

INTERNATIONAL ASSOCIATION FOR PROPERTY & EVIDENCE

Property Room Standards

19. PROPERTY DIVERSION

Generally, most states provide statutory approval to transfer unclaimed property to city or county use. A request for the retention of a specific item should originate with the person in charge of the area where the item is to be used. The approval process should include persons in the entire chain of command, including the Chief of Police / Sheriff or designee. The agency's purchasing officer should also approve the request and items of significant value should have the chief administrative officer's approval. The Property Room should maintain a permanent record of all property diversions.

An agency order should be issued to govern the use of firearms and other property that is retained. Use of any property so retained must be for official purposes only; the practice of allowing employees to retain property (for personal or non-governmental purposes) must be prohibited. In the case of firearms, a "Certificate of Weapon Retention" must be completed for each firearm, and a court order obtained. In general, to avoid the appearance of unethical practices, the retention of property should be discouraged as a means of disposition.