

Chapter: 84	Property and Evidence Control
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84.1 Administration and Operations

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84.1.1 Evidence/Property Control System

- A. Requiring all property to be logged into agency records before the officer ends their tour of duty to ensure proper chain of custody.** All property, including, lost, stolen, recovered, abandoned or evidentiary material which comes into an officer's possession as a result of the performance of their official duties will be logged into the agency's Record Management System (RMS) prior to the officer's end of shift.

To ensure accountability, proper chain of custody of property will always be maintained and well documented at all times by New Bern Police personnel. The chain of custody will be clearly documented in RMS entries and on property sheets as well as details of any delays in property submissions.

If exceptional circumstances exist that prevents the officer from entering the property into RMS, the officer will immediately notify their supervisor of the circumstances. Exceptional circumstances include:

1. Cases in which the volume of evidence will not allow the officer(s) to complete the submission process prior to the end of duty.-The time secured and location of the property will be documented in the notes of the property sheet. The property will be secured in an evidence locker or other location approved by a supervisor. No property will be taken home or left in an officer's/employee's vehicle.

- B. Requiring all property to be placed under the control of the property and evidence control function before the officer ends his/her tour of duty.** Employees shall turn over to Forensic and Evidence Unit (FEU) all lost, stolen, recovered, abandoned or evidentiary material which comes into their possession as a result of the performance of their official duties. All such material shall be turned over prior to the completion of the tour of duty during which the material came into the possession of the employee.

If an officer is unable to complete any portion of the evidence/property submission process prior to ending their tour of duty, the on-duty supervisor must be notified, and the property **must be secured** in an authorized storage location (e.g., FEU numbered lock box, drying room, secured vehicle storage, etc.) prior to the officer ending their tour of duty. It is important that the officer communicate with FEU personnel about any incomplete property/evidence submissions.

C. Requiring a written report detailing the circumstances by which the property came into the agency's possession and describing each item of property obtained. In **all** instances where property/evidence is collected by a member of the New Bern Police Department, the employee must complete a detailed narrative. This narrative shall be attached to either an Incident Report or, in the event a crime was committed or believed to have been committed, a Case Report in the Records Management System (RMS). The narrative should contain the following information:

1. How the property/evidence came into the agency's possession.
2. A detailed description of the property to include the make, model, color, serial number, owner applied number and any unique characteristics.

All reports will be entered into RMS prior to the officer ending their tour of duty unless exceptional circumstances exist, and approval is granted by an on-duty supervisor. Exceptional circumstances include:

1. Incidents in which the urgency to continue the investigation will not allow for the report process to be completed prior to the end of duty.
2. Cases in which the volume of evidence will not allow the officer(s) to complete the report process prior to the end of duty.

D. Providing guidelines for packaging and labeling property prior to storage. The following guidelines will be utilized for packaging and labeling property prior to storage:

1. Employees must properly handle, package, seal, label, and document all property/evidence collected prior to submission to FEU. The property may be submitted directly to FEU personnel if they are available to receive the item(s) or locked in a biohazard refrigerator or lockbox appropriate for the size of the item being submitted. If the item is too large for the biohazard refrigerator or lockbox, it must be submitted directly to an FEU employee. During off-duty hours, the on-call FEU employee will be recalled to properly secure large property.
2. Employees submitting evidence to the SBI will submit the evidence into the Forensic Advantage website.
3. Packaging type: All property/evidence collected must be packaged based upon their type or category. Each item collected from a scene must be packaged individually or with property of the same type:
 - a. Bio-Hazards - Any item containing, on or within, a natural or produced pathogen that may be spread/released through human contact.
 - b. Controlled Substance - Any substance defined within the North Carolina Controlled Substance Act. Note: If sending items to the lab, specifically pills, for

analysis the items must be packaged separately.

- c. Firearms - Any portable firearm such as handguns, rifles and shotguns that fire a projectile through means of an explosive ordinance. This shall include mock or BB guns.
 - d. Jewelry - Objects used for personal adornment such as necklaces, rings, bracelets, or brooches, especially those that are made of precious metals, gems, pearls and/or other organic matter that are considered as fine crafted.
 - e. Money/Counterfeit Money - Any form of US or foreign currency including counterfeit. Note: Counterfeit money should be packaged separately from other collected currency. (The amount of counterfeit money must be verified by two officers)
 - f. Other Property - All other types of evidence/property.
4. The item(s) must be packaged, in a reasonable size container, in regard to the type of item(s) being submitted. Various containers that may be used include paper and plastic bags, pouches, tubes, boxes, cans, envelopes, etc.:
- a. Proper packaging:
 - 1. Enables the employee to positively identify property/evidence that he/she has submitted,
 - 2. To testify to its unaltered condition throughout its custody, and
 - 3. Serves to protect the property/evidence from damage and/or deterioration.
 - b. Sealing Evidence:
 - 1. Evidence will be sealed using only industrial type tape.
 - 2. After sealing the evidence, the employee's initials and date must overlap both the seal and package.
 - c. With the exception of evidence being taken to court the FEU Supervisor must approve any request to remove and or break the seal of any stored evidence and:
 - 1. The officer requesting access to the evidence must send an email to the FEU supervisor indicating justification for the request.
 - 2. The FEU supervisor will email FEU personnel and the requesting officer with approval/disapproval of the request.

