
	MARYLAND CAPITOL POLICE		
OPERATIONS DIRECTIVE			
Property and Evidence			
Distribution:	All Employees	Index:	OPS 09.01
Responsible Unit:	Headquarters	Rescinds:	9-100
Issued:	June 15, 2018	Revised:	February 7, 2024

.01 Purpose

The purpose of this Directive is to establish written policy and procedures for the handling and disposal of property and evidence coming into the control of MCP personnel.

.02 Policy

It shall be the policy of the Department that all property and evidence will be handled and secured in accordance with established MCP procedures as outlined in this Directive and in conformity with all applicable laws. Division Commanders will be responsible for ensuring that all personnel under their command strictly follow the procedures detailed in this Directive.

Under no circumstances will a Police Officer, Security Officer, or other employee of MCP convert to their own use property or money which has been found, confiscated, recovered or which has come under the care or custody of a member of the agency at any point in time.

.03 Definitions

CONTRABAND: Any illegal item, weapon, Controlled Dangerous Substance, device, or other property that is unlawful to produce, possess, or transport.

EVIDENCE: Any item taken into police custody that is expected to aid an investigation or may be needed for courtroom presentation.

NON-EVIDENTIARY PROPERTY: Any item taken into protective custody when there is valid reason to believe that the property is lost, misplaced, abandoned, etc., and the owner is not known or immediately available.

.04 Authority

MD CODE ANN. STATE FIN. & PROC. § 4-204; § 4-601; § 4-603; § 4-604; § 4-605; § 4-606

MD CODE ANN. CRIM. PROC. § 12-102; § 13-201

MD CRIM. LAW § 4-101

MD. CODE ANN. FAM. LAW §4-506; § 4-506.1; §4-511

MD. CODE ANN. PUB. SAFETY § 5-133; § 5-135

.05 Procedures

A. General Responsibilities

1. A Security Officer or other member of the MCP that encounters property will immediately request that a Police Officer respond to the location of the incident to take custody of the property.

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2. Security Officers will not inventory property (including wallets, purses or briefcases) in hopes of trying to identify an owner.
3. Police Officers will not refuse to handle, document, process or secure property that has been found or recovered by the Officer or some other person on State property and given or offered to a member of the Department. Further, Police Officers will not do or say anything that might discourage or impede any person from giving a Security Officer or Police Officer custody of property that was found or recovered on State property.
4. Police Officers will, **before the end of their shift**, unless otherwise authorized by proper authority, submit the property for storage at the Division and complete a Property Record - MCP Form 67 and Incident Report to document how the property came into their possession.
5. All MCP employees will be responsible for safeguarding the property of others and will exercise discretion when handling the property of other persons.

B. Supervisor's Responsibilities

1. Upon being notified of property or evidence coming into the custody of MCP personnel, the Supervisor on duty will issue a Property Record to the officer recovering the property or evidence.
2. The Supervisor will record the issuance of the Property Record on the Property Record Sign-out Ledger – MCP Form 99A.
3. The Supervisor will inspect the completed Property Record for accuracy and completeness and ensure the property or evidence is properly packaged and labeled.
4. The Supervisor will witness the officer place the property or evidence into the Temporary Property Receptacle and log the entry on the Temporary Property Log - MCP Form 99B.
5. A copy of the Property Record will be placed in the Property Officer's mailbox.

C. Division Commander's Responsibilities:

1. Division Commanders will take all appropriate measures to ensure all property is handled, documented, stored and disposed of in accordance with this directive and the law.
2. Each Division Commander will appoint one Supervisor within the Division to assume the duties and responsibilities of a Property Officer, however, the Division Commander will maintain overall accountability.
3. Division Commanders will also maintain overall responsibility and accountability for the timely transport of evidence for analysis. A delay in transport and/or lengthy stay within a Crime Laboratory may be considered by judges as a reason to dismiss the case.
4. Storage areas will be kept secure and strictly controlled at all times. Only the Division Commander and the Property Officer will have keys to the mailboxes and other storage areas.

D. Property Officer Responsibilities:

1. The Property Officer will transfer all property placed in temporary storage to the designated property storage area within 72 hours. The Property Record will reflect the transfer.

