unit receives the 1.17. *The Evidence Unit does not make owner notifications.*
- Telephone notifications are not legally recognized as notification, but can sometimes be useful. To meet the legal criteria, however, the *Evidence and Property Release Letter* must always be sent to the owner's last known address. *Be sure to fill in the Date and How Notified box on the 1.17.*
- Send a copy of the letter to Data.
- **The Evidence and Property Release Letter is Form 13.9 available on SPD's "S" drive.**

Completing the 1.17

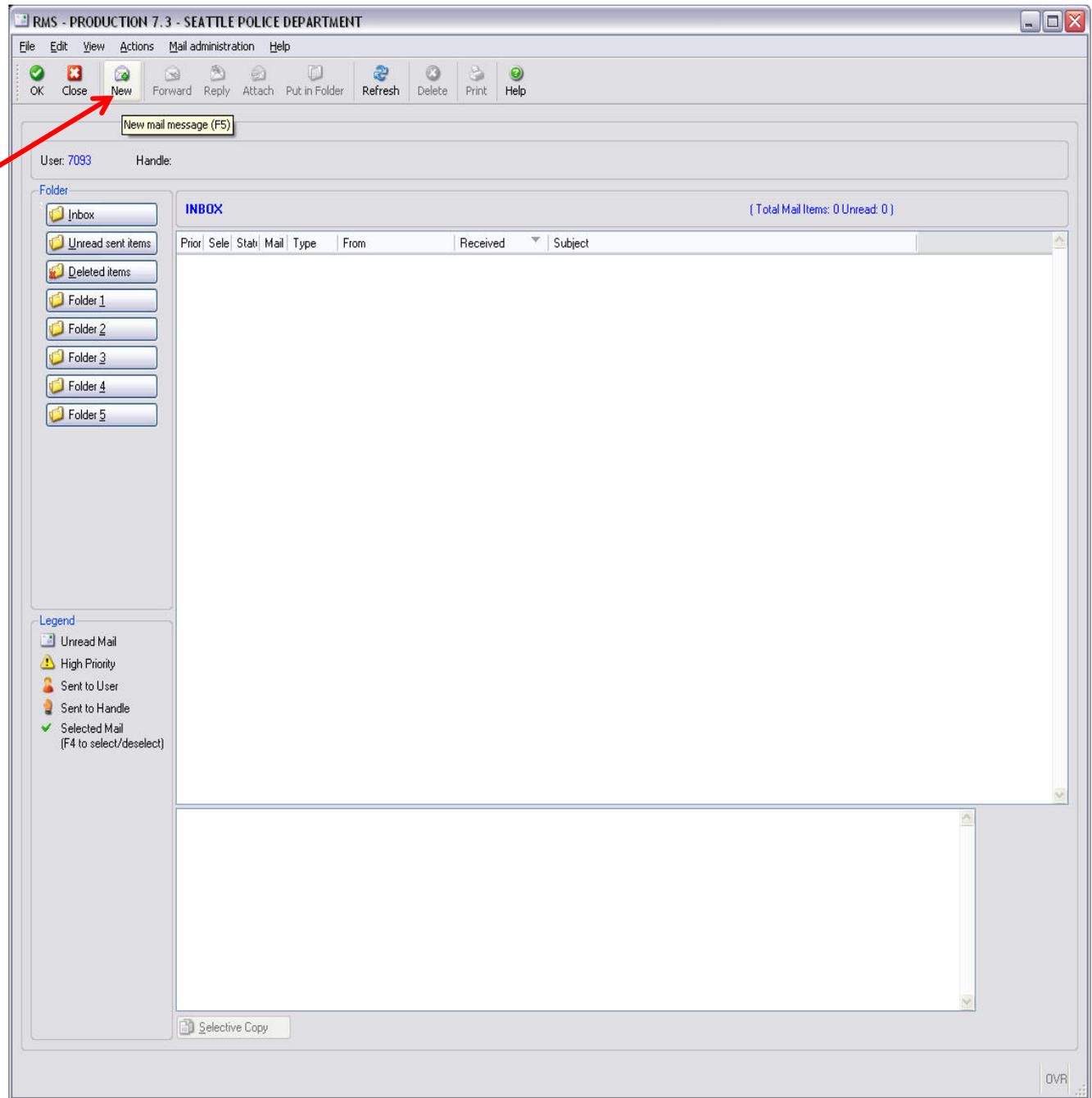
Versadex Mail

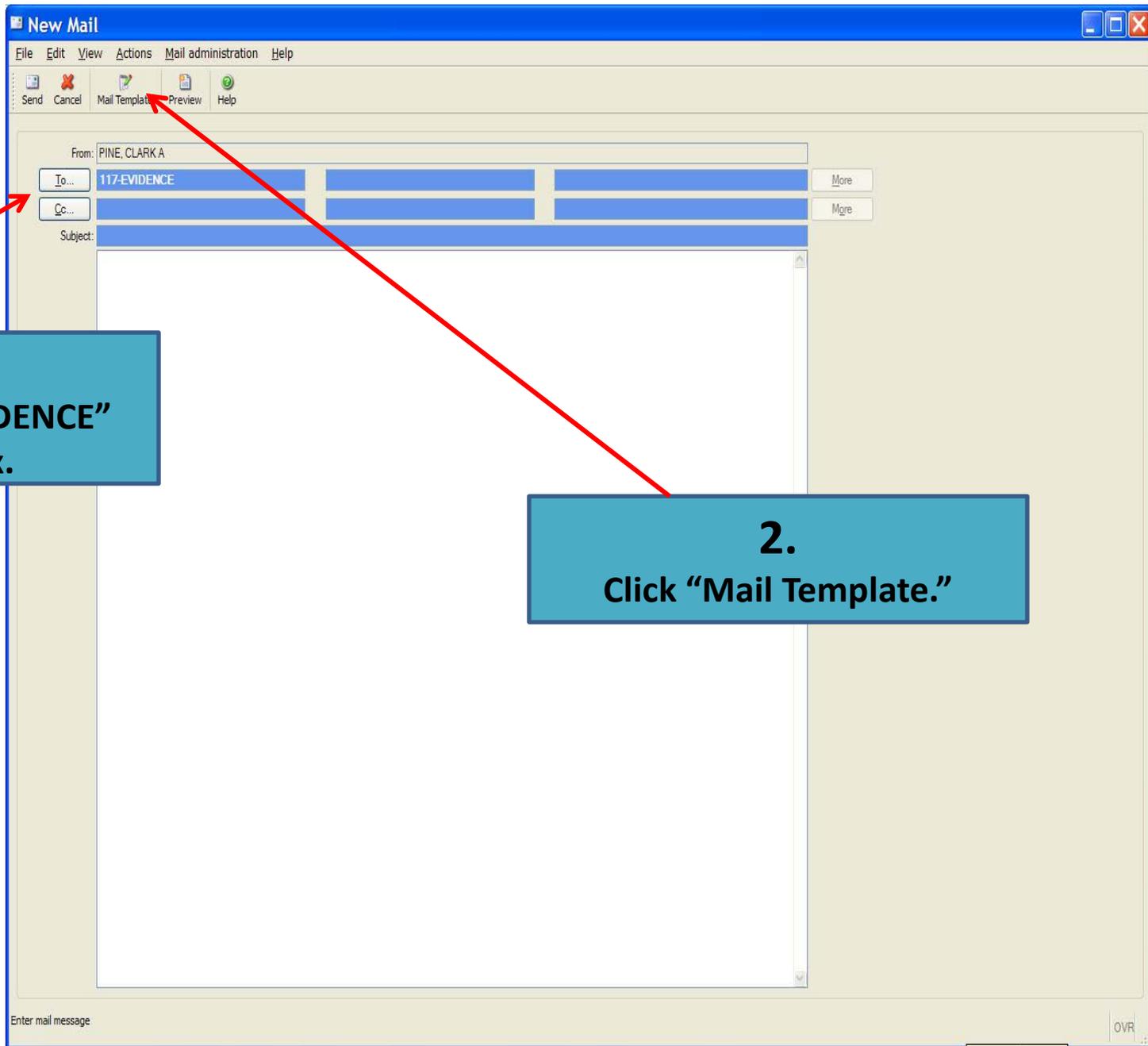
From the main page, click "Versadex Mail"



