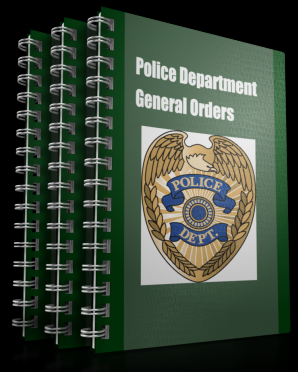
Property and Evidence

POLICIES
MODULE 4

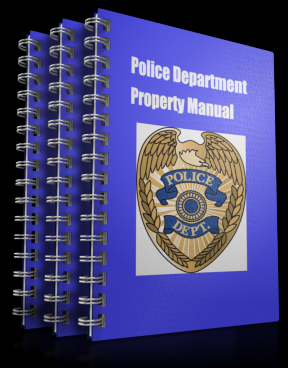
POLICIES AND PROCEDURES



Why?

- **Written Policies**

  "Policies consist of ***general statements*** of management's philosophies, principles and values"



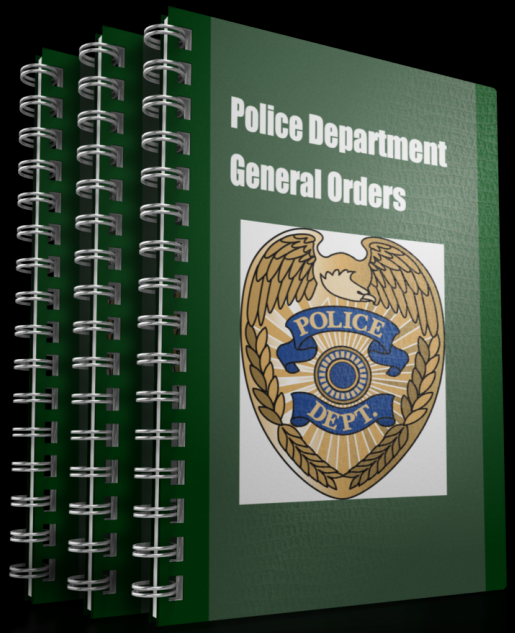
How?

- **Written Procedures**

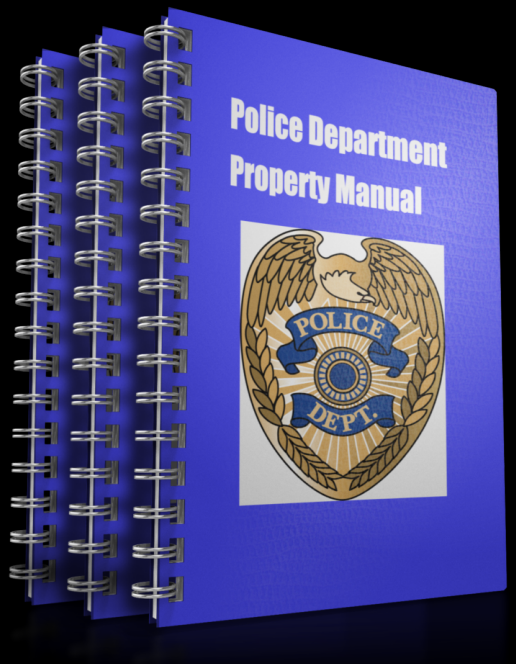
  "Procedures are ***methods*** of performing specific tasks"

