

GENERAL ORDER

PORT WASHINGTON POLICE DEPARTMENT

SUBJECT:	PROPERTY AND EVIDENCE CONTROL	NUMBER:	11.2.1
		ISSUED:	5/19/09
SCOPE:	All Police Personnel	EFFECTIVE:	5/19/09
DISTRIBUTION:	All Police Personnel	<input checked="" type="checkbox"/> RESCINDS	A-5-82 33.1
		<input type="checkbox"/> AMENDS	
REFERENCE:	Property Inventory Report, Vehicle Information Report City Ordinance 12.08.020 WI State Statute §§ 968.205	WILEAG 5th EDITION STANDARDS: 11.1.7, 11.1.8, 11.2.1, 11.2.2, 11.2.3, 11.2.4, 11.2.5, 11.2.6	

INDEX AS: Authorized Personnel (Property)
Evidence and Property Controls
Inspections
Transfer of Custody
Transmittal of Evidence to Lab

PURPOSE:

The purpose of this document is to identify the responsibilities involved in the proper handling, safekeeping, and disposition of property and evidence that is found, recovered, seized, or stored as a result of action by a member of the Port Washington Police Department, and to establish guidelines for managing this inventory. For general property, the objective shall be safe and orderly retention. The Department shall store all property in a manner that strives to:

1. Maintain its original condition at the time of acquisition.
2. Keep it in such a manner as to promote this agency's reputation as an honest and reputable police department, worthy of the public's confidence and trust.

The objective of evidence control is to:

1. Support ongoing investigations through the secure retention of property that has evidentiary value in a court of law.
2. Help facilitate successful prosecution in criminal matters.
3. Safeguard the chain of evidence, and
4. Inspire the public's confidence and trust in this agency's ability to maintain legal safeguards for the receipt, handling, security, and eventual disposition of

evidence.

Established guidelines shall promote an environment in which evidence can:

1. Be retained without deterioration.
2. Remain free from substantiated accusations of tampering.
3. Meet the requirements designated by current law and OSHA (Occupational Safety and Health Administration) standards.
4. Be of restricted access to minimize the number of people held accountable for such property.
5. Enhance the credibility of this Department to safely and legally manage evidence.

This order consists of the following numbered sections:

- I. POLICY
- II. DEFINITIONS
- III. GENERAL PROCEDURES
- IV. INVENTORY PROCEDURES
- V. SECURE FACILITIES
- VI. PROPERTY AND EVIDENCE STORAGE
- VII. AUTHORIZED PERSONNEL
- VIII. DISPOSITION OF PROPERTY
- IX. PROPERTY OFFICER RESPONSIBILITIES
- X. INSPECTIONS & SYSTEM INTEGRITY

I. POLICY

Members of the Port Washington Police Department shall seize and inventory property when probable cause exists to believe that the property is stolen, contraband, abandoned, in need of safekeeping, or when it is required as evidence. Inventoried property shall be documented on a property inventory report within the department's records management system (RMS) and secured in an evidence locker or other authorized secure area. All inventoried property shall be handled and stored in such a manner which preserves its integrity and evidentiary value and which protects it from loss, theft, damage, or other adverse effects.

II. DEFINITIONS

- A. **INVENTORY:** To make a complete itemized listing of every item of property/evidence the agency has in its custody.

- B. **INSPECTION:** Examination of the property/evidence function for the purpose of determining whether policies and procedures are being followed.
- C. **AUDIT:** The selection of a random sample of items of property/evidence to determine whether they can be properly accounted for.
- D. **PROPERTY:** Something owned; any tangible possession that is owned by someone.
- E. **EVIDENCE:** Property having significance as a potential means of determining the truth of an alleged matter of fact under investigation.
- F. **SEIZED:** Property acquired by the police by means of warrant or warrant less search. An *involuntary* relinquishment of possession and control.
- G. **RECOVERED:** To get back something previously lost or taken away.
- H. **CONTRABAND:** Property that is by federal or state law or local ordinance inherently illegal and prohibited from private ownership, use or possession.
 - 1. Property not inherently illegal but put to an illegal use.
- I. **SAFEKEEPING:** Entrusted to another for care, protection, etc.
- J. **FOUND/ABANDONED:** To have come upon or discovered, often by accident. / The intentional act of relinquishing permanently all rights, title, claim and possession of property without reference to a specific person.
- K. **STOLEN:** That which has been taken from another without right or permission.
- L. **LOST:** Owner has *involuntarily* parted possession of property and has no knowledge of its location.
- M. **RECORDS MANAGEMENT SYSTEM (RMS):** records management system (RMS) is “an agency-wide system that provides for the storage, retrieval, retention, manipulation, archiving, and viewing of information, records, documents, or files pertaining to **law enforcement** operations.