Versadex Mail

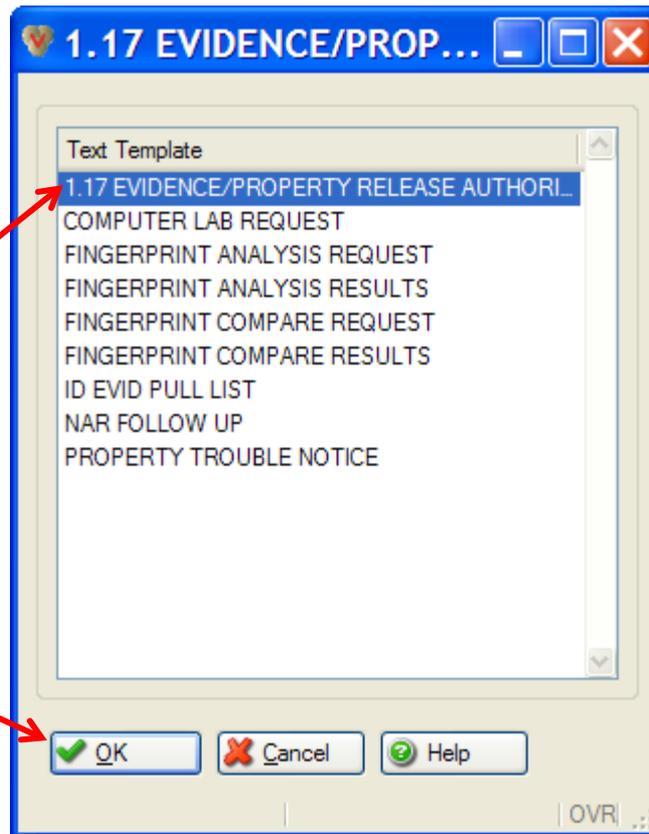
From the V-Mail inbox, click "New"





1.
Type "117-EVIDENCE"
in the "To" Box.

2.
Click "Mail Template."



**Highlight "1.17
Evidence/Property
Release" and click "Ok".**

Versadex Mail

Complete all blank fields

If releasing *all* items on a Property Report, Item number and Description are not necessary; listing "All Items" in each corresponding description field is sufficient.

Check the box to Release to Director, Owner, or Do Not Release.

Name of Owner or person authorized to receive the property.

How you notified the Owner, and the Date Notified.

When complete, click "Ok."

1.17 EVIDENCE/PROPERTY RELEASE AUTHORIZATION - PRODUCTION 7.3 - SEATTLE POL... GO NUMBER: 2013-123456

Serial: Unit:

	Property Report #	Item #	Description
1	<input type="text" value="234567"/>	<input type="text" value="3"/>	<input type="text" value="CELL PHONE"/>
2	<input type="text" value="345678"/>	<input type="text"/>	<input type="text" value="ALL ITEMS"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>

OFFICERS/DETECTIVES ARE REQUIRED TO COMPLETE ALL SECTIONS BELOW, AND TO NOTIFY PROPERTY OWNERS THAT THEIR PROPERTY IS BEING RELEASED. THE EVIDENCE UNIT DOES NOT MAKE OWNER NOTIFICATIONS.

Release To:

Director for Disposal (auction, destruction, conversion)
 Owner / Agent
 Do Not Release (explanation required in Comments below)

Person(s) Authorized to Receive Property

Name(s):
Address:
Phone(s):

Owner Notified By (REQUIRED):

Hand Served Written Notice
 US Mail

Date Notified: (REQUIRED)

Comments:

MM/DD/YYYY | OVR

Any Comments.

