5-09/465.60 - Post Search Operations Procedures

Document Retention

All documents and tape recordings associated with search operations shall be assembled into a "Search Documentation Package." The "Search Documentation Package" shall be maintained at the unit of assignment for a period of five (5) years.

At a minimum, the "Search Documentation Package" shall include copies of:

- Original operations plan;
- Original search warrant checklist;
- Original video and audio tapes;
- The search warrant (if applicable);
- The search warrant affidavit (if applicable);
- Property receipts;
- Scribe's report;
- All other arrest and supplementary reports connected with the search operation; and
- No payment receipts or confidential reports concerning informants shall be included in the search documentation package.

In order to ensure a complete accounting for all required documents, a "*Search Documentation Checklist*" form SH-AD-689 shall be completed by the handling investigator and included with the package. The field/team sergeant shall review the package for completeness and sign the checklist. The "*Search Documentation Checklist*" shall be entered into the Department's record management system through existing procedures.

Form SH-AD-689 is available online at the following address: Microsoft Outlook / Public Folders / All Public Folders / All Forms / Category: Complaint / Force / Investigation.

The unit commander shall designate a lieutenant to conduct regular audits of search documentation packages. The intervals between audits shall not exceed six months. In addition, lieutenants conducting the audits shall review the audio and video tapes to ensure:

- The recording equipment is operational; and
- Personnel are conforming to Department policy.

Annual audits of search documentation packages shall be coordinated by the headquarters staff of each division as part of the command inspection process. In addition to general compliance with this policy, arrest and search warrants will be checked for due diligence requirements.

Post Search Warrant Service Procedures

In the event that a 1538.5 PC motion is granted and this results in the suppression of the search warrant and/or evidence, the handling investigator shall prepare a supplemental report indicating the court's decision. A copy of the supplemental report should be retained in the handling unit's files. A copy of this report, along

with a copy of the search warrant served, should also be forwarded to the Administrative and Training Division, Risk Management Bureau, for analysis and review.