Regarding the removal of evidence for the purpose of mobile field testing, the FEU supervisor will confirm or reschedule the date requested based on FEU staffing levels.
 - 3. If approval of the request is given the requesting officer will arrange to break the seal in the presence of an FEU employee. At the completion of

the review that required the seal to be broken, the officer will reseal the evidence package in the presence of the FEU employee. For the purposes of mobile field testing, no less than two officers shall be present when Mobile Field testing occurs. The officer will be required to document in a supplement the following:

- a. Justification for the request
 - b. Employees present at the time the seal was broken and resealed, and,
 - c. All actions taken in relation to the manipulation of the evidence package.
2. SBI Sexual Assault Evidence Collection Kits (SAECKs) and SBI Subject Evidence Collection Kits have detailed instructions as to how to collect and submit the kits for analysis.
- a. A “Sexual Assault Kit Supplemental Submission Form” (accessible by the North Carolina State Crime Lab website) is required for ALL SAECKs collected as evidence.
 - b. A determination shall be made by the investigating Officer about sending the SAECK to the lab for testing and/or processing.
 - c. Should the SAECK be sent to the SBI Lab, an SBI-5 submission is required via the Forensic Advantage website. If the SAECK is not to be sent, the Supplemental Submission Form should indicate “No Crime Occurred”.
6. SBI Sexual Assault Evidence Collection Kits and SBI Subject Evidence Collection Kits are NOT to be refrigerated unless:
- a. Liquid Blood samples or Urine has been added to the Kit and you are not where you can have the nurse separate the samples, then refrigerate the kit as soon as possible, until such time as the collecting nurse can separate the samples from the kit.
 - b. The SBI will NOT ACCEPT a Sexual Assault Collection kit or a Subject kit that has a Liquid Blood Sample or Urine in it.
 - c. At the time you receive the kit, ask the Nurse if anything has been added specifically, Urine and or Liquid Blood Samples. If these samples have been added, then have the nurse separate the Liquid Blood and Urine sample and follow insert instructions per the SBI for proper packaging of those property. Remember Liquid Blood is different from a DNA sample that is generally collected in the kits.
 - d. Liquid Blood Samples and Urine ARE to be refrigerated and are to be separate from the Sexual Assault Evidence Collection and or Subject Kit.
7. SBI Sexual Assault Evidence Collection Kits are:
- a. Provided by the Hospital ONLY and,

- b. Collected by Qualified Hospital Personnel. (This kit was previously referred to as, “Victim Kit”)
8. SBI Subject Evidence Collection Kits are:
- a. Provided by the police department and located in the evidence processing/entry room, Forensics and Criminal Investigations Unit.
 - b. Collected by qualified hospital personnel. (This kit was previously referred to as, “Suspect Kit.”)
 - c. If collection is needed, this kit will need to be provided to the Hospital by the officer.
9. Special Attention: Certain property delivered to FEU requires special attention when packaging. It is very important that FEU be made aware of the potential danger in handling special attention item(s). The employee submitting an item requiring special attention will use a red marker to mark the packaging with the word “Warning” and specifying the type of item and the reason it requires special handling. The following types of property require special attention:
- a. Ammunition: The ammunition contained within a magazine, clip, cylinder, drum, or other ammunition storage/feeding device will be stripped from the device and counted, unless forensic processing is needed. If this is the case, contact FEU.
 - b. Batteries: All batteries must be removed from electronic item(s) prior to being packaged/submitted. If the removal of the batteries will cause a loss of important information or if the removal is difficult, the item(s) must be in the power off position prior to packaging/submitting.
 - c. Biohazardous Materials: All known or suspected biohazardous materials must be packaged in accordance with OSHA requirements. Biohazard materials, if wet, must be air dried and then packaged using paper material or bags, not plastic. A biohazard sticker must be placed on the outer container. If a sticker is not available, the words “BIOHAZARD” must be written on the outer container using a red marker.
 - d. Controlled Substances: All controlled substances must be clearly described via physical description, quantity and weight, if possible, to include color, shape and imprints on pills. If weight is used as a description, officers should describe weight as an approximate weight to allow for natural weight loss through evaporation. All felony drugs case evidence should be photographed prior to being submitted into evidence. Unless the controlled substances are to be destroyed, FEU will not open the packaging for these items. The use of any type of plastic container to package raw vegetable material, such as marijuana, is prohibited. The materials must be packaged using paper bags or envelopes.
 - e. Firearms: If an employee is submitting a firearm to FEU, the firearm must be rendered safe by removing the ammunition from the weapon. If the condition of the weapon prevents the employee from removing the ammunition, the employee will request assistance from a Firearms Instructor. If a Firearms Instructor is not

