

The following document is an outline of items that should be considered in any property manual.

## Property Manual Elements

- I. Mission Statement of Section
  - A. Should include importance of function
  - B. Organizational Values
  
- II. Staffing Issues
  - A. Insure sufficient personnel are available to complete all of the property rooms tasks on schedule
  - B. Insure quality personnel are assigned to unit
  - C. Insure that disciplinary employees aren't assigned
  - D. Insure that employee aren't routinely rotated through the unit
  
- III. Hours of Operation / Scheduling
  - A. Memorialize both public and staff hours
  - B. Memorialize special call out procedures
  - C. Memorialize minimum staffing levels
  
- IV. Responsibilities of Property Officers / Supervisor / Manager
  - A. Memorialize all of the responsibilities of both sworn and civilian employees.
  - B. Insure that all parties know there responsibilities
  - C. Memorialize who and how often polices are reviewed and updated
  - D. Temporary lockers / Storage / Transportation from
  - E. Define acceptable temporary storage at each district station
  - F. Define responsibilities of Station Keeper and hold accountable
  - G. Define responsibilities of personnel collecting from district stations
  - H. Initiate "right of refusal" before items are transport if possible
  
- V. Property Room Design / Layout
  - A. Memorialize (for new employees) how room(s) are laid out
  - B. Memorialize numbering systems for shelving
  
- VI. Alarms and Security / Keys
  - A. Memorialize who is responsible for:
    - 1. security
    - 2. changing pin numbers
    - 3. issuing keys
    - 4. re-issuing keys
    - 5. duplicating keys
    - 6. auditing keys
    - 7. inventorying keys
    - 8. auditing and maintaining alarm
    - 9. auditing alarms system and entries after hours.

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VII. Property Reports (Documentation)

- A. Memorialize requirements for describing property on crime report
  - 1. serial numbers
  - 2. model numbers
  - 3. full description
- B. Property tracking documentation (chain of evidence) shows employee who:
  - 1. seized
  - 2. secured in temporary locker
  - 3. transported from District Station
  - 4. booked into property system
  - 5. signed out to court
  - 6. signed out to lab
  - 7. signed out to Inspector
  - 8. authorized for release
  - 9. authorized for disposal / auction
  - 10. witnessed destruction's and or disposals
  - 11. witnessed
- C. Memorialize who is responsible for entering and deleting firearms and property into appropriate computer database systems.

VIII. Packaging and Storage Standards

- A. Define acceptable packaging standard that meet the needs of both the crime lab and storage requirement
- B. Develop and memorialize standards for packaging, that accommodate the needs of the property function

IX. Storage of Property and Evidence - Special Requirements

- A. Memorialize storage requirement for special items:
  - 1. homicide Evidence
  - 2. firearms
  - 3. narcotics
  - 4. currency
  - 5. jewelry
  - 6. bikes
  - 7. bio Hazardous Materials
  - 8. found Property
  - 9. safekeeping
  - 10. alcohol
  - 11. items requiring freezing / refrigeration

X. Disposition of Property (Purging)

- A. Memorialize policies that mandate:
  - 1. regular review of all property and evidence
    - a) *Misdemeanors - every six months*
    - b) *Felonies - every 12 months*

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- c) *Found Property - every 3 months*
- c) *Safekeeping - every 3 months*
- d) *Abandoned property - no time limit*
- 2. responses by Inspectors have specific time limits to return
- 3. failure to respond automatically initiates notification to superior officers

**XI. Property for Safekeeping**

- A. Memorialize time limits to hold property
- B. Memorialize time limits for owners to retrieve property after notification
- C. Memorialize a policy to initiate a tickler file to track “card’s sent”
- D. Establish a policy to notify arrestees at time of booking that they have a specific time to retrieve the property or it will be disposed of.

