


Atlanta Police Department Policy Manual		Standard Operating Procedure
Effective Date March 2, 2021		APD.SOP.6030 Property and Evidence Control
Applicable To: All Employees		Review Due: 2025
Approval Authority: Chief Rodney Bryant		
Signature: Sign by RB		Date Signed: 3/2/2021

Table of Content

1.	PURPOSE	1	4.4.9	Requesting Narcotics through the DEA for Training	28
2.	POLICY	1	4.4.10	Processing New Narcotics Evidence	28
3.	RESPONSIBILITIES	2	4.4.11	Narcotics Evidence to Crime Lab	29
3.5	Property Control Unit	2	4.4.12	Movement of Drug Evidence	30
4.	ACTION	3	4.4.13	Purging Old Narcotics Evidence	30
4.1	Property Control Unit Operations	3	4.5	Disposition of Unclaimed Property	30
4.1.1	Hours	3	4.5.4	Conversion to Inventory	31
4.1.2	Central Cashier	3	4.5.5	Police Auction	31
4.1.3	Security in Property Control	4	4.6	Impounded Vehicles	32
4.2	Submitting Property and Evidence	5	4.6.4	Release of a vehicle	32
4.2.2	Receiving Evidence and Property	9	4.6.5	Holds on Impounded Vehicles	33
4.2.3	Remote Property and Evidence Pickup System	9	4.6.6	Outstanding Parking Tickets	34
4.2.4	Crime Laboratory Submissions	11	4.6.9	Disposition of Unclaimed Vehicles	34
4.3	Locating, Storing, Retrieving, Disposing Eve/Prop	14	4.7	Issuing Firearms	34
4.3.3	Evidence to Court (Non- Drug Evidence)	14	4.8	Lost or Stolen City-Issued Service Weapons	35
4.3.4	Release of Property and Evidence:	15	4.8.1	Damaged or Malfunctioning City-Issued Weapon	35
4.3.6	Weapons	18	4.8.2	City-Issued Second Weapon	35
4.3.7	Disposition of Alcoholic Beverages	19	4.9	Personal Equipment	36
4.3.8	Condemning Money	19	4.10	Weapon Storage Area	36
4.3.9	Disposition of Money	19	4.11	Audit and Inspection	37
4.3.10	Returning Property to Owner	20	5.	DEFINITIONS	38
4.3.11	Locating Missing Property or Evidence	21	6.	CANCELLATIONS	39
4.3.12	Holding Currency and Personal Property	22	7.	REFERENCES	39
4.4	Securing Narcotics Evidence	24	8.	SIGNIFICANT CHANGES	39
4.4.4	Recording Information on Evidence Bags	26	9.	APPENDIX	40
4.4.6	Submitting Drug Paraphernalia	27	9.1	High Risk Items Table	40
4.4.7	Storing and Disposition of Drugs	27			
4.4.8	Requesting Narcotics for Training Purposes	27			

1. PURPOSE

This directive establishes policies and guidelines for receiving, storing, releasing, and disposing of property seized as evidence and property held for safekeeping and for issuing supplies to Atlanta Police Department (APD) employees.

2. POLICY

The Department will securely store all evidence, contraband, and other property coming into its custody; maintain the chain of evidence, and promptly dispose of items in accordance with Federal, State law and City ordinances. Department employees, particularly those in Property Control Unit (PCU), will actively assist the public in recovering their rightful property and make every effort to maintain it in the same or similar condition in which it was received by the Department.



Atlanta Police Department Policy Manual

APD.SOP.6030 Property and Evidence Control



3. RESPONSIBILITIES

- 3.1 Division, section, and unit commanders are responsible for the implementation of this directive within their commands.
- 3.2 The Chief Administrative Officer and the Administrative Services Commander will monitor the implementation of this directive. They will issue such command memoranda as necessary to guide the property control function, including the responsibilities of Department employees turning in property and evidence, requesting supplies, and maintaining the inventory.
- 3.3 Department employees are responsible for the safekeeping of evidence, property, and contraband until it is entered on the Record Management System (RMS) software, bar-coded, and turned in to the Property Control Unit. The employee is also responsible for maintaining the chain of custody, for notifying the Property Control Unit when evidence is no longer needed for prosecution, and for making a concerted effort to identify and notify the owner or custodian of property.
- 3.4 Supervisors will monitor their subordinates' compliance with this directive.
- 3.5 Property Control Unit
 - 3.5.1 The PCU is responsible for securely storing all contraband, evidence, and property turned in by Department employees. PCU employees are responsible for keeping the property in the same or similar condition in which it was received and for maintaining the chain of evidence. Property Control Unit employees will also be responsible for releasing or otherwise disposing of property in accordance with the procedures set forth in this directive. PCU is not responsible for fingerprint and photographic evidence kept by the Identification Unit. PCU has limited responsibility regarding impounded motor vehicles, as specified hereafter.
 - 3.5.2 The PCU commander is the custodian and responsible for the effective implementation of this standard operating procedure within the unit and for property held in custody, and for found, recovered, and evidentiary property. The PCU commander is accountable for the control of all property accepted by or stored in the Property Control Unit. Under the provisions of this directive, the PCU commander is authorized to release impounded vehicles, items from evidence, property to owners or custodians, and for the distribution or auction of property according to Georgia State laws and City ordinances provided reasonable efforts have been made to return property to the rightful owners. The PCU commander is responsible for ensuring that all Property and Evidence received must be accounted for and maintained in the same or similar condition as it was received. The PCU commander will designate two employees as Narcotics Evidence Custodians.
 - 3.5.3 The custodial duties for narcotics evidence will be to provide and maintain a system of storage for all of the Department's drug evidence, while documenting and preserving the chain of custody of that drug evidence.
 - 3.5.4 Employees assigned to the PCU are responsible for complying with all provisions in this directive, including properly logging on or off of their assigned computers. Special emphasis will be placed on the Central Cash Register.



Atlanta Police Department Policy Manual

APD.SOP.6030 Property and Evidence Control



- 3.6 The Fleet Management Unit commander is responsible for the acquisition, inventory, maintenance, and disposal of Department-owned motor vehicles; the inspection of impound lots; and the collection of fees from wrecker companies.
- 3.7 The Department's contract wrecker services are responsible for the storage of impounded motor vehicles and will release them at the direction of the Property Control Unit.
- 3.8 The Identification Unit is responsible for the storage and release of fingerprint and photographic evidence. They are also responsible for the collection and packaging of evidence that will be submitted to the Georgia Bureau of Investigation (GBI) Crime Lab.
- 3.9 The SWAT Unit is responsible for storage and destruction of explosive and incendiary material encountered in their operation. The Unit may transfer such evidence to the appropriate investigating agency.
- 3.10 The Communications Division Director is responsible for the inventory of two-way radios.
- 3.11 The Atlanta Information Management (AIM) is responsible for the distribution, maintenance, and inventory of computer hardware and software, digital or video cameras, and cell phones.
- 3.12 The Procurement Officer will supply badges to the Uniform Depot Supply Office for distribution to the Academy for newly trained police officers.
- 3.13 The Personnel Unit is responsible for forwarding copies of all personnel orders to the Property Control Unit commander, and for updating personnel databases and keeping personnel assignment records current.
- 3.14 The Asset Forfeiture Unit is responsible for coordinating the RICO seizure process for the Department in conjunction with Fleet Management and the PCU. The Asset Forfeiture Unit will act as the liaison between the courts and the Department. All property and evidence recovered from seized vehicles will be collected and turned over to the Property Control Unit (PCU). The PCU commander will notify the Asset Forfeiture Unit commander of these seized items.
- 4. ACTION
 - 4.1 Property Control Unit Operations
 - 4.1.1 Hours
 - 1. The receiving area will be staffed and operational 24 hours every day. The release area will be staffed 8A.M. – 4P.M., seven days a week. Vehicles will be released seven days a week and property will be released Monday- Friday, except legal holidays.
(CALEA 6th ed., Standard 84.1.3)
 - 2. The PCU administrative office is staffed and operational Monday through Friday, except legal holidays. The PCU commander will determine their hours of operation.
 - 4.1.2 Central Cashier

The cash register will operate 8 A.M. to 4P.M., Monday through Friday. The watch supervisor will assign a cashier who will be responsible for cash transactions during the watch. When the



Atlanta Police Department Policy Manual

APD.SOP.6030 Property and Evidence Control



register is not in use, the cashier will lock the cash drawer and will have the register key on his or her person and will not leave it in the cash drawer (APD.SOP.6061, "Revenue Reporting").

1. The cashier will enter all money in the register and will give a receipt to the person turning in the funds.
2. At the end of the watch, the cashier will check the register, count the money, and sign the cash register printout. A Property Control Unit supervisor will verify that the money and the register's transactions balance; if they do not balance, the supervisor will immediately make every attempt to reconcile the difference and will report the outcome of the discrepancy to the Property Control Unit commander in writing.
3. No forms of payment are received by the PCU other than monies coming from other revenue receiving units within the Atlanta Police Department. Revenue is verified and placed in the safe. The accounting technician verifies revenue and prepares revenue for transport to the Finance Department weekly.
4. The PCU commander, or their designee, will deliver the daily receipts report and the cash register printout to Fiscal Management promptly after 10:00 am daily except weekends and holidays.
5. Fiscal Management will prepare the revenue report. The Property Control commander or a designee will verify that funds balance with the revenue report. The revenue report along with the money will be delivered to City Hall's Treasury once a week.

4.1.3 Security in Property Control

1. The PCU commander controls the building space assigned to the Property Control Unit. All property and evidence will be stored in secured areas. PCU employees, when reporting for or leaving from duty must do so at entry or exit points established by the Property Control Unit commander. Only PCU employees and persons identified and posted in writing may enter restricted areas unattended. Doors and windows allowing entry into these areas will be locked or guarded at all times. The drug vault, valuables vault, and weapons room will be locked at all times, except when occupied by authorized personnel.
(CALEA 6th ed. Standard 84.1.2)
2. The PCU commander will ensure that a supervisor is always on duty or will notify the section commander when one is not available.
3. All non PCU employees desiring to enter secured work areas, such as the receiving area, release area, and the supervisor's office, must have permission from an on-duty PCU supervisor before going beyond the counter area. The person granted authorization will be escorted by a PCU employee to their destination within the work area. These areas are work areas between the counters and restricted area access points.
4. Access to storage areas for in-custody or evidentiary items will be limited to authorized personnel only. All non- PCU employees, unless authorized by written posted authorization from the Property Control Unit commander, will sign the entry log posted at the access point to the restricted area and will fill in all spaces. The on-duty PCU supervisor(s) will check that the log is filled out completely and all persons entering on their shift have signed in and out. When all available spaces on the log form have been utilized, the log form will be forwarded to the PCU commander for filing. A PCU supervisor or his or her designated



Atlanta Police Department Policy Manual

APD.SOP.6030 Property and Evidence Control



employee must escort all non-Property Control Unit employees entering a restricted area (such as secured evidence or property storage area). An additional log must be completed when entering the disposal storage area, weapons storage area, or drug storage area. The supervisor assigned to these areas will monitor the log and forward completed pages to the Property Control Unit commander as outlined above.