Click "Send"

New Mail

File Edit View Actions Mail administration Help

Send Cancel Mail Template Preview Help

From: ANDERSON, SUSAN TODD

To: [] [] [] More

Cc: [] [] [] More

Subject: 1.17 PROPERTY RELEASE AUTHORIZATION

PROPERTY RELEASE AUTHORIZATION

GO NUMBER: []

Serial: [] Unit: []

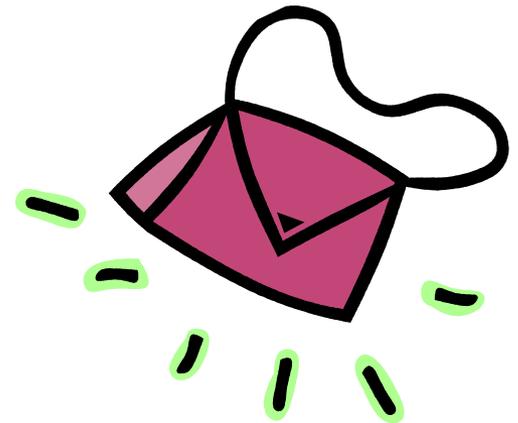
	Property Report #	Item #	Description	
1	[]	[]	[]	[]
2	[]	[]	[]	[]
3	[]	[]	[]	[]
4	[]	[]	[]	[]
5	[]	[]	[]	[]
6	[]	[]	[]	[]
7	[]	[]	[]	[]
8	[]	[]	[]	[]
9	[]	[]	[]	[]

Found Property

Found property with a known owner cannot be released without a 1.17. If you know who the owner is, for example, a wallet with I.D. in it, contact the owner and submit a **V-Mail** 1.17 along with the property to the Evidence Unit.

If the owner is unknown or contact is not possible, there is no need to complete the 1.17 at that time.

Currently, the value of found property must exceed \$25.00 to be held by SPD. Anything with a value less than \$25.00 that can be legally possessed and has no known owner, can be documented and left with the finder.



Safekeeping

Property submitted for safekeeping must have a Safekeeping tag affixed to it, and the tear-off portion must be given to the owner as a “Claim Check.”

Property submitted as Safekeeping without the Safekeeping tag will require a **V-Mail 1.17** before the person may claim their property.

Example: An injured bicyclist is transported to the hospital, and the officer submits the bike into the Evidence Unit for Safekeeping. Unless a Safekeeping tag was completed, with the copy going with the victim, a 1.17 will need to be completed before they can claim their bike. In this scenario, the officer should complete a **V-Mail 1.17** at the time they submit the bike, filling in the owner’s name and checking “Release to Owner.”

