LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER -
SHREVEPORT

HANDLING OF FOREIGN OBJECTS CONSIDERED EVIDENCE,
REMOVED FROM THE PATIENT’S BODY

Purpose:

To maintain the chain of evidence through proper handling and disposition of all bullets/projectiles, or other foreign bodies considered evidence that may be removed from a patient’s body.

Policy:

1. Upon removal from the body by the physician, all bullets/projectiles will be placed, unwrapped, in an appropriately sized plastic container, closed with a screw type lid, and sealed with the label that comes with the container. The label shall contain the patient’s name, medical record number, date of removal, and the physician’s name.

2. The Bullet/Projectile Evidence Receipt and Accountability Form (SN 6262) will be completed and signed by the M.D. and the nurse. This form is stocked in EMS and OR by the University Police Department (UPD) and may be obtained when needed for other areas by calling UPD at extension 6165.

3. Removal of the bullet/projectile will be documented in the appropriate section of the Medical Record, i.e.: Operative Report, Nursing notes, clinic notes, etc. If object is removed in the OR, nursing will also document in the appropriate OR log book at the nursing station.

4. The following guidelines will apply for all foreign matter removed from a patient which may be considered evidence. The chain of custody must be maintained for use in court proceedings.

   a. University Police may be contacted by the hospital staff to respond and take custody of items that were removed from a patient’s body that may be considered evidence. This may include bullets, projectiles, or other foreign matter that was removed from the patient’s body.

   b. The University Police will ensure the Bullet/Projectile Receipt and Accountability Forms complete with all pertinent information. The officer will then check the evidence container to verify that it has been sealed and initialed by the medical staff listed on the form.
c. The evidence container and the Bullet/Projectile Receipt Form will be given to the University Police Shift Supervisor who will notify the appropriate law enforcement agency that the evidence is ready for pick up and secure the property in the evidence locker. If the investigating agency representative is already present, the evidence container will be turned over to them after the appropriate forms have been completed.

d. The evidence will be released to the appropriate law enforcement agency representative after the representative signs for the evidence. A copy of the signed form will be placed in the shift’s reports and sent to the UPD Director. The original form will be given to the person accepting the evidence. After 90 days, projectiles will be destroyed unless outside agency contact UPD investigator and request evidence be held for pick up.

e. All actions taken by University Police Officers will be noted in the daily message log by the Communication Officer.

Approved by Clinical Board: 5/15/01, 7/20/04, 7/17/07, 11/16/10, 3/15/11
Written: 8/95
Reviewed: 5/98, 6/04, 6/07, 10/10, 1/11, 2/11
Revised: 5/01, 6/04, 10/10, 1/11, 2/11