



UNC Greensboro Police Department

Property Management

General Order 3-2.1

This policy provides guidelines for the proper processing, storage, security, and disposition of evidence and other property. This policy also provides for the protection of the chain of custody and identifies those persons authorized to remove and/or destroy property.

It is the policy of the UNC Greensboro Police Department to process and store all property in a manner that will protect it from loss, damage, or contamination, while maintaining documentation that tracks the chain of custody, the location of property, and its disposition. Departmental personnel are prohibited from converting evidence or property to personal use or disposing of evidence in a manner contrary to established procedures.

Property and Evidence Section Security

The Property and Evidence Section shall maintain secure storage and control of all property in the custody of this department. A property and evidence technician shall be appointed by the Chief of Police and will be directly responsible to the Support Services Commander or the authorized designee. The property and evidence technician is responsible for the security of the Property and Evidence Section. The Chief of Police will designate primary and alternate evidence technicians. These technicians will have responsibility for the control and security of all evidence and property upon receipt from the submitting officer(s).

Receiving Property

All evidence and confiscated property must be submitted to the Evidence Technician in accordance with the procedures outlined in the “Collecting, Processing, and Preserving Physical Evidence” section of this manual. (3-2.3)

The recovering officer is responsible for completing a written report that includes:

- A detailed description of the property.
- The circumstances under which the property came into the agency’s possession.

- All items must be packaged using only departmental-supplied packing materials to ensure consistency, safety, and compliance with internal handling procedures
- All items must have a photograph attached in file attachments (Evidence, found property or confiscated)

All items classified as evidence or confiscated property must be properly packaged and labeled as directed in 3-2.3.

Drug Evidence Packaging Protocol (Excluding Marijuana)

To ensure compliance with State Laboratory submission requirements, only one (1) item of evidence may be packaged per bag, with the exception of marijuana. This is critical because the State Lab will only accept one item per bag for testing.

RMS Entry Requirements

All departmental personnel who collect or take possession of property, whether classified as evidence, confiscated, recovered, or lost and found must enter the items into the RMS Evidence Module by the end of their shift. Each item must be:

- Clearly described
- Accompanied by a narrative explaining how the UNCG Police obtained the property.

Currency Handling

Money must be packaged in a clear plastic currency bag. The package must include:

- Case number, date, officer's initials, secondary initials.
- A breakdown of currency by denomination and total amount.

The officer's narrative must include:

- Subtotals for each denomination.
- The total amount of money.

The total amount must also be recorded in the description section of the RMS Evidence Module.

Delayed RMS Entry

If an officer is unable to complete the RMS entry before the end of shift:

- Supervisor approval must be obtained.
- All property must be secured in a temporary evidence locker.
- A Delayed Evidence Submission Form must be completed, including:
 - Date and time of storage.
 - Description of the evidence.
 - Signatures from both the officer and supervisor.
 - One copy of the form remains with the evidence; the second copy stays with the officer's case file.
 - All sealed evidence bags must be labeled as usual.

Medicine Drop Box

The UNCG Police Department maintains a Medicine Drop Box located in the lobby of the police building, which is under 24-hour surveillance. For added security, the drop box is bolted to the wall.

Access and Oversight

The drop box is to be checked and/or emptied as needed. Access requires two keys:

- One held by the Evidence Technician.
- One held by the Support Services Commander.

Collection and Processing

All collected medications will be:

- Boxed and logged into the RMS Evidence Module using an administrative case number.
- Weighed, with each collection's weight recorded on the destruction log.
- The boxed medications will be secured in the Property Room in the destruction barrel until scheduled for disposal.
- Collected medications will be destroyed by incineration along with other narcotics designated for destruction.

Documentation and Recording

The Evidence Technician will wear a Body-Worn Camera (BWC) and record the entire process of collection, logging, and securing the medications.

Pass Back Lockers - Refused Evidence

The Evidence Technician reserves the Right of Refusal for any evidence or property that is not submitted in accordance with departmental procedures.