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2. All property or evidence entering the designated storage area will be logged by the Property Officer on an MCP Form 99 – Property Log. The dates and times the property is removed, returned or released from the storage area will also be recorded.
3. The Property Officer will be responsible for transporting evidence, including Controlled Dangerous Substances (CDS), from the Division to an approved Crime Lab or other allied law enforcement facility. **Within five days** after receipt of a request for Crime Laboratory analysis, the Property Officer will deliver the evidence to the appropriate Crime Laboratory.
4. When the Property Officer receives written notification via Form 17 from a Police Officer that a piece of evidence needs to be transported to a Crime Lab, the Property Officer will write or stamp “Received” on a copy of the Form 17, date and sign the copy, and return it to the requesting officer. This protocol insures that notification has been made and reduces the possibility of a case being dismissed for lack of evidence.
5. The Property Officer will inspect all items of evidence and property to insure each item has been packaged and labeled properly.
6. If errors are found in packaging, labeling or documentation, the Property Officer will notify the Police Officer that recovered the evidence of the errors and make suggestions for corrections. If the officer doesn’t make corrections as directed, the Property Officer will notify the officer’s immediate Supervisor.
7. The Property Officer will retrieve property from a mailbox or other storage area when:
 - a. A Police Officer is releasing property to the owner or the owner’s representative;
 - b. A Police Officer needs evidence for courtroom presentation;
 - c. The property is evidence that will be transported to a Crime Laboratory for analysis;
 - d. Property is being transferred from a temporary storage receptacle to a property storage area;
or
 - e. Property is being disposed of in some other approved manner.
8. If the Property Officer is not available to retrieve property from a mailbox or storage area, the Division Commander will perform this function for release to the owner or the owner’s representative or for courtroom presentation. Officers are encouraged to make arrangements in advance when property is needed for courtroom presentation.
9. **Quarterly in March, June, September, and December** the Property Officer will conduct a physical inventory of all property held at the Division. All inventories will be completed by the end of the inventory month.
10. Property and/or evidence that has been sealed will not be opened in order to facilitate the inventory procedure.
11. These inventories will be compiled on an Inventory Log - MCP Form 99C. This completed report will then be compared with the Property Record/Reports submitted as well as the Property Control

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Log. The Inventory Log will list the names of all individuals assisting with the inventory process and the date(s) that the assistance was rendered.

12. The results of the inventory will be summarized and submitted to the Division Commanders who in turn will forward it to the Chief of Police. This report will list specific information concerning any discrepancies found during the inventory procedure and actions taken to resolve the discrepancy.
13. If the discrepancy cannot be resolved an internal investigation will be initiated.

E. Property Record – MCP Form 67:

1. Whenever a Police Officer seizes different categories of property and evidence, the following items must be listed on a separate Property Record:
 - a. Controlled Dangerous Substances (CDS), suspected CDS and paraphernalia that contain CDS;
 - b. Evidence having a resale value; and
 - c. Found property having a resale value.
2. Separate Property Records will be initiated for each item which has a different ownership.
3. All items listed on the Property Record will be accurately described with sufficient detail so as to distinguish the property from other items and facilitate identification.
4. Items that can be generally excluded from item by item listing are: keys, pencils, old or used clothes, etc.
5. Evidence removed from a crime scene, such as blood samples, latent prints, broken glass, plaster casts, expended ammunition, etc., will also be recorded on a Property Record. This procedure documents the seizure and establishes and maintains the chain of custody.
6. Each Property Record is pre-numbered and will be issued by a Supervisor to the seizing officer. The issuance will be recorded on the Form 99A as described above.
7. All Property Records will be accounted for. If a Property Record must be voided due to an error, the Officer completing the form will immediately notify their Supervisor. The Supervisor will write "Void" in the "Final Disposition" block on the form and sign the form in the "Authority" block. The Supervisor will submit the all copies of the Property Record along with a Form 17 outlining the reason for voiding the form to the Property Officer.

F. Storage of Property and Evidence

1. The area designated for storage of recovered, seized and found property and evidence will not be used to store any other items, such as police equipment, uniforms, auto supplies, records or any other material not considered to be property held.
2. Under no circumstances will property seized, found or received by MCP personnel be stored at any other place other than the mailboxes or storage room without the permission of the Division Commander.
3. All CDS and evidence will be separated or physically stored apart from other property held.

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4. All property will be stored in an organized and systemic manner so that an item can be located easily and quickly.
5. Whenever property comes into the possession of the MCP that cannot be placed in a designated mailbox and the Property Officer or Division Commander is not readily available, the property may be temporarily placed by the Shift Supervisor a secure location until the Property Officer or Division Commander can be contacted and respond to open the property storage room.
6. Each item of property stored will be identified by the Incident Report Number and the MCP Property Record Number assigned to that item. Several items may carry the same Incident Report Number. When appropriate, items will be tagged to facilitate identification.
7. All property storage rooms will be kept secured at all times. The key to such facilities will not be loaned or given to any unauthorized person.
8. Whenever a property storage room is unsecured, the Property Officer or Division Commander will be physically present and able to monitor the area.
9. Any breach of security of the property storage area will be immediately reported to the Division Commander.

