

12.710 UNIT PROPERTY BOOK

Reference:

Procedure 12.715 – Property and Evidence: Accountability, Processing, Storage and Release

Policy:

To comply with existing state law and adhere to established Police Department procedures on property which comes into police possession. A property book will be a bound ledger maintained by each listed unit.

Procedure:

A. Unit Property Book:

1. Districts One, Two, Three, Four, Five, Central Business Section, Criminal Investigation Section, Narcotics and Vice Unit, Special Services Section, and Impound Unit will maintain a property book.
2. Record all property coming into the custody of police personnel in the unit property book.
3. There will be a log book for the unit property room key that will be kept at the front desk. The desk officer will issue the property room key to personnel as necessary. The desk officer will also ensure the key log book is complete and up-to-date.
4. Keep the unit property book in the unit property room. All personnel who find or recover property will record the following information in the property book:
 - a. Line #
 - b. Date
 - c. Taken from person or place
 - d. Description of property
 - e. Weight/count of drugs
 - f. Package weight
 - g. Why held
 - h. Reporting officer
 - i. Location of property
 - j. Delivery date

- k. Delivering officer
 - l. Property number
 - m. Lab number
5. The Court Property Unit will return the yellow copy of the Property Receipt (Form 330) to the originating unit.
- a. The property number is located in the upper right corner of the Form 330. The number indicating the location of the property is just below the property number.
 - 1) Place these numbers in the designated columns in the unit's property book.
6. Property coming into custody of personnel assigned to a unit not covered under Section A.1. will process the property through the district/section/unit in which the event occurred.
7. A supervisor from each shift will audit and initial the property book daily. Bring discrepancies noted to the attention of the unit commander and then the bureau commander.