

FAYETTEVILLE POLICE DEPARTMENT  
FAYETTEVILLE, ARKANSAS 72702

**GENERAL ORDER #06**

**SUBJECT: MAILING EVIDENCE - CERTIFIED MAILING PROCEDURES**

**CROSS-REFERENCE:**

**DATE APPROVED BY COP: January 6, 1999**

*Richard L. Watson*  
**Chief Richard L. WATSON**

**PURPOSE:** To establish uniform guidelines concerning the mailing of evidence to ensure the proper chain-of-custody procedures are maintained and conform to the Arkansas Rules of Evidence.

**ORDER:** All items of evidence which are to be mailed should be properly packaged and sealed for mailing to the Arkansas State Crime Laboratory.

1. Complete a "Receipt for Certified Mail" form (PS Form 3800) and attach it to the front part of all letters and packages containing evidence. Remember to place the case number on the "Receipt for Certified Mail" form.
2. Complete a "Domestic Return Receipt" (heavy green card) form (PS Form 3811) and attach it to the front part (when possible) of all letters and packages containing evidence. Remember to place the case number on the "Domestic Return Receipt". (NOTE: It is unnecessary to check boxes #1 and #2; they cause additional fees which are not necessary under normal circumstances.)
3. Using the postage scale, weigh the package and determine the proper postage amount; write the amount of postage due in the **Postage** space provided on PS form 3800.
4. Write in the amount for handling in the **Certified Fee** space provided on PS form 3800.
5. Write in the amount for handling in the **Return Receipt (showing to whom and date delivered)** space provided on PS form 3800.
4. Total the **Postage, Certified Fee and Return Receipt** fees and place in the space designated **TOTAL Postage and Fees** on PS form 3800.
5. Insert PS form 3800 (**white and green form**) in the postage

meter and postmark (date) it. Make sure there are no numbers (postage values) showing on the charge meter prior to postmarking! You should place your initials on the PS form 3800 for evidence tracking purposes.

6. Set the postage meter for the correct amount due, insert a blank piece of postage paper tape, and activate the machine.

7. Peel the backing off of the postage paper tape, and affix the postage to the upper right hand corner of the parcel.

8. The package must be hand-delivered to the United States Post Office.

9. Return the receipt to the proper case file or officer.