



CEDAR RAPIDS POLICE DEPARTMENT

Cedar Rapids, Iowa

APPLIES TO:

Department

Page 1 of 10



POLICY TITLE:	<i>Evidence, Property and Evidence Control</i>	STANDARD/REF #:	84.1.1; 84.1.2; 84.1.4; 84.1.5; 84.1.6; 84.1.8
APPROVED BY:	<i>David Dostal, Chief</i>	REVIEWED DATE:	6/5/2025
REQUIRED REVIEWERS:	<i>Property & Evidence Commander; CID Commander</i>	REVISED DATE:	6/5/2025

POLICY/PURPOSE:

It is the policy of the Cedar Rapids Police Department (CRPD) to provide for the security and control of abandoned, lost, found, seized, recovered, and evidentiary property. The Property and Evidence Control system also referred to as Property Control, will be in accordance with State statute and applicable case law.

The purpose of this policy is to establish guidelines to be followed by all department personnel for the receipt, handling, security, and disposition of property taken into custody by the CRPD.

DEFINITIONS:

Audit

A documented accounting of high-risk (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.

Chain of Evidence:

The continuity of custody of material and items collected as evidence.

Inspection

A careful and critical examination; a formal review of all components of a particular requirement and an examination of their application.

Property & Evidence Sergeant

The person who holds authority for the supervision and operation of the property and evidence function. This position is referred to as the Property and Evidence Sergeant.

Property Technician

A civilian member of the police department whose responsibilities include the storage, transmittal, retrieval and disposal of evidence and property. This position is referred to as the Property Technician.

Records Management System

A computerized property storage management system which tracks property, maintains evidence integrity and control, and has reporting capabilities. The Records Management System uses barcodes printed on security labels to identify individual items and allow for property handling and tracking.

PROCEDURE:

The Property Technician is responsible for all found, recovered, seized, and evidentiary property



CEDAR RAPIDS POLICE DEPARTMENT

Cedar Rapids, Iowa

APPLIES TO:

Department

Page 2 of 10



POLICY TITLE:	<i>Evidence, Property and Evidence Control</i>	STANDARD/REF #:	84.1.1; 84.1.2; 84.1.4; 84.1.5; 84.1.6; 84.1.8
APPROVED BY:	<i>David Dostal, Chief</i>	REVIEWED DATE:	6/5/2025
	<i>Property & Evidence</i>		
REQUIRED REVIEWERS:	<i>Commander; CID Commander</i>	REVISED DATE:	6/5/2025

stored in the CRPD's property storage area(s). [84.1.1h]

The Property Technician will maintain records of all property brought to the CRPD. Property records will contain the status of all property held by the department. The record system shall contain the following: [84.1.5]

- The precise location of the property (e.g. room, shelf, bin, or drawer.)
- Date and time the property was received and released.
- Character, type, and amount of property on hand.
- Chain of custody to include names, dates, and times, from the time the property was received until its final disposition.
- Date and results of all inspections, inventories of property, and audits of records.

The Property Technician will routinely receive and transfer property from the evidence lockers outside of the property room to the property room. Any changes in the disposition or location of property will be recorded by the Property Technician.

- ❖ **NOTE:** Due to the severity, sensitivity and ever-changing statute of limitations involving Homicide, Suspicious Death, and Sexual Assault cases, all Property and Evidence employees shall refer to the Final Disposition of Property Guidelines and Procedures SOP prior to the disposal of any items associated with such cases.

Quarterly, the Property and Evidence Sergeant will conduct an inspection to confirm adherence to procedures used for the control of property. The inspection will also ensure that the property room is being maintained in a clean and orderly fashion, that property is being protected from damage or deterioration, and that proper accountability procedures are being maintained. A documented record of the inspection will be made and submitted to Professional Standards. [84.1.6a]

Whenever the Property and Evidence Sergeant is absent for an extended period to time (more than 30 days,) the operational activities and responsibilities will be assigned to a Property Technician, or a sworn employee designated by the division commander. Prior to assuming this responsibility, whenever possible, there will be a cursory inventory of all monies. When the Property and Evidence Sergeant returns to duty, an additional inventory will be conducted of monies.