available, and the weapon must be submitted in a loaded state, the employee will make every effort to make-safe the weapon and mark the package for Special Attention, writing the words “WARNING - LOADED FIREARM” to warn FEU of pending danger. FEU should consider all firearms as being loaded. FEU will inspect and if necessary, seek assistance from a Firearms Instructor to confirm that the weapon is unloaded. The employee should swab any handgun(s) for DNA as instructed in the training provided by FEU and place the sample into evidence. Seek assistance from any FEU staff if you have questions on how to collect a DNA swab from a firearm.

- f. Upon entering a firearm into the Property and Evidence Section, officers will be required to complete and submit an ATF Firearm Trace Form and a New Bern Police Department Test Fire Request Form. Test firing of submitted weapons will be conducted by certified firearms instructors or the FEU supervisor once they are properly trained by a firearms instructor.
- g. Latent Print Cards or Digital Media: Latent print cards and Digital Media shall be delivered to FEU. The latent print cards and Digital Media shall be properly packaged and submitted to FEU via the FEU’s secured lockers, along with the appropriate evidence examination request form(s).
- h. Money: All paper currency and coinage shall be counted and documented by denomination on the evidence packaging before sealing. Two officers must verify the count and sign the evidence packaging on the line(s) indicating the cash amount(s). Negotiable currency shall never be packaged with counterfeit money. Currency in excess of \$20,000.00 shall not be deposited in a locker and must be given directly to FEU personnel for storage.
- i. Sharps: Knives, needles, razor blades, glass, etc., must be packaged in a manner so that the packaging material will not be penetrated while being handled. Examples: Knife blades, razors, and glass can be secured by wrapping a piece of cardboard around the sharp edges. Syringes and needles can be secured by placing them in a plastic tube with a cork insert.

If an officer is unable to properly package all items of property prior to ending their tour of duty due to exceptional circumstances and the officer has supervisory approval, the property must be secured in an authorized storage location (e.g., FEU numbered lock box, drying room, secured vehicle storage, etc.). It is important for the officer to communicate with FEU personnel about any property stored that is not yet packaged or entered into RMS. Exceptional circumstances include:

- 1. Incidents in which the urgency to continue the investigation will not allow for the packaging process to be completed prior to the end of duty.
- 2. Cases in which the volume of evidence will not allow the officer(s) to complete the packaging process prior to the end of duty.

E. Establishing extra security measures for handling exceptional, valuable, or sensitive property of property. The following secured areas are utilized as controlled property/ evidence storage for the department:

1. Room 109G - Firearms and drugs
2. Room 109G - Safe for money and jewelry

F. Requiring an effort to identify and notify the owner or custodian of property in the agency's custody. Employees will make every attempt to locate the owner(s) of found/recovered (non-evidentiary) property before submitting said property to FEU. If possible, the employee will release the item(s) directly to the owner(s) and annotate this transaction on the Property Sheet which the employee will enter into AEGIS. The officer/employee receiving found or recovered stolen property will attempt to notify the owner and:

1. The owner will be advised what property has been found/recovered and if or when the property may be picked up.
2. If the officer/employee and/or the FEU personnel are unable to determine the owner of the property, it will be held for six months and then disposed of per general statutes.

G. Establishing procedures for the temporary and final release of property from the control of the property and evidence function. The following procedures will be followed:

1. Officers are responsible for obtaining in a timely manner, the appropriate court judgment for their cases that involve evidence recovery. FEU will annually provide to each officer a complete listing of their property and evidence for disposition purposes. The employee will review the case and check to ensure there are no further court actions or investigations pending. Officers will update the property disposition information in AEGIS. If the item(s) can be disposed of, the employee will check the appropriate disposition, sign the form, make any additional comments, and forward all written documentation, including the court judgment, to the Forensic Evidence Unit by the designated due date. If the item(s) are not to be released, the employee will indicate the reason for retention on the form, sign it and return it to the Forensic Evidence Unit by the due date.
2. Seized property will be disposed of pursuant to the Comprehensive Crime Control Act of 1984, in addition to NCGS Chapter 15, Article 2, Record and Disposition of Seized, etc., Articles. Disposition may include: returning the property to the rightful owner; returning the property to another law enforcement agency investigating the theft of this property; forfeiting the property for use by the department or for auction; or destroying the property.
3. Unclaimed Property: Found/recovered property which remains unclaimed by the owner for a period of 180 days after receipt thereof will be disposed of pursuant to NCGS Chapter 15, Article 2, Record and Disposition of Seized, etc., Articles. Bicycles remaining unclaimed by the owner for a period of 60 days after receipt thereof will be donated pursuant to NCGS Chapter 15, Article 2, Record and Disposition of Seized, etc., Articles to a charitable organization exempt under section 501(c)(3) of the Internal Revenue Code or auctioned.
 - a. The public notice shall state that if they are not claimed, the department intends to donate these bicycles to a charitable organization.
 - b. The charitable organization requesting the donation must present to the Chief of

