5-04/070.00 - Storage of Property/Evidence

All property/evidence items shall be stored in a secure manner in a secure facility. Unit commanders shall designate authorized areas within the confines of the station/unit for the storage of property and evidence. Property/evidence shall not be stored in personal lockers or in unauthorized areas.

All storage locations shall be identified in PRELIMS using a unique description of the location, and each location shall be marked with a PRELIMS-generated barcode label.

Upon initial booking of the property/evidence items in PRELIMS, Department personnel responsible for booking the items shall physically secure the property/evidence items in a secure evidence location appropriate for the specific items as soon as possible after booking the items <u>and</u> record this transfer in PRELIMS. For example, narcotics evidence shall be stored in the Narcotics repository; bicycles may be stored in the station property room or in an overflow room used to store bulk or large items.