



TITLE: Chain of Custody	POLICY REFERENCE #: BHN-122-C
CATEGORY: Corporate	REVISION #: #03-2024
EFFECTIVE DATE: 1/15/2024	PAGE 1 OF 2
REVIEW/APPROVALS:	
<input checked="" type="checkbox"/> Policy Committee	<input checked="" type="checkbox"/> Executive Leadership Committee (ELT)
<input type="checkbox"/> Executive Operations Committee (EOT)	<input type="checkbox"/> Executive Committee of Medical Staff
	<input checked="" type="checkbox"/> Medical Board
<input checked="" type="checkbox"/> Applies to :	
<input checked="" type="checkbox"/> Bassett Healthcare Network (BHN)	
<input type="checkbox"/> Applies to the following BHN Entities:	
<input type="checkbox"/> AO Fox Hospital	<input type="checkbox"/> Friends of Bassett
<input type="checkbox"/> Bassett Medical Center	<input type="checkbox"/> Bassett Accountable Care Partners
<input type="checkbox"/> Cobleskill Regional Hospital	<input type="checkbox"/> Bassett Medical Group
<input type="checkbox"/> O'Connor Hospital	<input type="checkbox"/> Bassett PPS, LLC
<input type="checkbox"/> Little Falls Hospital	<input type="checkbox"/> Valley Health Services
<input type="checkbox"/> Little Falls Hospital Rural Health Clinics	
Document Owner: Andrew Zuk, Director, Security & Transportation	Original Date: 12/17/2012
Executive Sponsor: Kendra Beers-Capraro, VP Facilities	Reviewed/Revised Date: Click or tap to enter a date.
Replaces: 122-C (Bassett Medical Center)	
	<input type="checkbox"/> Reviewed: No Revision Date
	<input type="checkbox"/> Revised Without Full Review
Key Words: Specimen, evidence, Law Enforcement, Security	
Changes:	

A. GENERAL POLICY STATEMENT:

Chain of Custody is the ability to give an accurate accounting in a court of law as to the manner in which evidence was acquired, maintained, transported, examined, and by whom, when, where, and for what purpose.

B. SCOPE:

This procedure applies to any evidence, including specimens, clothing or other physical potential evidence acquired at Bassett Healthcare Network.

C. ACCOUNTABILITY:

All hospital and clinical staff members are responsible for adherence to this policy.

D. POLICY ELEMENTS:

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1. A written Chain-of-Custody form will be initiated upon the collection, receipt, seizure or release of any potential evidence and will include a detailed description of the potential evidence. Bassett form #3580 Chain of Custody/Property Receipt ([Chain of Custody \(BHN-122-C\) - Attachment A - Property Receipt Form](#)) is used for this purpose in the absence of any other chain-of-custody form (for example, Sexual offense evidence collection kit).
2. The original Chain-of-Custody Form will be attached to the evidence until such time the evidence is signed over to another agency, facility or law enforcement. A copy should be maintained by Security.
3. Evidence should be maintained in a secure (locked) location and in a manner that will not alter the physical properties of the evidence (*i.e.*, temperature, light, moisture, cross contamination). Access to the secure area in which the evidence is stored will be strictly controlled and limited only to those with a legitimate interest in the evidence.
4. The Chain-of-Custody Form will be amended whenever the evidence is removed from the secured area regardless of the reason.

E. COMMUNICATION:

This policy will be communicated via email to all Managers, Directors, Chiefs of Service, and Executive Leadership Team members.

F. DISTRIBUTION:

This policy will be placed online in the Administrative Policy Manual.

G. ENFORCEMENT:

The Vice President of Facilities is responsible for compliance with this policy.

H. REVISIONS:

The Director of Security and Transportation is responsible for making revisions to this policy.