5. The PCU commander will establish a system of access control to account for access to all areas of the Property Control Unit with emphasis placed on secured areas. The PCU commander will monitor access to the drug and valuables vaults by recorded video cameras, and through the Alarm Board in Communications.
6. The Narcotics Evidence Custodian(s) will each be provided with a key to the drug storage vaults, as well as a code for the drug storage vault Trigger and Call Security (TACS) alarm and magnetic keypad. The Department's drug evidence will be stored in the storage vaults located in the PCU.

4.2 Submitting Property and Evidence

4.2.1 Police officers will, as soon as possible and before the end of their tour of duty will: (CALEA 6th ed. Standard 84.1.1 c)

1. Enter all property and evidence taken into custody on the RMS software system as soon as possible. A new record or barcode is then generated for each package or item turned in. Include the incident number, owner's name, address, zip code and phone number, if known. This information is vital to ensure future notification to the owner when their property is available for pick up. Be sure to indicate in the incident report a detailed account of the circumstances by which the property came into APD's possession such as, who found the property or evidence, specifics on where each item was found, and a description of each item of property obtained. (CALEA 6th ed., Standard 84.1.1 a & b).
2. After entering all appropriate data into the RMS software. The employee will print a barcode for each package and place the barcode on it. Use the appropriate property or evidence tag for large items and put the printed barcode for large items on the item(s).
3. Turn into the Property Control Unit:
(CALEA 6th ed., Standard 84.1.1b).
 - a. All evidence must be packaged separately and labeled with the following: incident number, barcode number, owner's or suspect name, and brief description of item.
 - b. All weapons, evidence, or non-evidence, and other items that might be used as a weapon. All firearms must be unloaded or cleared before entering the PCU facility.
 - c. All personal property belonging to arrested persons being transported to the Pre-Trial Detention Center (254 Peachtree Street, Atlanta Ga. 30303 Tel. 404-865-8090), Fulton County Jail (901 Rice Street, Atlanta Ga. 30303 Tel. 404-613-2083), and the DeKalb County Jail (4415 Memorial Dr, Decatur, GA 30032 Tel. 404-298-8190 or 404-298-8515) will be turned into the Property Control Unit.
 - d. All evidence envelope seals must be signed or initialed by the seizing officer, when submitting evidence to the PCU.



Atlanta Police Department Policy Manual

APD.SOP.6030 Property and Evidence Control



4. Officers and investigators will list property and evidence taken into custody on the Property and Evidence Receipt form (Form APD 006) and will include the owner's name and personal information. Be sure to indicate in the incident report a detailed account of the circumstances by which the property came into APD's possession such as, who found the property or evidence, specifics on where each item was found, and a description of each item of property obtained. (CALEA 6th ed., Standard 84.1.1a & c)
5. Officers and Investigators will provide the owner's copy of the itemized property on the Temporary Property Receipt (Form APD 0600B) to the owner of the property or evidence when it is taken into police custody.
6. Do a complete inventory, properly package and tag all property and evidence before turning them over to the Property Control Unit.
7. Employees will use the following guidelines for packaging and labeling evidence and property (CALEA 6th ed., Standard 84.1.1 d):
 - a. Whenever possible, evidence should be placed in sealed paper evidence bags with identifying markings placed on the evidence container. Upon sealing any evidence, the collecting officer will initial the bag, evidence tape, or container.
 - b. If the evidence is such that a paper evidence bag cannot be used, a larger or more appropriate bag or container may be used provided it is sealed and properly identified.
 - c. Property Envelopes, Red Evidence Tags, and White Property Tags:
 - i. Red Evidence Tags: are to be used for evidence firearms and all items that can be considered evidence that are too large or bulky for a property envelope. Attach barcode label to tag.
 - ii. White Property Tags: are to be used for non-evidence firearms and all other non-evidence property too large or bulky for property envelopes. Attach barcode label to tag.
 - iii. Property Envelopes: are to be used for evidence and non-evidence property except firearms. Evidence and non-evidence property must not be mixed in the same property envelope. Money (U.S. currency) will be packaged separately from other evidence and non-evidence in a currency envelope.
 - d. Bags or containers will include the case number (incident number), officer ID number, and label (with a RMS barcode). The information will be placed in the appropriate location on the containers as follows:



Atlanta Police Department Policy Manual

APD.SOP.6030 Property and Evidence Control



Small Property Envelope



Medium Property Envelope

The form is titled "Evidence" and "ATLANTA POLICE DEPARTMENT". It contains fields for "Case Number", "Date and Time of Recovery", "Location of Recovery", "Recovered By", "Suspect(s)", "Victim", "Date and Time of Recovery", "Location of Recovery", "Recovered By", "Suspect(s)", "Victim", "Date and Time of Recovery", "Location of Recovery", "Recovered By", "Suspect(s)", "Victim". It also has checkboxes for "Alleged", "Chain of Custody", and "Sealed/Impounded".

Evidence Envelope



Red Evidence Tag



White Property Tag



Large Property Envelope

- e. Checks, credit cards, money orders, cashier's checks, jewelry, and other exceptional, valuable, or sensitive items, whether evidence or non-evidence will not be mixed in the same property envelope with other evidence and non-evidence. Officers will seal the property envelope and initial the seal before turning it over to the PCU. Jewelry consisting of precious metals, precious stones, and or semi-precious stones will be handled with enhanced security measures consistent with its perceived value. Each piece of fine jewelry or suspected fine jewelry will be documented individually and packaged individually. This will allow the Department to track and account for each piece of jewelry. In addition, jewelry will be stored in the currency vault due to its potential value. (CALEA 6th ed., Standard 84.1.1 e)
 - f. Jewelry is considered articles of gold, silver, precious stones, etc, for personal adornment. In addition, any ornaments for personal adornment which include necklaces, cufflinks, tie pins, bracelets, rings (e.g., made of precious metals set with gems or imitation gems), and watches, including those of base metals, glass, plastic or the like. This will not include obvious costume jewelry or toy jewelry.
8. No evidence will be stored in desks, offices, personal lockers, case files or other unauthorized places. All evidence will be turned over to the property and evidence custodian as soon as possible.
 9. Follow procedures in Section 4.5 when turning in drugs. Only PCU drug custodian employees will take custody of drugs.
 10. Follow these procedures when turning in U. S. currency totaling \$10,000.00 or less:



Atlanta Police Department Policy Manual

APD.SOP.6030 Property and Evidence Control



- a. Separate, count, and total the money by denomination.
 - b. Unless actual currency is needed for evidentiary purposes or is contaminated, insert bills into the cash validating machine per posted instructions. When finished, write the incident number on the printed receipt.
 - c. Enter the information for this receipt into RMS, filling in the "currency total" field and adding to the description that it is a cash receipt.
 - d. Fill out a currency envelope and prior to sealing it, have the receipt amount verified by a Property Management Technician (PMT) who must initial the envelope. If the machine fails to print a receipt, notify a PCU supervisor.
 - e. Place all coins and the bills that were not accepted by the cash validating machine separate currency envelope and create an additional RMS record for this item. Before sealing the envelope, the cash amount must be verified by a Property Management Technician if the amount is \$500.00 or under, or by a PCU supervisor if the amount is over \$500.00. The PMT or supervisor must initial the envelope.
 - f. If the actual money must be held for evidentiary purposes or is contaminated, notate this on the currency envelope.
11. Follow these procedures when turning in U. S. currency over \$10,000.00:
 - a. Separate, count, and total the money the money by denomination. If the amount is over \$250,000.00, notify a PCU supervisor for guidance.
 - b. Create a RMS record for the item and complete the currency envelope. Prior to sealing the envelope, the amount must be verified by a PCU supervisor and the supervisor will initial the envelope.
 - c. If the actual money must be held for evidentiary purpose or is contaminated, notate this on the currency envelope and ensure the PCU supervisor is notified.
12. Under exceptional circumstances, the officer may not be able to turn in evidence or property before the end of the tour of duty. The exceptional circumstances must be authorized by directive and documented in the officer's report. The PCU commander will notify the chain of command of items of property or evidence that were not turned in by the end of the officer's tour of duty and do not meet one of these exceptions:
 - a. Another law enforcement agency has responsibility for the investigation and had custody of the evidence and or property;
 - b. Articles that are wet with blood or other bodily fluid and must be dried prior to submission; and
 - c. Explosives, flammable liquids, and other hazardous substances will not be turned in to Property Control Unit, but the officer will document their custody and disposition in his or her incident report or supplement.



Atlanta Police Department Policy Manual

APD.SOP.6030 Property and Evidence Control



4.2.2 Receiving Evidence and Property

1. The PCU employees assigned to the Intake Area will review all packaging turned in for accuracy. If the packaging method does not meet the property room standards, the clerk will refuse to accept the package and notify their immediate supervisor. This principle is known as the "RIGHT OF REFUSAL." If an item is not acceptable, the Property supervisor will explain to the officer what must be done before the item will be accepted. If the officer cannot resolve the issue, he or she will contact his or her supervisor to rectify the problem so that the article will be acceptable to turn in to the Property Control Unit Intake Area. This will be documented in writing and forwarded to the Property Control Unit commander by the end of the watch.
2. The PCU will accept in the intake area all evidence, contraband, and other non-perishable property coming into the custody of Atlanta Police Department employees. A representative of another agency who brings items must be accompanied by the responsible APD employee and provide the identification and contact information for the transporting person.
3. For safety and security, no item will be accepted by the PCU unless the contents have been checked and verified by the officer turning in the item. The PCU employee will accept sealed packaging (except currency) that meets the standards of the Property Control Unit. The responsibility for the contents of a sealed package accepted by the Property Control Unit rest solely with the employee who sealed the packaging, not the Property Control Unit.
4. The receiving technician will scan the barcode of the item, and then take custody of the item. The Property Control Unit technician will stamp all sealed packages "Received Sealed" when accepting a properly sealed package.
5. Crime Scene Technicians or investigators who collect evidence that is being submitted to the Georgia Bureau of Investigation's Division of Forensic Sciences (DOFS) for testing, will bring the packaged items to the PCU in order to ensure the items are on the RMS database. The PCU employee will then scan the item out to the GBI, have the Crime Scene Technician or investigator sign for the item, and then release the item for delivery. In addition to the main label, a GBI label and or required form(s) will be printed and attached to the outside of the evidence package. In accordance with the submission requirements of GBIFS, the sealed evidence packaging will not be opened by Property Control Unit employees.

4.2.3 Remote Property and Evidence Pickup System

1. Officers, investigators, and Crime Scene Technicians responsibilities:
 - a. Officers, investigators, and Crime Scene Technicians will enter eligible items of property or evidence in their custody into the RMS system at the Zone precincts, the Special Operations Section (SOS) precinct, the Airport precinct, and the Public Safety Headquarters.
 - b. After entry into the RMS system, the officers, investigators, and Crime Scene Technicians will print a barcode and place it on the item as identified in 4.2.1 (7d) of this policy.