Whenever there is a change in Property and Evidence personnel, an audit of property and evidence will be conducted in accordance with the corresponding appendix located in the CALEA Standard's Manual. This audit will be conducted jointly by the incoming (incoming if changing) and a designee of the Chief or Police, typically Professional Standards. [84.1.6b]



CEDAR RAPIDS POLICE DEPARTMENT

Cedar Rapids, Iowa

APPLIES TO:

Department

Page 3 of 10



POLICY TITLE:	<i>Evidence, Property and Evidence Control</i>	STANDARD/REF #:	84.1.1; 84.1.2; 84.1.4; 84.1.5; 84.1.6; 84.1.8
APPROVED BY:	<i>David Dostal, Chief</i>	REVIEWED DATE:	6/5/2025
	<i>Property & Evidence</i>		
REQUIRED REVIEWERS:	<i>Commander; CID Commander</i>	REVISED DATE:	6/5/2025

An annual audit of the Property and Evidence area will be conducted by Professional Standards and shall be in accordance with the corresponding appendix located in the CALEA Standard's Manual. [84.1.6c]

Unannounced inspections of property storage areas are conducted in addition as directed by the Chief of Police at least once a year. [84.1.6d]

Access to the Property and Evidence Area [84.1.2]

Entry to property storage must be controlled to prevent alteration, unauthorized removal, theft, or other compromises of property stored by the agency. All property stored by the department will be placed within a designated secured area.

The Property Technician will be issued a secured access card to the Property Room and will be responsible for maintaining security of the room and restricting access to authorized personnel only. Only the Property Technician(s) and personnel assigned to the Property and Evidence area will have access and control over the secured property room.

Items of property requiring added protection, including money, firearms, and narcotics will be stored in a secured area or vault located within the property room. Policy requires two (2) persons each with a secured access card and pin to access.

Property and Evidence Handling

All CRPD members who receive or take initial custody of lost, found, abandoned, stolen, or illegally possessed property, property of evidentiary value, or seized property will initiate and complete a Property Receipt (CRPD Form # 407) giving a full description of the property and the manner in which it was acquired. A copy of the property receipt will be provided to citizens from whom the property was received.

All officers will do the following:

- Check for a Stolen Report. If there is not one, attach a Found Property (green) tag to it. If property is found to be stolen, attach an Evidence (yellow) tag to it.
- Officers will obtain a case number for the items. A supplement will be completed documenting the circumstances of the property being turned over and any potential owners to the property, as well as what steps were taken to return the property to the owner. Officers shall use all resources possible up to and including Iowa DOT files, the CRPD records management system, as well as JCA in an attempt to locate the owner. If all attempts to contact the owner have been unsuccessful, the officer will submit the property into Property/Evidence.
- An officer who recovers, seizes, or receives property will be responsible for safeguarding the property until it is returned to the owner or placed into the Property and Evidence lockers. This



CEDAR RAPIDS POLICE DEPARTMENT

Cedar Rapids, Iowa

APPLIES TO:

Department

Page 4 of 10



POLICY TITLE:	<i>Evidence, Property and Evidence Control</i>	STANDARD/REF #:	84.1.1; 84.1.2; 84.1.4; 84.1.5; 84.1.6; 84.1.8
APPROVED BY:	<i>David Dostal, Chief</i>	REVIEWED DATE:	6/5/2025
	<i>Property & Evidence</i>		
REQUIRED REVIEWERS:	<i>Commander; CID Commander</i>	REVISED DATE:	6/5/2025

will be done before the officer ends their tour of duty. If the recovering officer transfers the evidence to another, the officer transferring the property will include the transfer of custody information in a supplement. [84.1.1a, b]

- Place the property in evidence lockers. Property too large to be secured in the evidence lockers will be secured in a storage area designated by the Property and Evidence Sergeant. Notify Property and Evidence area by sending email to "Police Evidence" when items are placed anywhere other than the evidence lockers.
- A supplement will be completed documenting the circumstances of the property being turned over to the department to include what steps were taken to return the property to the owner, if known and authorized. [84.1.1c]
- Place the property in the temporary evidence lockers for small articles or Bicycle Storage Area in the garage for larger items.
- The Property Receipt (CRPD Form # 407) will be forwarded with the regular reports by the end of the tour of duty.

Depending upon the amount of property and space available, the Watch Commander or designee may contact the Property and Evidence Sergeant. The Property and Evidence Sergeant will make a decision as to properly securing the property.

Narcotics, firearms, high value items, and money will be packaged separately from other property so that it can be stored according to this directive. [84.1.1e]

When evidence is recovered and crime laboratory examination is desired, this request will be included on the Evidence Tag.