Police or designee a written request for the unclaimed bicycles and must specify that they are exempt under Section 501(c)(3) of the Internal Revenue Code.

- c. The Chief of Police or designee will determine which requests will be granted.
 - d. Bicycles not donated will be auctioned.
4. All media recorded on any Police Department recording device will be held in accordance with the approved media retention schedule before being erased or recycled.
 5. Court ordered illegal narcotics will be destroyed bi-annually at a department approved facility.

H. Establishing Procedures for Internal Control

1. Assigned Evidence & Property personnel will empty the temporary evidence lockers daily. Monday thru Friday Assigned Evidence & Property personnel will be responsible for reviewing their emails. This ensures there are no important emails from employees.
2. Other areas assigned to Evidence & Property personnel will also be checked daily for new evidence & property items. For example, newly recovered or seized bikes or for other large items too large to be placed inside the temporary evidence lock boxes.
3. No evidence items shall be placed in the NBPD's garage to include bikes if the bike(s) has/have been determined to be evidence for temporary storage by the employee.
4. If evidence items are too large for temporary lock boxes or for Room 111's large item lock box, employees will make contact with FEU's supervisor for guidance.
5. Room 111's temporary large item lock box (wall locker) will be checked daily.
6. Evidence Locker #15 is designated for administrative forms and will be checked daily for new items. No seized property or items of evidentiary value will be placed inside this document locker and is for administrative forms only.
7. Assigned Evidence & Property personnel will visually check and inspect each item(s) along with required paperwork. Assigned Evidence & Property personnel will review submitted items and remove them from the temporary lock boxes daily. This will ensure each item(s) has been submitted with proper corresponding paperwork and meets the established standard for storage until final disposition.
8. Evidence & Property personnel will visually inspect each item of property and evidence and a unique property control number that will be placed on the actual item(s) and the paperwork submitted. The item(s) will then be assigned a permanent storage location until final disposition of the specific item(s).

9. Items that have been assigned a property control number will then be logged into FEU's yearly ledger book (documented using a digital Spreadsheet and accessible via SharePoint) as a one-time entry showing the date that the item(s) were taken out of the temporary lock boxes, owner/possessors of the item(s), the property control number, case/incident number, brief descriptions of each item ("See Computer" can be used when there are too many items turned in that will not fit the brief description field of the ledger book), storage location, what officer/employee turned the item(s) in for storage, how many items were turned in, and initials of the assigned Evidence & Property personnel taking the item(s) out of the temporary lock boxes for storage.
10. Items passing visual inspections and meeting the established standard for packaging will then be logged into FEU's ledger book and updated in the Aegis property module displaying the property control number and the exact location of storage and maintaining chain of custody. Submitted signed paper copies of the chain of custody will be updated at the time of storage and in a chronological filing system.
11. All items stored are based on category or a common factor approach when assigning storage locations i.e. money, drugs, guns, and jewelry, if possible, should always be stored in the high-risk area in Room 109G in a predetermined storage location by FEU's supervisor and an assigned FEU personnel.
12. All high-risk items that are approved and accepted by the daily intake assigned Evidence & Property personnel will go through a secondary inspection by the FEU's supervisor before being stored in its permanent storage location.
13. If an item is rejected by the daily assigned Evidence & Property personnel removing items from the temporary lock boxes, an email will be sent to the submitting employee and to their immediate supervisor explaining the discrepancy. This email will also include the FEU supervisor and the other Evidence & Property personnel.
14. NBPD officers/employees receiving "Rejection Notification Emails" will correct the deficiencies within 3 business days unless an extension is authorized by a supervisor. If the corrections are not made within 3 business days, a "Second Notification Request" email will be sent to the Lieutenant.
15. On days FEU is closed to the public for administrative purposes, FEU is not closed to officers needing items for court or other emergency assistance.
16. Once a month all evidence submitted for testing by NC SBI will be transported to the NC SBI Lab in Raleigh.
17. Evidence turnover to outside agencies throughout the year will be scheduled by the FEU supervisor or their designee.

