

OVERLAND PARK POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



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/s/ Doreen Jokerst
Chief of Police

/s/ Eric Houston
Deputy Chief

/s/ Eric Blevins
Public Safety Attorney

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I. PURPOSE

This written directive establishes guidelines and procedures for the collection, packaging, and submission for storage of property. Additionally, guidelines for interim transfers return to rightful ownership, or disposal of property to ensure integrity and chain of custody are maintained for all property and evidence under an OPPD Member's control.

II. PROCEDURE 84.1.1(A)(B)(C)

As this written directive uses, "property and evidence" refers to any items collected and deemed as evidence, possible evidence, recovered property, found property, or personal property.

All actions related to property and evidence will be conducted in a manner that ensures the integrity and credibility of the OPPD and its Members for court proceedings and ensures the owner's property rights and chain of custody issues. Consistent with established report writing, and property handling procedures, officers will thoroughly document the handling,

release, and disposition of all property. This will include the inventory property, and properly identify and document when, where, and to whom the property was released.

Materials and substances will be collected from a known source, whenever available, for submission to the appropriate laboratory for comparison with the physical evidence collected.

On-duty Members who find property or evidence are prohibited from claiming these items and will properly package and transfer them to the Property Room as outlined in this written directive.

Property that is recovered and not returned to its owner before the Member's shift ends, the officer will ensure the property/evidence is properly logged into the Department's property logs via the RMS property module before the end of his/her shift. [84.1.1\(A\)](#)

Members will contact a supervisor to discuss any exceptional circumstances related to property and evidence matters, collecting officers will transfer all property and evidence to the Property Room before the end of his/her shift. [84.1.1\(B\)](#)

Members can transfer property and evidence to the Property Room in person or via OPPD evidence lockers, evidence rooms, or recovered property rooms. Collecting Members will document items collected, reasons for collection, and the chain of custody in OPPD reports per SOP 2220, Report Writing & HBO.

Property Unit personnel are the only Members authorized by the Chief of Police to have unrestricted access to the Property Room. The Support Services Division will manage and oversee the day-to-day Property Room operations.

Access to the Property Room during business or non-business hours is restricted to Property Unit Members and visitors specifically authorized by the Chief of Police or the Services Bureau Commander.

Members will make reasonable attempts to return recovered or seized non-evidentiary items to their rightful owners. When a return is not possible, Members will package and transfer these items to the Property Room for storage as described in this written directive and follow packaging guidelines and submittal procedures as outlined in the Property Unit Procedures Manual. Additionally, instructions and photos of proper packaging can be found in the property packaging area at TRCC.

As a matter of practice, the Overland Park Police Department does not use the submitted property of controlled substances, weapons, or explosives for investigative or training purposes.

EOD is responsible for the collection and disposal of explosive items and should be consulted per SOP 2050, BOMBS THREATS & EXPLOSIVES.

Consistent with established report writing and property handling procedures, a police report will be written which thoroughly documents how property came into the Department Member's possession and the handling, release, and disposition of the property. This will

include the inventory of property and properly identifying and documenting when, where, and to whom the property was released. [84.1.1\(C\)](#)

A. CUSTODY & CONTROL OF PROPERTY AND EVIDENCE [83.2.1 \(A\)](#), [83.3.2\(A\)\(B\)](#), [84.1.1\(D\)](#)

Members will ensure all submitted recovered property and evidence items are packaged so tampering with the package or its contents is immediately apparent and the person responsible for submitting the evidence can be positively identified. Any person checking the package out of, or returning it to the Property Room for any reason will ensure the package is resealed.

