

Unit Order 67 - Station Evidence Keys

PURPOSE:

To establish an ongoing uniform procedure for control of the station's evidence keys.

SCOPE:

The station order shall take effect immediately and shall be strictly adhered to by all station personnel.

ORDER:

The watch commander shall take inventory of all the station evidence keys each shift.

There are three (3), complete sets of station evidence keys and one block containing two keys for the deputies to use for booking evidence.

The three complete sets each containing four (4), keys are located in the watch commander's safe. Two of the evidence key blocks will be in an envelope for the property custodians to check-in and out during their regular scheduled shift. One (1) complete set will remain in the watch commander's safe for emergency use.

All evidence keys shall be checked out and approved by the watch commander. The sign out forms are in the watch commander's safe.

The deputies or detectives who need to book evidence will use the evidence keys in the watch sergeant's office.

No copies shall be made of the evidence keys without the approval of the Unit Commander, and no evidence keys shall be kept by any station employee when leaving the station.
