

	<b>STANDARD OPERATING PROCEDURE</b> <small>State Form 39870 (R/S-06)</small>	Reference Number <b>LAB-006</b>
	Subject <b>Property/Evidence Storage Areas – Security</b>	
	Special Instructions Replaces LAB-006 dated March 1, 2015	Effective Date <b>November 30, 2017</b>

## **I. PURPOSE**

Establish guidelines for security of the Department property/evidence storage areas, and create a high level of integrity and transparency in the audit procedures associated with the evidence system by ensuring consistent applications of independent validations at each property/evidence facility.

## **II. POLICY**

Department property/evidence storage areas, hereafter referred to in this procedure as “storage areas,” shall be maintained in a secure manner following approved procedures for accountability and security.

## **III. PROCEDURE**

A. Only those persons authorized by the Commander of the Laboratory Division shall have access to the storage areas.

B. The Laboratory Division’s Field Quality Assurance Unit shall conduct a Complete Inventory Audit of each District’s storage areas biennially.

1. The Complete Inventory Audit shall be an independent inventory and audit conducted by the Field Quality Assurance Unit to account for every item of evidence stored at each District’s storage areas and to ensure appropriate procedures are being followed for the storage and preservation of evidence.

2. At a minimum, a Complete Inventory Audit shall be completed at each of the District’s storage areas once every two years.

3. As a standard practice, the Commander of the Laboratory Division may direct the Field Quality Assurance Unit to conduct a District Evidence Complete Inventory Audit at any District storage areas when an operational need arises, regardless of any scheduled or completed recurring biennial audit.

C. The Laboratory Division’s Field Quality Assurance Unit shall conduct an annual evidence inspection of each District’s storage areas during the off-year in which no District Evidence Complete Inventory Audit is required.

1. The “off-year” inspections shall be for the purpose of determining proper procedures concerning the property management system are being followed.

2. The “off-year” inspections shall document whether the authorized and responsible personnel of the District’s storage areas are maintaining the areas in a clean and orderly fashion; that property/evidence is being protected from damage or deterioration; that the proper accountability procedures are being maintained; and that items having no further evidentiary value are being disposed of appropriately and promptly.

3. As a standard practice, the Commander of the Laboratory Division may direct the Field Quality Assurance Unit to conduct an annual “off-year” evidence inspection at any District storage areas when an operational need arises, regardless of any scheduled or completed recurring biennial audit or scheduled or completed “off-year” inspection.

D. The Laboratory Division’s Region Field Supervisors and the Laboratory Managers shall complete three (3) “spot-check” inspections at each of their assigned storage areas yearly. These spot-check inspections shall be completed during those three separate quarters that do not coincide with a District Evidence Complete Inventory Audit or with an “off-year” inspection.

1. The Region Field Supervisors and the Laboratory Managers shall document these “spot-check” inspections using the District Laboratory Spot Inspection Report forms.

2. The “spot-check” inspections shall document whether the authorized and responsible personnel of the storage areas are maintaining the areas in a clean and orderly fashion; that property/evidence is being protected from damage or deterioration; that the proper accountability procedures are being maintained; and that items having no further evidentiary value are being disposed of appropriately and promptly.

3. As a standard practice, the Commander or Deputy Commander of the Laboratory Division may direct the Region Field Supervisors and the Laboratory Managers to conduct a “spot-check” inspection at any storage areas when an operational need arises, regardless of any scheduled or completed recurring biennial audit; scheduled or completed “off-year” inspection; and/or scheduled or completed “spot-check” inspection at a facility.

E. Whenever there is a personnel change in the Evidence Clerk or Property Officer positions at a facility, the Commander of the Laboratory Division may direct the Field Quality Assurance Unit to conduct a Complete Inventory Audit at that location, regardless of any scheduled or completed recurring biennial audit. These audits, which may be required due to the change in responsible personnel, if directed, shall be completed prior to any new or replacement personnel assuming control of storage areas.

F. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.