Refusal Process

If evidence/property is refused:

- It will be secured in a pass-back locker and padlocked.
- The combination will be sent to the submitting officer via email or text.
- An Evidence Refusal Form will be emailed to the:
 - Submitting officer
 - Assigned sergeant
 - Division commander

Resubmission Process

After corrections are made, the officer must:

- Place the corrected evidence/property in a temporary storage pass-thru locker.
- Include the signed and dated Evidence Refusal Form.
- Return the padlock used for the pass-back locker.

All resubmitted items must be properly packaged and labeled in accordance with departmental evidence handling procedures.

Pass Back Lockers - Court

When officers require evidence for court proceedings, the following process must be followed:

1. *Request Submission*

The officer must submit a request via email to the Evidence Technician. The request must include:

- Case number

- Court date
- Specific items needed

2. *Evidence Preparation*

The Evidence Technician will:

- Prepare the requested evidence.
- Complete a Chain of Custody Release Form.
- Secure the evidence and the release form in a pass-back locker.
- Send the locker combination to the requesting officer via email or text.

3. *Temporary Storage Option*

If the officer needs the evidence for court the following day, they may secure the evidence in the pass-back locker overnight.

4. *Post-Court Return*

After court proceedings are complete, the officer must:

- Return the evidence to the pass-thru locker for re-entry into evidence.
- Complete the Chain of Custody tab (Tab 6) in the RMS Evidence Module, including:
 - Date returned
 - Time returned
 - Officer's ID number
 - Save all changes in the system

Pass Back Lockers - Incomplete Evidence

When evidence or property is submitted to the pass-thru lockers in an incomplete state, it will be reviewed by the Evidence Technician. If deficiencies are identified:

- The item(s) will be secured in a pass-back locker.
- The locker combination will be sent to the submitting officer via email or text for retrieval and correction.

Once the necessary corrections are made, the completed evidence, along with the padlock, must be resubmitted and secured in the temporary storage pass-thru locker.

All items must be properly packaged, labeled, and documented in accordance with departmental evidence handling procedures.

Alcoholic Beverages

In general, alcoholic beverages will not be seized for evidentiary purposes. Officers will photograph and then pour out all alcoholic beverages at the scene and appropriately dispose of the containers.

Alcoholic Beverage Containers Exceptions – Evidence Handling Guidelines

In any felony or serious case where an alcoholic beverage container is discovered, a supervisor or the assigned case investigator will determine whether the item should be seized and submitted as evidence or simply photographed. If the container was used as an instrument in a crime (e.g., a beer bottle used as a weapon or a can modified as drug paraphernalia), it must be impounded in the condition in which it was found. Officers should only empty the contents if:

- The contents are not relevant to the case, and
- The container is already open.

If a non-tax paid (untaxed) alcoholic beverage is located, it must be seized as evidence. In such cases, the officer is also required to complete Form BD-4L – Report of Arrest/Seizure Involving Non-Tax Paid (Unstamped) Controlled Substances.

All photographs taken under this section must be attached to the corresponding incident report

Digital Evidence Handling and Storage Procedures

All video, audio, and digital evidence obtained from sources such as AVfusion, Eventide, Exacq, digital photographs, or any other unlisted platforms must be entered into the RMS Evidence Module.

- When entering digital evidence:
 - Select the item category that corresponds to the type of digital evidence.
 - Set the property type to “35.”
- Video Storage for Court Use
 - The Records/Evidence Division will save all video footage excluding LensLock recordings to an external hard drive for use by the officer upon receiving a subpoena to court.

Reproduction and Access

Video data retained for evidentiary purposes may only be reproduced for court proceedings or investigative needs. All copies must be documented and tracked within the evidence storage system. No digital records may be copied for personal use unless explicitly authorized in writing by the Chief of Police.

Found Property Handling and Documentation Procedures

Found property will be handled in the same manner as evidence. Upon taking custody of found property, officers must follow these steps:

1. Case Number Assignment

- Obtain a case number from Communications.

