60/02 Temporary Storage: Drop Boxes

PURPOSE OF ORDER:

This order outlines the use of drop boxes as temporary storage units.

SCOPE OF ORDER:

This order shall apply to all personnel at Central Property and Evidence.

ORDER:

It is Department policy to maintain a chain of custody for all property and evidence. Therefore, drop boxes for property and evidence will not be utilized at Central Property and Evidence. Personnel who need to drop off items for storage will need to conduct their business during normal operating hours.