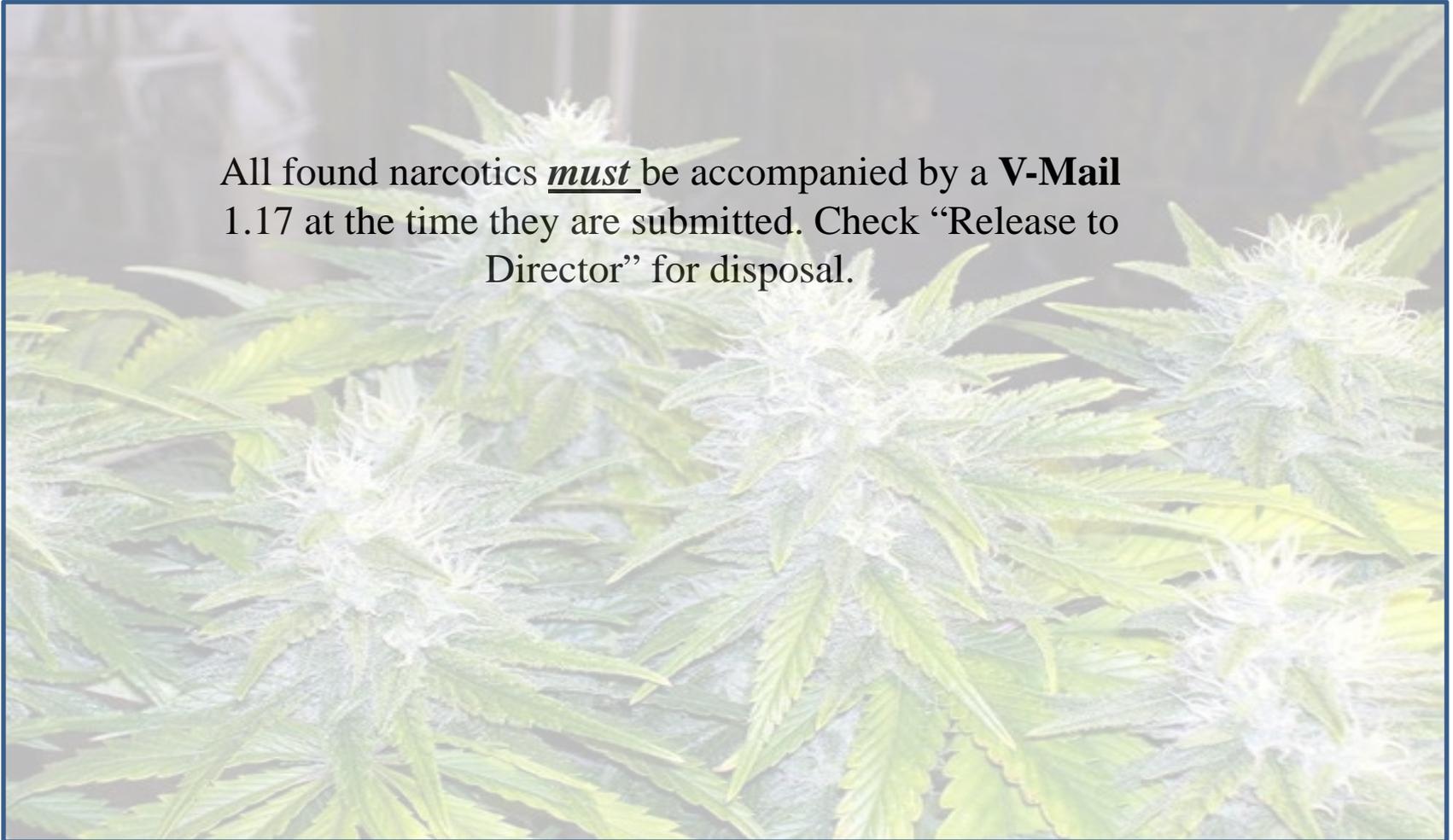


FIREARMS ARE NEVER ACCEPTED AS “SAFEKEEPING”

All firearms brought to the Evidence Unit must be entered as evidence. All firearms released require the **V-Mail** 1.17 and a background check (regardless of CPL status). *Please inform owners of the background check when notifying them of release.* The Evidence Unit will check the owner’s status to legally possess a firearm through the Records Section prior to release. This can take up to 5 business days and owners should call the Evidence Unit to begin the check over the phone.

Found Narcotics

All found narcotics *must* be accompanied by a **V-Mail 1.17** at the time they are submitted. Check “Release to Director” for disposal.



Who to Contact

How to get information on a criminal felony case.

- Click here for instructions on how to access the King County Prosecutor's report management system through Ingress

How to get information on a criminal misdemeanor case.

- Click here for instructions on how to look up Seattle Municipal Court cases by defendant name, court number or SPD GO number
- Questions can be directed to the appropriate SPD Follow-UP Unit Supervisor

Statute of Limitations Cheat Sheet- RCW 9A.04.080

The following is intended as a guideline only. Always run suspects for warrants associated with the case; if a suspect absconds after arraignment, the Statute of Limitations clock stops and a warrant is issued. Specific questions can be directed to the appropriate Follow-up Unit Supervisor.

- No Statute of Limitations for Prosecution: Murder, Homicide by Abuse, Arson causing death, Vehicular Homicide, Vehicular Assault causing death, Hit & Run causing death,
- 10 year Statute of Limitations:
 - Felonies committed by public officers in connection with their duties or that constitute a breach of their public duty or violate their oath of office.
 - Arson if no death results
 - For limitations on Sex Offenses see attachment
- 6 year Statute of Limitations:
 - Leading Organized Crime or Criminal Profiteering
 - Money Laundering
 - Identity Theft and other Identity related crimes
 - Theft 1st or 2nd Degree if committed with color or aid of deception
- 5 year Statute of Limitations
 - Offenses related to Medical Care under RCW 74.09
 - Offenses relate to Motor Vehicle or fuel tax under RCW 82.36 or 82.38
- 3 year Statute of Limitations:
 - All other felonies including Assault 1-3, Robbery 1-3, burglary
- Crimes where Statute of Limitations run once something is discovered in addition to the crime occurring:
 - Voyeurism (once victim discovers the photos/video that were taken, 3 years)
 - Sex Offenses where charges are filed against unknown DNA sequences, (limitation is 1 year after the DNA is matched to a suspect)
- Gross Misdemeanors: 2 years
- Misdemeanors: 1 year
- **Statute of Limitations clock does not run if the case is charged and pending or if the case is charged and warrant is outstanding**

