

**LITTLE ROCK POLICE DEPARTMENT
GENERAL ORDER**

G. O. 304 STORAGE OF PROPERTY

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I. Purpose and Policy

- A. The purpose of this Order is to establish procedures and guidelines to provide for the security and control of seized, recovered, and evidentiary property, as well as abandoned, lost, or found property, in the custody of the Department.
- B. Any property brought into department control by employees must be logged into department records and secured in the provided storage areas, as soon as possible, before the employee's shift ends.
- C. Before any property is stored, the employee who obtained the property, must make an effort to identify and notify the owner or custodian of the property and document such actions in his report.
- D. Personal use of any property is strictly prohibited.

II. Property Classification

- A. Items stored in the Property Room will be classified utilizing the following three categories:
 - 1. Evidence;
 - 2. Stored; and/or,
 - 3. Found.
- B. All property submitted for storage, shall have an Incident Report written and an incident number identified on the property tag and in the computer records. Detectives assigned to the Special Investigations Division, will follow procedures outlined in their Divisional Operating Procedures.
- C. Evidence
 - 1. All items stored under this classification must be linked directly to an identifiable crime and have a direct bearing upon the prosecution of the offense.
 - 2. All items stored as "Evidence" requires written authority from the storing officer, case detective, Prosecuting Attorney of the 6th Judicial District, or Judge (Court Order) who has jurisdiction over the property before it may be released or disposed of according to policy.

3. A sworn officer may release evidence as long as it is documented and in accordance with the procedures outlined above. If the case has a detective assigned, patrol officers cannot release evidence without approval from the case detective.

D. Stored Property

1. After sixty (60) days, all items stored with this classification may be released or disposed of, at any time, by property personnel, without prior notice to the recovering officer and/or case detective.
2. If the owner of the property is known, it shall be the responsibility of the officer/detective storing the property, to notify the owner and explain procedures for claiming the property. Any notification must be documented in the Accident Report, Offense Report, or Supplemental Report; whichever is appropriate.
3. Notification shall be made by telephone, email or on a form generated in the Records Management System (RMS) for notification by mail, when telephone or email contact cannot be made.
4. The recovering officer/detective will be responsible for notifying the owner and the Property Unit when such information is obtained at a later date.

E. Found Property

1. This classification shall be used on all property where the owner is not known or cannot be identified (no identification or serial number, bicycles, lawnmowers, hand tools, etc.).
2. All items stored with this classification may be released or disposed of by property personnel, without prior notice to the officer and/or case detective.

III. Storing Property - General Procedures

- A. No personnel will accept for storage any item which is being stored with the intent to punish or inconvenience any individual, or when the storage of such item is clearly unnecessary.
- B. All items presented for storage must be properly packaged and sealed with the officer's signature and date inscribed across the package and tape, whenever possible. Multiple items under one (1) tag number shall be secured together in order to prevent separation in transport.
- C. All items must have a computer entry and a bar code label affixed, prior to being stored. Instructions for computer entry are available at each terminal where property may be stored. If the label printer is down for any reason, a handwritten tag will be completed and attached to the property.
- D. Any property stored during periods when the Property Room is closed must be secured in the provided lockers. The computer entry record must reflect which locker contains the property.

- E. Any item that has an identification or serial number will be stored separately from other pieces of property. The recovering officer/detective shall conduct an NCIC/ACIC check on the property to determine if the item is stolen or wanted. Should the NCIC/ACIC computer system be down, the inability to check the item shall be noted in the Officer's Offense Report. A copy of the Offense Report should be attached to the property. No personnel will accept for storage any of the following items:
1. Perishable food;
 2. Explosives;
 3. Detonators;
 4. Fireworks;
 5. Corrosives;
 6. Bottled gases;
 7. Gasoline or any other flammable material; or,
 8. Any material or substance which poses a health risk to personnel storing or handling such items. (Should the question of health risk arise, the Headquarters Division Commander or his/her designee will be contacted to make the determination).
- F. The dangerous items listed above will be stored at the Central Fire Station or the appropriate agency responsible for handling such items. Department personnel should request a receipt to maintain the chain of custody on all items that are evidence. This receipt should be included in the case file and a copy provided to the Property Unit.
- G. Stored vehicles will not be entered into the Records Management System, except as authorized by the Headquarters Division Commander or his/her designee.
- H. A computer entry, or a bar code label, will not be made for any item not in custody of the Department. If a computer entry or a bar code label is created by mistake, the officer or detective responsible shall notify the Property Unit in writing.
- I. Any item presented for storage in the property room, should be packaged using the guidelines listed below. Personnel should use the smallest package possible to help utilize space in the property room.
1. Small items will be placed in clasped envelopes no smaller than 6"x9".
 2. Other items can be placed in various sized paper bags or cardboard boxes, when possible.
 3. Any items that cannot be secured together must have separate computer entries and property tag labels.
 4. Any item soiled with blood or other body fluids will be dried in Crime Scene lockers before being sealed in paper or cardboard and marked "CAUTION BIOHAZARD".

