

	PARADISE VALLEY POLICE GENERAL ORDER Submitting Property that is not Evidence	Order Number 84.4
		Date 01-24-17

84.4 Submitting Property that is not *Evidence*

84.4.1 *Found Property*

- A. Whenever practical, *found property should* be photographed and returned to the owner. A *DR shall* be completed, including the name and address of the person to whom the property was released.
- B. *Found property* that cannot be returned *should* be properly packaged and labeled prior to being submitted to Property and Evidence. It *shall* be packaged separately from all other property.
- C. *Found property* that is not claimed by the owner *shall* be handled as provided by State law.

84.4.2 *Property for Disposal*

Property that holds no evidentiary or monetary value *may* be documented in a *DR* and disposed of by the case agent. If *property for disposal* cannot be properly disposed of on scene, it *shall* be properly packaged and labeled, separately from other property, and submitted to the Evidence Section with the Property Code in the *RMS* marked as "General for Destruction."

84.4.3 *Property Held for Safekeeping*

An *officer* who takes any property into possession for *safekeeping shall* provide a copy of a completed receipt to the person from whom the property is taken. The property *shall* be properly packaged and labeled, separately from all other property, and submitted to the Evidence Section.

84.4.4 *Prisoner Property*

- A. Prisoner property *shall* be packaged and labeled with the owner's name and address.
- B. All prisoner property *shall* be *searched* prior to submitting it to the jail. All money, jewelry, valuables, wallets, prescription medication, and small personal belongings *shall* be booked into the jail with the prisoner. Contraband (as



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defined by the booking facility) holding no evidentiary or tangible monetary value *may* be discarded by the *officer*. Any weapons, drugs, and contraband with monetary value *shall* be submitted to Evidence under the guidelines applicable to the specific type of property. The location of prisoner property, including notation of any that is disposed of, *shall* be included in the *DR*.

- C. The following items *shall* be considered contraband, as outlined by the County Jail:
1. Weapons, including pepper spray, mace, pocket knives, ammunition, etc.
 2. Tools that can be used as a weapon, such as screwdrivers, hammers, cutting tools, etc.
 3. Unprotected sharps such as syringes and razors.
 4. All illegal materials.
- D. Every effort *shall* be made to take prisoners to the jail with the minimal amount of property (for example, by leaving it, with the arrestee's permission, in the custody of a responsible party).