Statutes of Limitation for Sex Offenses
RCW 9A.04.080- Eff. 7/26/09

Rape 1 and 2

If reported to law enforcement within one year of its commission:

- 10 years from the date of commission
- if victim < 14 when committed, up to the victim's 28th birthday**

If not reported to law enforcement within one year of its commission:

- if victim 14 or older when committed, no more than three years later
- if victim < 14, when committed, later period of 1) victim turns 21 y.o., or 2) 7 years after commission

Rape of a Child 1 & 2

Child Molestation 1 & 2

Ind. Liberties (1)(b) when person incapable of consent

Incest

Statutory Rape 1 and 2 (pre-7/1/88)

Up to the victim's 28th birthday**

Rape of a Child 3

Child Molestation 3

Up to the victim's 28th Birthday***

Voyeurism

3 years or, *if person being viewed, photographed, or filmed did not realize at the time that he or she was being viewed, photographed or filmed, within 2 years of first discovering he or she was being viewed, photographed, or filmed*

DNA Charging

In any prosecution for a sex offense, the period of limitation runs from the later of - the date of commission OR one year from the date on which the identity of the suspect is conclusively established by DNA testing (effective 6/7/06 for cases in which the statute of limitations has not previously expired).

** provided the prior S/L had not run as of 7/26/09

Prior S/L: if victim < 14 when committed: later period of 1) victim turns 21 y.o., or 2) 10 years after commission

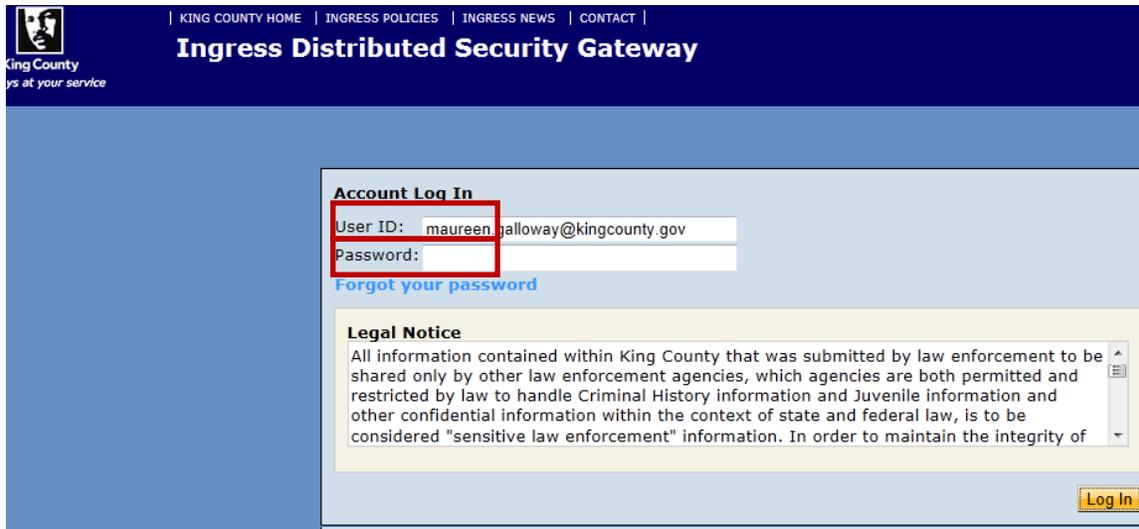
*** provided the prior S/L had not run as of 7/26/09

Prior S/L: 3 years

PROSECUTORbyKarpel External Law Enforcement Case Information

Log in from the SPD Home page; “In Car VMDT Links.” Click the “E-Superform and JILS” button, and then use your regular King County Ingress User ID and Password (E-Superform ID and Password). Contact SPD Records Manager Bonnie Voegele (684-5446) or Dave Strom (684-5348) for password assistance or reset.

