

Police Department Policy and Procedure Manual

Chapter 4 — Operations

Section Number: 4-10-1
Section Title: Property Management
Most Recent Update: 02/02/2023

I. Policy

- A. Only the Property Custodians and the Investigation Division Commander will have access and control over the secured property storage room. Operationally the Senior Property Custodian will be designated as the primary contact and will be responsible for the day-to-day documentation, storage, and security of acquired property, contraband, and evidence.
- B. Semi-annually the Criminal Investigation Division Commander 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.
- C. Whenever the Property Custodians are absent for an extended period of time (more than 30 days), the operational day-to-day activities and responsibilities will be assigned to the Investigation Division Commander or a departmental employee designated by the Chief of Police. Prior to assuming this responsibility, the Chief of Police or his designee, whenever possible, will conduct an inventory. When the Property Custodians return to duty, an additional inventory will be conducted.
- D. Whenever a new Senior Property Custodian is designated, an inventory of property will be conducted jointly by the newly designated Senior Property Custodian and the outgoing Senior Property Custodian, if appropriate, or by a departmental employee designated by the Chief of Police to ensure that records are correct and properly annotated.
- E. 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, as described in 4-10-3.

- F. An annual audit of property held by the Clive Police Department will be conducted by a supervisory officer not routinely or directly connected with control of property. This will ensure the integrity of the system.
- G. Unannounced inspections of property storage areas are to be conducted annually by the Chief of Police.
- H. Items of property requiring added protection, including money, weapons, narcotics, dangerous drugs, jewelry and precious metals will be stored in the separate secured area within the property room.
 - 1. The Property Custodians and the Investigation Division Commander will be the only personnel with access to the general property room.
 - 2. Officers will place all items in the temporary lockers.
- I. Property records will contain the status of all property held by the department. The record system shall contain the following:
 - 1. The precise location of the property, e.g., shelf and/or box
 - 2. Date and time the property was received and released;
 - 3. Character, type, and amount of property on hand;
 - 4. Chain of custody, to include names, dates, and times, from the time the property was received until its final disposition; and



Michael G. Venema
Chief of Police