

**I. TEMPORARY STORAGE FACILITIES**

After property is marked for identification and packaged to avoid loss or contamination, an evidence form shall be attached to the envelope or other container. The property, accompanied by a Property Report, will then be deposited into one of the following appropriate temporary storage areas, then secured.

**A. Metal Storage Lockers**

1. Individual metal property lockers are located on the west wall of the property room. Once these lockers are closed, they automatically lock and are accessible only by property room personnel.
2. A drop slot for the deposit of small evidence items, undeveloped film, license plates, etc. is located to the left of the bank of metal lockers.

**B. Bicycle Locker**

1. All bicycles, or parts thereof, shall be temporarily stored in the bicycle locker annex on the north side of the property room. Access to the bicycle locker is via a secured door.
2. Larger items of property such as tires, ladders, air compressors, heavy machinery, etc. may be temporarily stored in the bicycle locker.
3. The Property Report, of any item stored in the bicycle locker should be put into the drop slot near the metal lockers. **DO NOT LEAVE PROPERTY FORMS IN THE BICYCLE LOCKER.**

**C. Refrigerator/Freezer**

1. A refrigerator and freezer is located in the photo lab across from the property room. Items that need to be refrigerated or frozen can be placed into this temporary locker or be given directly to the Property Officer during normal business hours.
2. The Chemical Sample Locker is a metal box secured by a padlock and is kept on the top shelf inside the refrigerator. The CSL is used to store all samples of whole blood and urine.
3. The Property Report, property forms for all evidence stored in the refrigerator/freezer shall be left in a tray outside and atop of the refrigerator/freezer unit.

**D. Drying Lockers**

1. Metal drying lockers are located against the outer wall directly across from the bicycle locker. Once these lockers are closed, they automatically lock and are accessible only by property room personnel.
2. All damp or blood soaked clothing or other cloth items shall be temporarily stored in this location to facilitate the drying process prior to packaging and laboratory analysis.
3. Items placed in the drying locker shall be hung separately and in special bags designed for the acceptance of bloody or wet clothing. Care should be taken to prevent cross-contamination of samples that have been placed into the drying lockers.
4. The Property Report, for all evidence stored in the drying lockers shall be left in a tray inside each locker.

**E. Hazardous Materials Storage Locker**

1. Hazardous materials storage lockers are located against the outer wall directly across from the bicycle locker.
2. All flammable materials placed in the hazardous materials storage lockers must be stored in the appropriate containers prior to being secured in the locker.
3. Fireworks shall be stored in a hazardous materials storage locker; however, **FIREWORKS SHALL NOT BE STORED IN THE SAME LOCKER WITH ANY FLAMMABLE LIQUID OR MATERIAL.**
4. The Property Report, property forms for all evidence stored in the hazardous materials storage lockers shall be left in a tray inside each locker.

**F. Jail Sally-port Parking Lot**

1. The Jail sally-port parking lot is located under the covered carport area outside the sally-port. This area is to be used for the temporary secured storage of vehicles that are being submitted for or subjected to evidence processing or collection.
2. When not used as an evidence processing area, the securing gate will remain unlocked. The gate **SHALL REMAIN SECURED** when the vehicle is unattended or evidence processing on the vehicle has been completed and the vehicle is awaiting transfer to the long-term vehicle storage lot.

3. Use of the Property Report, for vehicles temporarily stored in the vehicle processing cage is not required, **UNLESS THE VEHICLE ITSELF IS BEING RETAINED AS EVIDENCE OR AS THE ACTUAL CRIME SCENE**. When the vehicle is retained, Property Report, is required.

## II. PROPERTY ROOM COLLECTION, INVENTORY & STORAGE

### A. Property Collection

1. On a daily basis, the Property Officer or assistant shall inspect all metal storage lockers, the drop slot, the bicycle locker, the refrigerator/freezer, the drying lockers, hazardous materials lockers, and vehicle evidence processing, remove and process all property submitted.
2. The Property Officer or assistant shall also;
  - a. Collect and retain all Property Reports,
  - b. Assign a bar-code to each property item submitted,
  - c. Make the appropriate entries into the automated property system,
  - d. Conduct evidence processing as requested,
  - e. Store each item in the designated location in the property room or alternate approved location.
  - f. Arrange for transportation to the laboratory for examination as required,
3. Property room personnel are responsible for the proper packaging, required refrigeration and/or transportation of items temporarily stored in the drying lockers.
4. Property room personnel shall arrange for the transfer of any vehicles or other large items from the vehicle evidence processing cage to the long-term vehicle storage lot.
5. Property room personnel shall arrange for the permanent storage, transfer, or disposal of all items temporarily placed into the hazardous materials and bicycle lockers.

### B. Property Inventory

Every item that is submitted into the property system must be accounted for. This process begins at intake.

