	PARADISE VALLEY POLICE GENERAL ORDER Release and Disposition of Property	Order Number
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84.7 Release and Disposition of Property

- A. Generally, once the *Department* is ready to dispose of property, it *should* be returned to the owner. Upon receiving a signed release (a court order, memo or standing order from the prosecution, or a signed release from the assigned detective), the Evidence Section *shall* send a letter to the owner, informing them of the property's release and providing them with thirty days to contact the *Department* and make arrangements for the property.
- B. If private possession of the property is not lawful, or there are competing claims of ownership, or the owner does not respond to the mailed notice, or the owner or owner's address is unknown, the property *shall* be disposed of as prescribed by A.R.S. § 12-940 through A.R.S. § 12-945.

84.7.1 Conversion of Property to *Department* Use


- A. A.R.S. § 12-941 allows for unclaimed property and *evidence* determined to be of use in police operations to be retained and utilized by the *Department*. Firearms (A.R.S. § 12-945) and court ordered forfeited *deadly weapons*, dangerous instruments or explosives (A.R.S. § 13-3105), unless prohibited from being sold, *must* be disposed of or sold as directed by the previously referenced statutes.
- B. The *Chief shall* determine the distribution of unclaimed property for use in police operations, as well as any property forfeited to the *Department* for its use.

84.7.2 Special Retention for Biological and Cold Case *Evidence*

Biological *evidence* collected in connection with certain homicides and felony sexual assault cases *must* be preserved for an extended period of time. Such *evidence shall* not be disposed of except in compliance with the State law regarding retention of such *evidence* that is in effect at the time of disposal of the *evidence*.

84.7.3 Destruction of Marijuana and Narcotics

Destruction of marijuana and narcotics *shall* be overseen by no less than three witnesses: a *sworn supervisor*, a member of Command Staff and the property custodian. The property custodian *will* complete documentation detailing the destruction and include it with the case file.

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84.7.4 Public Ammunition Turn-in

Citizens wishing to turn in small amounts of unwanted ammunition that is of non-evidentiary value and not related to a case can make an appointment with the Property and Evidence Custodian or provide the ammunition to an officer after making a call for service. Surrendered ammunition will be secured in the designated ammunition container in property.

The container will be a secure, locked, metal box, with a slot or lid large enough to accept the average-sized box of ammunition. It will make the ammunition un-retrievable without a key to unlock it.

This box will be clearly marked as "Ammo Drop Off" or similar wording. Only the designated Paradise Valley Police Evidence Custodian will have the key to this lockbox. The Evidence Custodian will check this box every 30 days for turned-in ammunition, or when notified by a dispatcher or officer that it is known that ammunition was dropped off. The Evidence Custodian will keep a log of these 30-day checks. Turned-in ammunition will be disposed of according to GO #84.7.B.