2. Owner Identification Efforts

- Make a diligent effort to identify and contact the rightful owner.
- If the owner cannot be located and the property cannot be returned by the end of the officer's shift, the item must be secured in an evidence locker.
- Spartan cards – During normal business hours, take to Spartan card center and add CAD notes. During night shifts, enter into evidence.
- Bank cards - Contact the bank and if authorized destroy the card and add CAD notes. If unable to contact the bank, enter into evidence.
- UNCG Keys- Check with HRL and if a residence hall key, add CAD notes and leave with HRL. During night shifts, enter in evidence.

All other items need to be photographed and entered prior to return or locking in evidence.

All transactions should be documented on your BWC.

3. Evidence Module Entry

- Enter the item into the RMS Evidence Module using the same procedures for evidence.
- Select:
- Reason Entered: *Found Property*
- Item Category: *Found Property*

- In the Notes Section, include a brief narrative detailing:
- How, where, and when the item was obtained.
- From whom it was obtained (include name, address, and phone number if available).
- Any actions taken to locate the owner.
- Owner information, if known.

4. *Return of Property*

Found property not under investigation may be released to the owner at any time, provided satisfactory proof of ownership is presented. Acceptable proof includes:

- Government-issued ID
- Serial numbers
- Receipts, sales slips, or invoices
- Accurate description of the item (e.g., color, brand, style, unique markings)

5. *Restrictions:*

UNCG Police employees are prohibited from claiming found property under any circumstances.

Security Lockers and Storage Facilities

All evidence, confiscated property, and found property must be secured in the temporary storage room lockers (Room 135). If an item is too large to fit in a storage locker (e.g., bicycles or oversized items), it must be placed directly in the temporary storage room closet, and the door must be secured. If the volume of items exceeds the available space in the temporary storage room, Officers must contact a Support Services supervisor to request a call out of the Evidence Technician for additional storage arrangements.

All items must be properly packaged, labeled, and documented in accordance with departmental evidence handling procedures.

Access Control to Storage Areas

Access to evidence storage facilities is strictly limited to the Evidence Technician and other authorized personnel at their discretion.

Controlled Access Areas Include:

- Evidence Processing Room (Room 135A)
- Evidence Storage Room (Room 135B)
- Forensic Lab (Room 113) – access granted at the discretion of the Technical Services Supervisor

Entry Protocol:

Any individual entering Room 135-B or Room 113 must complete the sign-in/out sheet provided by the Evidence Technician. The log must include:

- Name
- Date and time of entry and exit
- Purpose of access

Property Records Management

All property under the control of the agency will be classified into one of the following categories:

- Evidence
- Confiscated Property
- Lost and Found Property
- Recovered Property
- State Property

For every incident in which property is seized by an officer, the recovering officer is responsible for entering the item(s) into the Evidence Module of the Records Management System (RMS). The RMS entry must include:

- Location where the property was seized
- Date and time the property was received
- A detailed description of the property
- A complete chain of custody record for each item

All property that falls under one of the five classifications must be accurately recorded in the appropriate database to ensure accountability, traceability, and compliance with agency procedures.

Property Inspections & Audits

To ensure the integrity, accountability, and security of all property under agency control, the following inspection and audit procedures will be followed:

Quarterly Inspections

The Evidence Technician will conduct quarterly inspections of all property storage areas and associated records. These inspections will verify compliance with:

- Departmental policies and procedures
- Applicable state laws

A Quarterly Inspection Report will be completed, detailing:

- Findings from the inspection
- Total number of items currently held in evidence

This report will be submitted to the Chief of Police each quarter.

