5-04/070.70 - Safeguarding Money and Valuables

Valuables, high value items, currency, counterfeit currency, foreign currency, and other property determined by the watch commander to be of value shall be transferred to and stored in the safe. The watch commander shall be responsible for inventorying property, counting currency (unless the currency is sealed within a serialized, tamper-proof, evidence bag), and for properly packaging the items for storage in the safe.

The safe is considered a secure location in PRELIMS which requires entry of two Personal Identification Numbers (PINs) to transfer custody of an item into or out of the storage location. Watch commander approval is required to transfer an item into or out of the safe. This approval occurs when the watch commander enters his Personal Identification Number (PIN) in PRELIMS during the electronic transfer process. See sections 5-04/090.00 - Currency Handling Procedures-Stations and 5-04/100.00 - Currency Handling Procedures-Unit Other than Stations.

Unit commanders shall restrict the safe combination to those officers on each shift who are given responsibility for the security of items in the safe. When personnel allocations permit, the safe combination shall be restricted to the unit commander and the personnel designated to perform watch commander duties. Combination changes shall be made a least every three years with more frequent changes made when key personnel are reassigned.