18. Storage locations not on site at NBPD i.e., E&J Automotive that store secured vehicles and unclaimed bikes in a secured facility will be checked visually once a week and inventoried once a month by assigned Evidence & Property personnel. The vehicle inventory report will be turned in monthly.
19. Assigned Evidence & Property personnel will conduct a test of the Annex alarm twice a year by intentionally activating the alarm and communicating with the NBPD communications center.

84.1.2 Storage and Security

- A. FEU stores property/evidence in several secured locations which are only accessible by unit personnel. FEU personnel are the only persons that possess keys to these secured locations and must accompany any person(s) requiring access to these areas.
- B. The location of the stored item(s) will depend on the type and size of the item(s). Specific areas are designated for each evidence type. At no time will different types of evidence be mixed within the same location.
- C. The following secured areas are utilized as controlled property/ evidence storage for the department:
 1. Room 109G - Firearms and drugs
 2. Room 109G - Safe for money and jewelry
 3. Room 108D - Other property/evidence
 4. Annex - Large, bulky property
 5. Annex - Biohazard refrigerator - Biohazard evidence & kits
 6. Annex 1- General property and evidence
 7. Secure storage area located at the approved City Contracted Wrecker Service will be utilized for storage of impounded and seized vehicles.
- D. **Impounding of motor vehicles-** When impounding a vehicle, the case officer will have three (3) working days to determine whether or not said vehicle is of evidentiary value. The officer will, in writing, notify the FEU supervisor the reason for keeping the vehicle impounded or to allow the owner to claim the vehicle towed. The FEU supervisor will have a member of FEU notify the owner of the vehicle that they have ten (10) calendar days to claim the vehicle. If the owner does not claim the vehicle within ten (10) calendar days, the vehicle will be turned over to the towing agent who towed and stored the vehicle to allow them to conduct a civil process on the vehicle.
- F. **Secure Storage Area** - The NBPD secure storage area is located at the approved City Contracted Wrecker Service. The secure building located within the NBPD secure storage area will be utilized for storage of vehicles as evidence. Vehicles that are determined to be a hazard in the roadway or abandoned will not be stored in the secured storage area. The towed vehicle will be turned over to the custody of the wrecker service which was called based on the rotation schedule.

- G. City Contracted Wrecker Service-** The City Contracted Wrecker Service will be responsible for the towing of vehicles that will be used as evidence or that will be stored for seizure purposes. Vehicles that have evidence contained within and a search warrant needing to be conducted, will be towed by the City Contracted Wrecker Service, and will be impounded in the secure storage area for impoundment until such time that the search warrant is served and completed.
- H. Rotational Wrecker Service-** The Communications section has a list of wrecker services that operate on a rotational basis when needed. Rotational wrecker services will be utilized when a vehicle is disabled and causing a hazard in the roadway or when deemed abandoned.
- I. Vehicles Held for Investigation Purposes-** Vehicles being impounded and held for investigative purposes shall be reviewed with the DA's office or appropriate supervisor within 10 days to determine if the vehicle should be released to owner or held in the secure storage area until final disposition. The results of the DA's/supervisor review shall be documented in a supplement as well as in the property files.
- J. Vehicles Involved in Traffic Crashes-** Vehicles will be towed by the next rotation towing service unless circumstances dictate otherwise. Requests by the owner/operator for a specific towing service may be honored with consideration given to existing conditions and the proximity of the desired towing service not to exceed the 30 minutes response time.

84.1.3 Temporary Security

Anytime FEU personnel are not available to accept evidence/property, it will be placed in the pass-through evidence lockbox or locked in a biohazard refrigerator. If the item is too large for the biohazard refrigerator or lockbox, it must be submitted directly to an FEU employee. During off-duty hours, the FEU Supervisor or designated FEU employee will be recalled to properly secure large property.

84.1.4 Security and Accountability for Controlled Substances and Weapons for Training

- A.** Seized controlled substances and weapons may be used for investigative or training purposes upon receipt of a court order that allows such use of the item(s). The Forensics and Evidence Unit shall be responsible for maintaining the security and integrity of these items in the same manner that all other items of evidence or property are secured, controlled, and inventoried. Access to these items is restricted to personnel assigned to specialized units who can demonstrate a legitimate training or investigative need.
- B. Obtaining Controlled Substances for Training Aids.** Controlled substances seized as a result of violations of state or federal law may be converted to training aids upon authorization by a court order. The order should specify the drug type, amount, purpose and receiving agency.
- C. Packaging and Storage of Controlled Substances for Training Aids.** For each type of controlled substance training aid (cocaine, heroin, marijuana, methamphetamine, etc.), the Forensics and Evidence Unit shall maintain a separate lockbox to ensure narcotic odors are not cross contaminated. Prior to being issued as a training aid, each aid should be packaged, weighed, sealed, and initialed by the K9 administrator and a member of the Forensics and Evidence Unit. The weight shall be recorded on the training aid log. Annually, each K-9 officer will meet with the K9 Administrator and a member of the Forensics and Evidence Unit to inspect

all controlled substance training aids for security and integrity of each item. The inspection will verify the type and weight of each aid.

