# 5-04/000.60 - Station/Unit Commander's Responsibilities

The unit commander shall be responsible for security, record keeping, and appropriate disposition of all property and evidence brought into the station/unit, including all prisoner or inmate property and money. Unit commanders shall ensure accurate and current records of all items of property/evidence are maintained, laws and Department policy are complied with, and proper dispositions are made as soon as feasible.

A person of at least the rank of lieutenant shall be designated to manage and supervise the unit property and evidence system and to coordinate its functions with Central Property, Scientific Services Bureau, and other Department units and outside agencies.

Unit commanders shall ensure that property lieutenants conduct thorough audits of the station/unit storage facilities at least once each quarter to ensure that items are properly entered into PRELIMS; are properly packaged, labeled, stored; and receive appropriate dispositions in a timely manner. Audits of secure locations, such as safes, shall be conducted at least once each month.

Vehicles/vehicle parts stored at the unit or at local towing companies where the vehicles/vehicle parts remain are the unit’s responsibility and shall be included in the monthly audits. Upon completion, a report of audit findings shall be forwarded to the division chief, indicating the date of the audit, the persons conducting the audit, any items held over 90 days, including any investigations in progress regarding evidence discrepancies, and the date of the most recent safe combination change.

Reports of the audit findings shall be submitted by memorandum to the unit commander for follow-up action, as appropriate, and copies shall be maintained in unit administrative files for a period of not less than one year from the date of the audit.