When evidence is submitted for testing by a forensic laboratory, reports clearly will identify the officer submitting the evidence. [83.3.2\(A\)](#)

Evidence submitted to the Johnson County Crime Laboratory (JCCL) must be accompanied by the appropriately completed JCCL PRELOG, obtained by submitting a request for a JCCL examination via the JCCL LIMS PRELOG website. The Criminal Investigations Division (CID) is responsible for completing the PRELOG entries for evidence submitted to the Property and Evidence Unit to the appropriate forensic lab for testing. Members submitting evidence that needs to be tested by the JCCL will complete the “PRELOG REQUEST FORM” located on OPDNET-Police-Miscellaneous Forms (Google). A designated Member of CID will complete the JCCL PPRELOG entry and the Property and Evidence Unit will transfer the evidence to be tested to the JCCL. The CID manual designates the CID Members responsible for completing JCCL PRELOG submissions. Instructions for the JCCL LIMS PRELOG website are located in the Property Unit Procedures Manual. [83.2.1 \(B\)](#)

DUI blood kits are the exception to this rule. The Member collecting the DUI blood kit is responsible for completing the JCCL PRELOG and submitting the DUI blood kit to Property and Evidence.

If submissions are made based on emergent circumstances directly to JCCL, the KBI Lab, or when there is more than one submitting officer, separate service requests are required for each submitted item. When Members submit blood and urine to the JCCL for examination, the items are generally returned to OPPD at different times. [83.2.1 \(C\)](#) [83.3.2 \(C\)](#)

Guidelines for packaging and labeling property prior to storage are provided in the Property Unit Procedures Manual and step-by-step instructions with photographic examples are available in the packaging area of the Property Room. [84.1.1\(D\)](#)

Officers should also refer to the Property Unit Procedures Manual for the proper packaging guidelines for evidence being submitted for testing by a forensic laboratory. [83.3.2\(B\)](#)

The Property Unit supervisor is responsible for setting and assigning a schedule for the transportation of OPPD evidence to the various laboratories accessed by OPPD. Property Unit personnel will follow the assigned schedule for submission of evidence to the Property Unit supervisor.

B. TEMPORARY PROPERTY/EVIDENCE HOLDING AREAS

Guns, money, and drugs are not eligible for temporary evidence storage and will be handled as outlined below.

The temporary storage areas may be used for short-term purposes only. Examples may include:

- An officer is packaging property/evidence and must switch tasks for a short time.
- Recovered property is being held until the owner can retrieve it.

Temporary evidence storage is only available at TRCC, Scafe, and in the Sanders booking area. All processing and packaging of evidence should be completed at TRCC.

Temporary evidence storage at TRCC is located along the East wall in the property packaging room. Each locker has a uniquely keyed lock. Once items are secured in the locker, the officer will retain the key to the lock until he/she removes the items.

Each locker will have a clip attached to the locker door. Officers will put a note in the clip listing the case number and the date the property was placed in the locker.

Prisoner property and potential evidence discovered while in the booking room, may be secured in one of the temporary evidence storage lockers. Officers will follow the same procedure outlined above with the unique key and a note. No evidentiary items will remain in the temporary locker. These items must be removed before the recovering officer leaves the booking area.

C. EXCEPTIONAL CIRCUMSTANCES [83.3.2\(C\)\(D\)](#), [84.1.1\(A\)\(B\)](#)

During exceptional circumstances, a temporary property/evidence holding area may be created with the written approval of the Commander in the division requesting the temporary holding area. The evidence custodian will be notified as soon as practical on the creation of the temporary holding area. The memo will include security measures implemented (i.e., key access, logging of entry into the room, chain of custody log), and a time frame on how long the temporary holding area will be in use. This time frame should not exceed 72 hours. [83.3.2\(C\)\(D\)](#)

Exceptional circumstances are instances where large quantities of property/evidence have been seized/recovered and need to be sorted for packaging, transferred to testing labs, or any other types of transfers, or placed into the custody of evidence control. These tasks would require numerous personnel and may require significant time to complete. [84.1.1\(A\)\(B\)](#)

For DUI-related blood and urine collections and submissions, officers will also follow SOP 2115, DUI Arrest.

D. BODILY FLUID EVIDENCE/BIOHAZARDS [84.1.1\(E\)](#)

When collecting, packaging, and submitting items that contain bodily fluid evidence, Members will ensure:

- Items are completely dried before being packaged,
- Items are double packaged in paper only,
- Items are sealed with OPPD evidence tape only (badge number, initials, case number, and date) and never with staples,

- Items have a barcode and a biohazard sticker prominently affixed to their exterior packaging, unless otherwise directed by a supervisor, or lab personnel, and do not require refrigeration.