There are
three
components
of a successful
Property / Evidence
Management System

POLICIES AND PROCEDURES



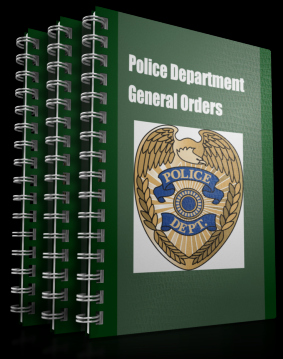
General Orders



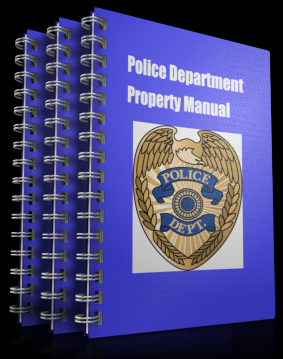
Property Manual

Packaging Manual

POLICIES AND PROCEDURES



General Orders / SOP's	For All Employees



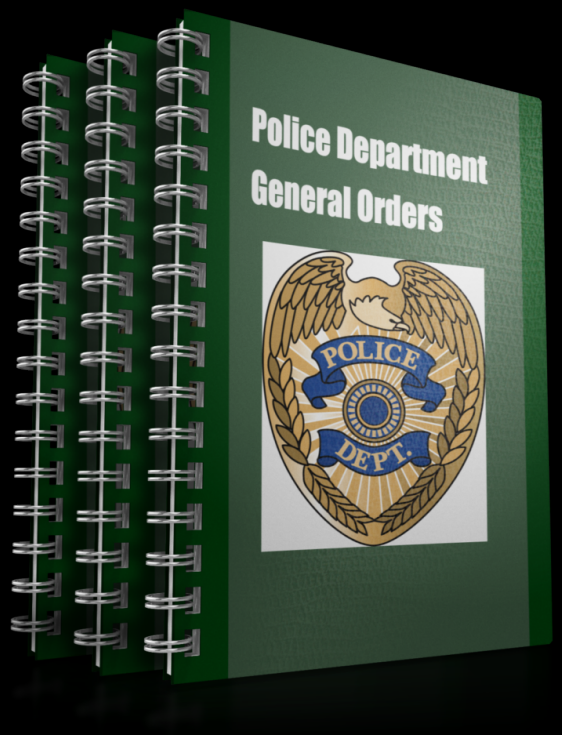
Property Manual	Evidence Room Personnel

Packaging Manual	For All Employees

POLICIES AND PROCEDURES

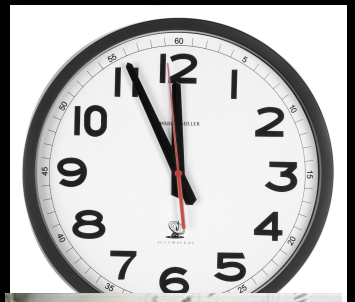
General Orders

For All Employees



GENERAL ORDERS / SOP'S

- *Book property / evidence by <u>end of shift</u>*



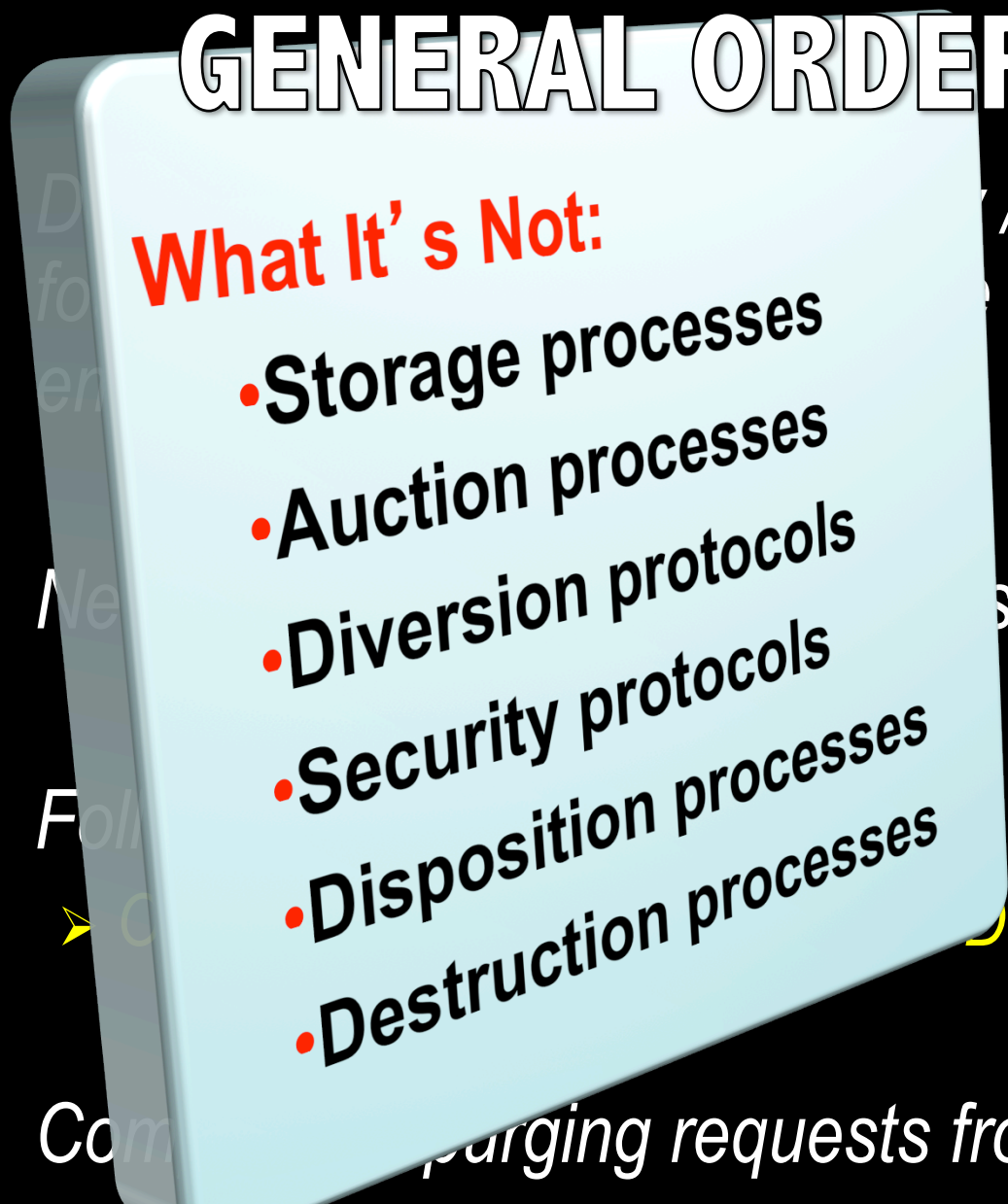
- *Keep property / evidence out of lockers, cabinets, desks, cars*

