5-04/170.20 - Status Change and Approvals

Select Department personnel, including investigating officers, alternate investigating officers, and Evidence and property custodians have access to update the status of property/evidence based on case circumstances and to facilitate the timely disposition of property/evidence. Some status changes may require approval by a lieutenant or designee. All such approvals shall be obtained and recorded in PRELIMS. Department personnel, such as Evidence and Property custodians, shall only change the status of an item at the implicit direction of the investigating officer or alternate investigating officer as recorded in PRELIMS.