When collecting, packaging, and submitting Sexual Assault Kits:

- Sexual Assault Kits will be packaged and sealed with OPPD evidence tape with all of the required information: badge number, initials, case number, and date. Sexual Assault Kits do not need to be placed in a paper bag.
- Blood and urine samples collected during a sexual assault examination must be refrigerated.
- Sexual Assault Kits will be submitted as evidence and marked, “send to the JCCL for testing.” Members should follow the procedure set out in section II-A when submitting items to the Property and Evidence Unit for forensic laboratory testing. A supplement report will be completed documenting the collection and submission of the Sexual Assault Kit.

When collecting, packaging, and submitting DUI Blood Kits:

- DUI Blood Kits should be collected in accordance with the DUI Procedural Manual.
- DUI Blood Kits should be packaged and sealed with OPPD evidence tape with all required information: badge, initials, case number, and date.
- DUI Blood Kits submitted as evidence should be marked, “send to the JCCL for testing.” The Property and Evidence Unit will transfer the DUI Blood Kit to the JCCL for testing.

Evidentiary items requiring refrigeration can be directly handed over to a Property Unit Control Tech during the following hours 0630-1600, Monday – Friday.

Should such evidence be recovered during hours when the Property Room is not open, evidence requiring refrigeration will be placed in the refrigerator in the overnight storage room. Inside the refrigerator are individual keyed compartments, numbered 1-4. The Member will place the item inside a compartment, lock it, drop the key in the slotted locker in the Officer Packaging Room, and send an email to pdpropertyclerks@opkansas.org letting them know which locker number contains the kit.

If all lockers in the overnight storage refrigerator are full, officers will use the refrigerator in the Crime Lab. To access the Crime Lab, contact a supervisor to gain entry and place the items in the refrigerator. The refrigerator will have a padlock keyed to the supervisor key. Once the supervisor unlocks the padlock and the evidence is secured in the refrigerator, the supervisor and officer will complete a log noting the date, supervisor's name, officer's name, case number, and the item placed in the refrigerator as evidence. Both refrigerators will be under 24-hour CCTV-recorded surveillance.

Property may not be taken directly to the Johnson County Crime Lab unless special arrangements have been previously made with the Lab.

E. CASH, NEGOTIABLE & HIGH-VALUE ITEMS 84.1.1(E)

Members will package these items separately from all other property and evidence collected

and submitted in the same case. Property Unit personnel must place these items in secure storage in the money room.

Cash, negotiable, and high-value items include:

- All coins or currency with negotiable value, all foreign coins or currency, all negotiable bonds, and all negotiable securities,
- All cash or coins with collector, numismatic, or sentimental value,
- All stamp or coin collections,
- All jewelry items,
- Rare items or those of apparent high value.

When cash is recovered as part of an investigation, it will be counted and the amount verified by two (2) Members at the scene of the recovery/seizure. If circumstances make counting the money at the scene impractical, recovery will still be handled by two (2) Members. The recovery, packaging, and sealing of the packaging will be videotaped at the scene. Once the money is inside a Department facility it will be counted, documented, and packaged as outlined in this policy.

Members handling cash will use a money-counting machine provided by the Department to count the money. The machine will count and record the serial numbers on the bills. If a money-counting machine is not available Members will arrange with an outside agency to use their money-counting machine. If no money-counting machine is available, two (2) Members will count the money and package it with the entire process videotaped. Cash bills not run through a counting machine will be photocopied (off-size) before submitting them to Property. The photocopies will be attached in RMS.

Before submitting wallets, purses, and other closed containers to the main Property Room at Tomahawk Ridge, ensure they are thoroughly searched and cash, negotiable, or other high-value items discovered are removed, inventoried, and described in the RMS. Package these items separately from all other types of evidence or recovered property. Ensure accompanying photo identification is photocopied and scanned to the corresponding RMS case file, and the identification is packaged so it is visible to others without opening the sealed package.

