

Unit Order 25 - Property and Evidence

PURPOSE:

To clarify and detail the proper property and evidence procedures, including the mandatory use of the Evidence Computer, effective August 1, 2006.

SCOPE:

All personnel shall be familiar with and conform with these procedures.

ORDER:

All property and evidence coming into the possession of members of this department shall be accounted for and processed in accordance with policies and procedures set forth in the Manual of Policies and Procedures.

All property and evidence shall be entered into the Evidence Computer and recorded in the Master or Safe Ledger. These ledgers constitute the official accountability documents.

A computer generated evidence label shall be affixed to the respective ledger, and an identical evidence label shall be affixed to the item or envelope containing the evidence or property.

Bulle property shall have the computer generated Bulle Property Form attached. The computer generated continuation page listing the evidence booked, may be printed and included with crime reports. The computer generated Gun Entry Form, may be printed and submitted to the Secretariat to complete the NCIC gun entry.

The Master Ledger shall contain a record of all property and evidence stored at the unit which is not placed in the safe.

The Safe Ledger shall contain a record of all money, counterfeit money, foreign money, valuables and property placed in the safe.

WATCH COMMANDER'S RESPONSIBILITIES

- Maintain proper evidence and property handling on their respective shifts
- Ensure that patrol personnel receive appropriate training on the handling of property and evidence
- Require completion of safe ledger entries with the use of computer generated Evidence Labels. Ensure proper packaging and tagging of items stored in the safe Verify articles and monies placed in the safe
- Maintain an orderly safe
- Control keys to permanent property storage areas
- The day shift Watch Commander shall ensure timely deposits of bail money and collected fines

WATCH SERGEANT'S RESPONSIBILITIES

- Control the interim property storage keys (inside and outside)
- Ensure that proper entries are made in the Master Ledger with the use of a computer generated Evidence Label. Sergeants shall countersign master ledger entries with employee number and **signature**.
- Review property and evidence packaging and tagging to ensure compliance with procedures
- Verification of property placed in interim property storage areas
- Review reports to ensure that evidence and property are described and that the storage locations are recorded
- Conduct detailed evidence and property handling training of patrol personnel, with appropriate refresher training as needed.
- Ensure that the Evidence Label Printer is sufficiently loaded with evidence labels and printer ribbon.

JAILER'S RESPONSIBILITIES

- Ensure the safekeeping of prisoner's money (under \$400.00) and property not retained by the prisoner
- Ensure that any prisoner money or valuables stored in the safe accompany the prisoner when transferred or released

BOOKING DEPUTIES' RESPONSIBILITIES

- Remove from prisoners all contraband or articles prohibited by law
- Secure all prisoners' property and deliver to the station jailer. The station jailer must acknowledge receipt of the property.
- At no time shall prisoners' money/property be left unattended. This includes evidence.
- Money removed from a prisoners' property shall be counted and verified in the presence of the prisoner
- Prisoners' money in the amount of \$400.00 or more shall be placed in the station safe.
- Prisoners' money amounting to less than \$400.00 shall be sealed separately in the prisoners' plastic property bag.

STATION PROPERTY CUSTODIAN

- Review the master ledger and property labels of incoming property for accuracy and completeness of description and make corrections, if necessary.
- Place all incoming property from the interim storage room into the proper storage location and noting the change in the ledger.
- Ensure that all property temporarily removed for court of further investigation is properly signed out
- Separate property to go to court or Scientific Services Bureau
- Segregate property which has been held the maximum length of time at the station and prepare it for transportation to Central Property.
- Utilize the Evidence Computer to prepare Property Control Cards.
- Make the final disposition entries in the Master Ledger of all property which has been held in court, transported to Central Property, disposed of by Scientific Services Bureau, released to the rightful owner or disposed of at the station.
- Maintain orderly storage areas

A person of at least the rank of lieutenant shall be designated to manage and supervise the station property and evidence system and to coordinate its functions with Central Property, Scientific Services Bureau, other Department units and outside agencies.

PROPERTY AND EVIDENCE LfiUTENANT'S RESPONSIBILITIES

- Train personnel to ensure compliance with Department policies and procedures Inspect the storage system to ensure properly maintained are being kept Conduct monthly and quarterly audits of all property and evidence
 - Submit written reports to the Unit Commander detailing any non-compliance with property and evidence handling procedures found during audits
 - Monitor the training and supervision of the Station Property Custodian and the designated alternate
 - Ensure the periodic and timely destruction of evidence or property at the station Supervise the destruction of property and evidence at the station
 - Ensure that bulk prisoner property left at the station is returned to the prisoner.
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