Enter User ID (e-mail address) and password.



Account Log In

User ID:

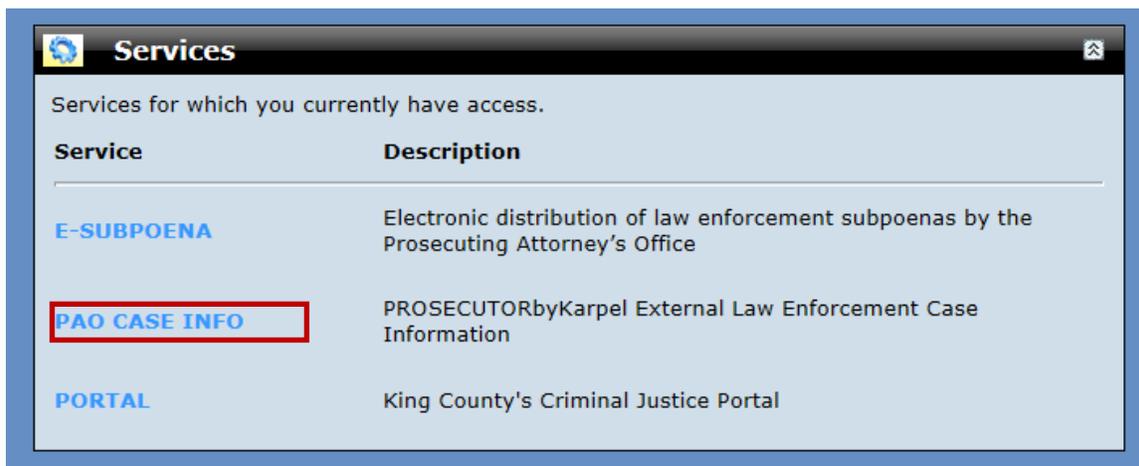
Password:

[Forgot your password](#)

Legal Notice

All information contained within King County that was submitted by law enforcement to be shared only by other law enforcement agencies, which agencies are both permitted and restricted by law to handle Criminal History information and Juvenile information and other confidential information within the context of state and federal law, is to be considered "sensitive law enforcement" information. In order to maintain the integrity of

Select “PAO CASE INFO.”



Service	Description
E-SUBPOENA	Electronic distribution of law enforcement subpoenas by the Prosecuting Attorney's Office
PAO CASE INFO	PROSECUTORbyKarpel External Law Enforcement Case Information
PORTAL	King County's Criminal Justice Portal

PROSECUTORbyKarpel

External Law Enforcement Case Information

Case Information Search - Windows Internet Explorer provided by Seattle Police Department

Search

Case Information Search

Name Information: Last, First, Middle

Offense Date From: [] To: [] Court Case #: [1020453]

L.E. Agency: [] CCN: [] Report #: [1020453]

Clear Search

Fill in G.O. # here, with no dashes or spaces (1020453, *not* 10-20453). Click "Search."

Party Search Results - Windows Internet Explorer provided by Seattle Police Department

Party Search Results

Name	CCN	Address	Status	DL Number	Race	Sex	Full Date
Perez-Ortiz, Anibal Manuel	1876057	3802 S Genesee		Seattle, WA	W	M	01-07-1985

File #	Court#	Report#	Charge	Type	Issued	Status	Stage	Disp Date
King	933-379532	10-1-00290-6	1020453	Assault in The Second	10-21-2010	DISPOS	CASES	06-29-2010

Click on "File #"

PROSECUTORbyKarpel

External Law Enforcement Case Information

Case Information - Windows Internet Explorer provided by Seattle Police Department

Case Information - Perez-Ortiz, Anibal Manuel Seattle Logout

File # 033 1579532 Cause Number 10-1-00260-6

Report # 1020453 Status CLOSED Stage CASESET Division

L.E. Agency Seattle Police Department Jurisdiction 033 King

Assigned Kathy Underman Kathy.Underman@kingcounty1 Def. Atty Associated Counsel for th.

