5-04/080.00 - Transfer of Property/Evidence

For chain of custody purposes, ALL transfers or movement of property/evidence items within the Department shall be recorded in PRELIMS. An interim removal form is not required. Any item transferred to/from an individual to a storage location or to another individual will require validation of the transfer via Personal Identification Number (PIN) entry in PRELIMS. The following types of transfers shall be recorded in PRELIMS:

- Transfer of items from one storage location to another storage location within the same facility/unit;
- Transfer of items from a storage location to an individual (PIN required);
- Transfer of items from an individual to a storage location (PIN required);
- Transfer of items from one individual to another individual (two PINs required);
- Transfer of items from an individual to the custody of the court; See section 5-04/080.10 - Interim Removal, Transfer and/or Release of Property and Evidence to Court;
- Transfer of items between facilities requires the items to be transferred to an individual first and then to the storage location or individual at the second facility (PINs required); and
- Transfer of items into or out of a secure location, such as a safe, requires two PINs, one of the person placing the item in the secure location and the second of the person approving the transfer, such as the watch commander.