



**North Carolina Department of Correction**  
**Division of Prisons**  
**Policy Summary Sheet**

**Control of Contraband**

Chapter : F

Section : .0800

**Current Review Date:** October 12, 2007  
**Reviewed By:** DOP Security Services  
**Next Review Due:** **October 12, 2008**

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**Current Revision Date:** October 12, 2007  
**Supersedes Revision Dated:** November 1, 1991

**Current Revision Summary (if applicable):**

The following change(s) are effective:

**.0801 Policy The Division of Prisons will provide a written policy, procedure and practice for the preservation, control and, disposition of all physical evidence obtained in connection with a violation of law and/or institutional regulation. At a minimum, the procedure shall address the following: (1) chain of custody; (2) evidence handling, and (3) location of storage requirements.**

.0803 (e) (1) Criminal Action. A chain of custody shall be established for contraband essential for criminal action with pertinent information being recorded (name of accused, type of contraband, date, time and place discovered, person discovering, etc.) including a cumulative record with signatures of all who take custody of the item. This chain of custody shall be maintained until contraband is turned over to a law enforcement investigating officer or until final disposition by courts if staff of the Division of Prisons are investigating and prosecuting. **Contraband items being utilized as evidence in a criminal action will be secured in the armory of the facility in a locked container. The warden, superintendent and designee should be only persons with the key to this container.**

.0803 (e) (4) During an emergency response operation, the **Incident Commander** will assume responsibility for the disposition of contraband to resolve the emergency and complete the post event review.

*May E. Caswell*      10/12/07  
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Division Policy Coordinator      Date