5-04/070.40 - Property/Evidence Not Taken to a Station/Unit

Property or evidence not taken to a station/unit shall be recorded in PRELIMS by the investigating officer and delivered to the appropriate location (e.g., Central Property and Evidence (CPE), Scientific Services Bureau (SSB), or other unit that has a secure storage location). This transfer shall be recorded in PRELIMS. The originating station/unit shall make appropriate references to item description and storage location in the original or supplemental report. The appropriate custodian shall be contacted each time this type of storage is required.