III. GENERAL PROCEDURES

A. Recovery of Property

Upon taking possession of evidence or property from a person, officers shall document the person's identity and the circumstances surrounding the recovery of the property. A receipt shall be issued upon request to the person from whom non-contraband items are taken.

B. Property Intake Procedures

All items taken into the Port Washington Police Department's possession shall be documented on a property inventory report within the department's records management system (RMS), providing a brief description of each property item, as well as an incident report detailing the circumstances by which this property came into the agency's possession.

1. All items shall be described in detail so as to be readily identifiable upon inspection.
 - a. In addition to a typed detailed description, digital photos may be taken of the item(s) and those digital images should be attached to the incident report.
2. If property is to be stored, it shall be auto-assigned a property inventory number through the RMS property function.
3. The property inventory data entry shall be completed in full by the recovering officer.
4. If property can be released to the owner, the recovering officer shall clearly note this in the incident report.
5. If evidence requires processing by the State Crime Lab or other laboratory, the recovering officer shall clearly note this information in the incident report.
6. All transfers of custody for evidence or property shall be documented in the incident report and as 'Chain of Custody' by Property Officers within the RMS.
7. All items property inventoried shall be completed before personnel end their tour of duty or properly secured with arrangements made with a Property Officer for subsequent examination or inventory..

C. Packaging & Storage

1. All items shall be packaged and secured in a sealed paper or plastic bag if possible, with multiple items packaged separately from one

another whenever possible. In general, all items shall be packaged in accordance with the guidelines set forth in the Wisconsin Department of Justice State Crime Laboratories' Physical Evidence Handbook. Certain items require specific packaging instructions, which are outlined in this policy.

2. All packages shall be properly labeled using property tags or labels generated through the Property function of the RMS.
3. Large items, such as vehicles, bicycles and other similar items that cannot be packaged shall have a completed property tag affixed to the property in such a manner that does not permit it to become easily detached, allows a view of the property tag information, and minimizes any damage or disfigurement to the property itself.
4. All items not immediately released shall be placed in a secure locker in the property room. A supervisor may authorize an exception if the property is required for investigative purposes. Authorized exceptions shall be documented within the incident report narrative.
5. Vehicles, bicycles, and other large items not stored in the property room will be transferred to their designated storage areas and properly secured, and that location shall be mentioned in the incident report.
6. Evidence that requires processing by the State Crime Lab shall be transferred by a Property Officer or a person designated by the Chief of Police, to properly maintain the chain of custody.
7. It shall also be the responsibility of every officer or member of this Department taking property into his/her possession to either render the property safe from any known or perceivable hazards or to notify the Property Officer that an item or object poses a potential danger for injury and/or bloodborne pathogens. Special care shall be taken when handling firearms and no weapons shall be stored containing live ammunition.
8. The Property Officer shall determine when certain property, due to its size, odor, volatility, or dangerous condition, shall be re-located to a remote location under the control of this Department in order to maximize citizen and employee safety.
9. All items inventoried shall be stored in a secured evidence locker or other authorized secure area.
10. The Property Officer maintains the right to refuse to accept any property which is not properly marked, packaged or documented and

return it to the submitting officer who shall be responsible for properly marking, packaging and documenting same.