G. Recovering and Seizing Money

1. Whenever a Police Officer exercises custody or control over money, the following procedures will be followed:
 - a. The Officer will immediately notify the Supervisor on duty and request they respond to the location where the money is located, found, recovered, or seized.
 - b. In the event that a Supervisor is unable to respond, the Supervisor will direct another officer to respond to witness the recovery.
 - c. When the Supervisor or additional officer arrives, the money will be carefully and accurately counted by the recovering officer in the presence of the other Supervisor or other officer. The Supervisor or other officer will then independently count the money in order to confirm the accuracy of the count.
 - d. In the event that the amount of currency or coin is such that it is not practical or feasible to conduct the count in the field, the currency or coin will be photographed in the condition in which it was found. The money will be immediately transported to the Property Officer. The Property Officer will determine the appropriate manner and means to be used to count the money and then witness the process. If the Property Officer is not available, the property will be transported to the Division Commander, who will determine the manner and means to be used to count the money and supervise the process. There should always be a witness present until the money has been secured and stored as evidence.
 - e. If the money is not considered to be evidence, and cannot be released to an owner, it will be delivered to the DGS - Fiscal Services Division (DGS-FSD) by the Property Officer. This will be done immediately for denominations over \$250.00 or quarterly for less amounts. If the amount is significant, the Property Officer will arrange to have another officer accompany him to deliver the money to the DGS-FSD.

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- f. Whenever money is delivered to the DGS-FSD, the Property Officer will obtain a receipt and attach the original to the Property Record. A copy of the receipt will be attached to the incident report detailing the circumstances that led to the recovery, action(s) taken by the DGS-MCP, etc.
2. Money may be seized whenever a Police Officer has probable cause to believe that it has been used or is intended to be used in connection with the distribution, manufacturing or importation of illegal drugs or alcohol; in connection with illegal gambling; or the money is evidence or the fruits of any other crime.
3. Whenever money is to be stored as evidence, it will be packaged in plastic bags after the money has been counted. The original copy of the Property Record will be attached securely to each bag. If there are two or more plastic bags, a separate Property Record will be written for each plastic bag of currency and the reports cross-referenced numerically. (i.e. 1 of 3, 2 of 3, 3 of 3)
4. A separate Property Record will be completed for each individual from whom money is seized. When money is not seized from the person of any individual, all individuals present are deemed to be in "constructive" possession of the money, unless one or more individuals assert a claim to the money.
5. Money that is evidence will not be turned over to the DGS-FSD until the case is concluded and the appropriate prosecuting attorney authorizes the disposition of the property.

H. Controlled Dangerous Substances (CDS)

1. All personnel will handle, package, prepare, process and document all cases involving CDS in conformity with established procedures as detailed in this order.
2. All CDS will be taken to a Crime Laboratory for analysis and/or be destroyed.
3. When CDS or suspected CDS is seized or received by a member of the MCP, it will be weighed on a scale and counted (if applicable) by the seizing/receiving Police Officer in the presence of a Supervisor. The weight and count will be recorded on the Property Record. The Supervisor will verify the weight on the report with his signature.
4. Paraphernalia containing only trace amounts will not be weighed and the paraphernalia will be listed as containing "Suspected CDS Residue" on the Property Record.
5. If suspected CDS or paraphernalia containing suspected CDS will not be needed as evidence, the seizing/receiving Officer will notify the Property Officer.
6. If the CDS is evidence and will be delivered to a Crime Laboratory, the CDS, suspected CDS, and/or paraphernalia containing CDS will be secured in an approved, clear polyester evidence pouch.
7. Only evidence that will be used in a criminal prosecution should be submitted to a Crime Laboratory. Found or abandoned evidence that cannot be linked to a suspect will not be submitted for analysis.
8. Do not submit paraphernalia, rolling papers, empty capsules, empty packing (especially absent evidence of CDS residue) unless absolutely essential to the case. They will not be analyzed. Only submit the bowl of a bong, not the whole bong.