Annual Unannounced Inspection

The Chief of Police, or a designated representative, will conduct at least one unannounced inspection annually. This inspection will focus on:

- Accountability of property
- Security of storage facilities
- Accuracy of records

Annual Audit

An annual audit will be conducted by the Professional Standards Unit, which must be independent of the Evidence Technician's duties. The audit will occur:

- At the end of each fiscal year, or
- Whenever a new Evidence Technician is assigned

The auditing supervisor will complete an Evidence/Property Inspection Report, which will:

- Identify any deficiencies or security concerns
- Recommend corrective actions

Record Retention

All reports related to the Evidence/Property Room, including inspections and audits, must be:

- Submitted to the Chief of Police
- Maintained for a minimum of three (3) years

Disposal of Evidence

Disposal of evidence generally requires a court order, which must be attached to the corresponding incident report. A court order is not required for:

- Administrative cases
- Non-drug, non-currency, and non-firearm evidence
- Cases that have been fully adjudicated and are not pending appeal

In such cases, approval from the Support Services Commander is required prior to disposal.

The Evidence Technician is responsible for verifying that all charges have been adjudicated for all involved defendants before proceeding with disposal.

With approval from the Chief of Police and a specific court order, property may be released to the department for investigative or training purposes. The Professional Standards Commander will periodically inspect and account for any controlled substances, weapons, or explosives retained for these purposes. 2

Unclaimed Property

- Retention Periods:
 - General unclaimed property: Held for a minimum of 180 days
 - Unclaimed bicycles: Held for a minimum of 60 days
 - Unclaimed cash: Held for a minimum of 180 days
- Annual Public Notice:
 - Each September, the Evidence Technician will publish a newspaper advertisement listing property eligible for:
 - Return to the rightful owner

- Sale
- Donation to charity
- Destruction

Unclaimed property and bicycles that are not returned to their rightful owners within the designated holding period will be sold at auction through PropertyRoom.com or donated to a charity. If bicycles are donated A letter from the receiving organization and an inventory of released bicycles must be submitted to the Evidence Control Officer. Disbursement of Unclaimed Cash may be released to Guilford County Schools or to the individual who found and turned it in. Department personnel are not eligible to claim unclaimed cash.

Proceeds from these sales will be distributed to Guilford County Schools in accordance with departmental policy and applicable regulations. All auctioned items will be processed and documented by the Evidence Technician, and records of the sale will be maintained for accountability and auditing purposes. These records must be retained for three (3) years.

Return of Property

The UNCG Police Department is committed to returning property to its rightful owners in a timely and lawful manner. The following guidelines apply:

Return to Victims and Witnesses

- Whenever possible, property belonging to victims or witnesses will be returned promptly.
- Exceptions include:
 - Illicit items or contraband
 - Disputed property
 - Weapons used in the commission of a crime
 - Evidence required for trial or conviction

Return to Suspects

- Property will only be returned to suspects under the following conditions:
 - A court order authorizes the return, or

- This release must be authorized by the investigating officer and/or the Support Services Commander

Disputed Ownership

- If two or more individuals claim the same property, the Evidence Technician will retain custody of the item until a court order is presented determining rightful ownership, regardless of any proof of ownership provided.

Release of Firearms

Firearms will only be released under the following conditions:

Court Order Requirement

- A valid court order is required for the release of any firearm.

Criminal History Check

- A criminal history check (NICS) must be completed to ensure the claimant:
 - Has no felony convictions
 - Is not a fugitive from justice
 - Has no outstanding felony warrants
 - Is not on Probation
 - Is not under pending felony indictment in any court of competent jurisdiction
 - Has no convictions for domestic violence offenses
 - Does not have a Mental Adjudication/ or Involuntary commitment
- If any of the above conditions are met, the firearm will not be released without a court order.

Identification Requirements

- The claimant must present valid photo identification, which may include:
 - A current, valid state driver's license
 - A state-issued identification card
 - A United States passport

Proof of Ownership

The claimant must provide proof of ownership, which may include:

- The original purchase receipt
- A notarized affidavit from the place of purchase identifying both the owner and the firearm
- A valid handgun permit
- A signed and notarized statement from the claimant affirming ownership and agreeing to hold UNCG harmless from any future claims

Additional Conditions

- Firearms that are not legal to possess will not be released under any circumstances.
- If the person requesting the release is not listed as the owner in any police report, they must present a signed and notarized statement from the owner authorizing them to retrieve the firearm on the owner's behalf.
- In all cases, the requesting individual must meet all other requirements outlined in this policy before a firearm is released.