1. The Property Officer or assistant will compare items listed on the property form with those actually found in temporary storage. If any item is discovered missing, the Property Officer will immediately notify the submitting officer and/or supervisor.
2. If the missing item(s) cannot be located, the Property Officer will log the item(s) in the missing or "Unable to Locate" (UTL) file and shall notify the Investigations Lieutenant via memorandum explaining the circumstances surrounding the missing property. A copy shall also be forwarded to the employee's division commander.
3. All property connected to the case will not be processed until the missing item(s) are found or the discrepancy has been corrected.

**C. Improperly Submitted Property – "Right of Refusal"**

1. Every item submitted into any of the temporary storage locations is expected to be done so in a safe and thorough manner consistent with these guidelines and other Department policies.
2. The Property Officer has the authority to refuse acceptance of any item of property submitted in an unsafe, incomplete, or otherwise improper manner as defined in this manual.

*Note: Property room personnel **SHALL NOT** accept any money or controlled substances in which the , envelope, packaging or container has been opened, tampered with, or otherwise improperly submitted.*

*The Proper Officer shall, as soon as practical, notify the employee submitting the item, or the employee's supervisor, who shall immediately cause the problem to be corrected.*

3. A breach in safety protocol will be corrected immediately...NO EXCEPTIONS!

**D. Property Storage**

The following types of property and evidence shall be stored separately and according to the listed guidelines. Other miscellaneous types of property may be stored separately as determined by the property manager.

1. Firearms
  - a. The Property Officer shall store all firearms in containers (boxes) specifically designed for handgun, rifle and/or shotgun. Exceptions can be made for those weapons which, due to size or other considerations, are not compatible for storage in such containers.
  - b. The Property Officer shall segregate the storage of all firearms from other types of property retained by the Department. All firearms, REGARDLESS OF PROPERTY CLASSIFICATION, shall be stored within the weapons cage located within the property room. This cage will be locked at all times unless property is being stored, removed, inventoried or inspected.
2. Substances
  - a. The Property Officer shall segregate the storage of all drugs and narcotics from other types of property retained by the Department. All controlled substances, REGARDLESS OF PROPERTY CLASSIFICATION, shall be stored within the narcotics cage located within the property room. This cage will be locked at all times unless property is being stored, removed, inventoried or inspected.
  - b. The Property Officer shall not open any sealed container containing any controlled substance or suspected controlled substance for the purpose of counting, verifying, testing, weighing or any other purpose other than as may be necessary to facilitate the transportation and/or destruction of that item.
3. Currency
  - a. The Property Officer shall segregate the storage of all money from other types of property retained by the Department. All money, REGARDLESS OF PROPERTY CLASSIFICATION, shall be stored in the money locker within the property room. This safe will be locked at all times unless property is being stored, removed, inventoried or inspected.

- b. With the approval of the Lieutenant and Division Commander, large quantities of cash may be transferred to the City Finance Department and placed into an interest bearing account pending the final disposition of the money.
  - c. The Property Officer shall not open any sealed container containing money for the purposes of counting or verifying the contents other than as may be necessary to release the contents to the rightful owner or to transfer the money to a financial institution. Opening any money envelope shall be done with at least one other PD employee present.
  - d. Negotiable stocks, bonds or bank securities should also be secured in the safe; however, no value will be assigned.
4. Found Property
- a. The Property Officer shall segregate the storage of all items classified as "Found Property" from other types of property retained by the Department. No additional security or safety measures are required unless that property is controlled by other restrictions listed in these guidelines.
5. Property Held for Safekeeping
- a. The Property Officer shall segregate the storage of all items classified as "Safekeeping" from other types of property retained by the Department. No additional security or safety measures are required unless that property is controlled by other restrictions listed in these guidelines.
6. Homicides
- a. The Property Officer shall store all items of evidence associated with a homicide case together, unless that evidence requires storage elsewhere to facilitate the additional security or safety measures required by these guidelines.
  - b. All homicide cases shall be segregated from other types of property retained by the Department.

7. Hazardous Materials

- a. The Property Officer is responsible for the transfer and storage all hazardous materials in containers designated for that purpose.
- b. The Property Officer shall segregate the storage of all hazardous materials from other types of property retained by the Department. All hazardous materials, REGARDLESS OF PROPERTY CLASSIFICATION, shall be stored within a hazardous materials storage locker, clearly marked and designed for the storage of flammable materials.

8. Motor Vehicles

- a. A Motor vehicles SHALL NOT be stored in the any portion of the police facility not specifically designated.
- b. The Property Officer shall arrange for vehicles temporarily stored in the vehicle evidence processing cage to be stored in the long-term vehicle storage lot should their retention be necessary.