- *Follow packaging manual protocols* ***(officer's don't carry GO's with them)***

- *Property Room - Directive not to accept improperly packaged or documented property / evidence* ***(right of refusal)***

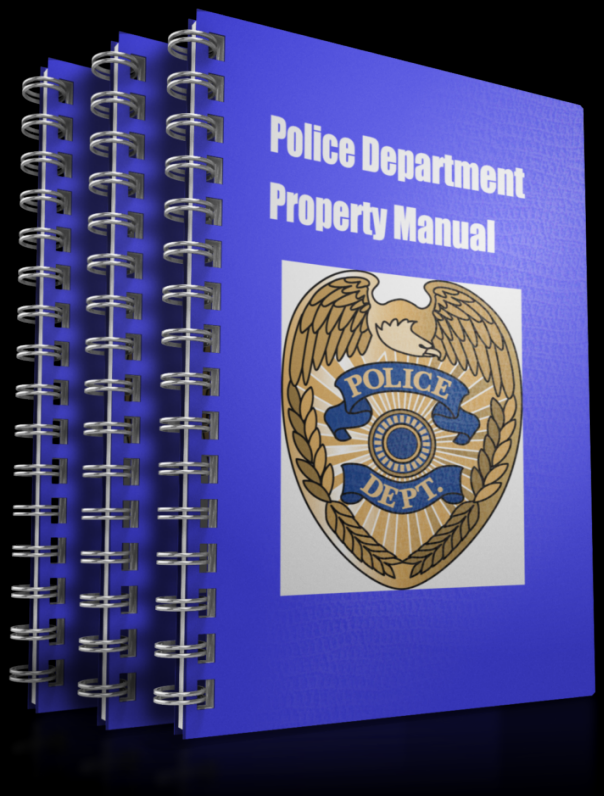
GENERAL ORDERS / SOP'S

- D… / evidence
  fo… of
  en…
- Ne… signature / ID
- Foll…
  - C… Detective
- Com… purging requests from property room


What It's Not:
- Storage processes
- Auction processes
- Diversion protocols
- Security protocols
- Disposition processes
- Destruction processes

POLICIES AND PROCEDURES

Property Manual



For Property Personnel

Property Procedures Manual – How To!

Roadmap for Property Officers and Supervisor

- *Security - Changing locks and keys*
- *Audits / Inventories (how to conduct)*

PROPERTY PROCEDURES MANUAL

- *Intake procedures for receiving evidence*
  - ❑ *Remove from lockers by end of shift*
  - ❑ *Validating packaging, descriptions, etc.*
  - ❑ *Store on shelf by end of shift*
  - ❑ *Define storage locations*

PROPERTY PROCEDURES MANUAL

- *Safety protocols*
  - ❑ *PPE – Personal Protective Equipment*

- *Documentation when transferred:*
  - ❑ *Out To Crime lab*
  - ❑ *Out To Court*
  - ❑ *Out for Investigations*