- J. If special conditions exist, concerning the stored item (such as, “To be printed”, “Caution” - “Sharp Edges”, etc.), the officer/detective shall ensure the packages are labeled appropriately. If necessary, an Officer’s Report will be attached to the item stored.
- K. Containers filled with non-flammable liquids shall be properly sealed and the container emptied before storage.
- L. Power equipment containing gasoline will not be accepted for storage within the Property Room until the gasoline is removed.
- M. Hypodermic syringes, knives, or any other sharp objects must be made safe before storage. The Arkansas State Crime Lab has requested that all syringes be packaged in puncture proof containers, which are provided by the Property Unit, and labeled “CAUTION BIOHAZARD”, prior to requesting analysis.
- N. All blood and urine shall be stored in a refrigerator located at property room satellite locations in a package to prevent leakage. An Arkansas State Crime Laboratory submission form shall be completed by the storing officer/detective. The sample will be submitted by the Property Unit.
- O. Items, such as old or damaged televisions, refrigerators, bicycle frames, old automobile parts, tires, etc., that have obviously been abandoned and are not of an evidentiary nature, will not be stored in the Property Room. The sanitation department or other city agency will be notified to pick up these items.
- P. Items determined to be inoperable or have no value by the Headquarters Division Commander or his/her designee may be destroyed.
- Q. Large items or large quantities of property that will not fit in the provided lockers, will be securely stored in cages located within the foyer of the main Property Room, located at 600 West Markham. The keys to the overhead door, the outside double doors, and the security code may be obtained from the Desk Officer. The Desk Officer will complete a log indicating the time in/out and the employee requiring access. Department personnel accessing the property room foyer after hours will be responsible for securing the property room foyer prior to returning the keys to the Desk Officer.
 - 1. The storing officer will transport or make arrangements to transport large items, such as bicycles to the main Property Room. Those items will be secured by chain and lock within the foyer of the Main Property Room.
 - 2. No items will be left unsecured at anytime in any property facility. If property cannot be secured, Communications will be notified to contact the on-call property personnel for assistance.
- R. Evidence received from the Arkansas State Crime Lab shall be stored by the Property Unit, so they may account for all items.
- S. Items presented by other agencies for storage will not be accepted by this Department, except those items which are part of a Departmental investigation.

- T. Property personnel shall ensure that procedures and packaging guidelines are followed. If packaging or procedures have not been followed, the Property Supervisor will contact the Officer's Supervisor and have the Officer report to the Property Room no later than close of the next business day.

IV. Storage of Money or Jewelry

- A. All money and jewelry must be counted and itemized by two (2) people prior to storage.
1. Two (2) officers will conduct a count of the currency and separate by denomination. ~~Each officer will conduct an independent~~ *Officers must hand* count and sign the Little Rock Police Currency Recording Form (5600-92) verifying the total amount stored.
 2. All currency will be recorded on Little Rock Police Currency Recording Form (5600-92) which will then be attached to the outside of the envelope prior to storage. The currency will also be recorded and verified under the "Cash" tab in the Records Management System (RMS).
 3. All jewelry will be itemized prior to being sealed.
 4. Money counting machines will be used to verify the total amount.
- B. All money or jewelry must be sealed with clear packing tape or evidence tape, with the employee's signature and date across the seal. Money and jewelry may also be heat sealed, with the storing officer or detective's signature and date across the seal. The officer/detective witnessing the counting and itemizing of money or jewelry, should also sign across the seal.
- C. All money or jewelry shall be stored separately from other items of property.
- D. Property personnel will ensure procedures are followed, before accepting the property for storage. If proper procedures are not followed, the property will be refused and the storing officer/detective will be notified.
- E. Amounts over \$5,000.00 shall be stored with a member of the Property Unit at the main Property Room during normal office hours. Amounts over \$5,000.00 stored after hours, requires the call-out of the Property Unit Sergeant or designee to secure the money or valuables in the safe. Amounts over \$5,000.00 will not be secured in the lockers provided at satellite locations for storage of property after hours.
- F. If any member of the police department, sworn or civilian, during the course of his/her duties, comes in contact with U.S. Currency in the amount of \$2,000.00 or more that must be stored for any reason, he/she will immediately notify his/her immediate supervisor. The notified supervisor shall:
1. Be involved in the separation of the currency by denominations and will ensure that, once separated; each member of the counting team counts and verifies the total amount of money in each denomination. Should the individual totals be different, a recount will be conducted to correct any discrepancies.