Submit all negotiable currency, bonds, securities, and cash in an OPPD currency envelope which:

- Bears a barcode, case number, and transfer date,
- Has all non-factory seals and package openings sealed with OPPD evidence tape, and has all resulting taped seals notated with the packaging officer's initials, badge number, date, and case number,
- Lists all contents by denomination, count, and total amount,
- Ensures all counts, denominations, and total amounts are verified and signed for by a second officer, and the second officer must be a Police supervisor if the amount transferred exceeds \$5,000.

Foreign currency should be documented on the currency envelope showing the denomination and type of currency (i.e. 2 Pesos) Ensure all discrepancies related to denomination, count, or amount during transfer, after transfer, or during storage are promptly reported to an on-duty Police supervisor and thereafter in writing via the chain of command to a bureau commander.

Ensure counterfeit cash or financial instruments are individually packaged in check protectors, photocopied, and scanned to the corresponding RMS case file.

Unless otherwise approved by the Support Services Division Commander or a Bureau Commander, these items will be stored in the extra security of the Property Unit safe.

Before releasing these items, the recipient must produce a driver's license or a government-issued photo identification that provides equivalent information. The identification will be photocopied and scanned to the corresponding RMS case file.

Property personnel will not accept items for storage if they are not packaged as outlined above, or do not have a second officer's or a supervisor's verifying signature.

Child Pornography 84.1.1(E)

Pursuant to the *Adam Walsh Child Protection and Safety Act* of 2006 (C18 USC Section 3509), when these items are collected as evidence, Members will ensure the exterior packaging is prominently marked as "*Child Pornography- DO NOT RELEASE.*" These items are considered to be evidentiary contraband which will never be copied, photographed, duplicated, or otherwise reproduced for the defense or others without advance approval from the Investigations Division Commander.

F. PROPERTY AND EVIDENCE ROOM ACCESS

Unauthorized access to the Main Property storage room, gun storage room, money storage room, drug storage room, flammables lockers, fireworks lockers, or temporary storage rooms is prohibited.

Authorized Property Unit Members will be called out when after-hours access to the Property Room is required. The Property Unit supervisor and all full-time Property Techs are the only authorized Members to be called out. Keys, access cards, alarm codes, or other access control security measures to the Property Room will only be entrusted to authorized Property Room personnel, who will never issue, loan, share, or duplicate them without the express approval of the Chief of Police or the Services Bureau Commander.

Between 1800 hours and 0500 hours, Property Room access is restricted and alarms will activate if entry is attempted. Property Room personnel may only access these areas during those hours when approved, in advance, by the Property Room supervisor, the Records/Property/Lab Section Manager, the Special Services Bureau Commander, or the Chief of Police.

When dispatch personnel receive an alarm during these hours, unless they have knowledge of prior approval to access the area, they will personally contact at least one person listed in the following preferential notification order:

- The Property Room Supervisor,
- The Records/Property Section Manager,
- The Support Services Division Commander.

All non-authorized personnel or others requesting access to the Property Room will be classified as visitors and must sign the visitors log, and be accompanied at all times by a Property Unit Member with full access privileges.

G. TWO-PERSON RULE

Property Room personnel will adhere to the two-person rule when completing transfers of guns, money, and drugs. Non-compliance is a serious procedural violation that can result in discipline up to and including termination.

H. PROPERTY CHECKOUTS & RETURNS [83.3.2\(E\)](#)

Members must have a legitimate business reason to check items out, for example; court appearances; to return to their lawful owner; or for other law enforcement purposes.

Evidence sent to the Johnson County Crime Laboratory and entered into the LIMS PRELOG system will upon completion of processing by the JCCL generate a written report of findings. The OPPD Records Unit is responsible for downloading completed JCCL evidence reports from LIMS PRELOG and posting them to the appropriate OPPD report. [83.3.2 \(E\)](#)

I. CURRENCY & HIGH-VALUE ITEMS [84.1.1\(E\)](#)

Property personnel may reject acceptance of cash, collectibles, jewelry, or high-value items for storage in the Property Room if these items are not submitted in person or via pass-through lockers at the main Tomahawk Ridge Property Room.