PROPERTY PROCEDURES MANUAL

- *Disposition / Purging processes*

  - *Processes for notifying officer*

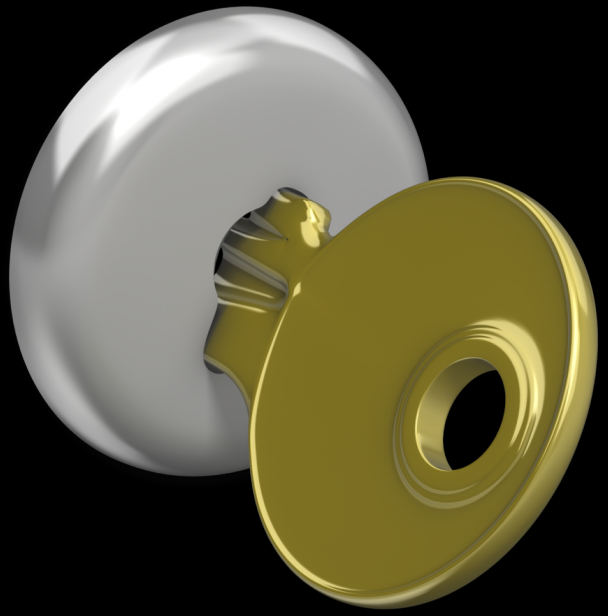
  - *Processes for tracking notifications*

PROPERTY PROCEDURES MANUAL

- *Destruction methods and processes*
  - ❑ *Guidance in guns and drugs destructions processes*
  - ❑ *Define how the processes are documented*
  - ❑ *Define money removal processes*

PROPERTY PROCEDURES MANUAL

- *Security - Changing locks and keys*
  - *Define who and when locks and keys are changed*
  - *Define who should and shouldn't have access*



POLICIES AND PROCEDURES

Packaging Manual

For All Employees

PACKAGING MANUAL

When you get back to work – ask your property officer a simple question….

PACKAGING MANUAL

Are you

Really Happy

with the way

officers package

PACKAGING MANUAL

Are you
Really UN-happy
with the way officers package evidence

Packaging Manual

- *Make your "most common" list*
- *Determine crime lab requirements*
- *Develop standards around storage needs*
- *Memorialize in packaging manual*

• Firearms	• Long Items
• Ammunition	• Counterfeit $$
• Narcotics	• Credit Cards
• Currency	• Computers
• Jewelry	• Electronics
• Documents	• Cell Phones
• License plates	• Sexual Assault
• Needles	• Biohazards
• Clothing	• Knives
• Tools	• Memory Sticks
• Bio Evidence	• Bikes

Packaging Manual

Proper Storage

Simple Solution

Photo Based Evidence Packaging Manual

TUCSON POLICE DEPARTMENT
PROPERTY & EVIDENCE PACKAGING MANUAL

PREPARED BY
BILL BRANTLEY
TPD PROPERTY & EVIDENCE
QUALITY ASSUARANCE MANAGER

ALCOHOL

TUCSON POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL

All containers must still have the factory seal or be completely drained and dried prior to submission.

Place the container in a small plastic evidence envelope and seal the top. This includes bottles, cans, and other sealed or dried, empty containers.

REMARKS

- If alcohol evidence is not considered crucial to prosecution, empty and discard containers at the scene and document said action in your case report. Photograph if possible.
- If alcohol evidence is retained and there are several containers of the same brand, consider keeping one container of each brand and discarding the rest.
- Alcohol in the original keg, case, six-pack, or cooler container may remain as is. Bag or affix a property tag to the original container and secure to prevent loss of contents.
- It is not recommended to retain unopened aluminum beer cans because the seal will fail over time causing potential damage to fingerprint and DNA evidence and possibly causing liquid damage to other case evidence. If the can is needed, make a small hole in the bottom of the can to drain the contents. Submit the empty can after drying is complete.

AMMUNITION

TUCSON POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL

The Property & Evidence Section takes all ammunition except military rounds. Those need to be submitted to the EOD Unit.

Keep ammunition in the manufacturer's box if possible. Package ammunition in plastic evidence bags, but do not overstuff the bags. This can cause the seals to pop open and also make it difficult to carry and store.

REMARKS

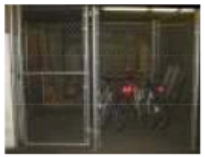
- Do not package ammunition with a firearm. Pima County Superior Court requires all firearm evidence to be separated from ammunition prior to it being brought into the courtroom. These rounds should be packaged and submitted in a separate envelope and labeled as removed from the firearm.
- Ammunition removed from a firearm should have its location or position in the chamber, magazine, or clip documented.
- Bullets found embedded in objects, should be removed by cutting out the object around the bullet. Do not dig out the bullet as this may alter markings. Leave bullet intact, if possible.
- Ammunition is heavy in large quantities. Use multiple packages to keep the weight more manageable.

BICYCLES

TUCSON POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL

C11 Bike Rack – Located on the west end of the parking lot next to the Evidence Impound Lot.

