5-04/080.20 - Interim Removal of Property/Evidence for Investigative Purposes

Property/evidence removed temporarily from the property storage area for investigative reasons shall be transferred in PRELIMS to the custody of the individual and will require entry of the individual's Personal Identification Number (PIN) in PRELIMS. The chain of custody record will show the items in the custody of the individual to whom it was transferred until such time as the items is returned to the station/unit property custodian or Central Property custodian and the custody of the item is transferred to the appropriate storage location in PRELIMS. During the time the items is in the custody of the individual, that individual is responsible for maintaining proper chain of custody. Items shall be returned as soon as feasible.

When items are removed from a station/unit property and evidence location for more than 30 days and in the custody of an individual, the evidence and property lieutenant from the booking location (station/unit) or their designee(s) shall prepare a notification of removal email. This notification of removal email shall be sent to the responsible employee or the unit of assignment lieutenant who took custody of the evidence/property item(s) informing them the item(s) are to be transferred and scanned in PRELIMS and placed in a secured location or returned to the property and evidence unit personnel.

The PRELIMS Interim Removal report shall be reconciled by a lieutenant or their designee(s) on a monthly basis.