

Police Department Policy and Procedure Manual

Chapter 4 — Operations

Section Number: 4-10-2
Section Title: Duties of the Property Custodian
Most Recent Update: 10/25/2024

I. Policy

- A. The Property Custodians are responsible for all found, recovered, seized and evidentiary property stored in the Clive Police Department's property storage areas. The property custodians will be issued physical keys as well as a key card to the processing room and the evidence storage room. Keys to the pass-through lockers will be available to the property custodians. The property custodians or in the case of the property custodians' absence the investigation division commander will be responsible for maintaining security of the room and restricting access to authorized personnel only. The investigation division commander will be issued a key card and physical keys that allow him access to the same areas as the property custodians.
- B. General duties of Property Custodians
 - 1. The Property Custodians will maintain records of all property brought to the Clive Police Department
 - 2. Submitting officers will attach bar codes to all property/evidence that is submitted to the property management system.
 - 3. The Property Custodians will ensure all related bar-codes are fully inclusive. The bar-codes will be ready for inspection at any time.
 - 4. The Property Custodians will routinely receive and transfer property from the temporary evidence lockers to the property storage room.
 - 5. Items of property requiring added protection, including money, weapons, narcotics, and expensive jewelry, will be stored in the separate secured area located within the property room.
 - 6. Each item placed in the property room will be labeled for easy retrieval.

7. The Property Custodians will be responsible for transferring evidence to the DCI Crime Lab or other agencies.
8. The Property Custodians will abide by all court orders regarding the disposition of evidence.
9. Any changes in the disposition or location of property will be recorded by the Property Custodians.
10. All controlled substances, cannabis, and dangerous drugs 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.



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Chief of Police