

## **Central Property and Evidence**

- **10/00 Administrative Procedures**
  - • **10/01 Unit Orders**
  - • **10/02 Staff Collateral Duties**
  - • **10/03 Personnel Evaluations**
  - • **10/04 Timekeeping**
  - • **10/05 Overtime Policies and Time Off Requests**
  - • **10/06 UNIT ROSTER**
  - • **10/07 After Hours Call-Out Overtime Assignments Procedures**
  - • **10/08 Evidence/Property Manager Rotation**
- **20/00 General Unit Procedures**
  - • **20/01 Unit Parking**
  - • **20/02 Bulletin Boards**
  - • **20/03 Lockers**
  - • **20/04 Kitchen Policy**
  - • **20/06 Warehouse Cleaning**
  - • **20/07 Use of Unit Vehicles**
  - • **20/08 Use of Unit Computers**
  - • **20/09 Use of Unit FAX Machines and Scanners**
  - • **20/10 Counter Personnel Duties and Responsibilities**
  - • **20/11 Facility Design and Storage Areas - RECINDED**
  - • **20/12 Use of the Property Evidence Laboratory Information Management System**

- • **20/13 Emergency Evacuation and Relocation of Central Property and Evidence - CONFIDENTIAL**
- • **20/01 Unit Parking**
- **30/00 PERSONNEL PROCEDURES**
- • **30/01 Duty Statements**
- • **30/02 Temporary Employees**
- • **30/03 Off -The-Streeters**
- **40/00 OPERATIONS**
- • **40/01 Care and Operation of Vehicles**
- • **40/02 Telephone Courtesy and Demeanor**
- • **40/03 Uniform and Equipment Inspections**
- • **40/04 Supplies and Requisitions**
- • **40/05 Teletype Broadcast Procedures**
- • **40/06 Security of Keys**
- • **40/11 Visitorsâ€™™ Log**
- • **40/12 Threshold for Cash**
- • **40/13 Annual Form/Procedures Review**
- • **40/15 Health and Safety Inspections**
- • **40/16 Identifying and Mitigating Problems**
- • **40/20 Transfer of Data from EPIC to PRELIMS**
- • **40/22 Random/ Scheduled Inspections -**
- • **40/23 Prohibited Areas For Bringing Evidence Into Or Storage Of Evidence**
- **50/00 RECEIVING / TRANSPORTING EVIDENCE**

- • **50/01 Receiving Personnel -Lunch Breaks**
- • **60/00 STORING/DISPOSING EVIDENCE -**
- • **60/01 Temporary Storage: Lockers and Refrigeration**
- • **60/02 Temporary Storage: Drop Boxes**
- • **E-Waste Disposal**
- • **60/04 Unauthorized Locations for Storing Evidence**
- • **60/06 Digital Media and Computer Storage**
- • **60/07 Ammunition Storage**
- • **60/08 Disposal of Explosives, Ammunition, Flammables and Pyrotechnics**
- • **60/09 EPIC Evidence Disposal**
- • **70/00 SAFETY POLICIES AND PROCEDURES**
- • **70/01 Receiving and Processing Areas**
- • **70/02 Biological/DNA Handling and Disposal Procedures**
- • **70/03 Safety Policies/Procedures for Hazardous & Bio Hazardous**
- • **70/04 Hazardous Material Spills/Exposure**