

	<b>PARADISE VALLEY POLICE GENERAL ORDER</b>  <b>Emergency Procedures for Entry into Property &amp; Evidence</b>	Order Number
		84.8
		Date
		04-27-22

## 84.8 Emergency Procedures for Entry into Property & Evidence

A. Emergency access may be needed to the Property and Evidence room for several reasons to include:

- Fire
- Water leak
- Medical event
- HAZMAT event
- Alarm on storage refrigerator / freezer

If any of these events occur, the dispatcher will contact the on-duty Supervisor and attempt to contact the Evidence Custodian.

If the Evidence Custodian cannot be reached or is unable to respond, the on-duty Supervisor may make the decision to enter Property and Evidence.

If the on-duty Supervisor makes the decision to enter Property and Evidence, they must proceed to dispatch to sign out the access key card and key. They must also obtain a DR number and document the incident with CAD notes.

Once the key is signed out, the supervisor should proceed to Property and Evidence along with one additional officer (if the situation allows), activate their body worn cameras (BWC) and gain access to the Property and Evidence room. When unlocking and entering the door, be sure to put the key in the upper door lock then swipe the access key card against the keypad. You will hear a click at the door handle. Turn the door handle and at the same time turn the door lock to the right. This should allow you to open the door.

If entering for an alarm from the refrigerator or freezer, go to the alarm panel located between the window and the file cabinet and enter the code and press off. The code is 1234. This should silence the alarm. No more action is required for the alarm.

Before leaving, make sure all parties who entered sign the access log which is located in the plastic tray on the side of the file cabinet. Follow up with a written notification (text and/or email) to the Criminal Investigations Unit (CIU) supervisor & Command Staff.