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9. Do not seal moldy or wet vegetable matter. It must be dried prior to being sealed. Wet vegetable matter presents a health hazard as well as probable weight changes due to water loss in the drying process. It should also be noted that decomposed vegetable matter might not produce positive results.
10. Do not submit marijuana seeds unless they are absolutely essential to the case.
11. Hypodermic syringes are hazardous. Unless absolutely critical to the prosecution of a major case, hypodermic syringes will not routinely be analyzed by a Crime Laboratory. It is of paramount importance when determining the significance of such evidence to weigh the inherent dangers involved against the seriousness and probable disposition of the case if the analysis is not performed. In many cases, there are other, less hazardous exhibits emanating from the same case that can be introduced into evidence with more substantial results. When possible, photographs should be used as second-best evidence. If a syringe is the only evidence of CDS seized, a letter from the prosecuting attorney must be forwarded to the Crime Laboratory, prior to submitting the syringe, requesting permission to have the syringe analyzed.
12. The use of field test kits on small samples is discouraged. Evidence may be destroyed. Field test kits may be used by properly trained individuals for probable cause or screening purposes. However, they are not to be considered as thorough as laboratory testing. Do not include the test kit with the submission.
13. Seizures involving the submission of liquids must be securely sealed to prevent spillage and/or leakage of fumes. Many chemicals are highly flammable and toxic. If these chemicals are not essential to proving intent or have no probative value, do not submit them. Police Officers should seek advice from the prosecuting attorney concerning these matters. If not needed, these materials should be disposed of properly. Members may contact the State Fire Marshall or other local authority for advice and assistance.
14. The procedure for the destruction of CDS and suspected CDS are as follows:
 - a. All CDS is to be destroyed by delivering it to a Crime Laboratory or other approved disposal site for destruction. The Property Officer will make prior arrangements regarding the destruction date and delivery.
 - b. CDS will only be destroyed after receiving a Form 17 from the seizing/receiving Officer that the CDS and/or other items will not be needed as evidence. The Police Officer that placed charges against the defendant in the case will ensure that the evidence will not be needed and if there is any doubt; the prosecuting attorney will be contacted and asked to make the determination.
 - c. The Property Officer and Division Commander or designee will both sign the Property Record and indicate that all of the items listed have been destroyed. In the event that some items listed on a Property Record can be destroyed, a supplemental report will be generated listing the items that were destroyed. This supplemental report will be submitted under the same case number.
 - d. For CDS paraphernalia, The Property Officer can destroy the item locally in the presence of the Division Commander or designee. Both the Property Officer and Division Commander will both sign the Property Record after witnessing the destruction of the property.

I. Recovering and Making Disposition on Firearms

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1. Police Officers that locate firearms at the scene of a crime will leave the firearm where it was discovered, unless doing so would place anyone in danger. Examples of these types of situations include, but are not limited to, scenes that are not under the control of the police, handguns that are found cocked, etc.
2. The officer recovering the firearm will note the condition in which the firearm was found (e.g., round in the chamber, number of rounds in the magazine or cylinder) and include this information in the Incident Report.
3. Confiscated firearms will be unloaded and made safe prior to being transported or brought into any building or facility for storage. If circumstances indicate that a seized handgun may be processed for latent prints, care will be exercised in unloading the weapon so as to attempt to preserve any latent prints that may be present.
4. If an officer is not familiar with a firearm and therefore does not know how to safely unload the weapon, the officer will not attempt to do so; rather, the officer will request the assistance of another officer or firearms instructor familiar with the weapon. If a weapon cannot be unloaded because of unfamiliarity or malfunction, it will be so tagged and stored in the property storage room. As soon as possible, an armorer or firearms instructor will be requested to render such weapons safe.
5. Unloading weapons at a Division will be done in a safe location. If an unloading box is not available, firearms will be unloaded outside with the muzzles pointed in a safe direction.
6. If a firearm is submitted to a Crime Laboratory for fingerprints, trace evidence, etc., the firearm will be unloaded and submitted in accordance with established procedures.
7. Police Officers that seize or receive firearms will attempt, in all cases, to identify ownership by contacting the Maryland State Police Gun Center by calling 1-855-677-6486 (1-855-MSP-MGUN).
 - a. The following information concerning the firearm should be provided:
 - (1) Make;
 - (2) Model;
 - (3) Type;
 - (4) Caliber or gauge;
 - (5) Serial number;
 - (6) Country of Origin;
 - (7) Importer; and
 - (8) Finish.
 - b. Gun Center personnel will search the Maryland Automated Firearms Services System (MAFSS) to determine the owners of regulated firearms.

