5-04/060.10 - Watch Sergeant Verification of Property/Evidence

The watch sergeant or designee shall verify the PRELIMS entry, including the category, item type, any attributes and item description, labeling and packaging for each property/evidence item, and shall personally ensure that the item was placed into the interim storage room/locker or other appropriate storage location. The watch sergeant or designee shall electronically confirm this verification in PRELIMS for each item. The *Evidence/Property Listing* page shall be filed with the incident or supplemental report in the case file. See section 5-04/040.30, Evidence/Property Listing Page.