3-05/140.00 - Station Safes

Station safes shall be used to store county cash, bank account money awaiting deposit and valuables which are found or being held as evidence prior to regular disposition procedures.

The combination of each station safe is to be changed at regular intervals, especially when key personnel have been reassigned. Maximum time between combination changes shall be three years.

Only the watch commander shall place money envelopes with appropriate identification in the safe or remove them from it. With the exception of the emergency key assigned to the station commander, only the watch commander shall have a key to the locked compartment or container.

The key shall be turned over to the incoming watch commander at change of shift.