D. Transmittal of Evidence to the Crime Lab

1. All transfers of evidence to and from the Crime Lab shall be coordinated through the Property Officer or designee, who will ensure that evidence destined for the Crime Lab is delivered in a timely and appropriate manner.
2. All perishable physical evidence which may include, but is not limited to, fresh whole/liquid blood, blood-stained objects, other physiological stains and tissue, and biological materials, shall be sent to the Crime Lab as expeditiously as possible.
3. All transfers of evidence to and from the Crime Lab shall be documented within the Property tab of the RMS by a Property Officer and shall include the date and time of transfer, as well as the name and signature of the person at the laboratory receiving or releasing the evidence. Transfers shall also be documented in a supplemental narrative to the original incident report.
4. Evidence shall be prepared and packaged in accordance with Crime Lab procedures, and all evidence submitted to the Crime Lab shall be accompanied by a "Transmittal of Evidence" form, which has been completed by the investigating officer prior to transfer to the Crime Lab.
5. The Crime Lab Receipt of Physical Evidence shall be returned to a Records Clerk for inclusion as a digital attachment within the original Incident Report. A copy of the Crime Lab receipt shall also be scanned and added as an attachment to the original incident report.
6. The Crime Lab will mail the written results of their findings, which shall be forwarded to the investigating officer upon receipt. The investigating officer shall then ensure that the lab results are completely documented in a supplement to the original incident report and the original Crime Lab report shall be scanned into the incident report.
7. When retrieving evidence from the Crime Lab, the property shall either be returned to the Property Officer in person, or secured in an evidence locker, along with the appropriate documentation.

IV. INVENTORY PROCEDURES

A. Recovered Stolen Property

1. Any item found to be stolen shall be listed as recovered and properly property inventoried.
2. If property is listed as stolen through NCIC/CIB, then the reporting agency shall be contacted regarding the recovery.
3. If the property is of evidentiary value, then it shall be retained until the criminal case is closed and all appeals are exhausted. Items may be photographed and returned to the owner where feasible and with prior approval from the prosecutor.
4. If property is not of evidentiary value, then a determined effort shall be made to return the property to its owner.

B. Contraband

1. Any item found to be contraband (that which cannot be legally possessed) shall be recovered and property inventoried.
2. Contraband items not of evidentiary value shall be inventoried and disposed of by the Property Officer in the appropriate manner. Fireworks, alcohol, tobacco products, and perishable items confiscated under a municipal ordinance violation may be destroyed by the investigating officer in accordance with General Order 11.2.1 (IV) (J) and (K) but must be photographed first. The destruction of this evidence must also be witnessed by another officer and documented in the incident report. Photograph(s) of the evidence shall be made part of the original incident report.

C. Weapons

1. All firearms shall be checked through NCIC/CIB to determine status.
2. All firearms shall be carefully inspected and made safe.
3. All firearms shall be described in detail, including make, model, serial number, caliber, and any identifying marks.
4. Special care shall be taken to document the location of ammunition found in a weapon and to preserve any trace evidence that may be recovered from the weapon.

5. All firearms shall be packaged separately from other items. Ammunition shall not be packaged in the same evidence container as the weapon. Whenever possible, all firearms shall be packaged in cardboard gun boxes.
6. Whenever possible, all non-folding edged weapons shall be packaged in a cardboard box, and secured in a stationary position within the box, to prevent accidental injury. Folding edged weapons shall be stored in a folded position, and may then be packaged in a sealed, clear evidence bag. Edged weapons containing blood or other evidentiary material shall be air-dried prior to packaging and shall not be packaged in plastic.
7. All weapons shall be packaged in such a manner as to protect others from accidental injury.

D. Controlled Substances

1. All controlled substances shall be identified, or tested and quantified, weighed, and/or counted. Field testing shall be performed unless the entire amount of the substance would be consumed by the field test, in which case testing shall be performed by the Crime Lab.
 - a. Field testing of controlled substances shall not be performed if/when hazardous substances such as Fentanyl or Carfentanyl are suspected. In such cases the suspect substance shall be submitted to the Crime lab for testing.
2. All controlled substances shall be packaged separately from other items listed on the Property Inventory report.
3. Marijuana and other plant material shall be dry prior to packaging and shall then be packaged. A sturdy paper container is the preferred packaging material.
4. Syringes and needles shall be packaged in a clear plastic tube designed for that purpose and shall be presented for transport to the State Crime Lab for testing when appropriate.

