

A. **PURPOSE.** To outline the organization and responsibilities of the Property Management Unit (PMU).

B. **ORGANIZATION**

1. The Property Management Unit is staffed with a sergeant (Unit Supervisor) and officers.
2. The Unit Supervisor reports to the Commander of the Support Services Division.

C. **SPECIFIC RESPONSIBILITIES**

1. Receive, secure, and store custodial property.
2. Receive, secure, store, and record evidence.
3. Acquire, store, control, and issue supplies and equipment.
 - a. Stored departmental equipment will be kept in a state of operational readiness.
 - b. Stored departmental equipment will be inspected for cleanliness, preventative maintenance, repair, and workability biannually by the Support Services Commander or his designee.
4. Conduct a bi-annual inspection of PMU for adherence to procedures used for the control of property and evidence.
 - a. The inspection shall include an inventory of all sensitive items (firearms, drugs, and money.)
 - b. The PMU Supervisor will provide a report on the inspection to the Commander of the Support Services Division.
5. Conduct an audit of sensitive items upon a change in the Property Management Unit Supervisor.
 - a. The audit will be supervised by the newly appointed PMU Supervisor.

- b. The audit sample size and error rate will comply with CALEA Law Enforcement Standards.

6. Conduct authorized disposal of custodial and Departmental property.

7. Complete other duties assigned by the Commander of the Support Services Division.

D. ACCESS TO PROPERTY MANAGEMENT STORAGE FACILITY.

Only authorized Property Management Unit personnel shall be granted access to the property storage facilities.

E. INSPECTIONS AND REPORTS

1. An annual audit of property and evidence will be conducted by a supervisor not routinely connected to the control of property and evidence.

- a. The supervisor responsible for the audit will be selected by the Support Services Unit Commander.

- b. The audit sample size and error rate will comply with CALEA Law Enforcement Standards.

2. An unannounced inspection of the property and evidence storage areas will be conducted annually by the Chief of Police or his designee.