

## **EVIDENCE AND PROPERTY OFFICER**

### **A. SUMMARY**

The Evidence and Property Officer performs departmental functions relating to the processing, filing, storage and security of all property coming into the possession of the police department, including controlled substances and related evidence. The Evidence and Property Officer also acts as a custodian of all controlled substances handled by the Department and any other property that comes into the possession of the Department.

### **B. GENERAL DUTIES AND RESPONSIBILITIES**

It is the duty and responsibility of the Evidence and Property Officer to:

1. Act as a custodian of all controlled substances seized in the course of any arrest or investigation in compliance with M.G.L. c 94C s.47A.
2. Preserve for court any and all physical evidence relating to controlled substance found at the scene of a crime.
3. Process all physical evidence regarding controlled substance which is collected by or brought to the Department.
4. Preserve the security and custody of evidence under their control by giving or receiving a standardized receipt whenever evidence is received or transferred.
5. Transfer evidence only to persons authorized to receive it and only according to departmental policy regarding handling of evidence.
6. Properly destroy evidence in a timely manner when no longer needed for court or return it to the proper owner.
7. Keep themselves informed of all improvements in scientific investigative techniques with regard to police identification and laboratory processes.
8. Be responsible for the safekeeping of all lost, found, stolen or recovered property coming into the possession of the Department when so assigned.
9. Received, mark for identification, prepare, package, record and forward to the laboratories, all evidence that requires further specific processing.
10. Perform other duties as assigned by the Chief of Police or the Commanding Officer of the Detective Division.