



## **Guidelines for the Photographing and Handling of Weapons and Other Paraphernalia**

### Quality Assurance:

All contraband will be photographed with a standard ruler prominently placed in each photograph. The photographs will be included as attachments to any Request for Extended Suspension and Expulsion Hearing documents. These steps will ensure that blades meet the length criterion established by Board of Education Policy JK-R. In cases where there is no length criterion, such as with firearms, dangerous weapons, or drugs, the photograph with a ruler will assist with establishing the scale of the objects.

### When Photographing Contraband for a Request:

- Use a standard inch ruler with high contrast between the color of the ruler and the marks indicating length
- All photos need to be in color and large, covering nearly an entire 8 ½” X 11” sheet of paper
- Double check the clarity of the photos before attaching them to the Request for Extended Suspension and Expulsion Hearing documents.

Ensuring all of the above will facilitate the District level review of the Request. If objects are not photographed with a ruler or not done with clarity and in color, the Request will be returned to the school for correction, delaying the District level review process.

### What to Photograph to Support a Request for Extended Suspension and Possible Hearing:

#### Weapons

- Firearms
- Facsimile firearms
- Ammunition
- Holster
- Knives
- Martial Arts weapons
- Other objects or substances used or intended to be used to inflict death or serious bodily injury, for example, explosive devices

#### Illegal drugs, scheduled drugs, and drug paraphernalia

- Illegal drugs
- Scheduled drugs
- Needles/injection systems
- Containers/vials used to hold or conceal drugs
- Baggies
- Pipes
- Roach clips
- Rolling papers
- Cigars
- Scales
- Measuring spoons
- Knives/razor blades

How to Photograph Weapons and Other Paraphernalia:

Using a standard ruler with 1” calibration, carefully align the end of the object with the ‘zero’ mark on the ruler, which may or may not be the exact end of the ruler.

Knives and Other Objects with Blades: In the case of a knife or another object with a blade, the actual cutting surface of the blade is the length that is measured and reported on the Request for Extended Suspension and Hearing. To photograph an object with a blade, align the tip of the cutting surface with the ‘zero’ mark on the ruler, and position the blade so that the photograph will clearly show the extent of the cutting surface. The photo below shows that the length of the cutting surface of this fixed blade knife is  $2 \frac{7}{8}$ ” long.



The photo of the pocket knife below shows that the length of the cutting surface is  $2 \frac{3}{8}$ ” long.



Firearms and Facsimile Firearms: When sending a Request for an Extended Suspension and Possible Hearing involving a firearm or a facsimile firearm, align the end of the object with the 'zero' mark on the ruler. Include ammunition and other contraband in the photograph.





Photographing Illegal Drugs, Scheduled Drugs, and Drug Paraphernalia: When photographing illegal drugs, scheduled drugs, and drug paraphernalia, place the ruler in a central location in the photograph so that the scale is clearly discernible. Place the other objects near the ruler in a way that their size is clearly discernible in relation to the ruler.



Zoom in to show detail, such as the simulated marijuana stash in the barrel of the Magic Marker.



What to do with Seized Weapons, Drugs, and Drug Paraphernalia:

All contraband that is seized from students, whether or not it is used in the support of a Request for Extended Suspension and Expulsion Hearing, must be turned over to the DPS Department of Climate & Safety or the Denver Police Department. Do not keep it in your office. DPS Department of Climate & Safety can be contacted by calling 720-423-3911. Denver Police Department Non-emergency number is 720-913-2000.