

## **Chapter 4 - Property and Evidence Procedures**

- **5-04/000.00 - Property and Evidence Â - Authority and Responsibilities**
- **5-04/000.10 - Necessity for Seizing and Storing**
- **5-04/000.20 - Property, Evidence and Laboratory Information Management System (PRELIMS)**
- **5-04/000.30 - PRELIMS Case Identifier**
- **5-04/000.40 - File Number Change / Master File Number**
- **5-04/000.50 - Procedures in the Event PRELIMS Is Unavailable**
- **5-04/000.60 - Station/Unit Commander's Responsibilities**
- **5-04/000.70 - Responsibilities of Station/Unit Property Lieutenant**
- **5-04/000.80 - Responsibilities of Station/Unit Property Custodian**
- **5-04/010.00 - Property/Evidence Handling**
- **5-04/010.10 - Preservation of Evidence**
- **5-04/010.20 - Items Requiring Special Handling**
- **5-04/010.30 - Requesting Evidence Specialists**
- **5-04/010.40 - Evidence Specialists at the Scene**
- **5-04/010.50 - Marking of Evidence**
- **5-04/010.60 - Packaging of Evidence**
- **5-04/010.70 - Sealing of Evidence**
- **5-04/020.00 - Chain of Custody at the Scene**
- **5-04/020.10 - Field Deputies at the Scene**
- **5-04/020.20 - Evidence Received from Another Person**

- **5-04/020.30 - Seizure of Photographic, Video, or Audio Evidence from a Private Citizen or Member of the Press**
- **5-04/020.40 - Record of Evidence in Case Report**
- **5-04/030.00 - Transportation of Evidence**
- **5-04/030.10 - Department Evidence Courier System**
- **5-04/040.00 - Booking of Property/Evidence Items**
- **5-04/040.10 - Property/Evidence Item Number**
- **5-04/040.20 - Initial Booking of Property/Evidence in PRELIMS**
- **5-04/040.30 - Evidence/Property Listing Page**
- **5-04/040.40 - Property/Evidence Labels**
- **5-04/040.50 - Prelims-Generated Narcotics Barcode Label**
- **5-04/040.60 - Affixing Property/Evidence Labels**
- **5-04/040.70 - Initial Storage Location of Property/Evidence Upon Booking**
- **5-04/050.00 - Category, Item Type, and Status for Property/Evidence in PRELIMS**
- **5-04/050.10 - Category - Property and Evidence**
- **5-04/050.20 - Item Type - Property and Evidence**
- **5-04/050.30 - Status - Property and Evidence**
- **5-04/050.40 - Serialized and Non-Serialized Property/Evidence**
- **5-04/060.00 - Property/Evidence Accountability**
- **5-04/060.10 - Watch Sergeant Verification of Property/Evidence**
- **5-04/070.00 - Storage of Property/Evidence**

- **5-04/070.10 - Storage System at Station/Unit**
- **5-04/070.20 - Storage System Utilizing PRELIMS**
- **5-04/070.30 - Storage of Bulk Property/Evidence**
- **5-04/070.40 - Property/Evidence Not Taken to a Station/Unit**
- **5-04/070.50 - Long-Term Storage of Vehicles and Vehicle Parts**
- **5-04/070.60 - "Safe" Storage Locations**
- **5-04/070.70 - Safeguarding Money and Valuables**
- **5-04/070.80 - Storage of Property/Evidence Other than Money and Valuables**
- **5-04/080.00 - Transfer of Property/Evidence**
- **5-04/080.10 - Interim Removal, Transfer And/Or Release of Property and Evidence to Court**
- **5-04/080.20 - Interim Removal of Property/Evidence for Investigative Purposes**
- **5-04/080.30 - Transfer of Property/Evidence to Central Property**
- **5-04/090.00 - Currency Handling Procedures - Stations**
- **5-04/090.10 - General Accountability for Currency**
- **5-04/090.20 - "Hold" Currency**
- **5-04/090.30 - Temporary Storage of Currency**
- **5-04/090.40 - "Deposit" Money**
- **5-04/090.50 - Deposit of Trust Fund Money**
- **5-04/090.60 - Release of Trust Fund Money**
- **5-04/100.00 - Cash Property Procedures - Units Other Than Stations**

- **5-04/100.10 - Deposit Money Procedures - Narcotics Bureau**
- **5-04/110.00 - Narcotic Evidence**
- **5-04/110.10 - Narcotic Records and Control**
- **5-04/110.20 - Narcotics Bureau Evidence Responsibility**
- **5-04/110.30 - Narcotics Unit - Station/Unit Records Responsibility**
- **5-04/110.40 - Narcotic Evidence Report Record**
- **5-04/110.50 - Narcotic Evidence Special Handling**
- **5-04/110.60 - Transportation of Narcotic Evidence**
- **5-04/110.70 - Hazardous Narcotic Evidence Handling and Disposal**
- **5-04/120.00 - Found Property**
- **5-04/120.10 - Found Property Reporting**
- **5-04/120.20 - Found Property Processing and Disposition**
- **5-04/120.30 - Property Found by Public Employees**
- **5-04/130.00 - Inmate Property**
- **5-04/140.00 - Surrendered Property**
- **5-04/150.00 - Property for Safekeeping**
- **5-04/160.00 - Scientific Services Bureau**
- **5-04/160.05 - Scientific Services Bureau Laboratory Receipt (SH-CR-126)**
- **5-04/160.10 - Request for Laboratory Examination**
- **5-04/160.20 - Submission of Sexual Assault Kits to Scientific Services Bureau**
- **5-04/160.30 - Disposition of Evidence Held At Scientific Services Bureau**

- **5-04/160.40 - Storage/Return of Evidence by Scientific Services Bureau**
- **5-04/170.00 - Evidence/Property Retention Review, Clearance Lists, and Status Changes**
- **5-04/170.10 - Retention Review/Property Clearance Lists**
- **5-04/170.20 - Status Change and Approvals**
- **5-04/180.00 - Disposition of Property and Evidence**
- **5-04/180.10 - Interim Removal, Transfer And/Or Release of Property and Evidence to Court**
- **5-04/180.20 - Release of Property/Evidence to Owner**
- **5-04/180.30 - Release of Property/Evidence to Owner - Firearms**
- **5-04/180.40 - Release of Stolen or Embezzled Property**
- **5-04/180.50 - Disposition of Property/Evidence Held by Station/Unit**
- **5-04/180.60 - Disposition of Property/Evidence Held by Central Property**
- **5-04/180.70 - Non-Diversion of Voluntarily Surrendered Firearms**
- **5-04/180.80 - Release of Property/Evidence to Outside Agencies**
- **5-04/180.90 - Destruction of Narcotics Evidence**
- **5-04/180.95 - Destruction of Firearms**
- **5-04/180.96 - Acquisition of Firearms, Firearms, Firearms Parts/Accessories and Ammunition from Central Property and Evidence**
- **5-04/190.00 - Disposition of Unclaimed Property - Department Use**
- **5-04/190.10 - Notification of Available Unclaimed Property**
- **5-04/190.20 - Acquisition Request and Release of Unclaimed Property**
- **5-04/190.30 - Transfer of Acquired Unclaimed Property**

- **5-04/200.00 - Accountability for Released or Disposed of Property and Evidence**