- D. Use of Controlled Substances for Training Aids.** Training aids will be secured in the lock box in the evidence processing room and available only to Canine Officers. Each Canine handler and Canine Supervisor will be issued a key to the lock box. Training aids will consist of pseudo and actual controlled substances (cocaine, marijuana, heroin, etc.) to be used in the continued training of the Canine Unit on a daily basis. Controlled substance training aids must be returned to the lock box at the conclusion of each training session. No training aids should be checked out for more than 24 hours without authorization from the Chief of Police or his or her designee. The removal and return of training aids shall be documented in a training aid accountability log maintained for that purpose. The Forensics and Evidence Unit will review the accountability log weekly to ensure its accuracy. Any discrepancies will be reported to the Canine Supervisor immediately.
- E. Destruction of Training Aids.** Any inadvertent destruction of a training aid during a training session will be noted upon return and witnessed by at least two persons. The circumstances shall be documented and reported to the Chief of Police or designee. The documentation should include a written explanation of how the damage occurred, a list of individuals on location during the incident and a recommendation on how to prevent similar incidents from occurring in future training. The addition of any training aids will also be noted on the log. The log will be maintained indefinitely, to be used as verification as well as for inventory purposes. When a training aid loses its effectiveness, it shall be returned to the Forensics and Evidence Unit. The return of training aids for destruction shall be documented on the training aid accountability log. Training aids shall be destroyed by the Forensics and Evidence Unit in accordance with established destruction procedures for controlled substances.

84.1.5 Records, Status of Property

Forensic Evidence Unit records will reflect the status of all property/evidence held by the New Bern Police Department. Included in this status will be:

1. Owner, Victim and/or Suspect's name;
2. Date/Time Reported;
3. OCA number;
4. Description of the item(s);
5. Recovering/Collecting employee's name;
6. Location the item(s) will be stored;
7. Release date, released by and released to.

84.1.6 Inspection and Report

The purpose of an inspection/audit is to ensure the continuity of the chain of custody and not to require the accounting of every single item of property. An audit of the inventory should be sufficient to ensure the integrity of the system and the accountability of the property. Careful attention should be paid to proper documentation, at a minimum the following procedure will be adhered to:

1. The inspector will randomly select twenty-five (25) numbers from the range of property numbers used from each of the past five years and;
2. Confirm information and locations as listed on the Property Sheets, in the logbook and in AEGIS.
3. Each item noted on the randomly selected Property Sheets must be physically located and examined for proper packaging and labeling.
4. Within the twenty-five (25) selected Property Sheets, a minimum of 100 items will be verified or more property numbers will be selected at random to reach the minimum count.

A. Semi-annual Inspection. An inspection to determine adherence to procedures used for the control of property is conducted semi-annually (twice per year) by the person responsible for the property and evidence control function or his/her designee. At least semi-annually, the Forensic Evidence Unit (FEU) Supervisor will conduct an inspection of the evidence rooms to determine adherence to procedure used for the control of property. At a minimum, 20 high risk property items will be inspected. The semi-annual inspection will be documented and include:

1. Property and evidence areas are clean, safe and orderly.
2. Integrity of the property/evidence is being maintained.
3. Property/evidence is being safeguarded against damage and deterioration.
4. Location of a few samples of property/evidence to assure they are in the proper place.
5. Proper accountability procedures are being followed.
6. Property with no further evidential value is being disposed of properly and in a timely manner.
7. Verification of security systems.
8. Ensure that records are neat and orderly and accurately reflect appropriate cross reference.
9. FEU complies with all applicable department policies and procedures.
10. Semi-annually each K-9 officer will meet with the Operations Division Captain and the Chief of Police or designees to have all issued training aids to include controlled substance training aids inspected for security and integrity of each item. Documentation of each inspection will verify the type and weight of each aid that was issued to the handler. A written report of the inspection will be submitted to the Chief of Police.