E. Body Fluids

1. All evidence suspected of containing hairs, fibers, semen, blood, or other body fluids shall be recovered, processed and inventoried following the procedures contained in the State Crime Lab's Physical Evidence Handbook.
2. Officers inventorying biological evidence containing DNA shall clearly note this information within the Incident Report.
3. All biological evidence shall be temporarily placed in the evidence lab room for drying or refrigeration/freezing as necessary. A temporary freezer is located in the Evidence Lab Room for this purpose. When evidence is placed in this freezer, it shall be secured with the provided padlock and entered into the RMS.
4. If the biological evidence requires refrigeration or freezing, the Property Officer, upon notification of same, shall be responsible for promptly transferring the evidence to the refrigerator/freezer located in the Property Room
5. If the biological evidence requires drying, it is the responsibility of the investigating officer to check on its progress. When the drying process is complete, it is the investigating officer's responsibility to properly package and transfer the evidence and original property record to a secure evidence locker for transfer to the Property Room.

F. Sexual Offenses

1. If the opportunity/possibility exists to collect physical evidence from the victim, the victim shall be taken to the Sexual Assault Treatment Center, located at 2000 West Kilbourn Ave., Milwaukee, WI.
2. The investigating officer shall accompany the victim to the treatment center to photograph possible injuries and to receive items of evidence recovered from the attending physician.
3. Officers shall contact the Wisconsin Crime Lab at (414)382-7500 if there are any questions concerning the proper handling and inventory of evidence.

G. Motor Vehicles

1. An Incident Report shall be completed for every seized vehicle, and a copy of the towing bill shall be electronically scanned and attached to the original Incident Report.
2. If a vehicle is seized in relation to the commission of a crime (not including municipal ordinance violations), an entry into the RMS Property tab shall also be completed for the seized vehicle, and an inventory search of the vehicle shall be conducted.
3. Vehicles may be processed at the scene if removal of the vehicle to another location might compromise the integrity of the evidence. Otherwise, all vehicles seized as evidence shall be towed to the Port Washington Police Dept. for processing and stored in the impound lot.
4. All seized vehicles are subject to an inventory. An inventory is an administrative measure designed to protect motor vehicles and their contents while in police custody; to protect the Department against claims of lost, stolen or damaged property; and to protect departmental personnel and the public against injury or damaged property due to hazardous materials or substances that may be in the vehicle. Officers shall document in the incident report that an inventory was completed. An inventory shall be conducted any time a vehicle is seized in relation to the commission of a crime (not including municipal ordinance violations).

Scope of Inventory

- a. An inventory may extend to all areas of the vehicle in which personal property or hazardous materials may reasonably be found, including but not limited to the passenger compartments, trunk and glove box.
- b. The contents and all containers found within the vehicle are subject to an inventory, including but not limited to all open, closed or locked containers. Care shall be taken not to unnecessarily damage items found during the inventory. Any damage to items or the vehicle resulting from an inventory shall be noted in the incident report.
- c. Property seized from a vehicle during an inventory for safekeeping purposes shall be documented in the Property tab of the RMS.

- d. Items of evidence or contraband found during an inventory may be seized and retained for use in connection with a subsequent criminal investigation.
 4. Vehicles seized as evidence shall not be released unless charges are dismissed or upon approval of the District Attorney's Office or other relevant prosecuting authority.
 5. No vehicle shall be released until payment of the tow bill and related storage fees, if any, have been satisfied.
 - a. Once the vehicle has been released from custody the owner shall be notified to pick up the vehicle and is responsible for payment of the tow bill and related storage fees, if any.
 - b. If the owner is not located, or the vehicle is not claimed within two (2) days of release, then the vehicle shall be presumed abandoned under City Ordinance 12.08.020 and shall be treated as such.
 6. Asset forfeiture proceedings for a motor vehicle must be approved by the Captain.
- H. Abandoned Property/Safekeeping
 1. Any property of value that has been found, abandoned, or seized for safekeeping, shall be property inventoried.
 2. The reporting officer shall make a determined effort to notify the property owner and shall document those efforts in the incident report.
- I. Currency/Precious Stones & Metals
 1. All currency, precious stones and precious metals shall be packaged separately from other items taken into property.
 2. Currency shall be counted twice and in the presence of another officer. Denominations shall be recorded.
 3. Precious stones and metals shall be described in detail within the Incident Report, but officers shall refrain from exact descriptions unless first verified by a gemologist.