Atlanta Police Department Policy Manual

APD.SOP.6030 Property and Evidence Control



- c. The officers, investigators, and CST's will place the following information in the log book by the remote lockers:
 - i. Date;
 - ii. Officer Name;
 - iii. Case Number;
 - iv. Barcode Number; and
 - v. Locker Number.
 - d. The officers, investigators, and CTS's will close and secure the locker(s) before leaving them.
 - e. Day watch administrative supervisor shall make contact with officers within the zones to make corrections to any property that is not picked up by the PCU.
 - f. The property logbook shall be turned in to property immediately for storage when it is completely filled up.
2. The Property Control Unit Employee Responsibilities:
- a. The PCU will dispatch the property or evidence transport vehicle from the Public Safety Annex.
 - b. The truck will be manned by a minimum of two PCU employees at all times.
 - c. The property or evidence transport vehicle will go to each Zone precinct, SOS, the Airport precinct and the Public Safety Headquarters to pick up any eligible items of property and or evidence stored by officers, investigators, and CST's.
 - d. The PCU employee will check the contents of the locker against the log book filled out by the officers, investigators, and CST's. The PCU employee will place his initials in the log book by each item that they pick up indicating they have taken possession of the item.
 - e. Any discrepancies between the logbook and items in the locker will be immediately brought to the attention of an on-duty supervisor in the location in which the discrepancy occurs. A notation will be placed in the logbook as to the discrepancy and who was notified. The notified party will initial the logbook.
 - f. The PCU employee will also fill out a Property or Evidence Non-Compliance form (Form APD 517) and turn it into their PCU supervisor immediately when they return to the Property Control Unit. The notified supervisor will sign this form.
 - g. Afterwards, it will be the responsibility of the notified supervisor to investigate the discrepancy or notify the appropriate supervisor for investigation.
 - h. A PCU supervisor will contact the notified supervisor within 72 hours in an attempt to ascertain a resolution to the discrepancy.



Atlanta Police Department Policy Manual

APD.SOP.6030 Property and Evidence Control



- i. Each item picked up will be scanned to the custody of the PCU when taken out of the locker.
- j. Any item(s) not properly labeled, ineligible for transport, or mishandled, will not be transported.
- k. Any discrepancies between the logbook and items in the locker will be immediately brought to the attention of an on duty supervisor in the location in which the discrepancy occurs. The item(s) will be highlighted yellow by the PCU employee in the logbook. The PCU employee will complete a Property or Evidence Non-Complete form (Form APD 517) and have an onsite supervisor sign.
- l. In the event that an onsite supervisor is not available, the PCU employee will place a check in the onsite supervisor not available, the PCU employee will sign the Non-Compliance form in the supervisor space. The PCU employee will leave a copy of the completed Non-Compliance form in the appropriate unit or watch box. Any item(s) not being transported will be placed in the designated locker. The Zone supervisors will check their designated lockers daily for items left by the PCU employees. After discrepancies (highlighted yellow) are corrected, upon the second pick-up the PCU employee will place the date, time and their initials next to the corrected property or evidence items for transport.
- m. The PCU employee will then load the eligible item(s) of property or evidence into the property or evidence transport vehicle.
- n. Once the PCU transport vehicle is loaded with any property and or evidence, it will not be left unattended for any reason.
- o. Ineligible Items for PCU Transport
- p. The following items are ineligible for transport and remote locker storage and they will be transported to the PCU by the officers, investigators, and Crime Scene Technicians who took custody of the items:
 - i. Narcotics;
 - ii. Currency;
 - iii. Firearms;
 - iv. Hazardous Materials (Blood, body fluids, rape kits, etc.);
 - v. Oversized Items that will not fit in locker; and
 - vi. Items needing to be kept refrigerated.

4.2.4 Crime Laboratory Submissions



Atlanta Police Department Policy Manual
APD.SOP.6030
Property and Evidence Control



b. Drug Analysis Example

Date/Time Stamp		Atlanta Police Department Crime Laboratory EVIDENCE SUBMISSION FORM		CRIME LAB USE ONLY Received By: _____ Date: _____ APD Case #: _____	
Evidence improperly packaged/sealed/labeled will not be processed *** PLEASE PRINT LEGIBLY ***					
I. Submitting Agency: Atlanta Police		Agency Case #: 123456789			
County of Residence: Fulton/DeKalb		Date of Incident: 11/24/2020			
II. VICTIM: N/A					
LAST NAME: Doe		FIRST NAME: John		LAST NAME: Doe	
LAST NAME: Doe		FIRST NAME: Jane		LAST NAME: Jane	
III. Case Officer: Kilgore, Jennings					
LAST NAME: Kilgore		FIRST NAME: Jennings		Email address: jkilgore@atlantaga.gov	
IV. Service Request: Please check one service					
Forensic Analysis: <input checked="" type="checkbox"/>					
Drug Analysis: <input checked="" type="checkbox"/>					
Latent Print Card Analysis: <input type="checkbox"/>					
Examiner's Note: (Please use additional sheets as needed)					
Subject: Jones, Casey					
Subject: Carpenter, William					
Subject: Jackson, Lisa					
Brief description(s) of Items Submitted					
Three bags of leafy material					
Two bags of unknown white substance					
Examination(s) Requested					
Drug analysis					
Notes: (Please use additional sheets as needed)					
N/A					
By Submitting this form, I acknowledge: The APD Crime Lab will select the most appropriate method for analysis using the APD Crime Lab's technical procedure manuals. The APD Crime Lab retains the right to limit or expand the final scope of analysis to determine which items are tested and which are not.					

c. Firearms Analysis Example



Atlanta Police Department Policy Manual
APD.SOP.6030
Property and Evidence Control



Atlanta Police Department Crime Laboratory EVIDENCE SUBMISSION FORM		CRIME LAB USE ONLY	
Date/Time Stamp		Received by: _____	
Evidence improperly packaged/boxed/labelled will not be processed		Date _____	
*** PLEASE PRINT LEGIBLY ***		APD Case # _____	
I. Submitting Agency: Atlanta Police		Agency Case #: 123456789	
County of Incident: Fulton/DeKalb		Date of Incident: 11/24/2020	
II. VICTIM: Doe Jane N/A			
LAST NAME: Doe		FIRST NAME: Jane	
SUSPECT: Doe John N/A		LAST NAME: Doe	
LAST NAME: Doe		FIRST NAME: John	
III. Case Officer: Kilgore Jennings			
LAST NAME: Kilgore		FIRST NAME: Jennings	
Case Officer: Kilgore		Jennings	
Email address: jkilgore@atlantapd.gov		Phone: 41546-4880	
IV. Service Request			
Please check one service			
Forensic Analysis: <input checked="" type="checkbox"/>			
Drug Analysis: <input type="checkbox"/>			
Latent Print Card Analysis: <input type="checkbox"/>			
Latent Print Lift (Cards) must be completed or processing will be delayed			
V. Latent Print Section			
Complete by: N/A			
Victim's Name: N/A			
Address of Crime Scene: N/A			
Type of Offense: N/A			
Victim's Address: N/A			
Date Reported: N/A			
Time Reported: N/A			
Date: N/A			
Phone Taken: N/A			
Victim Present: N/A			
YES NO YES			
VI. CHAIN OF CUSTODY			
Received From: _____			
Received By: _____			
Via: _____			
Signature: _____			
Date: _____			
Remarks: _____			

By Submitting this form, I acknowledge:
The APD Crime Lab will select the most appropriate method for analysis using the APD Crime Lab's technical procedure manuals. The APD Crime Lab retains the right to limit or expand the final scope of analysis to determine which items are tested and which are not.

4. Sworn employees and Crime Scene Technicians shall be responsible for completing the APD Crime Laboratory's "Evidence Submission Form" when submitting all evidence to the APD Crime Laboratory for analysis.

4.3 Locating, Storing, Retrieving, Disposing of Evidence or Property

- 4.3.1 The PCU commander may authorize the destruction of volatile, explosive, corrosive, or perishable materials. Explosive or volatile materials will be directed to SWAT for storage or destruction.

- 4.3.2 A PCU employee who finds property within the Property Control Unit that has no affiliated property paperwork will submit a found property report. The purpose of this procedure is to create a paper trail for the found item(s) and to subsequently enable the Property Control Unit to properly dispose of the item.

4.3.3 Evidence to Court (Non- Drug Evidence)

1. Evidence will be released to the reporting officer, case investigator, or prosecutor or his or her designee for presentation in court. The request will be made at least 24 hours in advance. The officer or prosecutor must sign the property release form and will be given a copy. The receiving technician will document in the evidence database the date of release and to whom it was released.
2. Evidence will be returned in original packages with tags attached. Should the court retain the evidence, officers will return the computer-generated property release form signed by the appropriate prosecutor or court officer.
3. Officers should release items from evidence to Property Control Unit within 24 hours after being notified of the disposition of the case in court if it is no longer necessary to the prosecution of the case.



Atlanta Police Department Policy Manual
APD.SOP.6030
Property and Evidence Control



4. When evidence is returned, the receiving technician will document in the evidence database the date of return and who returned the evidence.

4.3.4 Release of Property and Evidence:
(CALEA 6th ed., Standard 84.1.1g)

1. Temporary Release: Property or evidence may be temporarily removed from the Property Control Unit for:
 - a. Transmittal to the Atlanta or GBI Crime Lab for examination;
 - b. Examination by the prosecuting attorney;
 - c. Presentation in a trial or hearing;
 - d. Release to an officer to be shown to a victim or possible owner.
2. Permanent Release: Property or evidence may be permanently removed from the Property Control Unit for:
 - a. Transmittal to the GBI Crime Lab for examination and storage;
 - b. Examination by the prosecuting attorney and storage;
 - c. Presentation in a trial or hearing and permanent storage;
 - d. Release to an officer of another agency;
 - e. Return to an owner, or other claimant;
 - f. Sale, retention for City use, or discarded or destroyed as authorized by law.
3. Transfer of Custody: Any employee of this Department who assumes custody of evidence or property from the Property Control Unit will bear full responsibility for ensuring its security, proper storage, and maintenance, and for the ready retrieval of such item upon demand by the PCU commander.
4. When notified, the Disposal employee(s) will collect the property and evidence from the GBI Crime Lab.
5. Documentation:

Whenever property or evidence is either permanently or temporarily removed or released, the Property Control commander will ensure that all records, documents, property or evidence control records and files reflect the release or removal.
6. Final Disposition:
 - a. All evidence no longer needed for evidentiary purposes in felony cases (with the exception of contraband) will be returned to its lawful owner unless other disposition is directed by law or by court order to the Department. If the lawful owner fails to claim



Atlanta Police Department Policy Manual

APD.SOP.6030 Property and Evidence Control



the evidence or property, an application will be made to the Superior Court to dispose of it by: (O.C.G.A. 17-5-54)

- i. Discarding;
 - ii. Sale;
 - iii. Destruction; or
 - iv. Retention by the agency for official law enforcement purposes.
- b. Any property or evidence condemned through either Federal or State asset forfeiture procedures will be disposed of in accordance with Federal instructions or State court order.
 - c. Unclaimed currency and the proceeds received from the sale of any personal or tangible property will be transferred to the City of Atlanta's General Fund. (O.C.G.A.17-5-54)
 - d. The final disposition of found, recovered, and evidentiary property will be accomplished within six months after legal requirements have been met. (CALEA 6th ed., Standard 84.1.7)

7. Disposal of Evidence with Court Dispositions:

- a. The PCU will change the status of evidence to property when a court disposition for the individual case or incident has been determined, with the exception of narcotics evidence.
- b. The change in the status of the property or evidence will give the PCU commander the authority to release or discard former evidence that is no longer needed for court and has a disposition on record.
- c. The PCU will work in conjunction with all judicial court systems, to obtain dispositions in order to release or destroy evidence that is no longer needed for court.
 - i. The PCU commander may convert evidence to property once a disposition has been obtained on record from the court.
 - A. In cases with multiple defendants, the evidence will not be converted to property until all defendants have a disposition on record.
 - B. The disposition will be entered into the comments section of the PCU tracking software.
 - C. The property will then be discarded in accordance with Section 4.3 of this directive.

