

	PARADISE VALLEY POLICE GENERAL ORDER Security of Property Room	Order Number
		84.5 Date 01-24-17

84.5 Security of Property Room

- A. All property, including *evidence*, which is *seized* or taken into custody by an *employee* of the *Department* for impounding *shall* be maintained in the property room or one of the other provided alternate secure property locations. The property room is a secure area with access limited to authorized *personnel* only.
- B. The property room records system tracks all property from the time an *employee* submits property to the room all the way through the property's disposal/release, including times when it is checked out and then returned. See G.O. #84.6. The system also records where the property is located within the property room. In order to maintain a high degree of control over the property, periodic inspections, inventories and audits are completed as follows:
 1. An annual documented inspection to determine adherence to procedures used for the control of property is conducted at least semi-annually by the person responsible for the property and evidence control function or a by a designee;
 - a. to include at a minimum, 100 high risk items and 150 other items, for a total of 250 items.
 - b. a report is submitted via the chain of command to the Chief.
 2. A audit covering all high risk items and 150 other items of evidence or property, occurs whenever there is a new Chief or a new property and evidence custodian assigned or a property and evidence custodian transferred from the position; this audit is conducted by the new property and *Evidence Custodian* and a designee of the *Chief* to ensure that records are correct and properly annotated; the report will be submitted via the chain of command to the Chief.
 3. a semi-annual unannounced audit of property and *evidence* is conducted by a *supervisor* not routinely or directly connected with the control of property and *evidence*. A report will be submitted via the chain of command to the Chief.
- C. Within the property room, there are special areas to allow for refrigerated items, frozen items, oversize items, explosives and firearms, and valuables.
 1. Additional security and control measures will be taken to safeguard all high-risk items (money, firearms, controlled substances and high value items).



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- D. In the event that the property room is closed, the *Department* has temporary *evidence* lockers available.
- E. The *Department* normally destroys *controlled substances* that are ordered forfeited. However, the *Chief* may give written approval for the use of one or more of these items for training purposes. The item *will* be weighed and packaged both prior to release for training and upon its return, with any significant weight discrepancy explained in a memo to the *Chief*.
- F. Unless the firearm is otherwise prohibited from being sold under federal or state law, firearms *must* either be used by the Department or sold/traded to a licensed firearms dealer.