J. Hazardous Materials

1. All explosives, flammable liquids, flammable solids, gases which are flammable, poisonous, or corrosive, and any other hazardous material shall not be inventoried unless made safe by a qualified person. They will be entered in the RMS and the items shall be properly disposed of. If such materials are made safe, they shall be stored in the designated "Flammable Storage Cabinet" located in the Department garage and entered into the Property tab within the RMS.
2. Hazardous materials required as evidence, whereas if made safe would damage a criminal case, shall be packaged and property inventoried under the direction of the State Crime Lab.

K. Alcohol & Other Perishable Items

1. Opened containers of alcohol shall not normally be kept in inventory. If needed as evidence, items shall be inventoried, photographed and properly disposed of. For Circuit Court cases the empty containers shall be inventoried.
2. Perishable items may be inventoried, photographed and turned over to the owner. If the owner cannot be determined or located, the officer may dispose of these items.

L. Bicycles, Mopeds & Other Large Items

All bicycles, mopeds, and other large items seized by the Department shall be property inventoried and secured in the Bulk Storage building. Property tags shall be attached to all items.

M. License Plates

1. License plates listed as stolen shall be inventoried and the reporting agency notified. Stolen license plates may be destroyed if there is no prosecution and/or the reporting agency does not want the plates retained.
2. License plates needed as evidence shall be inventoried.
3. License plates seized for unpaid citations or other traffic violations shall be inventoried and turned over to the Records Section. If the license plates are not claimed within three months, they can be destroyed by the Records Clerk with destruction properly documented.

N. Departmental Property

The Chief of Police shall assume the responsibility and accountability for all department owned property. Department personnel are responsible for department owned property assigned or under their control. Department personnel are not to intentionally misuse, damage or destroy any department owned property. Departmental property shall include but is not limited to vehicles, computers, software, hardware, communications devices, lockers, mail slots, filing cabinets, and any other furnishings or equipment. The Chief of Police/designee shall have complete authority to access this property at any time.

O. Stolen/Missing/Lost Property

Items reported as stolen/lost/missing, and which are not in the actual physical custody of this Department, shall be documented within the Incident Report, but shall not be inventoried. Officers shall gather as much relevant information as possible regarding such items, and this information shall be entered into the RMS by the Records Section for data entry purposes.

V. SECURE FACILITIES

The Property Officer shall maintain an area of evidence storage lockers within the Evidence Lab. Though such lockers are intended for the temporary secure storage of items that have evidentiary value, such lockers may also be used to secure property of a sensitive, delicate, or valuable nature, until the Property Officer can re-locate such items. The Property Officer or designee shall periodically examine the contents of all lockers and attempt to maintain the majority of the lockers in an open and available condition, in order to make this resource available to members of the Department during hours of his/her absence.

VI. PROPERTY AND EVIDENCE STORAGE

- A. All property and evidence either acquired or seized by this Department, shall be stored in a secure and designated area. If material is determined to be evidence and the authorized personnel necessary to gain entry to the property room are not available, the item(s) shall be secured in an evidence storage locker within the Evidence Lab.
- B. In the absence of the Property Officer or designee, the door to the property room and the door to the Evidence Lab shall be closed and locked upon the departure of any officer or employee.

- C. Certain items of property require enhanced security, such as money, jewelry, firearms, and drugs. Long weapons shall be stored within the property room so as to stabilize their position and prevent damage. Jewelry and money shall be secured within a safe located within the property room, while drugs shall be secured within metal drawers of a lockable cabinet located within the property room, and these items are accessible only by authorized personnel.

VII. AUTHORIZED PERSONNEL

- A. In order to maintain accountability and security for property and evidence in possession of the Port Washington Police Department, the following individuals have been entrusted with access to all areas of both property and evidence:

- 1. Property and Evidence Supervisor/Lieutenant
- 2. Property Officer(s)

- (a) Property Room Access Log

Anyone other than Authorized Personnel entering the property room must be accompanied by an authorized individual and must sign, date, and time the Access Log.

Upon any personnel changes in these positions, the locks to the property room door and the temporary storage lockers shall be changed or re-keyed.

- B. Access to areas of property storage only, such as the bicycle storage and impound facilities, shall be enjoyed by all sworn members of the Department through the use of keys kept on the key rings of marked patrol units.