**XII. Found Property**

- A. Memorialize time limits to hold property
- B. Memorialize time limits for owners to retrieve property after notification
- C. Memorialize a policy to initiate a tickler file to track “card’s sent”
- D. Establish a policy to notify arrestees at time of booking that they have a specific time to retrieve the property or it will be disposed of.
- E. Establish a policy that allows finders to more easily recover their items.
- F. Define policy or change local code to authorize the seizure of abandoned funds.

**XIII. Notifications**

- A. Memorialize procedures for proper and timely notifications be made to the owners of property
- B. Insure that notification makes the recipient of the notification responsible by a specific date.

**XIV. Currency Handling and Control**

- A. Develop strict policies for handling of currency from the initial seizure through the release of the item.
  - 1. insure a two person rule is implemented when officer(s) seize the currency
  - 2. memorialize policy that requires all moneys be documented on the currency envelope by denomination and witnessed by a second person.
  - 3. memorialize standards that require a two-person policy when opening and transferring currency.
  - 4. memorialize a policy that insures currency is always transported with armed personnel.
  - 5. memorialize policy that defines who is responsible for transferring cash to bank
  - 6. memorize a policy that outlines what action is to take place when a shortage of money is discovered.
- B. Memorialize procedures for vault activities:
  - 1. Security / Access
  - 2. Documentation
  - 3. Combination Lock Control

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- C. Audits
  - 1. memorialize policy that defines who is responsible for audits and inventories
- D. Inventories

XV. Narcotics Handling and Destruction

- A. Security / Access
- B. Documentation
- C. Combination Lock Control
- D. Audits
- E. Inventories
- F. Destruction
- G. Memorialize standards that require a two-person policy when preparing narcotics for destruction.
- H. Memorialize policy identifying who is responsible for witnessing the actual destruction of narcotics. (should be someone outside the function - inspection unit)

XVI. Weapons Handling and Destruction

- A. Security / Access
- B. Documentation
- C. Combination Lock Control
- D. Audits
- E. Inventories
- F. Destruction
- G. Memorialize standards that require a two-person policy when examining serial numbers and model numbers.
- H. Memorialize policy that defines who is responsible for audits and inventory and schedule of activities.
- I. Memorialize policy identifying who is responsible for witnessing the actual destruction of weapons. (should be someone outside the function - inspection unit)

XVII. Auctions

- A. Define schedule(s) of auction
- B. Define location and security
- C. Define necessary documentation
- D. Define policy to insure that personnel involved in the property function and Inspectors involved with the particularly property are forbidden to bid on the items

XVIII. Property Diversion

- A. Memorialize strict guidelines on how property is tracked to the end user
- B. Memorialize guidelines that insure all transactions are approved by command level police administrators and a second party outside the Police Department, such as officials in purchasing department.
- C. Memorialize guidelines that ensure each transaction (each item) is approved, and signed for.

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XIX. Audits

- A. Memorialize polices that ensure that the Property Control Section is audited on a regular basis (quarterly) by an outside entity such as:
  - 1. Inspection Unit
  - 2. City auditor
  - 3. outside auditor
- B. The policy needs to ensure that the results of the audit are required by the Chief of Police on a particular date along with recommendations and corrective measures
- C. The policy needs to insure that special emphasis is placed on items of special handling of:
  - 1. firearms
  - 2. currency
  - 3. narcotics
  - 4. jewelry
- D. Policy needs to insure the following items are a part of the audit:
  - 1. security
  - 2. key Control
  - 3. documentation
  - 4. packaging standards
  - 5. written policies
  - 6. inventories
    - a) *memorialize polices that ensure that the Property Control Section is inventoried on an annual basis (if this is not possible - the policy should dictate that firearms, currency and narcotics are completely accounted for*
    - b) *the policy needs to ensure the results of the inventory are forwarded to the Chief of Police on a particular date.*
  - 7. training
  - 8. housekeeping
    - a) *policy needs to ensure that specific standards are in place that governs the everyday housekeeping of the property room*