- Officers will ensure that the evidence is properly packaged so that the laboratory can perform the proper test and get accurate results back to the department. If unsure how to properly package an item, officers should check for the proper method before doing it so that the evidentiary value of the item is not lost.
- The Division of Criminal Investigation (DCI) Laboratory Receipt form is to be completed by a member of the CSU requesting lab analysis and attached to the item of evidence.

Under some circumstances, the finder may claim the found property. Chapter 556F.7 of the Code of Iowa details procedures. These are not simple procedures and do require that the finder follow some specific steps. Refer to Chapter 556F.7 for specific instruction.

- The officers will inform the finders to contact Property and Evidence personnel immediately if they think they want to institute recovery procedures.



CEDAR RAPIDS POLICE DEPARTMENT

Cedar Rapids, Iowa

APPLIES TO:

Department

Page 5 of 10



POLICY TITLE:	<i>Evidence, Property and Evidence Control</i>	STANDARD/REF #:	84.1.1; 84.1.2; 84.1.4; 84.1.5; 84.1.6; 84.1.8
APPROVED BY:	<i>David Dostal, Chief</i>	REVIEWED DATE:	6/5/2025
	<i>Property & Evidence</i>		
REQUIRED REVIEWERS:	<i>Commander; CID Commander</i>	REVISED DATE:	6/5/2025

Weapons [84.1.1h]

NIBIN Database - Any firearm collected as evidence or if such circumstances surrounding the collection of the firearm deem that it will be NIBIN tested, it will be submitted to the Crime Scene Unit. The Crime Scene Unit will make determination if a firearm meets NIBIN submission requirements and will complete the submission.

Cartridge casings collected as evidence may also be submitted to the Crime Scene Unit for NIBIN submission.

ATF Trace – Any firearm processed by the CSU will complete an ATF firearms trace summary. When the trace is finished, a member of the CSU will document the results in a supplement and will electronically attach the results to the case file in the records management system.

Drugs

Special care will be used by employees when handling and processing controlled substances and narcotics.

Officers will package controlled substances in a sealable, clear, plastic, evidence bag to ensure the integrity of both the quality and quantity of the submitted item. Officers will fill out a Property Receipt and/or Evidence Tag. The net weight (NET) of the controlled substance as found as well as the total gross weight (TGW) of the controlled substance in its original container and evidence packaging will be written on the Evidence Tag. If in a pill or dosage form, an exact count will need to be documented on the Evidence Tag as well as the net weight and total gross weight.

The officers will place the submitted evidence item in the secured evidence lockers.

The Property Technician will weigh the narcotics while it is in its evidence packaging and then put the submitted item in the secured area. This area will be electronically keyed with an additional pin code so as to require two (2) Property Technicians to enter the room. [84.1.1h]

If narcotics need to be taken out of the property room for testing purposes or for Court, Property Technicians will retrieve the narcotics from the secured area and sign them out to the requesting personnel. When the narcotics are returned, they will be put back in the secured area. [84.1.1h]

All narcotics will be inspected to ensure the container and its contents have not been tampered with. This inspection will be conducted, at a minimum, each time the evidence is handled or transferred.



CEDAR RAPIDS POLICE DEPARTMENT

Cedar Rapids, Iowa

APPLIES TO:

Department

Page 6 of 10



POLICY TITLE:	<i>Evidence, Property and Evidence Control</i>	STANDARD/REF #:	84.1.1; 84.1.2; 84.1.4; 84.1.5; 84.1.6; 84.1.8
APPROVED BY:	<i>David Dostal, Chief</i>	REVIEWED DATE:	6/5/2025
REQUIRED REVIEWERS:	<i>Property & Evidence Commander; CID Commander</i>	REVISED DATE:	6/5/2025

Blood or Bodily Fluids

Items containing blood, bodily fluids or suspected bodily fluids should be handled with caution and labeled in accordance with the department's Contagious Exposure and Infection Control directive, City of Cedar Rapids Bloodborne Pathogen Exposure Control Plan, and is consistent with the OSHA Bloodborne Pathogen Standard 1910.1030. [84.1.1d]

Any property that is dangerous or hazardous will not be brought into the station. It will be stored in the outside garage area and rendered safe before it enters the building. Every effort should be made to make sure that hazardous substances or materials do not enter the building. [84.1.1h]

Refrigerated storage is available in the property room for perishable items such as the extended securing of blood or urine for court disposition. Containers of bodily specimens or other possibly infectious materials must be labeled "Biohazard." [84.1.1d,h]

Food perishables and liquids shall be photographed and returned to the owner or destroyed.

Property Disposal

Refer to the Final Disposition of Property Guidelines and Procedures SOP.