4.3.5 Remove items from evidence as follows:

1. The reporting officer, or the officer's immediate supervisor, signs the Property Control Unit's master logbook or the blue "aged evidence report" authorizing the release. The reporting



Atlanta Police Department Policy Manual

APD.SOP.6030 Property and Evidence Control



officer, or his or her immediate supervisor, should release the evidence as soon as possible after the case is disposed of in court. The Property Control Unit commander will notify officers through the chain of command who have evidence in Property past 90 days. Through the blue "aged evidence report," officers will be asked to release any evidence that is not needed in court. Division, section, and unit commanders will ensure that aged evidence reports are returned to the Property Control Unit in a timely manner.

2. Court Ordered Releases and Holds for Property and Evidence

- a. A court of competent jurisdiction authorizes the release by court order. Bring the original court order to Property Control. When a court order is received for any property with a hold for the Asset Forfeiture Unit, the court order must be sent to the Asset Forfeiture Unit in accordance with Section 4.3.12, "Holding Currency and Personal Property" of this SOP.

City ordinance violation	Municipal Court judge or higher authority
State misdemeanor	State Court judge or higher authority
Felony	Superior Court judge or higher authority

- b. The PCU will hold all evidence associated with City ordinance violations and misdemeanor crimes until it is no longer needed for prosecution or until a reasonable period of time has elapsed.
 - i. If evidence is found to be more than two years old and associated with a City ordinance violation, the property or evidence will be pulled for disposal.
 - ii. If evidence is found to be more than four years old and associated with a state misdemeanor, the property or evidence will be pulled for disposition.
 - iii. If an item of evidence is entered into the RMS system where the owner and victim fields are listed as "Unknown," the Property Control Unit will hold this evidence for a period of one year. At the conclusion of one year, if the owner and victim fields remain "Unknown," the Property Control Unit commander has the authority to change the status of the items from evidence to property and pull the items for disposition.
 - iv. If evidence is found to be from a non-violent felony, and is more than four years old, the evidence will be pulled for disposition.
 - v. The PCU commander will notify the City of Atlanta, Fulton, DeKalb and Clayton County's Solicitor's Office in writing each time that evidence from a case is to be pulled. The Property Control Unit will request notification if the solicitor's offices feel that the disposal of property or evidence will jeopardize any case.
 - vi. The PCU will obtain a court order for the disposal of any evidence associated with the violation of City ordinances or misdemeanor or crimes.



Atlanta Police Department Policy Manual

APD.SOP.6030 Property and Evidence Control



4.3.6 Weapons

1. The PCU employee receiving a firearm will secure it in a temporary Firearms Locker, will scan it to this location, and will write in the logbook the locker number. The Armorer will assign a long-term storage location.
2. The Property Armorer will check all firearms to ensure they are unloaded for safety and to prevent any accidental discharge when removing them from the Firearms Locker. If any firearms are loaded, the Property Armorer will contact SWAT or the APD Crime Lab Firearms Examiner for assistance if needed. The Property Armorer will complete a GCIC check on each firearm. Upon completion of the GCIC check, the firearms will be stored on the Bureau of Alcohol, Tobacco, and Firearms (ATF) cart.
3. The Property Armorer, or the responsible supervisor, will give representatives from ATF workspace and access to the cart so that ATF eTrace data can be submitted for each firearm. If representatives from ATF are unavailable, the Property Armorer will be responsible for submitting the eTrace data to ATF. After completing this process, the Property Armorer, or responsible supervisor, will place long guns in their permanent storage locations.
4. The APD Crime Lab will test fire each evidence weapon and recover the bullets and cartridge cases for entry into NIBIN. Once test fired, the firearms are returned to Property Control and placed in their permanent storage locations. The test fired bullets and cartridge cases will be stored at the APD Crime Lab.
5. Before releasing a firearm to an owner, the Property Armorer or responsible supervisor will perform a criminal history check of the owner through the Atlanta Criminal Information Center (ACIC) to check for any felony or domestic violence convictions, or pending charges; and for any other restrictions which would result in the person being prohibited from possessing a firearm. If an evidence firearm is sold at auction or returned to any member of the public, the Property Armorer must notify the APD Crime Lab so that the case status can be updated in the NIBIN system.
6. Pursuant to City Code Section 98-49 (b), and O.C.G.A 17-5-51 (Forfeiture of weapons used in commission of crime) the Property Control Unit (as designated by the Chief) will destroy "any dangerous or deadly weapon used in the commission of a crime," (except firearms), after a year has passed since the conviction or the exhaustion of any appeals in the case.
 - a. Upon notification of conviction, a PCU technician will pull the weapon, mark the computer record for destruction, and date it.
 - b. During the year waiting period, the weapon can be released only by a court order. Court orders will be filed in the released-property-and-evidence file.
7. Pursuant to City Code Section 98-49 (c), the PCU will destroy "knives, metal knuckles and similar weapons" that have not been claimed by their owners.
8. A Property Control technician will pull the weapons identified in paragraphs # 6 and # 7, and process them.



Atlanta Police Department Policy Manual

APD.SOP.6030 Property and Evidence Control



- a. The technician will record the weapons, showing owner's name, serial number, incident number, date acquired, and a brief description of the weapon. If the weapon is to be destroyed pursuant to City Code 98-49 (b), the technician will also list the incident number.
 - b. A PCU employee will obtain a court order authorizing the destruction of the weapons.
 - c. Two PCU employees will maintain custody of the weapons until they are destroyed and will witness the destruction. They will document the destruction and file the documentation within the unit.
9. Firearms will be disposed of in accordance with O.C.G.A 17-5-52.1. If a firearm is to be destroyed, the provisions in paragraph #8 above will be followed.

4.3.7 Disposition of Alcoholic Beverages

1. Illegal alcoholic beverages not classified as evidence will be destroyed immediately.
2. Legal alcoholic beverages will be held for 90 days like other property. If they are not claimed after 90 days, the Property Control Unit will destroy alcoholic beverages that are open or have broken seals. The Property Control Unit will notify the Georgia Department of Revenue that legal alcoholic beverages with intact seals are available for disposal. If the Department of Revenue picks up the alcohol, then obtain a signed receipt and file the receipt. If the Revenue Department directs the City to destroy the alcoholic beverages, do so.
3. The destruction of alcoholic beverages will be witnessed by two PCU employees and will be documented in the evidence database.
4. The supervisor assigned to the Disposal component of the PCU will make a report to the PCU commander when alcoholic beverages are destroyed or transported to the Department of Revenue. The report will state the amount, and date that the alcoholic beverages were transported or destroyed. Additionally, the report will list the two (2) Property Control Units employees (witnesses) names and four (4) digit unique identification numbers.

4.3.8 Condemning Money

1. When an officer turns in money derived from drug, gambling, or illegal whisky offenses, the receiving property technician will mark it as drug, gambling, or illegal whisky money in the evidence database.
2. Only FIU can authorize the release of money that is placed in "hold" status. After the Asset Forfeiture Unit has released its hold, the money will continue to be held as evidence (See Section 4.3.5, # 2).

4.3.9 Disposition of Money

1. On a weekly basis, a PCU supervisor will pull a Money Count Bin report from the evidence database. Members of the Counting Team assigned to Fiscal will open and count the contents of the property envelopes identified in the report after having the PCU supervisor pull it. After counting the monies in each property envelope, a member of the counting team



Atlanta Police Department Policy Manual

APD.SOP.6030 Property and Evidence Control



and the PCU supervisor will complete the appropriate paperwork, and then transport the funds to the bank for deposit in the Evidence or Prisoner Fund Checking Account. Funds can also be transported by the authorized Armored Car Company and deposited in the bank.

2. Damaged and Counterfeit Money

- a. Damaged currency will be exchanged at the Federal Reserve. If the reporting officer asks to retain the actual currency, it will be kept in the vault.
- b. When counterfeit currency is found during the count or deposit at the bank, the Disposal supervisor will write and submit an RMS supplement report utilizing the original complaint number. PCU supervisor will forward copies of the supplemental report to the Property Control Unit commander. The report will include the Department employee that turned the currency in, and the employee's section commander.
- c. Any counterfeit currency found during the count will be placed in a new property envelope along with the original property envelope and held for the U. S. Secret Service. The Disposal supervisor will enter the change in the amount on the evidence database utilizing the original report number. The comment field will contain all parties present on the counting team and the date found. A copy of the print out will be forwarded to the Property Control Unit commander.
- d. Any counterfeit currency found during the deposit at the bank will be kept by the bank and held for the U. S. Secret Service. A copy of the bank form showing the funds were kept will be obtained from the bank by the Disposal supervisor. The Disposal supervisor will enter the change in the amount on the evidence database utilizing the original report number. The comment field will contain all parties present at the bank and the bank representative finding the counterfeit funds and the date found if not included on the bank report. A copy of the printout and the original bank report will be forwarded to the PCU commander.

3. The disposal supervisor will deposit money that is taken for safekeeping from arrestees in the Evidence or Prisoner Fund checking account in accordance with Section 4.3.9 (1) above. When writing checks to return money to arrestees, these procedures will be followed: (1) When a check is greater than \$1,000.00, two supervisors must sign the check, and (2) checks greater than \$5,000.00, the Unit commander must be one of the two signing supervisors.
4. Only the day watch PCU supervisors may write checks from the Prisoner and Evidence Fund accounts.
5. Fiscal Management will balance the checkbook accounts monthly on receipt of the bank statements.

4.3.10 Returning Property to Owner (CALEA 6th ed., Standard 84.1.1)

1. If possible, the officer should contact the rightful owner or claimant of stolen, lost, misplaced or abandoned property and return the property to them; or notify them to pick it up at the PCU (CALEA 6th ed., Standard 84.1.1f).



Atlanta Police Department Policy Manual

APD.SOP.6030 Property and Evidence Control



2. In the event the owner cannot be determined, located, or contacted and the property cannot be returned, the property will be released to the Property Control Unit for security and disposition.
3. The PCU will make reasonable efforts to notify the rightful owner of property prior to its disposal. Within two (2) weeks of receiving personal property or of evidence being converted to property, the PCU will notify owners via U.S mail that their property is available to be picked up and that it will only be held for 90 days after the notification date.
4. To obtain the release of property, a person must show proof of identity such as a current driver's license or other acceptable identification with photograph (approved by supervisor). The person must also provide proof they have a right to have the property and verified by utilizing the National Crime Information Center (NCIC).
5. When someone other than the owner seeks the release of property, he or she must present an original notarized letter of authorization from the owner authorizing the bearer to take custody and listing the property to be released. This individual must also provide proof of identity such as current driver's license or other acceptable identification with photograph approved by the supervisor.