2. Ensure the amounts of each denomination and the total is correctly recorded on a Little Rock Police Currency Recording Form (5600-92). After the supervisor confirms the form is completed correctly, the supervisor and the two (2) employees used to assist in counting the currency will sign the form verifying the total stored amount.
- G. If any officer or detective comes into custody of suspected counterfeit currency, the following procedures shall be followed:
1. If suspect information is known, enter that individual's information in the "Owner" tab in the Records Management System (RMS).
 2. If the suspect information is not known, enter the information of the local U.S. Secret Service field office (111 Center Street, Suite 1700, Little Rock AR 72201)

V. Storage of Weapons

- A. All firearms must be made safe prior to storage.
- B. Departmental personnel recovering a firearm shall run an NCIC/ACIC check on the firearm before it is stored. A copy of this computer printout shall be attached to the property prior to storage.
1. If the NCIC/ACIC computer systems are down and the employee is unable to run a check on the weapon, this shall be noted in the employee's report. A copy of this report should be attached to the outside of the property, prior to storage.
 2. If the firearm is reported stolen, the recovering officer or detective shall be responsible for notifying the appropriate Detective Unit or outside agency to remove from NCIC/ACIC as stolen or wanted.
 3. The recovering officer or the case detective shall be responsible for notifying the owner of the firearm and documenting such notification.
- C. Firearms that fall into the classification as Unusual/Exotic or if the officer/detective cannot make the firearm safe at the time of storage, the department armorer must be called out. In accordance with Training Division call out procedures, the department armorer will inspect and ensure that the firearm is unloaded and safe. The armorer will document the firearm is safe for storage and attach this documentation to the firearm or package so it can be inspected by the Property Unit.
- D. Only one firearm will be stored under a single property tag number.
- E. All identifying information for firearms will be recorded on a Firearms Information Form (LRPD Form 5600-3), which will then be attached to the firearm or the outside of the gun box prior to storage.
- F. All firearms stored in a gun box must be sealed with clear scotch or evidence tape with the employee's signature and date across the seal.
1. Ammunition will be stored separately from the firearm.
 2. No other property may be stored with any firearm.

- G. Other weapons, such as knives, razors, ice picks, etc., which do not have an identifying number, may be stored under a single tag number. However, these items must be covered and made safe, prior to storage.

VI. Storage of NIBIN Test Casings

- A. NIBIN test casings will be stored as Stored Property unless they are identified as Evidence in an on-going investigation by a sworn law enforcement officer.
- B. Once a firearm has been test fired and the test casings collected, the NIBIN firearm examiner will specify the test casings as NIBIN related in the property description.
- C. After a time period of five (5) years from when the test casings were originally stored, the NIBIN test casings will be disposed of unless they have been reclassified as Evidence of an on-going investigation.

VII. Storage of Narcotics

- A. Narcotics evidence will be heat-sealed in plastic bags and placed in a paper envelope, bag or cardboard box with the officer/detective's signature across the seal. Narcotic evidence such as plant material that is considered green or may contain moisture or have the potential to become toxic, shall be packaged in paper products.
- B. The material will be clearly identified and no other property may be stored with narcotics.
- C. All narcotics will be stored separately from other items of property.
- D. All narcotics will have a quantity or a weight identified both in the Records Management System (RMS) under the "Drugs" Tab and on the bar code label, prior to being stored. Narcotics will be weighed with scales, provided at each storage facility, after heat-sealing in plastic.
- E. A standard Arkansas State Crime Lab submission sheet shall be completed by the Officer/Detective on all evidence to be sent to the lab for analysis.

VIII. Storage of Sexual Assault Evidence Kits

- A. Officers, who respond to a sexual assault incident, will accompany the victim to the appropriate medical facility.
- B. The following procedures and guidelines will be followed when storing property under this provision:
 - 1. Officers will remain at the medical facility until completion of the victim's sexual assault examination.
 - 2. Officers will take custody of clothing, sexual assault evidence collection kit, or any other evidence related to the incident. The clothing and sexual assault evidence collection kit will be stored separately under individual property tag numbers; however, all items may be placed into the same property storage locker. Sexual assault evidence collection kits shall not be refrigerated.