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- c. A trace of both regulated and non-regulated firearms will also be conducted through the Bureau of Alcohol, Tobacco, Firearms and Explosives' (ATF) National Tracing Center. The information received from ATF will be reviewed by Gun Center personnel to determine if additional enforcement action is warranted.
- d. The response from MAFSS and the ATF Firearms Trace Summary report will be forwarded to the investigating officer for inclusion in the investigative case file.

8. Releasing Firearms:

- a. Prior to returning a firearm to the owner, the Property Officer will contact the Gun Center and provide the person's identifying information. Gun Center personnel will check all available State and federal criminal history records to ensure the person receiving the firearm is not prohibited from possessing it.
- b. After the check is completed, the date the Gun Center was contacted and conducted the check will be noted on a supplemental report and affixed to the Property Record at the time the firearm is released. If a decision is made not to release the firearm, the reasons will be explained in the body of the supplemental report.
- c. Anyone claiming ownership of a firearm may also provide proof of purchase that contains, at a minimum, the make, model and serial number of the firearm.
- d. If the owner is a non-resident of Maryland and he is entitled to his firearm, the Property Officer will notify a law enforcement agency within the jurisdiction where the owner resides to ensure compliance with applicable laws, prior to releasing the weapon; the firearm will then be sent to that agency for disposition using a carrier other than the US Postal Service.
- e. All other provisions of this order concerning the release of property are also applicable to the release of firearms.

9. Forfeited Firearms:

- a. The authority of MCP to seize and/or retain possession of a firearm is provided by Maryland Criminal Law and Public Safety Article, Annotated Code of Maryland.
- b. In a proceeding in a criminal case involving a seized handgun, a court may order forfeiture or release of the seized handgun in accordance with Maryland Criminal Procedure Articles.
- c. All confiscated firearms not converted to MCP use will be destroyed in accordance with established procedures.
- d. Before confiscated firearms are destroyed or converted to MCP use, the Property Officer will notify the owner concerning the intended disposition via certified mail, return receipt requested. The notification will include:
 - (1) The statutory disqualifier that prevents the return of the firearm, and
 - (2) The right of the owner to file a written appeal to the decision within 30 days.

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- e. Upon receipt of an appeal, the Chief of Police or designee will hold an informal review, not subject to the Administrative Procedures Act, to determine whether the forfeiture should continue or the firearm should be returned to the owner.
- f. An armorer will examine the firearm and make a recommendation to the Chief of Police concerning the usefulness of the weapon to the Department. The Chief of Police makes the final determination as to whether the weapon will be converted to departmental use or destroyed.

J. Other Property/Evidence:

- 1. Evidence or other property which may be considered offensive, such as sexually explicit or derogatory in nature:
 - a. Will be processed by all MCP personnel in a professional manner.
 - b. Will not be reproduced, disseminated or displayed beyond investigatory and/or prosecutorial needs.
 - c. Will be stored in a sealed, opaque envelope or other appropriate opaque container, which will prevent viewing by persons not directly involved with the investigation. A detailed log of review, to include the names of persons present and purpose of review, will be maintained in the case file whenever films, video, slides and photographs are involved.
- 2. Except for evidence and contraband, which will be processed according to policy, personal property of an arrested individual will be separated from the person, packaged, and appropriately identified as to ownership. The package should be transported with the arrestee. If it is not possible to transport the property with the arrestee, established procedures for storage will prevail.
- 3. Personal property should not be taken from an agency that has its own procedures for handling property unless that property is part of an investigation or is the product of judicial process, such as property seized during the execution of a search warrant, etc.
- 4. Evidence contaminated with any type of body fluid must have a "BIOHAZARD" warning label prominently attached to the polyester evidence pouch. Evidence involving large quantities of materials must be random sampled.

K. Required Notifications to Property Owners

- 1. Police Officers that take possession of another person's property will immediately take any reasonable steps to ascertain, at a minimum, the name of the owner and phone number(s) where the owner may be contacted.
- 2. If the owner of the personal property is identified and a valid phone number acquired, the Officer will notify the owner as soon as possible that the property has been located and is in the custody of MCP. The dates and times that notification is attempted will be noted on the Incident Report. Repeated attempts to contact the owner will be made for the next 72 hours. When contact has been made with the owner, this information will also be detailed in a supplement.
- 3. If the owner is able and willing to come to the location where the Officer is holding the item(s) within a reasonable amount of time, the property may be released to the owner without being stored. The item will still be listed on a Property Record with release to the owner documented on the form.

