5-04/040.70 - Initial Storage Location of Property/Evidence Upon Booking

Upon booking a property/evidence item into PRELIMS, the item defaults to the custody of the individual logged into PRELIMS. Department personnel responsible for the booking of the item shall electronically transfer custody of the item in PRELIMS to an appropriate interim storage location and physically place the item in that location. See section 5-04/070.00 - Storage of Property/Evidence.