C12 Bike Rack – Located inside the "sally port". The bike room is on the southwest corner.



C19 Bike Rack - Store in the fenced cage by the inside stairwell of level P3 in the parking garage. There is a chain and padlock provided for additional security. Cage and padlock can be opened using your BC26 key.

C13 Bike Rack – Located in Room 1007, which is on the lower (parking) level under the north ramp of the sally port.

C14 Bike Rack – Located in the officers parking lot southeast of the carport area.

REMARKS

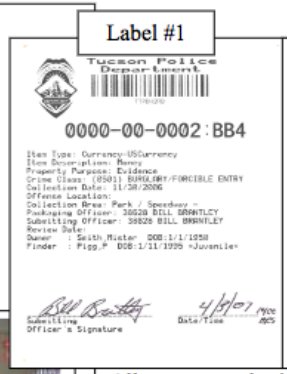
- Each substation has bike racks available for storage of bicycles. Attach to racks with locks and cables provided on the racks. Affix cable once around a secured area of the bike. The C12 & C13 racks are in secure rooms that lock, padlocks or cables are not necessary at these locations. Make sure a property tag with a BEAST label is fastened to each bike.
- Bicycles are released at EPIC by appointment. Have the owner call the P&E Citizen help line at 791-4458 for further information.
- Substation personnel may release bicycles to an owner prior to P&E making their pick-up. Verify on the label the person is the listed owner and the bike is not listed as "Evidence". Use a "Green Release" form TPD1412 (available in the common drive or in the packaging room) for the return. Fill out the receipt portion, case number, item information and have the owner sign at the bottom. Route the completed form to P&E so the BEAST record can be updated.

CURRENCY

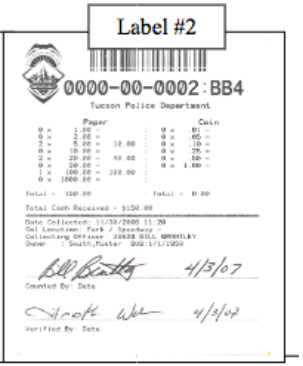
TUCSON POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL

All currency needs to be separated from wallets, purses, backpacks and all other property or evidence for storage in the Treasury unit's vault.

Label #1



Label #2



All currency submissions will have two barcode labels on the package. The first label contains general information and is the one found on all submitted items. The second label is an itemization label of all denominations and the total quantity of each type. This label also has two signature lines. One line is for the submitting officer and the second for the verifying officer. Remember, all currency submissions totaling over $100 requires a 2nd officer for verification.

REMARKS

- Currency in excess of $1000 is to be dual verified in the presence of a sworn supervisor. The cash must be submitted to the blue drop box located in the Records Section or submitted directly to an Evidence Technician.
- Amounts over $10,000 require an Evidence call-out.
- Large sums of coins may require evidence call-out if it is after-hours. We have a coin counter for these instances. During business hours, please respond with the coins to EPIC at 945 E. Ohio and we will assist with the coin counter. After hours will require a call-out. Refer to TPDWiki for contact information.

EXPLOSIVES

TUCSON POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL

The TPD Property & Evidence Section **DOES NOT** accept any explosives or explosive material. Check TPDWiki for the call-out information for Bombs-EOD.

If you are unsure, call the EOD unit for consultation. A false alarm is still better than the alternative.

REMARKS

- **DO NOT** submit

FLAMMABLE LIQUIDS

TUCSON POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL

Flammable liquids (gasoline, etc.) must be emptied from all items prior to submission to Property & Evidence. Open container by unscrewing the lid counter clockwise, then unscrew plug. Pour liquid into top tray and it will funnel down the drain. When finished, replace the plug and lid.

REMARKS

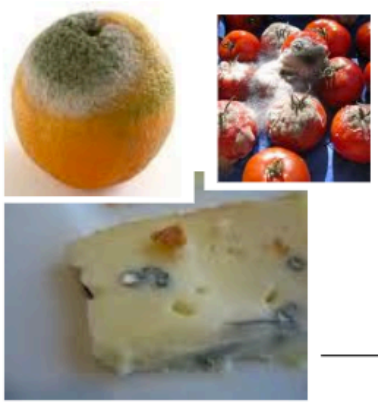
- The locations of the containers are as follows:
  - Code 11 (ODS): **Southwest fence area, north of the Sgt. Parking**
  - Code 13 (ODM): **In the vehicle bays, by the bike storage**
  - Code 19 (ODD): **In the north stall of the vehicle bay area**

- If accelerants are needed for investigative purpose, submit a small sample in a sealed mason jar disposing of the remainder.