Evidence for Court Appearances

Arrangements to obtain evidence for a court hearing will be made at least four (4) business days prior, if possible.

- The officer or investigator will send an email to "Police Evidence" requesting the evidence.
- All evidence taken must be signed for and dated by the receiving officer in the Chain of Custody section of the Records Management System.
 - If the property is photographic evidence, the officer will email "Police ID Processing."
- The evidence must be returned to the Property Technician in person by the individual who obtained the same. The Property Technician will sign for and date the returning evidence on the Records Management System. If the Property Technician is not available, the evidence will be locked in the evidence locker by the individual who obtained the same.
- If the court system or the Linn County Attorney's Office requests that the evidence be maintained in their possession, the officer will notify a Property Technician in person or via email to "Police Evidence." The Property Technician will make the necessary corrections in the Records Management System.



CEDAR RAPIDS POLICE DEPARTMENT

Cedar Rapids, Iowa

APPLIES TO:

Department

Page 7 of 10



POLICY TITLE:	<i>Evidence, Property and Evidence Control</i>	STANDARD/REF #:	84.1.1; 84.1.2; 84.1.4; 84.1.5; 84.1.6; 84.1.8
APPROVED BY:	<i>David Dostal, Chief</i>	REVIEWED DATE:	6/5/2025
REQUIRED REVIEWERS:	<i>Property & Evidence Commander; CID Commander</i>	REVISED DATE:	6/5/2025

Currency

When an officer takes money into custody, the officer shall be required to count all money using a second employee as a witness. Each person will count the money and sign the CRPD Currency Sheet. This sheet is part of the money submission envelope.

Every effort should be made to count the money at the scene prior to its removal and placement in evidence. Uncounted money or money turned in without a Currency Sheet will not be accepted into evidence.

In cases where there is a large amount of money, the money may be transferred to a location suitable for counting, using two officers to secure the cash. In such cases, a detailed report of the circumstances will be left by the supervisor. However, prior to the removal of the cash from the scene, the cash will be photographed by the removing officers.

The money shall be sealed in a money submission bag with a filled-out evidence tag. The money shall be placed into the evidence lockers as soon as possible. Employees shall not retain any confiscated money beyond the end of their tour of duty.

On a monthly basis, the Property and Evidence Sergeant will review the monies in the safe and determine if the monies could be deposited based upon the disposition of the case. The money will be deposited with the City of Cedar Rapids and a receipt, signed by an employee of the City Finance Office will be placed into the deposit file. [84.1.1h]

The original deposit reports will be maintained by the Property and Evidence Sergeant and a copy sent to Professional Standards. [84.1.1h]

The CID Commander will conduct quarterly audits of the deposits and maintain copies. [84.1.1h]

All Other Evidence

Property should not be seized if it has no evidentiary value and does not appear to be contraband.

Property that is seized that is not contraband and is subsequently determined to have no evidentiary value should be immediately returned to the owner or person from whom it was seized.

All efforts will be made to ensure the property that is seized is maintained in the same condition as it was when seized.



CEDAR RAPIDS POLICE DEPARTMENT

Cedar Rapids, Iowa

APPLIES TO:

Department

Page 8 of 10



POLICY TITLE:	<i>Evidence, Property and Evidence Control</i>	STANDARD/REF #:	84.1.1; 84.1.2; 84.1.4; 84.1.5; 84.1.6; 84.1.8
APPROVED BY:	<i>David Dostal, Chief</i>	REVIEWED DATE:	6/5/2025
	<i>Property & Evidence</i>		
REQUIRED REVIEWERS:	<i>Commander; CID Commander</i>	REVISED DATE:	6/5/2025

Items that are seized will be listed in the property section on the incident report (Form 600) and will have the appropriate notations listed in the report narrative as it pertains to the seized property.

DIGITAL MEDIA EVIDENCE:

The Photo and Video/Digital Evidence Dropbox in Police Shares contains a detailed PowerPoint with instructions for submitting photos and videos into Evidence.

The CSU shall be responsible for the management of all property and evidentiary functions of photographs as evidence.

Digital Media evidence will be handled as follows:

- All photographic and digital evidence will be electronically. Digital files will be properly labeled and submitted in accordance with the Evidence Collection SOP. A member of the CSU will download the photos into the Records Management System.
- Photographic evidence will be stored in the CSU investigator's secure area.
- It will be noted on the Incident Report when photographs are taken.
- Video and audio recordings that are to be used as evidence will be handled like other non-photographic evidence, tagged, and placed into the digital and photo drop box.

