



Chapter: Property, Evidence, and Forfeiture
Subject: 12-15 – Change of Command Inventory
Effective: December 18, 2023
Supersedes: Official Order 12-15, dated April 19, 2022
Distribution: Department Members

PURPOSE: This Order establishes department policy for the inventory of evidence following a change in command or change in property manager.

12-15-1 POLICY

To ensure proper accountability of property held in department property rooms, audits of property rooms shall be conducted upon a permanent change in the assigned worksite commander or property room manager.

12-15-2 CHANGES IN COMMAND

- A. An inventory of property held in the property room shall be conducted when either of the following occur:
 - (1) A new worksite commander is permanently assigned to the worksite.
 - (2) The worksite commander's designated property manager (e.g., property sergeant) permanently changes.
- B. An inventory is not required when a member is serving in either of the above roles temporarily due to vacations, medical leave, or training.

12-15-3 PROPERTY INVENTORY

- A. The worksite commander and property manager shall jointly conduct the inventory. When possible, the outgoing commander or property manager should participate.
- B. The inventory shall consist of both of the following:
 - (1) An audit and physical inspection of all property items documented in the department's records management system, including any items held off-site such as vehicles and items held in long term storage.
 - (2) A physical inspection of the property room, including temporary lockers, to determine whether undocumented or inappropriate items are stored in the property room.
- C. The inventory shall be documented on an EX-078, which shall be stored in the worksite's inspection folder in PowerDMS and forwarded to the district or division commander and the

Professional Standards Section. The EX-078 shall include a statement indicating all property items were located or a description of any missing items or other discrepancies.

- D. Missing items shall be reported in accordance with Official Order 12-16 – Documenting and Reporting Missing Property.

DIRECTOR

Annual Review Responsibility: Field Operations Bureau

Accreditation Standards: CALEA 84.1.6