4.3.11 Locating Missing Property or Evidence

When property and or evidence cannot be located, the following process will be initiated by the PCU commander:

1. The PCU commander will initiate and direct an immediate search for missing property and or evidence. The search will include, but is not limited to, creating a file for the item and reviewing the records in the PCU database and manual files. Copies of all paperwork and actions taken will be made a part of the file and kept by the PCU commander.
2. If the item is located, the PCU commander will close the file indicating where the item was located, and any actions taken for the item not being in its proper location. If the item is not located and all methods used have been exhausted and documented in the file, then the Office of Professional Standards (OPS) will be contacted by the PCU commander and they may conduct an investigation and recommend actions based on the investigation.
3. When property is requested by a citizen and it is not located and all means to locate the item have been exhausted, the PCU commander will give the citizen a "Clerk of Council" Claim Form (City of Atlanta Law Department form), and the number to the City Attorney's office (404-330-6400) in addition to calling OPS. A Supplementary incident report on RMS should be completed using the original case number on the lost or missing item(s).
4. The PCU commander will explain to the citizen to attach a brief letter describing the item that could not be located, an estimated value, and any proof of the value such as a sales receipt or quote. This procedure can also be obtained by going to the main City of Atlanta website (<http://www.Atlantaga.gov>), click on "Departments", then "Law", and select "Frequently Asked Questions (FAQ)." It is the first question asked and answered.
5. The PCU commander will be the liaison on behalf of the Atlanta Police Department, and the Department of Law until the claim is settled. The PCU commander shall familiarize him or herself with the appropriate city attorney assigned by the Department of Law to handle



Atlanta Police Department Policy Manual

APD.SOP.6030 Property and Evidence Control



claims of this nature, initiate the call to report the citizen's claim, and send any requested documents to the Department of Law representative in a timely manner.

6. For items of evidence that are not located, the PCU commander will appear in the appropriate court and testify when requested to attest to the actions taken to locate the item(s) of evidence and the procedures of the PCU.
7. All files created for items not located become a part of the chain of custody and therefore must be maintained indefinitely.
8. The search for items that are not located will be ongoing and documented in the file(s). If an item of Property is located after a claim is settled with a citizen, the item is considered city property and will be handled in accordance with O.C.G.A. 17-7-50 et al. If the item is Evidence, the appropriate officer, investigator, or the District Attorney's office shall be contacted immediately and notified of such.

4.3.12 Holding Currency and Personal Property

1. All Department employees will follow all of the guidelines for releasing and holding currency and personal property seized as a result of illegal narcotics and gambling involvement.
2. FIU will investigate all cases involving the seizure of monies and personal property involved in illegal drug and gambling activities. All cases that meet state and federal guidelines for seizure will be processed through the Financial Investigations Unit.
 - a. Division and section commanders will ensure that this directive is adhered to in their respective command.
 - b. Sworn employees will turn in all monies and personal property subject to seizure by the Financial Investigation Unit to the Property Control Unit.
 - c. The PCU will receive, secure, maintain, release, and dispose of property seized as evidence and property held for safekeeping.
 - i. The PCU will ensure that a "hold" is placed on all currency, and personal items confiscated during an arrest for illegal narcotics activity.
 - ii. The PCU's Assets Forfeiture Coordinator will create files for all forfeiture cases by names and complaint numbers.
 - d. The Criminal Investigations Division commander will ensure that all items seized meeting state and federal forfeiture guidelines are processed in a timely manner and those items seized that does not meet state or federal guidelines are released.
 - e. The Central Records Unit will ensure that a copy of all drug related incident reports involving seized currency, and or personal property is forwarded to the Financial Investigations Unit within three days of the incident.
3. Sworn employees will turn in all monies and personal property subject to seizure to the PCU. They will place a "Hold" for the Asset Forfeiture Unit on items or on impound vehicle reports.



Atlanta Police Department Policy Manual
APD.SOP.6030
Property and Evidence Control



4. The PCU's Duties in Regard to Holding Currency and Personal Property
 - a. PCU will create a file for each currency case in which the Asset Forfeiture Unit advises that it will "Hold" or "Release." The file will contain the "HOLD or RELEASE" memorandum, a printout from the property or evidence data base of the confiscated monies or property, and a copy of the condemnation request form and or when applicable, a final order of forfeiture and or default judgment from Superior Court.
 - b. PCU will give the Asset Forfeiture Unit a receipt for all "HOLD or RELEASE" memoranda, copies of condemnation requests, and final orders of forfeiture that the Asset Forfeiture Unit submits to PCU. If the PCU does not have the proper documentation from the Asset Forfeiture Unit to hold drug monies after 20 days for State seizures, and 60 days for Federal seizures, and gambling monies of \$500.00 or more after 10 days, the Property Control Unit will release the currency, and property (provided all other conditions of release have been satisfied). The Asset Forfeiture Unit will be notified before any currency or property with a drug hold is released.
 - c. The PCU will hold copies of reports submitted by confiscating officer for the Asset Forfeiture Unit pick up each working day. This will serve as notification that the monies or property has been processed.
 - d. The PCU will notify the Asset Forfeiture Unit within 24 hours after currency has been processed.
 - e. The PCU may place a sixty (60) day "Hold" after being directed by the Asset Forfeiture Unit on seizures forwarded to the Drug Enforcement Administration (DEA).
 - f. The receiving clerk will forward copies of the police reports and photograph(s) submitted by sworn personnel to the Property Control Unit's Asset Forfeiture Coordinator.
 - g. The PCU will update the Property Control Unit's computer to indicate pending district attorney's actions and file copies of forfeiture action documents in the asset forfeiture pending case files.
5. The Asset Forfeiture Unit's Duties in Regard to Holding Currency and Personal Property
 - a. The Asset Forfeiture Unit will pick up from Property Control each working day, copies of reports submitted by the reporting officer concerning confiscated money or property. The Asset Forfeiture Unit will review all drug related incident reports to determine whether or not they meet state or federal guidelines.
 - b. The Asset Forfeiture Unit will, within 20 days from the date of drug money seizures, and 10 days of gambling money seizures, fax a memorandum to the Property Control Unit to "Hold" or "Release" currency over \$500. The FIU will indicate in the memorandum, if applicable, whether the seizure is a State or Federal seizure (cases forwarded for state or Federal seizures can be held up to 60 days from seizure).



Atlanta Police Department Policy Manual

APD.SOP.6030 Property and Evidence Control



- c. The Asset Forfeiture Unit will fax the Property Control Unit a copy of the condemnation request when the case is ready to be filed with the District Attorney's office or the U. S. Department of Justice.
- d. The Asset Forfeiture Unit will, within three (3) days after receiving the court's final disposition, fax a copy of the final order of forfeiture or default judgment from the "Courts of Jurisdiction" to PCU.

6. Release of Currency Holds

- a. All monies being held pending court actions will not be released without a court order from the Court of Jurisdiction.
- b. Monies being held as evidence and being released by the Asset Forfeiture Unit will still be held by PCU as evidence.
- c. All monies being held pending ten (10), 20, or 60 days "Holds" will be subject to release if the forfeiture action was not filed within the time period required by law.
- d. The PCU accountant, or their designee, will disburse funds in accordance with court orders. Copies of the final order of forfeiture or default judgment and records of disbursements will be maintained in the forfeiture action case file.
- e. A PCU supervisor will review all releases of seized funds and will ensure that releases follow guidelines within this policy.
- f. A PCU supervisor will approve all disbursements of funds and will sign all checks in accordance with guidelines set forth in APD.SOP.6061, "Reporting Revenue."

4.4 Securing Narcotics Evidence

- 4.4.1 When turning in drug evidence and contraband, the officer will deliver the items to the PCU as soon as possible and before the end of his or her tour of duty.

1. A narcotics evidence locker, located in the PCU, will be used for storing narcotics evidence.
2. The seizing officer is responsible for maintaining the chain-of-custody of drug evidence until it is deposited in the narcotics evidence locker. The seizing officer will be responsible for packaging and labeling all drug evidence that is being submitted for analysis in accordance with the State's Division of Forensic Science (DOFS) and the Atlanta Police Department guidelines. The seizing officer will sign or initial the evidence envelope seal when turning in drugs to the PCU. The seizing officer will complete the procedure on the RMS in its entirety and generate the barcode label. The label will be affixed to the evidence envelope by the officer. The officer will affix the barcode in the appropriate location on the drug envelope as follows:



Atlanta Police Department Policy Manual

APD.SOP.6030 Property and Evidence Control



Form APD 313 Revised 3/1/07

Evidence
APD Case #: 082400134
Barcode #: 1000154
Crime Type: Drug Violation - Possession
Recovered on: 08/02/07 BY: 1000154

ATLANTA POI
EV

☐ Clayton County ☐ DeKalb County ☐ Fulton County ☐ City of Atlanta ☐ Court

*** Please write legibly ***

Case Number _____
Pouch Number _____
Type of Offense _____
Description of Evidence (Do not submit syringes, currency, razor blades or field test kits) _____

Suspect(s) _____ / _____
Suspect(s) _____ / _____
Victim _____
Date and Time of Recovery _____
Location of Recovery _____
Recovered By: _____
Service Requested: ☐ Analysis ☐ Destroy ☐ Safekeeping

CHAIN OF CUSTODY

Received From _____ By _____
Date _____ Time _____ AM/PM
Received From _____ By _____
Date _____ Time _____ AM/PM
Received From _____ By _____
Date _____ Time _____ AM/PM

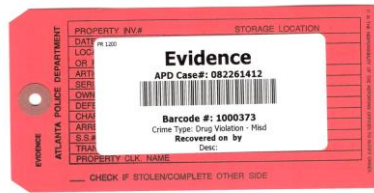
3. All drug evidence will be submitted in a clear sealed outer plastic evidence bag and a secured inner plastic bag. Do not use the manila or light blue evidence envelopes to package drug evidence.
 - a. Loose drug material, e.g., powders, tablets, capsules, crack cocaine, and marijuana, will be placed in a smaller clear plastic bag (e.g., sandwich bag) and secured before placing it in the outer plastic evidence bag.
 - b. If the material is already packaged, for example: if marijuana is in small manila envelopes or crack cocaine is in smaller glassine bags, place them as packaged into the outer plastic bag.
 - c. Liquid drug evidence will be submitted in a leak-proof screw-capped bottle and then placed in the outer plastic evidence bag.
 - d. Seal the outer plastic bag in a manner that prevents leakage and establishes a "tamper proof" seal.
 - e. Evidence tape must be put around top of bottle seal.

4.4.2 The exceptions to packaging drug evidence in clear plastic evidence bags are as follows:

1. Any wet plant material such as marijuana plants, leaves, and mushrooms will be packaged in paper bags. Trapped moisture will cause the evidence to rot and become unsuitable for analytical testing.
2. Large bales of marijuana, kilos of cocaine, large plants, etc. may be submitted in large bags or packaged as seized. In these cases, use a red evidence tag to record the necessary information and affix it securely to the evidence. If the suspected drug material is removed from any area of possible contamination, it should be marked with a BIOHAZARD sticker. The RMS barcode label will be affixed to the evidence envelope by the officer, as indicated below:



Atlanta Police Department Policy Manual
APD.SOP.6030
Property and Evidence Control



3. LSD is light sensitive and will be placed in a paper sack or small manila envelope before being placed in a clear plastic bag.
- 4.4.3 Do not co-mingle different types of drug evidence in a single plastic evidence bag, even if different drugs are packaged separately in smaller bags. All drugs will be packaged separately in evidence bags. Do not overfill the outer plastic evidence bag. Use additional outer plastic bags if necessary. The Crime Lab must be able to reseal the outer plastic bag upon completion of scientific analysis.
- 4.4.4 Recording Information on Evidence Bags
 1. Information on the evidence bags must be legible.
 2. The sealing officer's initials will be written on or under the plastic evidence bag's tamperproof seal. The officer will indicate if the drug evidence was obtained from any area of possible contamination, such as toilets, mouth, etc. Officers are responsible for completing the RMS home page in its entirety and affixing the barcode label to the evidence bag. A second label will be added by the Evidence Custodian once the item is reconciled with the Drug Logbook. The second label will contain the additional information that was entered by the officer such as: incident type, item number, date, and location of recovery, recovering officer, investigating officer, drug type, and quantity. The officer has the option of handwriting this information on the evidence bag if he or she wishes.
- 4.4.5 Do not log non-narcotics items in the drug logbook. Only drugs are entered in the drug logbook. All entries will be legible.
 1. Each entry into the drug logbook will indicate one suspect and one type of drug per line. If there is one suspect with more than one drug item, each item will be entered on a separate line.
 2. In cases where there is one suspect and multiple bags of drug evidence, label each bag with the total number of bags (for example: 1 of 3, 2 of 3, and 3 of 3) then staple all bags together. Follow the same numbering method when listing narcotics in the drug logbook.
 3. Drug evidence will be separated for individual cases according to suspect, date, and time of seizure. Each undercover "buy" will be packaged and logged separately.
 4. In a case in which the defendant is unknown and there is no expectation of identifying a suspect, complete the information required in Section 4.5.4 above. Write "unknown" for the defendant's name, and "to be destroyed" instead of a date of arrest.
 5. When the defendant is unknown, and the officer wants the drugs analyzed, write an alias name for the suspect. (Example: If the evidence was seized at 123 Main Street, the word



Atlanta Police Department Policy Manual
APD.SOP.6030
Property and Evidence Control



“Main” could be entered in the suspect field). The Crime Lab will analyze the drugs, but the officer must give the Crime Lab the defendant's real name in order to get the report.

