5-04/050.20 - Item Type - Property and Evidence

For the purpose of tracking and processing items in PRELIMS, in addition to category each property and evidence item is further classified as a specific item type.

A list of current item types is accessible in PRELIMS.

The following item types shall be handled as indicated below:

Keepsakes and Collectibles

The keepsakes and collectibles item type may include any currency or coin with a value greater than that negotiable on its face (numismatic value). Keepsakes and collectibles are stored in the safe under the direct supervision of the watch commander. When a keepsake or collectible item is stored in the safe, it shall be the responsibility of the watch commander or designee to update the status of such item to HOLD in PRELIMS.

Currency (US)

- Currency (US) of any amount as described above shall be stored in the safe under the direct supervision of the watch commander.
- Currency (US) items with a status of HOLD shall not be deposited to the Sheriff's Trust Fund.
- Currency (US) items with a status of DEPOSIT shall be deposited into the Sheriff's Trust Fund as soon as feasible.

Currency too bulky for storage in the safe (such as large coin collection) shall be transported to the Central Property custodian for storage. See section 5-04/070.30 - Storage of Bulk Property/Evidence.

Additional procedures for handling currency where the category is found or found greater than $250 are found in section 5-04/120.20 - Found Property Processing and Disposition.

Counterfeit currency

Counterfeit currency shall be released to the local office of the U.S. Secret Service as soon as feasible. Counterfeit currency is stored in the safe under the direct supervision of the watch commander until such time as it is released to the U. S. Secret Service.

Foreign Currency

Due to its frequent unknown value or intrinsic worth, foreign currency shall be stored in the safe under the direct supervision of the watch commander.

Seized Currency

The need to hold money intact shall be closely scrutinized by the watch commander and approved only if the money is unique or has evidentiary value due to its markings or serial numbers. Seized currency is stored in the safe under the direct supervision of the watch commander.

Valuables/High Value Items

An item with any item type, whether its category is evidence, foundproperty, inmate property, surrendered, or safekeeping, may be considered a ‘valuable’ or a ‘high value’ item. Valuables are defined as those items which include, but are not restricted to, jewelry (with or without precious stones), loose precious stones, silver ingots, gold coins, etc. The watch commander shall determine if items are of sufficient value for storage in the safe. Items determined to be a ‘valuable’ or ‘high value’ item shall be stored in the safe under the direct supervision of the watch commander.

The status of any item, regardless of item type or category, considered to be a ‘valuable’ or ‘high value’ item shall be updated in PRELIMS to HOLD, particularly in the case of currency or currency as a collectible to ensure it is not deposited. It shall be the responsibility of the watch commander or designee to update the status of any item considered to be high value to HOLD.