

	<b>PARADISE VALLEY POLICE GENERAL ORDER</b>  <b>Checkout and Return of Property</b>	Order Number
		<b>84.6</b>  Date <b>01-24-17</b>

## 84.6 Checkout and Return of Property

- A. Authorized *Department personnel* may remove items from Evidence for the purpose of investigations, forensic testing, judicial hearings and trials and as otherwise approved by the *Evidence Custodian*. Each person removing property *shall* complete a property receipt when retrieving the item, and *shall* take a copy of the receipt with them so that the *chain of custody* can be maintained. Anyone receiving the property *shall* sign the receipt; the receipt is to remain with the property until the property is returned to the Evidence Section.
- B. If property is retained by the court or other agency, a receipt *shall* be signed by the receiving person; the receipt *shall* be returned to Evidence.