

INTERNATIONAL ASSOCIATION FOR PROPERTY & EVIDENCE

Property Room Standards

20. TRAINING

There are no generally accepted standards for property room training, but many experts in the field recommend that all Property Officers, supervisors, and managers be required to attend a Property and Evidence Management school. The two or three day classes provided by the International Association of Chiefs of Police (IACP), the International Association for Property and Evidence (IAPE), and other professional associations give experienced personnel an insight into different ways of doing the job, and provide new staff and supervisors a very detailed look at issues and problems that will be encountered in the assignment.

Training should be timely, continuous, and documented. Personnel scheduled to transfer into a property unit should receive the basic training described above prior to the transfer. Safety training should include hazardous materials, biohazards, bloodborne pathogens, and a basic firearm orientation on how to safely handle weapons. Training records should be as accurately maintained as they are for officers. Consider using a Property Room training manual that is to be explained, demonstrated, and performed in order to ensure accountability.

A property manual can be very beneficial in explaining procedures, packaging, and documentation of evidence. This manual must be distributed to the employees that are to be held accountable. Consider assigning new personnel to a brief orientation of the Property Room procedures for a more thorough understanding of the property and evidence function.

Involvement in professional associations, such as IAPE, IACP, and local property associations for networking and training updates is highly recommended.