9. Photographs

- a. The Property Officer shall store undeveloped film canisters separate from other types of evidence retained by the Department.
- b. b. The Property Officer will make prints of the undeveloped film upon demand by the officer. Film that requires processing or negatives that require printing are sent to a private vendor.
- c. The Investigating Officer will complete the appropriate Property Report and enter the prints into evidence. The prints will then be stored with other items of evidence associated with the case.

10. Miscellaneous

- a. Nothing in this manual shall prevent the Property Officer from further segregating/organizing property as deemed necessary or desirable for the efficient operation of the property function.

**E. Computer Entries**

1. Computerized Property System

a. The Property Officer shall enter all property that comes into the possession of the Property Unit and is retained for any length of time. Property being retained, disposed of or released should be entered as soon as possible.

(i) Information entered into this system shall minimally include:

- Classification of property
- Type/Description of property
- Quantity
- Case number
- Officer submitting property
- Location property stored
- Chain of evidence
- Disposition of property

b. The Property Officer shall update the status of all property retained in inventory as necessary.

c. The Property Officer shall also retain a complete “hard copy” file on each piece of property as a back up to this computer system and to facilitate regular inspections, audits and inventories.

d. Property room personnel and the Investigations Lieutenant are the only persons authorized to input, alter, modify or delete records in this computer system.

2. Records Management System (RMS)

a. The Records Unit is responsible for entry into RMS of all property retained by the Department and stored in the property room. Records shall also update the RMS system of the status of such property as may be required.

b. The Records Unit is responsible for the entry into CLETS all identifiable (serial or owner applied numbers) property pursuant to DOJ requirements and established procedures.

c. In all cases when a firearm is to be released, the Property Officer shall conduct a criminal history check of the

person who is to receive the weapon. This will establish that no restrictions exist preventing release of the firearm to that individual. Additionally, the firearm shall be checked in the Automated Firearms System (AFS) to confirm it is not reported as stolen.

### **III. FACILITIES SECURITY & HOURS OF OPERATION**

#### **A. Access**

1. Access to the Property Room and all other temporary or long-term property storage areas is restricted to the Property Officer, Investigations Lieutenant and personnel assigned to the Property Room. The Investigations Lieutenant may authorize after-hours entry to the Property Room when necessary.
2. Department personnel shall not enter property storage areas unless escorted by Property Room personnel.
  - a. Except for personnel assigned to the Property Room, all Department personnel, visitors, contractors, etc. who enter the Property Room must sign in on the visitor's log citing the date, duration and purpose of the visit.
3. Property or evidence can only be removed from its storage location by the Property Officer or the authorized designee.
  4. The doors, gates, or other closure devices to any storage area must be secured whenever the Property Officer or Property Room personnel leave or are not present.
  5. Normal business hours for the Property Room are weekdays, 0800-1700 hours, excluding holidays.
  6. Telephone voicemail will receive all incoming calls whenever the Property Room is unattended or when Property Room personnel are unavailable.

#### **B. Key Control**

1. All keys to the Property Room and other secured storage areas are to remain under the control of the Property Officer and the Investigations Lieutenant.
2. The duplication or unauthorized possession of keys to secured property storage areas is strictly prohibited.

3. The Investigations Lieutenant shall maintain a complete set of keys, safe combination, alarm code, etc. as a backup for Property Room personnel.
4. Property Room personnel are strictly prohibited from relinquishing Property Room keys, combinations or alarm codes to anyone other than authorized personnel.
5. When Property Room personnel or the Investigations Lieutenant change assignments or leave the Department, the Support Operations Captain shall ensure that all locks, combinations and codes are changed.
6. New locks shall be installed in the event that a key is lost or security is otherwise compromised.
7. It is Department policy that only personnel assigned to the Property Room and the Investigations Lieutenant will possess keys, combinations and alarm codes.

C. Alarms and Other Security Systems

1. The main Property Room is protected by an internal silent alarm system that is monitored by Communications. Access codes are assigned to authorized personnel only and changed as required.
2. Authorized personnel entering the main Property Room must deactivate the alarm upon entry and will remain deactivated during normal business hours when the room is occupied.
  - a. The alarm system must be activated upon closing, during non-business hours, or whenever the Property Room is unattended.
3. The Property Officer shall test the alarm system at least once a month to ensure it is functioning.
4. All firearms shall be stored separately from other property in the Property Room and secured in a locked cage.
  - a. The firearm locker shall remain locked at all times unless property is being stored, removed or inventoried.
5. All controlled substances shall be stored separately from other property in the Property Room and secured in a locked cage.

- a. The controlled substances cage shall remain locked at all times unless property is being stored, removed or inventoried.
6. All money shall be stored separately from other property in the Property Room and secured in a locked safe.
  - a. The safe shall remain locked at all times unless property is being stored, removed or inventoried.