60/01 Temporary Storage: Lockers and Refrigeration

PURPOSE OF ORDER:

This order outlines the use of temporary storage lockers and temporary refrigeration.

SCOPE OF ORDER:

This order shall apply to all Evidence and Property Custodians.

ORDER:

An interim storage area and interim freezer shall be utilized for court/trial storage purposes. Items will be stored in these areas for a period of no more than five days. If items are stored in an area outside the Central Property and Evidence warehouse, an alarm and video surveillance system would be a preferred method to enhance its security. All interim items in the interim freezer are secured within the warehouse.