Vehicle Registration Plates and Drivers Licenses

Seizure and Evidence Handling

Fictitious registration plates and driver licenses must be placed into evidence. All other types (e.g., revoked, expired, insurance-related, or surrendered) should not be submitted as evidence, but instead returned to the North Carolina Division of Motor Vehicles (DMV).

Authority to Seize

When a license plate or driver license is entered into DCI and flagged as suspended, revoked, or inactive, the system will display “Pickup Driver License” and/or “Pickup Registration Plate.”

Procedures for Seizing a Driver License (DMV Pickup Order)

1. Complete DMV DL-53A Form
2. Provide the pink copy to the individual
3. Submit the white copy to Records for scanning into RMS

4. Place the seized driver's license and the completed DMV DL-53A form in the Records drop box designated for DMV mailings.

Ensure the form is fully completed and securely attached to the license before submission. Records staff will process and forward the documents to the North Carolina Division of Motor Vehicles as required.

NCDMV
3120 Mail Service Center
Raleigh, NC 27697-3120

Procedures for Seizing a Registration Plate (DMV Pickup Order)

1. Complete DMV DL-53A Form
2. Provide the pink copy to the individual
3. Submit the white copy to Records for scanning into RMS
4. Secure the yellow copy to the plate
5. Submit the seizure over DCI using TSEZ (G.S. §20-45)
6. Place the seized registration plate and the completed DMV DL-53A form in the designated basket located in the squad room.

Patrol officers on duty each Friday are responsible for delivering all collected plates and forms to the DMV. Ensure all documentation is complete and securely attached to the corresponding plate before placing it in the basket.

Combined Seizure (License and Plate)

- Follow the above steps for both items
- Secure the yellow copy to both the license and plate
- Submit over DCI TSEZ
- Deliver both items to the DMV office unless retained for court

Additional Guidelines

- Do not seize out-of-state licenses or ID cards
- Ensure the date of seizure is recorded on the DL-53A form

- All seized items must be delivered to the DMV within 10 business days
- If a criminal proceeding is pending, the item must be retained until final judgment

G.S. §20-45. Seizure of documents and plates.

- The Division is hereby authorized to take possession of any certificate of title, registration card, permit, license, or registration plate issued by it upon expiration, revocation, cancelation, or suspension thereof, or which is fictitious, or which has been unlawfully or erroneously issued, or which has been unlawfully used.*
- The Division may give notice to the owner, licensee or lessee of its authority to take possession of any certificate of title, registration card, permit, license, or registration plate issued by it and require that person to surrender it to the Commissioner or his officers or agents. Any person who fails to surrender the certificate of title, registration card, permit, license, or registration plate or any duplicate thereof, upon personal service of notice or within 10 days after receipt of notice by mail as provided G.S. §20-48, shall be guilty of a Class 2 misdemeanor.*
- Any sworn law enforcement officer with jurisdiction, including a member of the State Highway Patrol, is authorized to seize the certificate of title, registration card, permit, license, or registration plate, if the officer has electronic or other notification from the Division that the item has been revoked or canceled, or otherwise has probable cause to believe that the item has been revoked or canceled under any law or statute, including G. S. §20-309(e).*

If a criminal proceeding relating to a certificate of title, registration card, permit, or license is pending, the law enforcement officer in possession of that item shall retain the item pending the entry of a final judgment by a court with jurisdiction. If there is no criminal proceeding pending, the law enforcement officer shall deliver the item to the Division.

- Any law enforcement officer who seizes a registration plate pursuant to this section shall report the seizure to the Division within 48 hours of the seizure and shall return the registration plate, but not a fictitious registration plate, to the Division within 10 business days of the seizure. (1937, c. 407, s. 10; 1975, c. 716, s. 5; 1981, c. 938, s. 2; 1993, c. 539, s. 329; 1994, Ex. Sess., c. 24, s. 14(c); 2005-357, s. 1; 2006-105, ss. 2.1, 2.2; 2006-264, s. 98.1.)*