4.4.6 Submitting Drug Paraphernalia

1. The GBI, Division of Forensic Science (DOFS) will not accept razor blades, syringes, or wet water pipes for analysis. If a razor blade is needed as evidence, it will be packaged separately and turned into Property Control as non- drug evidence.
2. Syringes brought to Property Control will be deposited in the PCU provided container on site for syringes and not in the drug evidence box. The officer must write the following information legibly on the syringe container.
 - a. The number of syringes.
 - b. The incident number of the report.
 - c. The suspect's full name.
 - d. The location where the syringe was found.
3. If the officer wants the contents of the syringe to be analyzed, he or she must empty the liquid into a “screw-capped bottle” (supplied by Property Control) , place evidence seal around top of bottle seal, and label the evidence as a “BIOHAZARD.” The screw-capped bottle and its contents are submitted as described in section 4.4.2, paragraph # 2 of this directive.

4.4.7 Storing and Disposition of Drugs

1. The Narcotics Evidence Custodian(s) will monitor the contents of the drug evidence lockers in a manner that is sufficient to maintain the integrity of the evidence.
2. The Narcotics Evidence Custodian(s) will store the narcotics evidence in the drug vault in the Property Control Unit
3. The Narcotics Evidence Custodian(s) is responsible for the disposition and destruction of drug evidence.

4.4.8 Requesting Narcotics for Training Purposes

1. Personnel requesting narcotics from training will submit their request through the Department's Narcotics Evidence Custodian on an Atlanta Police Department “Transfer of Drug Evidence for Training Purpose” form (Form APD 520). They will state the reasons for their request.
2. Once the request has been approved, the Evidence Custodian will select the requested items from evidence that is scheduled for destruction. The items will be entered in the drug evidence database as being signed out by the person(s) requesting the drugs. Each item will be inventoried and weighed. All drugs will be returned at the close of the business day.
3. The individual requesting the drugs along with a witness will transfer the narcotics to the training academy or to the K-9 Unit for training purposes. Each item will be inventoried and



Atlanta Police Department Policy Manual

APD.SOP.6030 Property and Evidence Control



weighed upon being returned to the Evidence Custodian. All weights will be recorded and all discrepancies will be noted in writing. The narcotics will be returned to the "to be destroyed" section.

4.4.9 Requesting Narcotics through the DEA for Training Purposes

1. The Sergeant assigned to the APEX will obtain their "State of Georgia Researcher License." Once the sergeant has obtained his or her license, they will provide their license number to the Drug Enforcement Administration (DEA).
2. Once the DEA has confirmed the sergeant's license, the DEA will forward DEA narcotics forms, allowing the APD K-9 Squad supervisor to order narcotics through the mail. Only 28 grams of each narcotic will be ordered at a time.
3. Upon the delivery of the narcotics to property by the carrier service, the receipt must be signed before they will be released to the APEX supervisor.
4. All drugs will be weighed and logged into the logbook and stored in the K-9 safe. All narcotics used for training purposes will be logged out daily by the K-9 trainer. The drugs will be weighed when they are logged out and logged in for accountability. All drugs will be kept for one year; after one year, the drugs will be destroyed. This process is done by completing DEA Form 41 and an APD Incident Form (APD Form 001) or an RMS Supplement report.
5. After all the forms have been completed by the K-9 supervisor; he or she will take the drugs to the PCU to be destroyed. Afterward, the K-9 supervisor will send DEA Form 41 to the Drug Enforcement Agency.

4.4.10 Processing New Narcotics Evidence

1. The Department's drug evidence will be stored in the storage vaults located in the PCU.
2. Each evidence envelope will be signed and dated by a Drug Evidence Custodian(s) (DEC) and another Property employee, as it is removed from the lockbox.
3. Each evidence envelope will be reconciled and signed for in the Property Control Unit drug logbook.
4. All evidence will be taken to the DEC work area and will be scanned into the DEC custody utilizing the RMS evidence tracking software. This procedure will be completed by the designated DEC.
5. On a regularly scheduled basis (preferably on a daily basis excluding off days and holidays), the DEC will inventory the contents of the drug evidence lockers. Two PCU employees will inventory the contents of the drug evidence lockers; one of which must be an appointed Drug Evidence Custodian.
6. Each evidence envelope should be reconciled with the logbook. The DEC should initial the logbook, indicating that the logbook entry is consistent with the evidence envelope that has been removed from the locker. The DEC and the second PCU employee will examine the tamperproof seal to determine if it is intact. If discrepancies are observed, the DEC should



Atlanta Police Department Policy Manual

APD.SOP.6030 Property and Evidence Control



notify the PCU commander. The drug evidence is then classified into two categories: scheduled drug evidence, and leafy material evidence, and will be handled as follows:

- a. The evidence will be transported on a regularly scheduled basis preferably once each week. The Drug Evidence being transported will be logged into the GBI database and accompanied by the GBI Submission Form from the database that identifies the APD case number, suspect and type of drug evidence being transported.
 - b. The leafy material evidence that is over 30 grams in weight will be transported to the GBI following the same protocol in 4.5.10 (6) (a). If the leafy material is under 30g the evidence will be stored in the drug vault until requested for analysis. Once a leafy material exhibit is requested for analysis, it will be deposited in the APD Crime Lab locker. Movement of this evidence will be documented to preserve the chain of custody.
7. On occasion, officers will submit drug evidence that has no suspect affiliated with it. In this instance, the envelope will be documented by the DEC, on the submission form reserved for evidence destruction.
 8. When delivering drug evidence to the GBI Crime Lab, the DEC's will deposit the scheduled drug evidence along with the time-stamped submission forms in the evidence intake locker designated by the GBI Crime Lab, located at the GBI. Crime Lab, 3121 Panthersville Road, Decatur, Georgia 30034.
 9. The DEC's will transport analyzed drug evidence back to the Department drug storage vaults where it will be inventoried and stored in the vault. A receipt will be obtained from the GBI DOF listing all drug evidence released back into the custody of the DEC. The analyzed drug evidence will be stored in the narcotics storage vaults in a manner that will make it readily accessible for future judicial proceedings.
 10. The DEC will maintain the drug evidence logbook, to be located on the counter in the PCU intake area. Drug evidence logbooks will be stored in a secure location once they have been completed.

4.4.11 Narcotics Evidence to Crime Lab

1. The DEC will then deliver the reconciled drug evidence to the State Crime Lab. The reconciled drug evidence will be placed in the State Crime Lab lockbox with a date and time-stamped. Leafy material evidence is stored in the drug evidence vault until a request for analysis has been made by the Atlanta Police Department's Crime Lab.
2. The DEC will contact the GBI crime lab supervisor on a weekly basis to determine if analyzed drug evidence is ready for pick up. The DEC along with an officer or investigator will go to the crime lab to pick up analyzed drug evidence.
3. Crime lab personnel will provide the DEC with an inventory receipt, which lists the contents of the container by the crime lab case number. Both, the DEC and the accompanying officer or investigator will sign the receipt. The receipt will be kept on file in the PCU to preserve the chain of custody. The drug evidence will be transported back to the PCU where the DEC, along with the officer or investigator will reconcile the exhibits with the State Crime Lab inventory receipt.



Atlanta Police Department Policy Manual

APD.SOP.6030 Property and Evidence Control



4. Any discrepancies (missing evidence, evidence not documented on the receipt, improperly sealed evidence) between the receipt and the drug evidence should be brought to the attention of a state crime lab supervisor. Additionally, the discrepancy should be documented in the form of a memorandum to the PCU commander, and a copy of the memorandum kept with the state crime lab receipt.
5. The drug evidence will then be taken to the drug storage vault where it will be stored pending the disposition of any judicial proceedings. The DEC will establish storage method(s) that will provide for the retrieval of evidence in a timely manner.

4.4.12 Movement of Drug Evidence

Movement of drug evidence to and from the drug storage vault will be documented by the Drug Evidence Custodians so as to maintain chain of custody documentation.

4.4.13 Purging Old Narcotics Evidence

1. The DEC will contact the GBI crime lab supervisor and arrange a time for the use of the incinerator. The DEC will prepare an inventory sheet listing the drug evidence to be destroyed by the DOFS lab number or the APD incident number. The DEC and an officer or investigator will then transport the drug evidence to the crime lab where it will be loaded into the incinerator. The DEC will maintain the inventory sheet. An incident report will be generated to document the destruction of the evidence.
2. The PCU commander can destroy any contraband that is not associated with a criminal or civil complaint.

4.5 Disposition of Unclaimed Property

4.5.1 Pursuant to City Code Section 98-49, property that is not classified as evidence, or has not been claimed within 90 days and does not require disposition according to Sections 4.3.6 and 4.3.7 may be disposed of by destruction. Motor vehicles are processed as specified in Section 4.7.9.

4.5.2 Pursuant to OCGA 17-5-54, property that is not classified as evidence, or has not been claimed within 90 days and does not require disposition according to Sections 4.3.6 and 4.3.7 may be disposed of by conversion to Department inventory or sale through the PropertyRoom.com™ website.

4.5.3 The PCU commander will provide for the sorting of three-month-old property into four categories:

1. Needed by the Department or another City agency; to be converted to inventory. Divisions, sections, and units must notify the PCU commander in writing requesting with justification the items needed by their area. The PCU commander and Disposal supervisor have a responsibility to check with appropriate areas when items are listed in this category that are useful and could save the Department money;
2. Salable; to be sold at auction;
3. Property confiscated under RICO; and
4. Broken, not needed, or salable, or a health hazard; to be discarded.



Atlanta Police Department Policy Manual
APD.SOP.6030
Property and Evidence Control



4.5.4 Conversion to Inventory

1. Enter property that is needed by the Department on the inventory. The cost center will be "conf."
2. Notify Department and other City agencies by telephone that the property they need is available. The representative of the agency picking up the property must sign a receipt for it.
3. An item returned from inventory will be processed for sale or destruction.

