

Evidence Collection Summary Sheet

Case Number: _____

Investigator Name: _____

Date of Collection: _____

Location: _____

#	Description	Collected By	Date/Time	Collected From	Packaging	Chain of Custody Ref
1	Sample evidence description	J. Doe	2024-06-10 14:30	Desk drawer	Sealed envelope	COC-001
2						
3						

Witnesses Present: _____

Additional Notes: _____

Important Notes:

- Ensure all evidence is described clearly and accurately.
- Maintain integrity of the chain of custody at all times.
- Use tamper-evident packaging and label all items properly.
- Only authorized personnel should handle evidence.
- Record entries in this summary immediately after collection.