Cash will only be accepted in a designated "*Cash Submission Envelope*" with all necessary information filled in which documents all counts, denominations; and, the count is witnessed and signed off by a second member when cash amounts are less than \$5,000; or, by a supervisor when the cash amount is more than \$5,000.

All cash and high-value items will be itemized, stored, and tracked using bar codes. They will be stored in an enhanced security area which is independently keyed, alarmed, and CCTV monitored. Access is only authorized to Property Unit personnel who use OPPD's established "2-Person Rule"; and, requires chain-of-command approval by the Support Services Division Commander, Bureau Commander, or the Chief of Police, and all approved visitors are entered in the visitor access logs.

Alarms in the enhanced security area will only be deactivated with personnel using the "2-Person rule." The alarms will be monitored by dispatchers who will initiate a response if the alarm is tripped.

If the alarms or CCTV surveillance systems require repair or, are malfunctioning Property Unit personnel will request an immediate repair, and notify the Support Services Commander or Bureau Commander via the chain of command.

Unless currency & high-value items are to be held for trace examination or collector value; or directed otherwise by the JOCO DA, the OPPD PLA, an OP Prosecutor, or an OPPD supervisor, these items will be retained in their original packaging.

Items held for trace examination or collector value must be stored in the enhanced security of the safe in the cash and high-value item room until they are returned to their owner. Cash not held for trace examination or collector value must be transferred to the OP City Finance Department for deposit in a specially designated City account by two (2) Property Unit Members. In cases where large amounts of cash are being deposited, a single Property Unit Member may be accompanied by an armed OPPD Police Officer.

While turning over cash to the Finance Department any identified discrepancy in originally recorded denominations, counts, or amounts of money, must be reported through the chain of command to the Support Services Division Commander.

When it is appropriate (based on this written directive), to return funds to an owner, and if those funds have been transferred for deposit to a City account, the handling Property Technician will submit a check request to the Finance Department via the OPPD chain-of-command. The Finance Department will mail the check to the address provided by the Police Property Unit. [84.1.1\(F\)](#)

If cash and other high-value items are not returned to their owner they may only be released for authorized purposes, such as a scheduled court appearance or authorized discovery viewing.

When currency & high-value items are to be returned to their owner the Member will:

- Send appropriate written notification to the owner,
- Ensure at least two (2) unit Members are present,
- Request, verify, and retain a copy of the owner's valid government-issued photo identification.

Unless otherwise directed by a Bureau Commander, the Property Unit supervisor will ensure notification is made to the Services Bureau Commander when the total value of stored cash items exceeds \$60,000.

J. DRUGS & NARCOTICS [84.1.1\(E\)](#)

When receiving real or suspected narcotics, prescription drugs, or controlled substances, that have been submitted for storage, Property Room personnel will handle these items per III-I, Property Requiring Special Handling-Controlled or Scheduled Substances and Narcotics.

K. WEAPONS [84.1.1\(E\)](#), [84.1.4](#)

When firearms or ammunition are submitted for storage, Property Room personnel will:

- Ensure the weapon, is properly packaged, and safe to store,
- Refuse storage of improperly or unsafe submitted items and request a Police Department Armorer to address potential safety concerns,
- Store firearms in the enhanced-security firearms storage area,
- When requested have the firearm tested by the JCCL for the ballistics registry.

Before releasing a firearm, two (2) Property Members will:

- Confirm the request for release is authorized in writing,

- Not release to anyone legally restricted from owning or possessing a firearm,
- Screen recipients in advance by completing NCIC, REJIS, Triple III, and JIMS computer checks on any person claiming the firearm,
- Prospective recipients acknowledge in advance, per KSA 21-6301 and 21-6304 and Title 18 USC 922, Sections d through g, they are not:
 - Convicted felons, fugitives, drug addicts, minors, or mentally ill persons,
 - Former military personnel who are not honorably discharged,
 - Illegal aliens or those who have renounced their US citizenship,
 - Persons with a court order restraining them from stalking, harassing, or threatening an intimate partner or child,
 - Persons convicted of misdemeanor crimes related to domestic violence.