FOODSTUFFS (PERISHABLES)

TUCSON POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL

Property & Evidence does not accept perishable items such as food. Items that may have been bitten or touched should be photographed and DNA collected from the item.



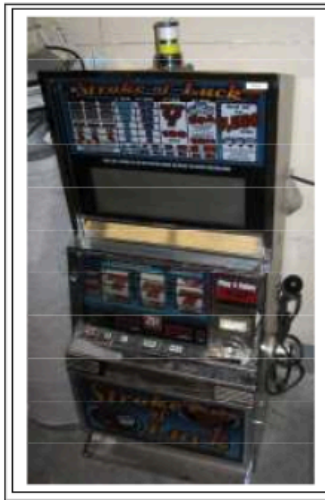
Items mold and decay over time destroying the evidence and creating negative health conditions in the storage area. It will also attract insects and rodents compromising all evidence.

REMARKS

- Soda and beer in cans should <u>not</u> be submitted to Property & Evidence. Over time, the seals fail or the cans explode and contaminate the case items in the bag as well as the surrounding evidence.
- Sealed/never opened glass liquor bottles are acceptable (see the "Alcohol" entry for further.
- If a priority item needs to be submitted and held for Crime Laboratory processing, contact the Evidence on-call supervisor listed in TPDWiki for instructions.

LARGE "BULKY"

TUCSON POLICE DEPARTMENT PROPERTY & EVIDENCE PACKAGING MANUAL



Property & Evidence uses a truck with a lift gate to load and transport large bulky items such as safes, appliances, shop tools, and furniture. They also have two mini-vans for items that will not easily fit into a patrol car for transport. Contact an Evidence Supervisor at 837-7361 during business hours or consult TPD Wiki – Evidence for after hour call-outs.

All large items should have a BEAST label placed onto a property tag, and then attach the tag to the item with a plastic tie. <u>Do not</u> affix the BEAST label directly on the object. Items are eventually returned to an owner or sent to the city auction site. A label placed directly on the item can damage or devalue the item, resulting in a claim against the City.

REMARKS

- Large bulky items should not be stacked next to the evidence bins. Place the item into the bulky cage and label the item, secure the item by closing the padlock. Only P&E personnel can open the padlock, so make sure everything is tagged and signed before locking.
- Bulky cages are available at the following areas:
  - C12 (ODW) – Two cages located inside the sally port on the east side.
  - C13 (ODM) – Two cages located inside the sally port on the west side.
  - C14 (ODE) – One cage located outside under the carport.
  - C19 (ODD) – Four small cages in the third floor evidence submission room.
  - C20 (EPIC) – Three cages located on the east side of EPIC to the left of the vehicle submission bays.

Knives and Crime Scenes

Right of Refusal

Right of Refusal

IAPE Definition:

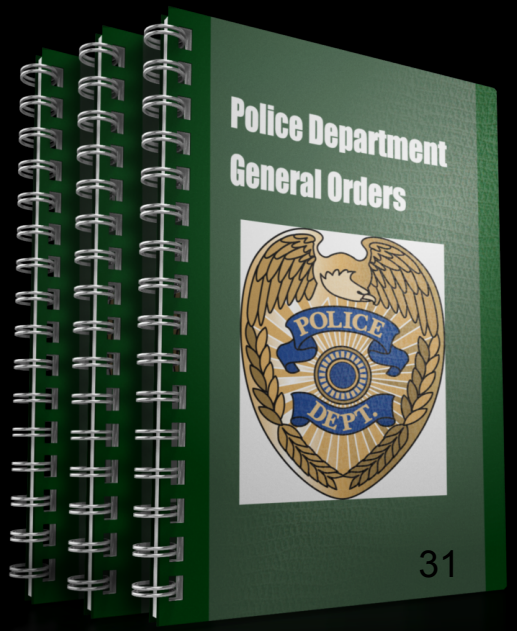
RIGHT OF REFUSAL is the authority given to the property officer to reject and notify the booking officer that property or evidence is improperly packaged or documented, and needs correction (IAPE)