4.5.5 Police Auction

1. By command memorandum, the Chief Administration Officer and the Administrative Operations Commander will establish the process for storing, selling, and documenting the items to be sold on the PropertyRoom.comTM website, or other auction service, as contracted with the City.
2. PropertyRoom.comTM Facilitated Auctions
 - a. PropertyRoom.comTM Internet site is a public meeting place where persons can sell and buy property. The PropertyRoom.comTM website is primarily a venue for law enforcement and other government agencies to conduct auctions and bidders to bid on auctions.
 - b. Unless otherwise expressly stated by PropertyRoom.comTM, PropertyRoom.comTM is involved only as a facilitator and agent in the transaction between buyers and sellers. As a result, PropertyRoom.comTM has limited control over the ability of buyers to engage in any transaction over the Website.
 - c. PropertyRoom.comTM cannot and does not control whether buyers will complete the purchase or sale of items upon which they have bid. Because user authentication on the Internet is difficult, and many times impossible, PropertyRoom.comTM cannot and does not confirm that each user is who they claim to be.
3. All items sold must first be entered on the PCU database.
4. Upon inquiry, to verify that an item was sold, a Property Control employee will have ready access to the following information and may release it:
 - a. The date the item was originally received by Property Control;
 - b. The date the item was placed in storage and removed from storage; and
 - c. The date sold and the amount it was sold for.
5. All money received from the police auction will be deposited with the Commissioner of Finance with the exception of RICO items sold. These funds will be kept separate per court order and deposited into the Police Evidence Fund Account. A separate check will be completed by the Property Control Unit commander and forwarded to Fiscal for deposit in the City of Atlanta RICO Account.



Atlanta Police Department Policy Manual

APD.SOP.6030 Property and Evidence Control



4.5.6 No employee, immediate family member, or representative of any employee of the Atlanta Police Department will participate in police auctions that dispose of seized property (City of Atlanta Ethics Board FA02005-1 Police Auctions).

4.6 Impounded Vehicles

4.6.1 All sworn employees impounding or seizing vehicles will inventory all property and evidence prior to turning the items in to the PCU.

4.6.2 The PCU commander will establish procedures for receiving and recording information on impounded vehicles, for holding vehicles for investigators, and for releasing vehicles to their owners.

1. If the impounded vehicle is eligible for release, the PCU may authorize the contract wrecker service to accept proof of identity and proof of a right to have the vehicle directly from the vehicle owner or owner's representative, in accordance with section 4.7.4. This authorization must be in writing utilizing Form APD005HR "Vehicle Impound Hold/Release Authorization Form."
2. Releases will be documented with the signatures of the releasing employee/agent and the person to whom it was released.
3. The PCU will maintain records of all impound releases in accordance with established record retention policies (APD.SOP.1050, "Records Management and Retention").

4.6.3 The PCU will enter each impounded car, truck, and motorcycle on the appropriate computer files.

4.6.4 Release of a vehicle

To obtain the release of an impounded vehicle, a person must show proof of identity such as a current driver's license or other acceptable identification with photograph, and proof of valid vehicle insurance. The person must also show proof of a right to have the vehicle, as follows:

1. The owner must present the title in the owner's name, the current tag registration in the owner's name, or a bill of sale to the owner less than 30 days old. The PCU supervisor may authorize acceptance of other proof of ownership.
2. If a vehicle was impounded for no proof of insurance, proof of insurance must be shown before the vehicle may be released. An exception can be made when the vehicle is non-drivable. In the case of a non-drivable vehicle, the PMT will write on the release form that the release is conditional in that the vehicle MUST be towed from the impound lot. Additionally, the PMT will call the impound lot and advise them verbally that the vehicle may only be released if towed from the impound lot.
3. When someone other than the owner seeks the release of an impounded vehicle, he or she must present proof as in paragraph #1 and an original notarized letter of authorization from the owner authorizing the bearer to take custody and completely describing the vehicle to be released. A copy of the notarized letter format is available upon request.
4. When seeking the release of an impounded vehicle registered in a company name, a representative of the company must present proof as in paragraph # 1. Alternatively, an



Atlanta Police Department Policy Manual

APD.SOP.6030 Property and Evidence Control



officer of the company may send an original notarized letter on company stationery naming the bearer as the person to whom the car is to be released.

5. When seeking the release of an impounded leased vehicle, the person may present current lease papers and tag registration for the particular vehicle. Otherwise, the vehicle can only be released to the leasing company.
6. A PCU supervisor may accept other documentation as sufficient proof, such as GCIC computer files, showing current ownership and that the person has a right to have the vehicle. This will expedite the release of a vehicle and provide quality customer service. Property supervisors may instruct Property Technicians to utilize the State of Georgia Department of Motor Vehicle Services (DMVS) files by running the registration by tag and VIN through G.C.I.C. Both the registered owner and titled owner can be used in verifying the owner of a vehicle as well as the tag registration. This information can be crossed referenced with information on the impound report. Property supervisors will make every effort to expedite the release of a vehicle through reasonable efforts in order to reduce liability and return vehicles back to their owners.

4.6.5 Holds on Impounded Vehicles

1. Vehicles impounded for drugs, illegal alcoholic beverages, lottery, or gambling devices will be held for ten (10) days. During that time, they may be released only with the authorization of the Asset Forfeiture Unit commander from the Special Enforcement Section (SES). SES may ask PCU to have the person sign a "hold harmless" agreement before releasing the vehicle.
2. When the Department has filed for condemnation, only the Fleet Management commander, can release an impounded vehicle. Before the release can be granted, the Fleet Management commander must receive authorization from the District Attorney (DA). The Fleet Management commander will file the original release form approved by the District Attorney.
3. A hold placed on an impounded vehicle by another police agency may be cleared with authorization from the other agency. If the agency designates to whom the vehicle should be released, that person must have appropriate identification in compliance with section 4.7.4.
4. Other holds placed on impounded vehicles must be released by the agency or unit placing the hold before the PCU releases the vehicle.
5. To reduce possible liability issues, field supervisors are responsible for checking whether or not holds are justified and in accordance with existing policy.
6. Supervisors approving holds on vehicles in the field will ensure that holds are proper and that the appropriate unit or squad has been properly indicated on the impound report and copies of appropriate paperwork are forwarded to the affected squad or unit.
7. The PCU Technicians receiving impound reports with vehicle holds will check the established guideline to ensure a "hold" is proper. If unsure about the hold, the Property Control Unit Technician will take the report to the on-duty Property supervisor for a decision. The request to "hold" a vehicle must be approved before placing it on the system. The



Atlanta Police Department Policy Manual

APD.SOP.6030 Property and Evidence Control



Property supervisor will make contact with the impounding officer or supervisor approving the hold before placing the hold in the system.

8. After investigating the situation, PCU supervisor may release the hold.

4.6.6 Outstanding Parking Tickets

If an impounded vehicle has outstanding parking tickets issued by ATLPlus, it can only be released after the outstanding tickets are paid or a cash bond in the amount of the unpaid tickets is made with ATLPlus by phone or internet. This provision applies only if the registration shows that the current owner owned the vehicle when the tickets were issued.

- 4.6.7 When a PCU supervisor has a complaint involving a fee dispute, they are to provide a Fee Adjustment Complaint Form (City of Atlanta form) to the owner. The PCU supervisor will ensure the form is completely filled out and is legible. Copies of all paperwork related to the vehicle will be attached to the form, which will be forwarded to the Contract Compliance Officer assigned to the Wrecker Compliance Office. For APD supervisory personnel needing a fee waiver or adjustment, they should prepare a detailed memorandum outlining the reason and justification for the request. Any relevant paperwork (Impound Report) should be attached and forwarded to the Wrecker Compliance supervisor for action.

- 4.6.8 Any deviation from this procedure must be authorized by the PCU commander.

4.6.9 Disposition of Unclaimed Vehicles

1. The Fleet Management Unit, Wrecker Compliance employee collect the City's portion of the sales of vehicles, pursuant to Title 40, Chapter 11 of the Code of Georgia, from the wrecker companies. The wrecker companies notify the Department of the sale of vehicles. The funds are turned in to the Financial Investigations Unit.
2. The Fleet Management Unit, Wrecker Compliance employee will collect the City's fee for each impounds release and turn the money in to the Financial Management Unit.

4.7 Issuing Firearms

- 4.7.1 The training Section will notify the PCU of which pistols are assigned to which officers. The Amory officer will list the service pistol on the Amory database, showing the serial number and city number; on a name card for the officer; and on a serial number card. The Property Control Unit Armory officer will maintain an accurate database of the weapons issued to individual employees.

- 4.7.2 Division and section commanders will inventory the service weapons and crowd control gear issued to the command annually according to a schedule set by the Chief Administration Officer, or their designee. Division and section commanders will maintain the equipment and keep it ready for use (CALEA 6th ed., Standard 17.5.2).

- 4.7.3 Officers will be responsible for properly maintaining their City-issued service weapons as established by their firearm training and the Department's written directives. Sworn employees will request the replacement of their service weapons when necessary. In addition, a sworn employee may request the issuance of a second service pistol for valid law enforcement purposes.



Atlanta Police Department Policy Manual
APD.SOP.6030
Property and Evidence Control



4.8 Lost or Stolen City-Issued Service Weapons

1. Officers authorized to carry a City-issued service weapon will act immediately to replace a lost or stolen City-issued weapon.
2. Officers will submit a copy of the incident report to the PCU commander, or his or her designee, when requesting the replacement of a lost or stolen City issued service weapon. If a service weapon is damaged or lost, the officer must turn in a copy of the damage or loss report to the commander of the PCU before a replacement is issued. If the damage or loss is due to the officer's negligence, the officer must pay for the repair or replacement. The damage or loss of the service weapon will not exceed \$500, as indicated in APD.SOP.2020, "Disciplinary Process," section 4.14.

4.8.1 Damaged or Malfunctioning City-Issued Weapon

1. When an officer's City-issued weapon is damaged or malfunctioning, he or she will immediately take the weapon to the Firing Range supervisor or a member of the Firing Range staff. The condition of the service weapon will be evaluated, and it will be repaired as soon as possible.
2. If the sworn employee's City-issued service weapon cannot be immediately repaired by the Firing Range staff member, another City-issued service weapon will be loaned to the employee on a temporary basis. When the Firing Range staff member repairs the service weapon, the employee's originally issued service weapon will be returned to the sworn employee. The Property Control armory officer can issue a temporary replacement, noted on the armory computer, name card, and serial number card.
3. If the officer's City-issued service weapon cannot be repaired:
 - a. The Firing Range supervisor will notify the PCU commander to issue the sworn employee another service weapon by telephone, as well as by memorandum.
 - b. The PCU commander, or his or her designee, will issue a replacement service weapon to the sworn employee, recover the damaged service weapon, and file the memorandum from the Firing Range supervisor authorizing the issuance of a replacement service weapon.

4.8.2 City-Issued Second Weapon

1. A sworn supervisor, officer, or investigator may request the issuance of a second weapon by completing a Request for Second Weapon (Form APD-773) and forward the request through the chain of command to his or her division commander.
2. The sworn employee's division commander will forward the approved requests to the SSD division commander for final approval.
3. The SSD division commander will forward all approved requests to the PCU commander or his or her designee, who will notify the requestor to pick up the second weapon.
4. All sworn employees issued a second weapon by the Department must qualify at the Firing Range with the City-issued service weapon before being authorized to carry the weapon.