B. Change of Custodian Audit. An audit of property occurs whenever the property and evidence custodian is assigned to and/or transferred from the position and is conducted jointly by the newly designated property and evidence custodian and a designee of the CEO to ensure that records are correct and properly annotated. Whenever a new property custodian is designated, an audit of the evidence/property will be conducted to ensure that the records are correct and properly annotated:

1. This audit will be conducted jointly by the newly designated property custodian and a designee of the Chief of Police.
2. A sampling of the total amount of high-risk property (money, precious metals, jewelry, firearms, and drugs) must be reviewed with respect to documentation and accountability. (CALEA Appendix I) will be used to determine the appropriate sample size.
3. An error rate that exceeds four percent will require a full inventory of all high-risk property.
4. The new property custodian should ensure that records are current and properly annotated. Any discrepancies will be documented prior to the assumption of property accountability by the newly designated property custodian.
5. The inspector will identify the total number of high risk and general property items collected in previous 12 months by completing a search of the department's Records Management System. From the high-risk property item search/report, the inspector will randomly select a minimum of 100 items covering each of the previous 12 months. From the general property items, the inspector will randomly select a minimum of 100 items covering each of the previous 12 months.
6. For each property item selected, the inspector will confirm information and locations as listed on the Property Sheets, in the logbook and in the departments Records Management System.
7. Each item noted on the randomly selected Property Sheets must be physically located and examined for proper packaging and labeling as described in general order 84.1.1

C. Annual Audit. An annual audit of property and evidence held by the agency is conducted by a supervisor not routinely or directly connected with control of property and evidence.

1. The purpose of this inspection is to ensure the continuity of the chain of custody and not to require the accounting of every single item of property. Careful attention should be paid to proper documentation. Property can be identified as any object or material a member of the department collects in the performance of his or her duty. Special attention should be given to property items described as high risk. High risk items include controlled substances, money, firearms, and jewelry. All other items will be considered general property.
2. Annually the Chief of Police will designate a supervisor not routinely or directly connected with control of the Forensic and Evidence Unit to conduct an audit of property and evidence.

- a. The inspector will identify the total number of high risk and general property items collected in the previous 12 months by completing a search of the department's Records Management System. From the high-risk property item search/report, the inspector will randomly select a minimum of 100 items covering each of the previous 12 months. From the general property items, the inspector will randomly select a minimum of 100 items covering each of the previous 12 months.
- b. For each property item selected, the inspector will confirm information and locations as listed on the Property Sheets, in the logbook and in the department's Records Management System.
- c. Each item noted on the randomly selected Property Sheets must be physically located and examined for proper packaging and labeling as described in general order 84.1.1(d)
- d. Property and evidence storage areas are clean, safe and orderly.
- e. Integrity of the property/evidence is being maintained.
- f. Property/evidence is being safeguarded against damage and deterioration.
- g. Property with no further evidential value is being disposed of properly and in a timely manner.
- h. Verification of security systems.
- i. Ensure that records are neat and orderly and accurately reflect appropriate cross reference.
- j. FEU complies with all applicable department policies and procedures.

D. Unannounced inspections. Unannounced inspections of property and evidence storage areas are conducted, as directed by the agency's chief executive officer, at least once a year.

1. The Chief of Police or a designee not routinely or directly connected with control of Evidence Unit will conduct an unannounced inspection of the evidence rooms when deemed appropriate by the Chief of Police or at least annually.
2. A random comparison of records with physical property should be the focal point of the inspection. A variety of activities should receive attention during each successive inspection in an attempt to avoid examining the same activities repeatedly, however a selection of high-risk property will be included each time. The unannounced inspection will be documented and include:
 - a. Inspection of the property and evidence areas for cleanliness and orderliness.
 - b. Locating a few samples of property/evidence to assure they are in the proper place.

- c. Verification of security systems.
 - d. Ensure that records are kept neat and orderly and accurately reflect appropriate cross reference.
 - e. Ensure that procedures are adequate to facilitate accountability of property.
3. Controlled substance training aids are subject to periodic unannounced inspection by the Chief of Police or designee. A written report of the inspection will be submitted to the Chief of Police.

84.1.7 Final Disposition

- A.** Officers are responsible for obtaining in a timely manner, the appropriate court judgment for their cases that involve evidence recovery. FEU will annually provide to each officer a complete listing of their property and evidence for disposition purposes. The employee will review the case and check to ensure there are no further court actions or investigations pending. Officers will update the property disposition information in AEGIS. If the item(s) can be disposed of, the employee will check the appropriate disposition, sign the form, make any additional comments and forward all written documentation, including the court judgment, to the Forensic Evidence Unit by the designated due date.
- B.** FEU personnel will properly dispose of recovered and evidentiary property no later than six months and unclaimed property no later than one year after being notified the legal requirements have been satisfied.
- C.** In the case of misdemeanor larceny/shoplifting, the property may be photographed and returned to the owner. In all other cases the property may be photographed and returned to the owner, only with the District Attorney's approval.