VIII. DISPOSITION OF PROPERTY

In general, all items not of evidentiary value or considered as contraband shall be held for a minimum of thirty (30) days prior to disposal, unless the items can be returned to the lawful owner. Items that cannot be returned to the lawful owner within that time period shall be disposed of by the Property Officer through public auction or other methods as determined by the Chief of Police.

- A. Items of evidence may be disposed of after completion of all relevant court proceedings, including the appeals process, or upon a court order.
 - 1. In cases involving evidence, the officer who took custody of and inventoried the evidence shall make a reasonable effort to notify the Property Officer if it is discovered that evidence is no longer needed for court proceedings.

2. The Property Officer shall make a reasonable effort to return the property to its lawful owner, if such property can be legally possessed.
 3. Items of evidence which are returnable, but for which no lawful owner can be determined or located, shall be held for thirty (30) days at which time it shall be disposed of by the Property Officer through auction or other methods determined by the Chief of Police.
- B. There are special requirements for preserving and destroying biological evidence containing DNA.
1. Any biological material, or physical evidence that contains biological material, collected in connection with a criminal investigation that leads to a conviction, delinquency adjudication, commitment, or a finding of not guilty by reason of insanity, pursuant to WI Statute 968.205, requires preservation of this evidence until the discharge date of every person convicted.
 - a. This includes ALL biological material and physical evidence containing biological material collected, not just that evidence relied upon for charging or used at trial for conviction. This includes “elimination” samples and “unidentified” samples.
 - b. The discharge date on a conviction is the date on which the person or persons convicted have reached not only the end of incarceration, but also any probation or parole commitments, extended supervision, or juvenile dispositional orders, even if there was no institutional placement.
 - c. The requirements set forth under WI Statute 968 are not just prospective. The duty to preserve evidence collected within the scope of the statute extends to evidence collected before the statute was enacted, if it was in the possession of the custodial agency on or before the effective date of September 1, 2001.
- C. Illegal or contraband property shall be destroyed by the Property Officer, with the exception of fireworks, alcohol, and tobacco products confiscated under a municipal ordinance violation. These items may be destroyed by the investigating officer (See General Order 11.2.1 (IV) (B)(2)).

D. Firearms and Ammunition.

1. Firearms and ammunition seized pursuant to a warrant or civil or criminal action shall only be released upon a court order. (Reference Sec. 968.20 Wis. Stats.)
2. In all other cases involving firearms and ammunition the Property Officer shall make a reasonable effort to notify the lawful owner that he/she may apply for the return of the property by contacting the Port Washington Police Department within thirty (30) days of notice and providing sufficient proof of ownership.
3. Firearms not released pursuant to a court order or returned to the lawful owner within thirty (30) days of notification shall be transferred to the State Crime Lab for disposal.

E. Lost, abandoned, or recovered property.

1. The recovering officer shall make a determined effort to locate and notify the owner of any found or recovered property. The recovering officer shall notify the Property Officer whether or not the owner has been contacted and the current status of the property.
2. Any property not claimed within thirty (30) days of notification shall be disposed of by the Property Officer through public auction or other methods as determined by the Chief of Police.
3. The Property Officer or designee shall be alert for any property surrendered to this Department by a citizen that has expressed a desire to retain the property if it remains unclaimed. Property requested by the finder, if ownership cannot be established, shall be conspicuously marked as such and retained for a period of 1 year, after which the original complainant shall be contacted. If the original complainant cannot be located or relinquishes interest in this property, the Property Officer shall dispose of it in the best interests of the City of Port Washington.

- F. No departmental employee shall keep for his or her own use, property found in the course of duty or take possession of property during off-duty hours when the discovery was made while on duty. Employees are prohibited from storing property in their personal desks, lockers, vehicles, homes, or other places that are not secure or would interrupt the chain of custody.

- G. The Property Officer shall prepare and maintain a list of all property that may be disposed of by public auction or other methods and submit said list to the Chief of Police upon request.
- H. Release of property to the public shall be performed primarily by the Property Officer or an individual with full access to all areas of property and evidence. Other officers and/or employees shall refrain from releasing property to the public, unless such arrangements are made ahead of time with the Property Officer.
- I. When property is released, the property transfer shall be documented in the RMS and a completed Property Sheet shall be scanned and electronically attached to the Incident Report in RMS. This shall include the date of release, signature of the releasing officer and the signature of the person receiving the property.