If the applicant is not restricted from possessing a firearm, before releasing it to the owner, both Members will:

- Have a commissioned police officer present, to ensure the safety of the unarmed Property Members,
- Request, verify, and retain a copy of the owner's valid government-issued photo identification.

When firearms are recovered or seized by OPPD under the below circumstances they will be transferred to the Johnson County Crime Laboratory (JCCL), Reference Library. Lab personnel will test fire and collect projectiles from the firearms for entry into the National Firearms Database.

Firearms will be transferred to the JCCL when:

- Criminal arrests involving the use or possession of a firearm in the commission of the crime,
- Criminal arrests that violate firearm laws,
- A DUI arrest which includes the charge of 21-6332, *Possession of a firearm while under the influence*,
- All death investigations involving a firearm (homicide, suicide, accidental)
- Any found/recovered firearms without an identified owner,
- A firearm was turned over to OPPD to be destroyed.

Firearms will not be converted to OPPD use or City inventory unless:

- There is no evidentiary value or other need to hold it,
- Approved by the Chief of Police,
- A City asset number is obtained in advance and the firearm is added to the City's inventory system.

The Chief of Police must pre-approve and authorize the sale or transfer of firearms to a licensed firearms dealer.

L. HOMICIDE, MAJOR CASE EVIDENCE & OFFICER-INVOLVED SHOOTING [84.1.1\(E\)](#)

When homicide, officer-involved shooting, or major case evidence is submitted for storage, Property Unit Members will store these items per OPPD's established Property Unit filing system and in a low-traffic area. Weapons, narcotics, and money or high-value items will be

stored in enhanced-security storage areas. Biohazard procedures will be followed for items suspected or confirmed to be biohazard-exposed.

Generally, these items will be retained indefinitely and never be destroyed. Any destruction or release of these items will require authorization by a Court Order, the Police Legal Advisor, the Chief of Police, or a Bureau Commander.

M. LOST OR FOUND PROPERTY 84.1.1(F)(G)

Per OPMC, 2.66.1100, *Disposal of Property*, unclaimed bikes must be held at least 45 days, and other property must be held at least 90 days beyond the date upon which the Department takes custody of the item.

When "found property" is not claimed by its true owner it can be returned to the person who found it if he/she makes a claim. However; the property in question may not be sensitive, contraband, or a dangerous weapon.

This type of property will be disposed of by two (2) Property Unit Members. These items will be released per guidelines in IV-D, Property Checkout & Return Procedures.

On-duty, OPPD Members are prohibited from claiming "found property."

N. PROPERTY RETURNS FOR UNIQUE SITUATIONS 84.1.1(G)

Juvenile Owners: Property belonging to a juvenile owner must be released to a parent or guardian.

Deceased and/or Fatality Accident Owners: Recovered property owned by the deceased victim may be released to persons who complete a K.S.A. 59-1507b *Affidavit*. Other property releases will require a Probate Court Order.

Hospitalized Owners: Officers who transport a person to the hospital will have the following options for dealing with property owned by the hospitalized person:

- Release the property to the hospitalized owner if he/she is conscious and/or capable of acknowledging receipt of the property,
- If the patient consents to release the property to another responsible person i.e. relative, or friend of the patient,
- Release the property to hospital personnel to be stored with the rest of the patient's property,
- If there is no reasonable alternative for the release of property, officers will collect, package, and submit it to the Property Room to be held for safekeeping. Release of property to the owner will comply with this written directive. If the person dies, the above-deceased person's section will be followed.

Consistent with established report writing and property handling procedures, officers will thoroughly document all handling, release, and disposition of all property. This will include the inventory of the property and properly identify, and document when, where, and to whom the property was released.

Confined or Committed Owners: When the owner is confined or committed pursuant to a Court Commitment Order, property will be held until the owner is released.

When the property to be released involves recovered medications or firearms, and the owner was committed pursuant to a Court Commitment Order, the owner must provide a certified copy of a "*Certificate of Restoration*," pursuant to KSA 75-7c25.

When the property to be released involves recovered medications or firearms, and the owner is believed to have been committed and no record of a Court Commitment Order is locatable, refer these cases immediately to the Police Legal Advisor, (PLA).