Forfeiture of Property

The decision to initiate forfeiture of property pursuant to Iowa Code Chapter 809A is within the discretion of the County Attorney. They determine whether forfeiture actions should be pursued, what property should be forfeited, and which interests of joint property owners should be exempted from the forfeiture action. The decision to forfeit property is made only after consideration of all the facts and circumstances available in the light of the objectives to be achieved by forfeiture.

Among the factors to be considered in which forfeiture is justified:

- Minimum threshold amount involving cash seizures will be set at one thousand (\$1000.00.) A Commander may authorize a cash seizure involving less than one thousand dollars (\$1000.00) if there are extenuating circumstances but under no situation will cash seizures be made of five hundred dollars (\$500) or less.
- The seriousness of the criminal activity that supports the forfeiture, Serious Misdemeanor or above is required.
- The nexus between the forfeitable instrumentality and the criminal offense or series of offenses,
- The course of conduct of the perpetrator during the commission of the criminal offense or series of offenses.



CEDAR RAPIDS POLICE DEPARTMENT

Cedar Rapids, Iowa

APPLIES TO:

Department

Page 9 of 10



POLICY TITLE:	<i>Evidence, Property and Evidence Control</i>	STANDARD/REF #:	84.1.1; 84.1.2; 84.1.4; 84.1.5; 84.1.6; 84.1.8
APPROVED BY:	<i>David Dostal, Chief</i>	REVIEWED DATE:	6/5/2025
REQUIRED REVIEWERS:	<i>Property & Evidence Commander; CID Commander</i>	REVISED DATE:	6/5/2025

- Balancing the cost of the forfeiture action to the county.

Use of Forfeited Property [84.1.8]

Forfeited property may be used by the CRPD in the enforcement of criminal laws. The department may give, sell, or trade property to any other law enforcement agency within the State of Iowa if it will enhance law enforcement.

Subject to the laws, rules, and regulations of the United States, State of Iowa, and City of Cedar Rapids, the expenditures stated below are permissible uses of forfeited funds and property: [84.1.4]

- Activities calculated to enhance future investigations
- Law enforcement training
- Law enforcement operations
- Detention facilities
- Law enforcement facilities and equipment
- Drug education and awareness programs
- Asset accounting and tracking

Impermissible uses of Federal and State forfeited funds and property would be:

- Payment of salaries for existing positions
- Uses of forfeited property by non-law enforcement personnel
- Payment of non-law enforcement expenses
- Non-official government use
- Uses contrary to the laws of the United States, State of Iowa, or City of Cedar Rapids
- Extravagant expenditures

Disposition of Forfeitable Property

All final dispositions from the County Attorney's Office will be directed to the Property and Evidence Sergeant. The Property and Evidence Sergeant will submit these to Records to be attached in the Records Management System as part of the case file.

Items for Training Purposes [84.1.4]

Controlled substances and drug paraphernalia held by this department may be utilized for training purposes by sworn personnel only.



CEDAR RAPIDS POLICE DEPARTMENT

Cedar Rapids, Iowa

APPLIES TO:

Department

Page 10 of 10



POLICY TITLE:	<i>Evidence, Property and Evidence Control</i>	STANDARD/REF #:	84.1.1; 84.1.2; 84.1.4; 84.1.5; 84.1.6; 84.1.8
APPROVED BY:	<i>David Dostal, Chief</i>	REVIEWED DATE:	6/5/2025
REQUIRED REVIEWERS:	<i>Property & Evidence Commander; CID Commander</i>	REVISED DATE:	6/5/2025

To obtain approval:

- The officer or investigator will send an email request to "Police Evidence"
- The approval will come from the Property Manager or a CID commander
- The items requested must be Found Property, abandoned, or have a disposition from a court order for disposal.
- All training items taken must be signed for and dated by the receiving officer in the Chain of Custody section of the Records Management System.
- The items must be returned to the Property Technician in person by the individual who obtained the same. The Property Technician will sign for and date the returning items in the Records Management System.

Controlled substances:

- Any controlled substances utilized for canine training shall be obtained from the Drug Enforcement Agency as established in the Canine Unit directive.

Procured, seized, or forfeited Weapons and Explosives [84.1.4]:

- Weapons shall not be permitted to be removed from Property and Evidence for training purposes.
- Due to their nature, explosives are handled by the HDU and properly disposed of.
 - Refer to the Hazardous Device Unit directive for additional information.