

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.