Atlanta Police Department Policy Manual

APD.SOP.6030 Property and Evidence Control



5. The requesting employee will sign for the second weapon when the weapon is picked up and will surrender it upon his or her separation from the Department.
6. The armory officer will make the appropriate changes to the armory database, name card, and serial number card.

4.9 Personal Equipment

4.9.1 The collection of equipment is covered by APD.SOP.2131, "Collection of Department Equipment."

4.9.2 Employees being suspended or relieved from duty, will have their equipment collected by the disciplinary authority in accordance with APD.SOP.2020 "Disciplinary Process," sections 4.10.2 and 4.10.3.

4.9.3 Employees separating from the Department for disciplinary reasons will turn in Department-issued equipment and property to the OPS supervisor or a designee. The OPS supervisor or a designee will verify with PCU if the separated employee has any special equipment assigned to him or her and will itemize the equipment received from the separating employee. The following items will be collected, but are not limited to:

1. All City issued firearms (primary and secondary weapons), ammunition and magazines;
2. Breast and hat badges;
3. Identification cards;
4. Expandable baton and handcuffs;
5. OC gas canisters;
6. Portable radio and battery chargers;
7. Vehicle keys;
8. City-issued cellular telephone and pager;
9. Leather accessories and duty gear (utility belt);
10. Flashlight and charger, and
11. All police uniforms in the employee's possession.

4.9.4 If any equipment is not returned by the separated employee, the OPS commander or a designee will direct the employee to return the equipment. If the equipment is not returned within 30 days, an incident report will be written by the OPS commander or a designee listing the items not returned. The report will describe the circumstances associated with the items not being returned as instructed.

4.9.5 The OPS supervisor will turn the equipment, property, and itemized list into Property Control.

4.10 Weapon Storage Area



Atlanta Police Department Policy Manual

APD.SOP.6030 Property and Evidence Control



- 4.10.1 In addition to the weapons kept by each line unit, the Property Control Unit keeps a reserve of weapons, ammunition, and related equipment in secure storage.
- 4.10.2 The Property Control Unit Armory officer will keep this equipment clean, in good repair and ready for swift issue in an emergency. A tag will be attached to each item of equipment, with all of the information needed for a record of emergency issue and a place for the officer's signature.
- 4.10.3 The PCU commander, or the supervisor in charge, will issue equipment from the gun vault and other secure storage only in an emergency.
 - 1. A deputy chief or higher authority must verify the emergency by telephone or through Communications. A deputy chief or higher authority must specify what equipment is to be issued to what units.
 - 2. A PCU supervisor will issue the specified equipment to supervisors of the authorized units, require the recipients to sign the receipt for weapons, and note the other equipment issued.
- 4.10.4 A PCU supervisor will monitor the return of emergency equipment.
 - 1. The unit to which emergency equipment was issued must return it or explain its loss in a report. Damage to equipment and the use of expendable items such as ammunition must also be explained in a report. Equipment must be cleaned prior to its return to PCU
 - 2. A PCU employee will give a receipt for the equipment returned and will record the date and the equipment returned.
 - 3. The PCU Armory officer will examine all equipment and store it.
- 4.11 Audit and Inspection
(CALEA 6th ed., Standard 84.1.6)
 - 4.11.1 At least semi-annually, the PCU commander, or a designee, will conduct an inspection to determine adherence to procedures governing the control of property and evidence. The inspection is conducted to determine that the storage areas are being maintained in a clean and orderly fashion, that the integrity of the property is being maintained, that provisions of Department, division, and section directives concerning the Property Control Unit are being followed, that property is being protected from damage or deterioration, that proper accountability procedures are being maintained, and that property having no further evidentiary value is being disposed of promptly. The semi-annual inspection reports should be completed and submitted by January 15th and July 15th of each calendar year for the preceding six months of activity. The PCU commander will forward a copy of the inspection report to the SSD, CSS, SIU, and PRAU commanders and will keep copies on file for five years (CALEA 6th ed., Standard 84.1.6 a).
 - 4.11.2 When a new commander is assigned to the PCU, the new commander and a representative from the Staff Inspections Unit, who is designated by the Chief of Police, will conduct an audit of the property and evidence within 30 days of the new commander being assigned to the PCU. The purpose of the audit is to ensure the continuity of custody, and not to require the accounting of every single item of property. The audit should be a sampling of the total amount of general property or evidence and high risk (e.g., money, precious metals, jewelry, firearms, and drugs) property records under Atlanta Police's custody. The High Risk Items Sample Table (see



Atlanta Police Department Policy Manual

APD.SOP.6030 Property and Evidence Control



- Appendix) referenced by CALEA should be used to determine the appropriate sample size for the high risk items. An error rate that exceeds four (4) percent will require a full inventory of high-risk items. A sufficient amount of general property or evidence will also be represented in the change of custodian audit. The newly appointed commander should ensure that all records are current and properly annotated and should record all discrepancies prior to the assumption of property accountability. The PCU commander will complete the report and will forward a copy of it to the SSD, CSS SIU, and PRAU commanders and will keep a copy on file until a new Property Control commander is appointed or for five years, whichever is longer. (CALEA 6th ed., Standard 84.1.6b)
- 4.11.3 Annually, a supervisor in the Staff Inspections Unit will conduct an audit of the property and evidence held by the Department. The purpose of the audit is to ensure the integrity of the property control system, not to account for every item of property, and shall be a significant representative sampling of property, including high risk items. The Staff Inspections Unit will give copies of the audit to the SSD, CSS, PRAU, and PCU commanders and will keep copies of these audits for five years. (CALEA 6th ed., Standard 84.1.6c)
- 4.11.4 As directed by the Chief of Police, the Staff Inspections Unit will conduct an unannounced inspection of property storage areas at least once per year. The inspection will focus on property accountability procedures, security cleanliness, orderliness, and will include a comparison of randomly selected records. The unannounced inspection will target various areas under the control of the Property Control Unit and the required procedures; to include, the Money Vault (precious metals, jewelry, checks, credit cards, and currency), Armory (Weapons Storage Area), Drug Vault, Temporary Cage, Property Cage, Evidence Cage, Arson Room, Disposal Room, Cooler or Freezer, and Remote Property Lockers in support of the other inspections, inventories, and audits. The Staff Inspections Unit will give copies of the inspection reports to the SSD, CSS, PRAU and PCU commanders and will keep copies of these reports for five years. (CALEA 6th ed., Standard 84.1.6d)
5. DEFINITIONS
- 5.1 Accessories: Items such as baking soda, latex gloves, and disposable trash containers require by the Property Control Unit to maintain in stocks for field drug testing.
- 5.2 Acid Neutralizers: Soda ash or baking soda used before disposing of ampoules from used field drug kits.
- 5.3 Ampoules: A clear plastic pouch containing a chemical and cylinders assembled for mixing to determine positive or negative results for illicit drugs.
- 5.4 Audit: A documented accounting of high-risk items (e.g., cash, precious metals, jewelry, firearms, and drugs) and other evidence and non-agency property to establish that all property is accounted for and records can reasonably be assumed correct. For high-risk items this requires a two-tailed random sampling method be applied to achieve a 95% confidence level with a confidence interval of +or- 3 percent. If the sampling method reveals discrepancies in the records of the evidence or property that exceeds a 4% error rate, a 100% inventory must be conducted on all high-risk items and additional sampling of items in general storage to the satisfaction of the CEO, to re-establish the accuracy of all records. A significant, representative sampling of property including high-risk items. (CALEA 6th ed., Standard 84.1.6)
- 5.5 Cost Center: The basic component of the Department for the purpose of budgeting and cost accounting. The Department's cost centers are the zones, the sections, the Executive



Atlanta Police Department Policy Manual

APD.SOP.6030 Property and Evidence Control



Protection Unit and the administrative offices of the Department and the divisions. An additional cost center is used for major equipment purchases

- 5.6 Court of Jurisdiction: The court having jurisdiction in the county where the seizure was made.
- 5.7 Immediate Family: The spouse, domestic partner registered under section 94-133 of the City of Atlanta Municipal Code, and dependents, natural or adopted children of an official or employee for the City.
- 5.8 Inventory: A detailed itemized list of agency owned or controlled property in possession of the agency, which includes a definition (or value) of what is to be itemized, and a written certification by the person conducting the listing. (CALEA 6th ed., Standard 84.1.6)
- 5.9 Inspection: A careful and critical examination; a formal review of all components of a particular requirement and an examination of their application. (CALEA 6th ed., Standard 84.1.6)
- 5.10 Personal Equipment: The uniform and related items that are issued to be worn or carried by one employee.
- 5.11 Special purchase items: Items for which the Department has no regular vendor.
- 5.12 Supplies: Those items and materials that are owned by the City and assigned to the Department that are expendable, such as pens, forms, batteries and gloves; personal equipment is not included in "supplies."

6. CANCELLATIONS

APD.SOP. 6030 "Property and Evidence Control," issued August 13, 2020.

7. REFERENCES

Georgia Code Title 40, Chapter 11; and sections 3-10-11, 16-12-32, 16-13-49, 17-5-50, 17-5-51, and 17-5-5.52

City of Atlanta Ordinances, Sections 98-26, 98-49 and 98-50

Commission on Accreditation for Law Enforcement Agencies, Inc., (CALEA 6th Edition, Standards 84.1.1, 84.1.1b, 84.1.1e, 84.1.1f, 84.1.2, 84.1.3, 84.1.5, 84.1.6, 84.1.7, and Appendix)

APD.SOP.1050, "Records Management and Retention"

APD.SOP.2131, "Collection of Department Equipment"

APD.SOP.6061, "Reporting Revenue"

8. SIGNIFICANT CHANGES

Addition of Section 4.2.4 Criminal Laboratory Submissions along with pictured examples of forms for Latent Prints, Drug Analysis, and Firearms Analysis.

Throughout the policy the terms "ICIS" and "File on Q" were replaced with "RMS."



Atlanta Police Department Policy Manual

APD.SOP.6030 Property and Evidence Control



9. APPENDIX

9.1 High Risk Items Table

9.1.1 The below table has been developed as a tool for use by agencies when determining the appropriate sample size for conducting audits of high-risk property as required by Standard 84.1.6 (b) - Evidence Audits. This table only applies to high risk property and only for those circumstances when there is a change in evidence custodian. The sample sizes in this table have been calculated based on a 95 percent confidence level and a confidence interval of +or- 3 percent.

9.1.2 When using this table, agencies should determine the total amount of high-risk property they currently possess and find that number under "Pieces of High-Risk Evidence or Property." The corresponding "Required Sample Size" should be applied when conducting the respective audit. If the exact number for "Pieces of High-Risk Evidence or Property" is not listed, the next higher number should be used.

9.1.3 If an error rate of more than 4 percent is discovered when conducting the audit, a complete inventory of the high-risk property must be performed. However, agencies should consider a complete inventory when other factors suggest it is necessary.

High Risk Items Sample Size Table	
Pieces of High-Risk Evidence or Property	Required Sample Size
100	92
250	203
500	341
1000	516
1500	624
2000	696
2500	748
3000	787
3500	818
4000	843
4500	863
5000	880
5500	894
6000	906
6500	917
7000	926
7500	934
8000	942
8500	948
9000	959
10000	964
15000	996
20000	1013
25000	1023
50000	1045
100000	1056



Atlanta Police Department Policy Manual
APD.SOP.6030
Property and Evidence Control