Pawn Shop Property: Release of items recovered from a pawn shop requires the PLA to:

- Initiate a 45-day letter to the pawn shop and copy it to the Property Unit,
- Authorize the final release of the property file and notify the Property Unit,
- Property Unit personnel will include all related correspondence in their Property File.

Court Ordered Release: When a court disposition (Municipal or District), is delivered to the Property Unit, Property Unit Members will follow prescribed procedures for the temporary and final release of property items from the control of the property and evidence function.

O. RESEARCH & RETURN TO OWNER OR DESTRUCTION [84.1.1\(F\)](#)

The Property Unit supervisor will maintain a current list of items held in Property beyond the effective statute of limitations date. Items stored beyond their statute of limitations date will be researched for release & return or destruction and disposed of according to this date; the oldest items in Property have priority. For additional direction refer to the Property Manual section T.

P. AUDITS & INVENTORIES [84.1.6\(A\)\(B\)\(C\)\(D\)](#)

To maintain a high degree of evidentiary integrity over agency-controlled property and evidence, the following documented inspections, inventory, and audits will be completed:

- An inspection to determine adherence to procedures used for the control of property and evidence will be conducted semi-annually by the Captain responsible for the property and evidence control function or his/her designee. [\(A\)](#)
- An audit of property and evidence whenever the property and evidence custodian is assigned or transferred from the position, and be conducted jointly by the newly designated property and evidence custodian and a designee of the Chief of Police to ensure that records are correct and properly annotated. [\(B\)](#)
- An annual audit of property and evidence conducted by a supervisor not routinely or directly connected with control of property and evidence as directed by the Chief of Police. [\(C\)](#)

- Unannounced inspections of the property and evidence storage areas will be conducted, as directed by the Chief of Police, at least once a year. (D)

Personnel from the Professional Standards Unit will conduct audits, which, according to this policy, may be announced, unannounced, scheduled, or random. These audits are intended to:

- Ensure the integrity of the OPPD Property Room and its procedures,
- Confirm Property Unit or other Inventories,
- Confirm the accuracy and proper maintenance of Property Room records and files,
- Identify areas where improvement or updates are appropriate or required,
- Correct any procedural deficiencies or non-compliance.

Items to be audited will include but are not limited to inventories of:

- Firearms,
- Cash,
- Controlled Substances,
- General Entries.

Auditors will ensure the property descriptions in RMS inventories can be matched with corresponding sealed evidence packages or the actual item. The auditor(s) will also make sure the item seized, and by whom, can be properly recorded and tracked.

There is no need for sealed packages to be opened during audits, however; the seals will be inspected to verify the package has not been tampered with or compromised.

If the case being audited involves items that have been previously released, ensure the following information was properly recorded and tracked:

- The release was appropriate and authorized,
- Date and time the release was completed and to whom,
- Was a government-issued photo identification presented and photocopied before the item was released?
- Were any photocopies or photographs scanned to the corresponding RMS case file?
- Were all appropriate dates, dispositions, and signatures appropriately recorded and updated in RMS?
- When property items were destroyed, the date, destruction method, identity, and signatures of the two (2) Property Techs were documented properly,
- When items are identified as converted to City use, can the authorizing supervisors and the approved recipient be identified?
- Was a City asset number request form submitted?

The Auditor will prepare a comprehensive report on audit findings, and copy it to the Chief of Police and Bureau Commanders for follow-up.

The Services Bureau Commander should consider a complete inventory of items in the guns, money, and drug rooms each time there is a change in Property Room personnel. The Chief of Police or Bureau Commander may determine the frequency or the necessity of audits.

Any time a firearm, money, narcotic, or high-value item is determined to be lost or missing, the matter will be immediately reported to the Services Bureau Commander.

Any other items determined to be lost or missing will be immediately reported to the Records/Property Section manager for follow-up.

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Reviewed by: Captain Chad Grosserode

CALEA references:

83.2.1(A)(C)(D)

83.3.2 (A)(B)(C)(D)(E)

84.1.1(A)(B)(C)(D)(E)(F)(G)

84.1.4

84.1.5

84.1.6 (A)(B)(C)(D)