

INTERNATIONAL ASSOCIATION FOR PROPERTY & EVIDENCE

Property Room Standards

3. WRITTEN POLICIES AND PROCEDURES

In order to clarify and standardize the procedures for the collection, storage, security, release, and disposal of property, it is mandatory that General Orders, a Property Manual, Training Bulletins, or other directives be used to guide the operation of an agency's property function. These orders should clearly define the duties and responsibilities of any agency employee who takes part in any way in the handling or disposal of property, and should be regularly updated to reflect legal and policy changes. It is also important that such **orders and directives be disseminated in an efficient and documented manner to those persons who will be held accountable to adhering to them.**

It is critical that a law enforcement agency's property and evidence control function develop and maintain strict measures for the receipt, handling, security, and disposition of property. Written directives establish procedures for receiving all property into agency control, to include:

- requiring all property to be logged into agency records as soon as possible.
- requiring all property to be placed under the control of the property function before the officer ends his or her tour of duty.
- requiring a written report detailing the circumstances by which the property came into the agency's possession and describing each item of property obtained.
- providing guidelines for packaging and labeling property prior to storage.
- establishing extra security measures for handling exceptional, valuable, or sensitive items of property.
- requiring an effort to identify and notify the owner or custodian of property in the agency's custody.
- establishing procedures for the temporary and final release of property items from the control of the property and evidence function.