



DEPARTMENTAL
GENERAL
ORDER

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Property & Evidence Unit Security
Security, Property & Evidence Unit

PROPERTY & EVIDENCE UNIT SECURITY

The purpose of this order is to set forth regulations to ensure the security of the Property & Evidence Unit.

I. AUTHORIZED ADMITTANCE TO THE PROPERTY AND EVIDENCE UNIT

- A. Only those persons who have valid reasons for entering the Property & Evidence Unit shall be admitted. Others shall transact business at the Property & Evidence Unit counter and shall not enter the interior of the Property & Evidence Unit. Examples of persons who have valid reasons to enter the Unit are:
1. Personnel assigned to the Property & Evidence Unit, and the Training Section Range Master.
 2. Command and supervisory personnel who have valid business reasons requiring entry.
 3. Investigators and other members who must inspect or view evidence or property, or who must enter for other valid investigative or police purposes.
 4. Janitors or other City employees when on essential business.
 5. Complainants, witnesses and other citizens when accompanied by an Investigator for the purpose of identifying or viewing property or evidence.

- B. No person shall be admitted for the purpose of using a telephone, visiting, or generally viewing property not associated with a specific case under investigation.

II. PROPERTY & EVIDENCE UNIT ADMITTANCE PROCEDURES

A Property & Evidence Unit Admittance Log (TF-403) shall be maintained. Except for regularly assigned personnel, all persons entering and leaving the Unit shall complete the appropriate spaces on the log.

- A. The Admittance Log shall be completed by the person seeking admittance while on the outside of the counter and prior to the opening of the entry door.
- B. An investigator escorting citizens for the purpose of viewing property shall ensure each citizen enters his/her name on a separate line on the log.
- C. After the person seeking admittance has signed the log and noted his/her reason for entering, it shall be reviewed by an assigned on-duty Police Property Specialist. If the reason is valid, admittance shall be granted.
- D. Persons seeking admittance who are unknown to assigned on-duty personnel shall show adequate identification upon request.
- E. Before the admitted person leaves the Unit, he/she shall enter the time in the appropriate space on the log.
- F. Completed copies of the Admittance Log shall be retained in the Property & Evidence Unit for one year and then destroyed.

By order of

Richard L. Word
Chief of Police