



**DEPARTMENT OF PUBLIC SAFETY
PROPERTY/EVIDENCE ANNUAL AUDIT**



Date: _____ Vault Location: _____ Inspector: _____

OPR: 17 Evidence/Property Handling

Compliance **Non-Compliance**
(explain)

ANNUAL STANDARDS BUREAU AUDIT

Secondary Locking Systems in Place: or N/A

Secured Area for Large Items, i.e. vehicles (outside lot): or N/A

Comments or Recommendations:

Drop Boxes or Lockers Secured:

Drop Boxes or Lockers Checked Daily:

How is this information relayed to evidence custodian: _____

Comments or Recommendations:

Change of Evidence Custodian Audits Complete per OPR:17

Annual Inventories & Inspections Complete per OPR:17

Unannounced Inspections Complete per OPR: 17

Vault Records Kept per OPR:17

Tracking and Dispositions Managed per OPR:17

Packaging Completed per OPR:17

Comments or Recommendations: _____



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Firearms: Number of Firearms in Vault: Rifles _____ Pistols _____

Number of Firearms Reviewed: _____

Discrepancies: _____

Comments or Recommendations: _____

Monies: Number of Money Evidence in Vault: _____

Number of Money Evidence Reviewed: _____

Discrepancies: _____

Comments or Recommendations: _____

Drugs: Number of Drug Evidence in Vault: _____

Number of Drug Evidence Reviewed: _____

Discrepancies: _____

Comments or Recommendations: _____

**Please attach District Evidence Inventories Used for Audit*

Jewelry: Number of Jewelry in Vault: _____

Number of Jewelry Reviewed: _____

Discrepancies: _____

Comments or Recommendations: _____

Auditor Name: _____

Auditor Signature: _____ Date: _____

Follow up Date for Discrepancies: _____

Attach a Separate IDC Regarding Follow-Up on Discrepancies.