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