X. PROPERTY OFFICER RESPONSIBILITIES

The Property Officer(s) shall be an officer(s) designated by the Chief of Police. The Property Officer(s) shall be responsible for the property management function, which includes the official inventorying, custody, security, storage, record keeping and disposition of evidence and property.

A. Duties of the Property Officer(s) include:

- 1. The management and security of the property room.
- 2. To ensure the safekeeping, accurate recording and proper disposition of evidence and all lost, abandoned, recovered and unclaimed property.
- 3. The maintenance of property control logs, reports, and files of all property/evidence and their status under the control of the Department, in a complete and efficient manner.
- 4. To return, or caused to be returned, property that may be released to its owner.
- 5. The disposal or destruction of property upon direction of the Chief of Police, criminal courts, or as prescribed by ordinance or statute.
- 6. The processing and routing of evidence for appropriate testing and analysis as required.
- 7. Any other duties related to the property control function as designated by the Chief of Police.

- B. The Property Officer(s) maintains the right to refuse to accept any property which has not been properly marked, packaged or documented, and the right to refuse to release any property for which release has not been properly authorized.
- C. Access to the property room is restricted to the Property Officer(s) and other personnel authorized by the Chief of Police.

X. INSPECTIONS & SYSTEM INTEGRITY

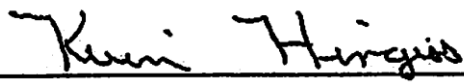
- A. The agency requires that periodic and event-specific inspections, audits, and inventories be completed, and results documented and forwarded to the agency CEO. Such inspections, audits, and inventories shall include, but are not limited to:
 - 1. On a semi-annual basis, the Property Officer shall conduct an inspection to determine if officers are following property control procedures. These inspections must be conducted independent of any other required inspections or audits.
 - 2. A comprehensive audit of property and evidence shall be conducted whenever there is a change in personnel for the Property Officer position. The new Property Officer and a designee of the Chief of Police shall jointly conduct an inventory audit.
 - a. To ensure the integrity of the system and accountability for all property and evidence, the audit should incorporate a two-tailed test of statistical significance to test accuracy within a 95% degree of confidence and a +/- error rate of 4%.
 - b. The appropriate sample size for such a test can be found in the table located at "C." below. An error rate that exceeds 5% of the sample size will require a full inventory of all high-risk property and evidence.
 - 3. An annual audit of the property room shall be conducted by a supervisor not directly associated with property control function. The annual audit must be conducted independent of other required audits or inspections. It should focus on high-risk items; e.g., money, drugs, jewelry, firearms, but may be expanded to include other items.
 - a. To ensure the integrity of the system and accountability for all property and evidence, the audit should incorporate a one-tailed test of statistical significance to test accuracy within a 95% degree

of confidence and a +/- error rate of 4%. The appropriate sample size for such a test can be found in the table located at "C." below.

3. Random, unannounced inspections of property storage areas shall be conducted at the discretion of the Chief of Police.
 - a. At least one random inspection and/or audit will occur annually.
 - b. In the event of a random audit, the size and sample of the audit will be determined by the Chief of Police.
 4. Written results of all inspections and audits shall be forwarded to the Chief of Police.
- B. The Property Officer(s) shall make every effort to ensure that property stored by this Department is packaged, labeled, and retained in a uniform manner and that any changes or improvements in the management of property and evidence control shall be communicated throughout the Department to all sworn and applicable civilian personnel.
- C. The following table depicts the appropriate sample sizes required to conduct a one-tail or two-tail test of statistical significance as outlined in X. A. 2. and X. A. 3, above.

Total Number of High-Risk Items {Money, drugs, jewelry, firearms}	Sample Size – 1 Tail Test	Sample Size – 2 Tail Test
25	20	25
50	34	47
100	50	86
150	59	121
200	65	151
250	70	177
300	73	201
350	76	222
400	78	241
450	79	258
500	81	274
1000	88	376
2500	92	485
5000	94	537
10000	95	567

APPROVED:



Chief Kevin Hingiss

DATE:

6/11/19

- Revised 6/11/19
- Revised 5/22/19
- Revised 7/12/16
- Revised 5/25/10
- Revised 4/20/10
- Revised 4/12/10
- Revised 9/24/09