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4. Items of substantial value should be safeguarded by securing and storing them immediately.
5. For personal property that has not been released by the end of the fifth month following the date it was obtained by MCP, and there is a last known owner or, in lieu of an owner, a known party who had delivered the property to MCP, the Property Officer will initiate a notification of the intent of MCP to dispose of said property. The notification will be sent by certified mail, return receipt requested, to the last known address of the owner or person who delivered the property. The notification shall include:
 - a. Date stored;
 - b. Property record number;
 - c. Complaint control number;
 - d. Last date that the property may be claimed at the Division;
 - e. Location and times where the property may be claimed; and
 - f. Required identification and proof of ownership (may vary with types of property).
6. A copy of the notification made to the owner or person who delivered the property will be attached to the original Property Record.

L. Releasing Property

1. Property will only be released to individuals in accordance with established policy and procedures.
2. Persons authorized to receive property eligible for release are the rightful owner or the properly authorized representative of the identified owner.
3. Persons receiving property will be required to sign for the property on the Property Record.
4. Abandoned property that has remained unclaimed in the custody of MCP for a period of six months may be claimed by the person who delivered the property. (Excluding members of MCP).
5. MCP personnel releasing property must take steps to ensure that the party claiming the item is entitled to possession. Each release may necessitate different forms of authorization. Personnel should consider the circumstances of each report and take steps, based on the information available, to establish the right of possession.
6. The right of possession may be established by the claimant's ability to specifically identify the item(s), i.e., engravings, identification numbers, serial numbers, insurance photographs, etc. Identification of items should be established with as much specificity as possible prior to the party viewing the item(s).
7. Releasing property to third parties releases require substantial documentation. Forms of authorization may be:
 - a. A notarized letter from the owner.

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- b. A court order as in the case of divorced spouses, judgments, incarcerated individuals.
 - c. Legal documents as in the case of wills, power of attorney, writs of replevin.
8. If the owner of the property is unable to retrieve property or authorize someone to retrieve it for them they may recover the property by the following procedure:
- a. Send a notarized letter to MCP indicating their desire to have the recovered property returned to them.
 - b. Send to MCP a pre-paid, pre-addressed envelope/box/package from USPS, UPS, FED-EX etc. that the item(s) can be placed in for return to the owner. Under no circumstances will MCP be responsible for any charges or fees related to returning the property to the owner.
9. If the owner of the property is contacted about recovered property and the owner determines the property is not of sufficient value, and authorizes MCP to dispose of the property, procedures listed in Section N below will be followed.
10. Property Officers will ensure that evidence is no longer needed before releasing or disposing of the property. If any doubt exists, the Property Officer will contact the seizing/receiving Police Officer directly.

M. Unclaimed Property

- 1. Property not claimed within ten days of the last claim date, as specified on the letter of notification, or within ten days of the first date it available to the party other than the owner, will be disposed of according to law.
- 2. The Property Officer will make arrangements to have such property turned over to DGS-FSD.
- 3. The Property Officer shall hand-deliver the items to DGS-FSD. Each item will be sealed in an evidence bag, and include an original and one copy of a completed Form 67.
- 4. Upon inspection and verification, DGS-FSD personnel will sign the copy of the Property Record and return it to the Property Officer for their records. At this point, the property officially becomes the responsibility of DGS-FSD.
- 5. Federal, State and local law prohibits the disposal by resale of certain property, regardless of its condition. The following items are considered to fall within these guidelines:
 - a. Firearms;
 - b. Ammunition;
 - c. Commercially manufactured knives;
 - d. Law enforcement uniforms and equipment;
 - e. Military uniforms and insignia;
 - f. Electronic/mechanical gambling machines;

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- g. Electronic surveillance devices and related equipment;
- h. Tobacco products;
- i. Recorded material, such as "pirated tapes", computer programs, etc.;
- j. Any vehicle part with altered serial number;
- k. Any article that is missing the manufacturer's serial number or the serial number has been defaced or obliterated;
- l. Artificial limbs; and
- m. Unopened alcoholic beverages.

N. Worthless Property

1. Items determined to be worthless (i.e. without value) may be disposed of at the Division level; unless the possibility exists that the items may be needed as evidence in a court. If there is any doubt, the Property Officer will contact the seizing/receiving officer.
2. Property disposed of at the Division level will be completed as follows:
 - a. The Property Officer will document the disposal on the Property Record, and
 - b. The disposal will be witnessed by the Division Commander or designee.

Approved:



Colonel Michael S. Wilson
Chief of Police 02/07/24