Right of Refusal

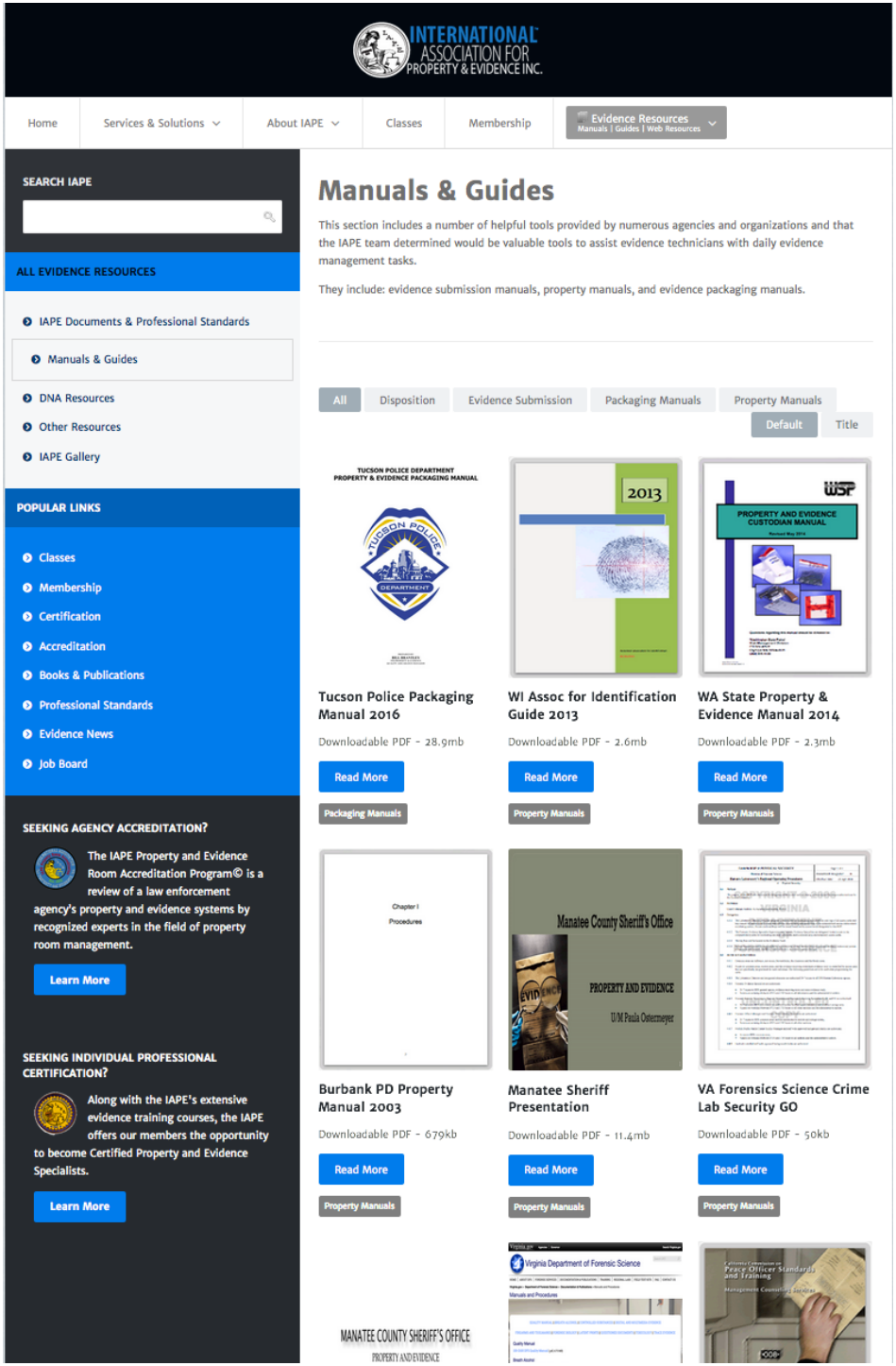
- Written policy that states property officer can't accept!

- Management Support
  - **Improper practices need to be corrected**
  - **Return to booking officer ASAP**
    - ✓ **Set time limits for return to property**
    - ✓ **End of next scheduled work day - good rule of thumb!**

