

## **70/01 Receiving and Processing Areas**

### **PURPOSE OF ORDER:**

This order outlines the use of receiving and processing areas.

### **SCOPE OF ORDER:**

This order shall apply to all Evidence and Property Custodians.

### **ORDER:**

To ensure employee safety, personnel shall not use report-writing areas for receiving and packaging property/evidence. Personnel are directed to receive and package property/evidence in designated areas.

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