Charges Contend Court Dates Bond

CNT	Current/Plea Charge	Type	Class	Disposition	Sentence
1	Assault In The Second Degree	F	B	DISMISSED/OTHER REASON	
2	Assault In The Second Degree	F	B	DISMISSED/OTHER REASON	
3	Assault In The Second Degree	F	B	DISMISSED/OTHER REASON	

Exit

SPD G.O. #

Prosecutor's Name and e-mail

Case Disposition

Case status (If status is "Open", check with Prosecutor before release).

How to Access The Seattle Municipal Court “Court Public Information” System

<http://web1.seattle.gov/courts/cpi>



GO

Click "Case"

Municipal Court of Seattle

"Community Involved Justice"

Honorable C. Kimi Kondo, Presiding

Court Public Information

- Search Menu
- Overview
- Attorney
- Case
- Citation
- Defendant
- CourtRoom Calendar
- Vehicle
- *Code Definitions
- Help

Overview

Welcome to the Seattle Municipal Court improved public information service, designed/developed to assist our customers with their court business.

This service provides access to basic court information. Please use the menu on the left to guide your search. In addition to providing the results you have requested, many searches provide links to other court information related to your search. This should allow you to easily navigate to what you are looking for.

Other online service can be found at:

To pay a ticket, click here.

To schedule a hearing, click here.

Public Information

All information provided in this portion of the web site has been reviewed by the court and determined to be public. You can find our privacy policy here.

Disclaimer:

The Seattle Municipal Court

1. does not warrant that the data or information is accurate or complete;
2. makes no representations regarding the identity of any persons whose names appear in data or information; and
3. does not assume liability resulting from the release or use of the data or information.



Municipal Court of Seattle

"Community Involved Justice"

Honorable C. Kimi K...

Court Public Information

Search Menu

- Overview
- Attorney
- Case
- Citation
- Defendant
- CourtRoom Calendar
- Vehicle
- *Code Definitions
- Help

Search By Case No. * OR *

Enter G.O. # starting with the last two digits of the year, followed by no dash or space, then **six** numbers (use zeroes if necessary).
09398045, **not** 09-398045

Click "Search"

Municipal Court of Seattle

"Community Involved Justice"

Honorable C. Kimi Kondo, Presiding

Court Public Information

- Search Menu
- Overview
- Attorney
- Case
- Citation
- Defendant
- CourtRoom Calendar
- Vehicle
- *Code Definitions
- Help

** required*

Search By Case No. * Search OR * Search

Case List

Case Number	Defendant	Type	Category	Status	Filing Date	Police Incident Number
546842	PARKER	CN		CLSE	Nov 16, 2009	9398045

Click on case # for details

Hover mouse over status code for definition

Municipal Court of Seattle

"Community Involved Justice"

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Court Public Information

Search Menu

- Overview
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- Case
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- Vehicle
- *Code Definitions
- Help

Case Details

Print Summary

Case Number:	546842	Defendant Name:	DANA GALE PARKER
Case Type:	CN	Defense Attorney:	JESSE SALOMON
Case Category:		Arraignment Waiver Date:	
Case Status:	CLSE	Attorney Waiver Date:	
End Date:	2/16/2010	Jurisdiction End Date:	2/2/2012
Filing Date:	11/16/2009	Jury Waiver Date:	
File Location:	REC	Police Incident#:	9398045
Total Obligation Due:	\$0.00	Amount in Collection:	

Case status;
"Closed"

Defendant
name

Hover mouse
over Code to
view

- Charges
- Citations
- Hearings
- Events
- Obligations

Sequence #	Violation Desc.	Plea	Finding	Disposition Code	Dismissal Reason	Close Date
1	HARASSMENT	NG		DM	NGP	Feb 02, 2010
2	RESISTING ARREST	G	G	SS <u>DISMISSED WITH PREJUDICE</u>		Mar 25, 2012
3	RESISTING ARREST			NC		Nov 17, 2009