IAPE Policy Resources

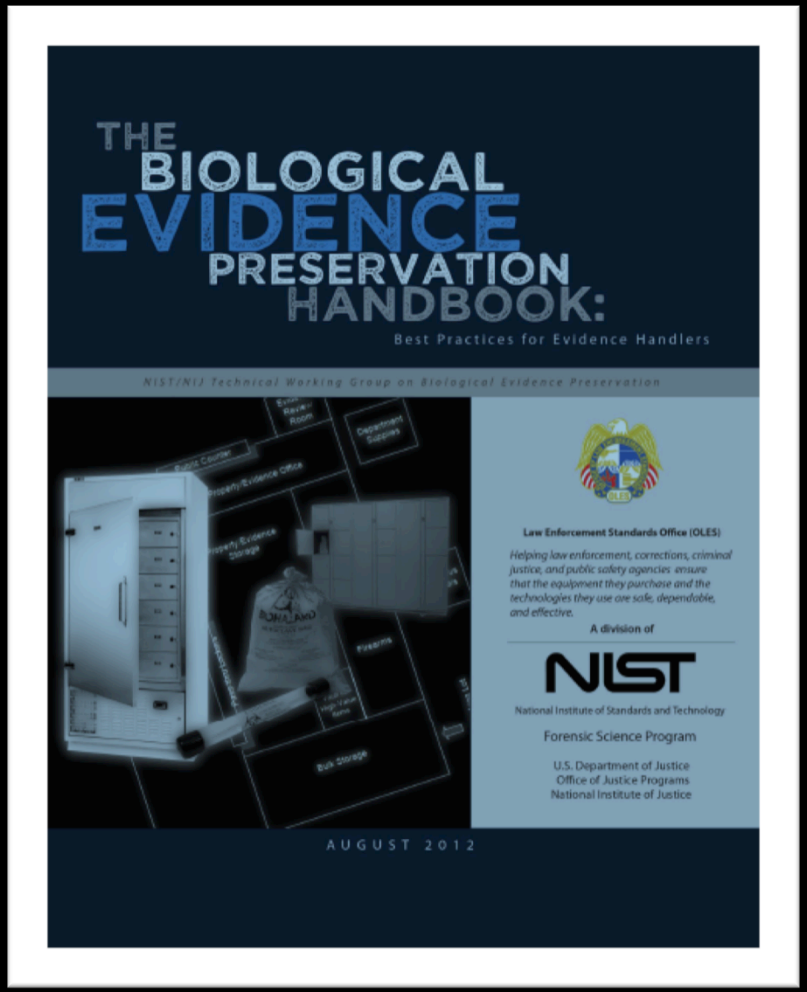


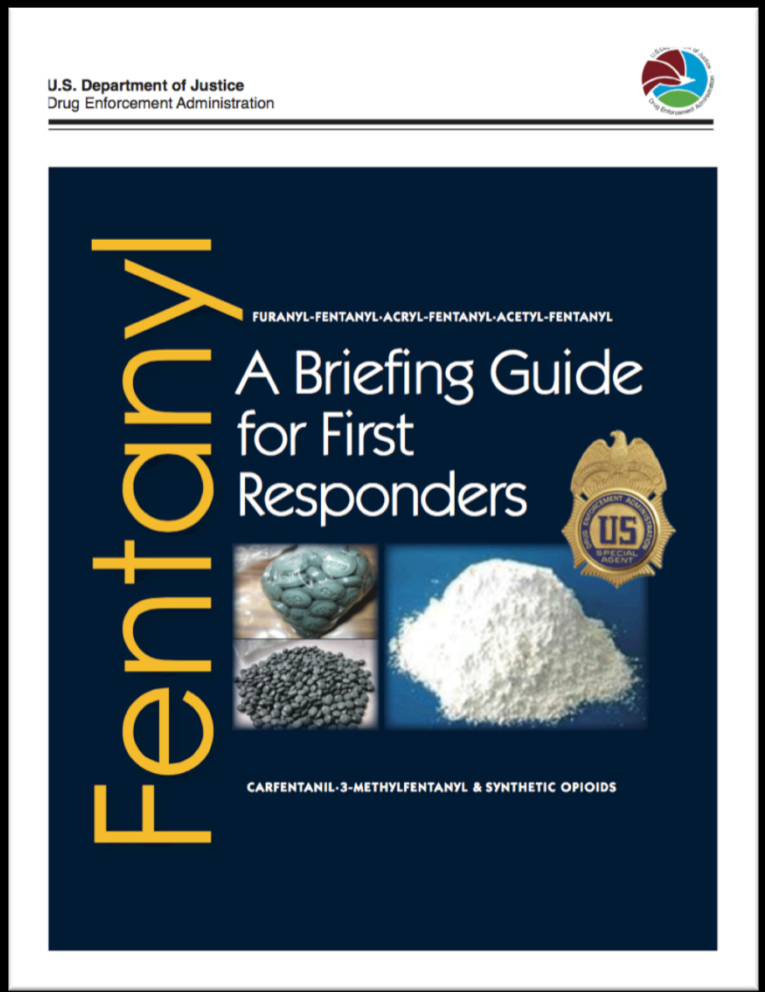
http://home.iape.org/evidence-resources.html



And Much More – www.iape.org

IAPE Policy Resources





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