



Chapter: **Inspections, Internal Control, Legal and Administrative Proceedings**
Subject: **18-08 – Inspection of Property Rooms**
Effective: December 18, 2023
Supersedes: Official Order 18-08, dated April 19, 2022
Distribution: Department Members

PURPOSE: This Order establishes department policy related to inspection of worksite property rooms.

18-08-1 POLICY

The department must ensure the integrity of property management programs and proper custody, care, and handling of evidence held by the department. Therefore, it is the department's policy that property rooms and their contents be audited and inspected regularly according to the requirements of this Order.

18-08-2 SEMI-ANNUAL PROPERTY ROOM INSPECTIONS

- A. Worksite commanders, or assistant worksite commanders when designated by the worksite commander, shall inspect their worksite's property room twice per calendar year to ensure adherence to department written directives.
- B. Semi-annual inspections shall be conducted no less than four months from the previous semi-annual inspection.
- C. Commanders conducting semi-annual inspections shall complete the following:
 - (1) Inspect the cleanliness and organization of the property room.
 - (2) Inspect doors, locks, motions sensors, and alarms to ensure proper function.
 - (3) One of the two inspections shall include a full audit of all property recorded in the department's records management system, including property held off-site such as vehicles or items in long-term storage. The other shall include inspection of a sampling of at least 20 property items to ensure proper labeling and packaging.
- D. Semi-annual inspections shall be documented on an EX-078, Property Room Inspection Record.
 - (1) The EX-078 shall generally describe the results of the inspection, including all deficiencies found.
 - (2) The complaint number and item number of each property item inspected shall be listed in the EX-078 for inspections in which a sampling of items was inspected. When a full audit was completed, the EX-078 shall note that a full audit was completed and list any unaccounted for items.

- (3) Each completed EX-078 shall be forwarded to the district or division commander with a copy to the Professional Standards Section at MSPinspections@michigan.gov.

18-08-3 ANNUAL DISTRICT OR DIVISION PROPERTY ROOM INSPECTIONS

- A. District and division commanders or their designees shall inspect each of the property rooms at worksites under their command annually as part of the worksite inspection process.
- B. Annual district or division property room inspections, which will include a full audit of all property entered into the department's records management system, shall be conducted in accordance with written directives governing the worksite inspection process and the results shall be documented on the EX-076, Worksite Inspection Report.

18-08-4 HEADQUARTERS PROPERTY ROOM INSPECTIONS

- A. The Transparency and Accountability Division (TAD) shall inspect each department property room at least annually. Property room inspections conducted as part of a Headquarters worksite inspection shall satisfy this requirement. The TAD may conduct full inspections, partial inspections, or unannounced inspections of property rooms.
 - (1) A full Headquarters property room inspection shall include an audit of all the property entered into the department's records management system along with a review of any property-related categories listed on the EX-076 as assigned by the TAD commander.
 - (2) A partial Headquarters property room inspection may include a review of any property-related categories listed on the EX-076 as assigned by the TAD commander along with an audit of any of the following held in the property room:
 - a. Firearms
 - b. Controlled substances, including marijuana
 - c. Jewelry
 - d. Money
 - e. Precious metals
 - (3) Unannounced Headquarters property room inspections may be conducted as full or partial Headquarters property room inspections as described in this Order. The TAD commander shall schedule unannounced inspections, at least one annually, in consultation with the affected bureau commander or their designee.
- B. Except for unannounced inspections, the TAD commander or their designee shall notify worksite commanders of a Headquarters property room inspection at least 10 days prior to the inspection. Worksite commanders shall ensure a member authorized to access the property room is present to assist during the inspection.
- C. Headquarters property room inspections shall be documented on an EX-078, with copies provided to the affected worksite and district or division commanders.

18-08-5 CHANGE OF COMMAND OR CHANGE IN PROPERTY MANAGER

- A. Upon a permanent change in worksite command or permanent change in property room manager, the worksite commander shall complete an audit as required by Official Order 12-15.
- B. The audit required by Official Order 12-15 may be used to satisfy the semi-annual full audit inspection required by section 18-08-2 of this Order.

18-08-6 DOCUMENTING PROPERTY ROOM INSPECTIONS AND AUDITS

- A. All property room inspections shall be documented on an EX-076 or EX-078 as required by this Order.
- B. Evidence of Inspection for UD-014Bs.
 - (1) On completion of an inspection of all pending property received since the previous inspection, the inspecting officer shall initial the front upper right corner of the white copy of the corresponding UD-014B.
 - (2) On completion of the inspection of all property records and pending property, the inspecting officer shall note in the Incident Book that, "All property has been accounted for through _____ incident number." The inspecting officer shall then sign and date this entry.
 - (3) Exceptions to the above shall have prior approval at the bureau level.
- C. Evidence of Inspection for Property Recorded in the Department Records Management System
 - (1) Upon completion of an inspection of pending property received since the previous inspection, the inspecting officer shall generate a property audit report. This report shall list all the property that the inspecting officer audited during the current inspection.
- D. Property/Evidence Report Discrepancies
 - (1) Property discovered missing during an inspection or audit shall be documented and reported as required by Official Order 12-15.

18-08-7 RETENTION OF PROPERTY ROOM INSPECTION RECORDS

- A. The Professional Standards Section shall maintain the official copies of EX-078 forms in accordance with retention and disposal schedules.
- B. Worksite commanders shall maintain copies of EX-078 forms and records management system property audit reports for the current year plus the previous year. These records may be stored electronically in a location accessible to inspection teams, or in hardcopy form in the property room.

18-08-8 LABORATORY PROPERTY ROOMS

- A. Property rooms subject to laboratory accreditation standards and maintained by work units within the Forensic Science Division (FSD) and Biometrics and Identification Division (BID) are not subject to the requirements of this Order. FSD and BID property rooms shall be inspected and audited in accordance with division policy and applicable accreditation standards.

DIRECTOR

Annual Review Responsibility:	Transparency and Accountability Division
Accreditation Standards:	CALEA 84.1.6