84.1.8 Property Acquired through the Civil Process

- A.** Officers of the New Bern Police Department will actively pursue the seizure and subsequent forfeiture of property that constitute proceeds from criminal acts, were used in the commission of criminal acts, or when such seizures are court ordered. When such property is seized, officers shall adhere to and use the following procedures set forth by the appropriate general statute listed in 84.1.8(B)(1).
- B. Vehicles Being Seized or Forfeited-** Vehicles seized for forfeiture or other legal reasons shall be reviewed with the U.S. Attorney or DA's office or appropriate supervisor within 30 days to determine if the vehicle should be released to the owner or held in the secure storage area until final disposition. The results of the U.S. Attorney/DA's/supervisor review shall be documented in a supplemental report as well as in the property files. The investigating officer shall initiate either the forfeiture or other recommended action.

1. State Forfeitures

- a. NCGS 14-86.1 governs seizures and forfeitures of conveyances used in committing larceny in excess of \$2000.00 and similar crimes to include armed robbery or common law robbery.

- b. NCGS 20-28.3 governs seizures, impoundments, and forfeitures of motor vehicles for offenses involving impaired driving while license revoked or without license and insurance, and for felony speeding to elude arrest.

NOTE: Officers must have the **proper paperwork completed by the courts** in order to seize vehicles under this statute. Verbal authorization is **not permitted** to allow the wrecker service to notify the state contracted provider to come and collect the vehicle.

- c. NCGS 90-112 governs seizures and forfeitures of property used in violation of the North Carolina Controlled Substance Act to include:

- 1. Controlled substances, which have been manufactured, distributed, and dispensed or acquired in violation of the NC Controlled Substance Act.
- 2. All raw materials, products, and equipment of any kind, which are used or intended to be used in selling, purchasing, manufacturing, compounding, processing, delivering, importing, or exporting any controlled substance.
- 3. All property that is used, or intended for use, as a container for property described in (a) or (b).
- 4. All conveyances, including vehicles, vessels, or aircraft which are used or intended for use to unlawfully conceal, convey, or transport any property described in (a) or (b). No conveyances used by any person as a common carrier shall be forfeited unless the owner or person in charge of the conveyance was a consenting party or privy to the violation. No conveyance shall be forfeited if the conveyance was in the unlawful possession of a person other than the owner. No conveyance shall be forfeited unless the violation involved is a felony under this article.

- c. All books, records and research including formulas, microfilm, tapes and data which are used or intended to be used in violation of this Article.

- d. NCGS 18B-504 governs forfeitures of property used in violations of ABC laws to include:

- a. Motor vehicles, boats, airplanes and all other conveyances used to transport non-tax paid alcoholic beverages in violation of ABC Laws;
- b. Containers for alcoholic beverages which are manufactured, possessed, sold, or transported in violation of ABC Laws; and
- c. Equipment or ingredients used in the manufacture of alcoholic beverages in violation of ABC Laws.

2. Federal Forfeitures

- a. Under certain provisions, federal agencies may choose to adopt criminal cases which could include asset forfeiture through the Department of Justice Asset Forfeiture Program. The New Bern Police Department will coordinate all asset

forfeitures pursuant to the Department of Justice Asset Forfeiture Program with the-adopting federal agency in accordance with their asset forfeiture guidelines.

- b. The primary goal of the federal asset forfeiture program is to punish and deter criminal activity by depriving criminals of property used in or acquired through illegal activities.

- c. Types of property subject to Forfeiture under [Title 21, Unites States Code, Section 881 \(Controlled Substance Act\)](#) are as follows.
 - 1. Controlled Substances
 - 2. Equipment, Raw Materials or Products
 - 3. Containers
 - 4. Conveyances that for example serve as location of drug deal; function as sites of drug negotiations; are used to transport persons to site of drug deal; shield drug deal in some manner; or serve as collateral to secure a drug deal. Exceptions include common carriers and stolen conveyances.
 - 5. Books, Records and Research
 - 6. Assets, for example, proceeds or any “thing of value,” or money, negotiable instruments, and securities.
 - 7. Real Property
 - 8. All controlled substances which have been possessed in violation of this subchapter.
 - 9. All listed chemicals, all drug manufacturing equipment, all tableting machines, all encapsulating machines, and all gelatin capsules, which have been imported, exported, manufactured, possessed, distributed, dispensed, acquired, or intended to be distributed, dispensed, acquired, imported, or exported, in violation of this subchapter or subchapter II.
 - 10. Any drug paraphernalia (as defined in [section 863 of this title](#)).
 - 11. Any firearm (as defined in [section 921 of title 18](#)) used or intended to be used to facilitate the transportation, sale, receipt, possession, or concealment of property described in paragraph (1) or (2) and any proceeds traceable to such property.