

5-17 BUREAU EVIDENCE AUDITS



HOMICIDE BUREAU DETECTIVE DIVISION BUREAU ORDERS

Bureau Order Number: 5-17

Subject: BUREAU EVIDENCE AUDITS

Effective Date:	09/01/1995	Last Date Revised:	04/28/2021
Last Date Reviewed:	04/28/2021	Next Review Date:	04/28/2022

Bureau evidence audits shall be conducted by the Homicide Bureau Lieutenant to verify that Departmental Manual Policy and Procedures, Chapter 5-04, Division Orders and Homicide Bureau Orders are being complied with as related to evidence procedures.

The Operations Lieutenant is assigned the responsibility of conducting audits for Homicide Bureau evidence. The audits shall be conducted every month. Upon completion, a report of audit findings shall be forwarded to the Division Chief, indicating the date of the audit, the persons conducting the audit, any items held over 90 days, including any investigations in progress regarding evidence discrepancies, and the date of the most recent safe combination change.

The audit procedure is as follows:

1. Ensure that items are properly entered into PRELIMS.
 2. Items are properly packaged, labeled, stored.
 3. Items receive appropriate dispositions in a timely manner.
 4. Results of this audit shall be recorded in the comments section of the monthly and quarterly audit including, but not limited to, all discrepancies, corrections, explanations and suggestions.
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