3. The storage information will be made part of the Offense Report, and a copy of the report will be forwarded to the Major Crimes Division.

IX. Storage of Arrested Persons Property

- A. These guidelines apply only to property of an arrested person which must be stored for safe keeping when the person is incarcerated by a Little Rock Police Officer. Any evidence or contraband seized from or as a result of the arrest must be processed in compliance with other sections of this Order. Property stored in accordance with this section is intended to be released back to the owner as soon as they are released from custody and must meet the classification requirements of “stored property”.
- B. The following procedures and guidelines will be followed when storing property under this provision:
 1. All property taken from a person arrested and stored for safekeeping will be recorded on a “Little Rock Police Department Stored Property Receipt” Form 5500-95 and on the associated Offense report.
 2. The incident report will indicate that a Little Rock Police Department Stored Property Receipt form was completed and a copy was given to the arrestee or placed with his/her immediate possessions.
 3. The Little Rock Police Department Stored Property Receipt Form (5500-95) is for use only when storing a person’s property that has been incarcerated under provision of this section. This form is not interchangeable with and does not replace any other form used to store property under other conditions.
 4. The owner of the stored property will be required to sign the receipt acknowledging the accuracy of the items listed on the receipt if they are able. If the owner refuses to sign the receipt or is unable to, the officer will indicate this by writing “Refused” or “Unable” in the space provided for the owner’s signature.
 5. The officer/detective will make a copy of the signed form before leaving the Pulaski County Jail or any other agency. The original will be downloaded into the Records Management System (RMS) and the copy will be provided for the person whose property was stored. Once verified that the form has been properly downloaded and attached within RMS, it may be discarded or retained by the officer/detective.
 6. The completed Little Rock Police Department Stored Property Receipt Form will be attached to the property tag on the outside of the item. In the case of multiple items being stored from the same person, it only needs to be attached to one of the items.
 7. When storing currency under this section, officers will not use the Little Rock Police Currency Recording Form 5600-92, but are required to list the currency on the Little Rock Police Department Stored Property Receipt Form 5500-95 and abide by all requirements for the counting, verification, and storage of currency as defined in Section IV of this Order.
 8. Currency, jewelry, and general property must be stored separately under separate property tag numbers even though only one Little Rock Police Department Stored Property Receipt Form 5500-95 is required.

9. The property tag number(s) of each item will be recorded on the Little Rock Police Department Stored Property Receipt Form in the space provided when the items are entered into the system. It is not necessary for these numbers to be recorded on the copy given to the owner, instead, the word "pending" will be used.

X. Chain of Custody

- A. All Police Department personnel shall follow the below guidelines when checking property out of the Property Room. Any personnel, requesting several items, should notify Property Room personnel one day in advance, so they may be pulled and ready in time.
 1. After the item requested is presented by property personnel, the officer/detective will verify all information and sign the computer printout indicating that he/she took custody of the property.
 2. The property technician, who issues the item(s), will sign the same printout. Property Room personnel will retain the receipts and place them in their permanent file.
- B. All Police Department personnel shall follow the below guidelines, when returning property to the Property Room.
 1. During normal working hours, the officer/detective returning the property to the Property Room will verify all information and sign the computer printout indicating the property was returned.
 2. The property technician receiving the item(s), will sign the same printout indicating that he/she took custody of the property. In addition, all narcotics will be weighed and this weight documented.
- C. Property returned after the Property Room has closed will be secured in the lockers provided for storage after hours. Personnel returning property shall make note of the date and time the item was returned and attach this to the property. Property Room personnel will attach this sheet to the original checkout sheet and place them in their permanent file.
- D. Should property be retained by a court, the employee who checked out the property, must obtain a court order or receipt detailing the item(s) being retained by the court for "Evidence". The employee, who checked out the property, will return this court order or receipt to Property Room personnel, who will make the proper notations in the computer system and file the court's documentation.
- E. Any item checked out from the Property Room and not returned by the employee, will cause a notice to be sent to the employee after the below listed timeframes.
 1. D.O. - 10 days
 2. ATF- 10 days
 3. District Court – 1 day
 4. Traffic Court – 1 day

5. All Circuit Courts- 3 days
 6. Crime Scene- 3 days
 7. FBI- 10 days
 8. US Attorney's Office- 3 days
 9. Internal Affairs – 10 days
 10. Training – 10 days
 11. NIBIN- 1 day
 12. FOI- 3 days
 13. Prosecutor – 3 days
 14. Window – 1 day
 15. Viewing – 1 day
 16. DEA- 10 days
 17. Canine – 1 year
- F. If there is no response from the employee after three (3) days or the property is not returned to the Property Room, the Property Room Supervisor will be notified. Documentation will be compiled and forwarded through the Chain of Command to the Headquarters Division Commander. The Headquarters Division Commander will then notify the employee's Division Commander. If the employee notifies the Property Room the item(s) is still in their possession and is still needed, the notification timeframe listed above will be reset.
- G. Personnel who relinquish, turn over, or otherwise transfer property to another law enforcement agency are responsible for obtaining a receipt from that agency. Personnel signing out property are responsible for ensuring the proper receipts are provided to Property Room personnel.
- H. Property Room personnel cannot pick up property from temporary storage areas without the presence of another employee. Each division is responsible for ensuring an employee is available each day to witness the property being secured for transport. When necessary, an officer will escort Property Room employees to ensure needed security.
- I. All items submitted to the Arkansas State Crime Laboratory will be transported to the Arkansas State Crime Laboratory by Property Room personnel upon receiving the submission request from the investigator assigned to the case. The requesting investigator is responsible for the proper completion of all necessary Arkansas Crime Laboratory submission forms. The Property Room will maintain documentation for all property checked out, and checked in from the Arkansas State Crime Laboratory.

- J. In extenuating circumstances when an investigator transports items directly to the Arkansas State Crime Laboratory or picks items up from the Arkansas State Crime Laboratory, they will notify the Property Room personnel prior to submission or retrieval and provide all documentation pertaining to the items(s) submitted or retrieved on the same date.
- K. Copies of the Arkansas State Crime Laboratory submission reports will be accessible online via the Arkansas State Crime Lab's iResults webpage on items submitted by Major Crimes Division detectives, Special Investigations Division detectives, Special Assignment Property Crimes detectives and DWI/DUI investigators. All other personnel requiring a date and time stamped submission report can obtain a copy upon request from the Property Room personnel.
- L. Canine Sergeants are designated as the coordinator for all narcotics designated as a training aid for each of the Department's Canine Units. It shall be the responsibility of the Canine Sergeant to ensure proper handling and safekeeping of all narcotic training aids.

XI. Disposition of Property

- A. It shall be the responsibility of the recovering officer and/or the case detective to notify owners to pick up their property.
 - 1. The officer or case detective notifying the owner of items marked as "Evidence" will be required to notify the Property Unit in writing that the item is cleared for release, prior to notifying the owner.
 - 2. If the owner of property is determined at a later time, the officer or case detective shall make the notification and inform the Property Unit in writing. The Property Unit will assist the case detective and/or recovering officer in returning the property to its rightful owner.
- B. Officers, who receive notifications advising that they have stored property as "Evidence", shall return the notification to the Property Unit with the disposition of the item. If the officer has not returned the notice within fifteen (15) working days, the notice will be sent to the officer's immediate supervisor for resolution.
 - 1. If the property is no longer required as evidence, the officer will notify the owner to retrieve the property within ten (10) working days.
 - 2. If the property is still required as evidence, the officer and/or case detective must return the notice with approval from a supervisor.
- C. Release of Property
 - 1. All items stored as "Evidence" requires written authority from the storing officer, case detective, Prosecuting Attorney of the 6th Judicial District, or Judge (Court Order) who has jurisdiction over the property before it may be released or disposed of according to policy.

2. The Sixth Judicial District Prosecuting Attorney does not require police agencies to maintain evidence of misdemeanor cases that are more than three (3) years old or after the case has been adjudicated or dismissed in district court. This does not apply to cases appealed to Circuit Court. Defendants in a criminal case have 30 days to file a notice of appeal of their conviction or guilty plea. The appeal process shall be verified before evidence disposal is granted. This specific opinion by the Sixth Judicial District Prosecuting Attorney does not apply to felony cases.
3. A patrol officer may release evidence, as long as it is documented and there is not a detective assigned to the case.
4. Evidence in a case that has a detective assigned, cannot be released by a patrol officer, without written approval from the detective.
5. Every effort will be made to notify the owners of all “Stored” and “Found” property.
 - a) There is no required authorization for releasing these classifications of property.
6. Property of any classification will only be released to individuals who can produce some form of government-issued photo identification. Individuals unable to produce the specified identification shall be referred to the Headquarters Division Commander or his/her designee.
7. Prior to any serial numbered item being released, Property Room personnel will ensure the item is run through NCIC/ACIC. If any items being released receives a “Hit” through NCIC/ACIC, the appropriate Detective Division shall be notified prior to the release of the item for further investigation.

Additions and revisions are italicized and underlined.

Deletions are denoted with a strike through.