

California Commission on
**Peace Officer Standards
and Training**

Management Counseling and Projects Bureau

008

LAW ENFORCEMENT

**EVIDENCE & PROPERTY
FUNCTION**

**AGENCY
SELF-EVALUATION**



FOURTH EDITION

Law Enforcement Evidence & Property Function Agency Self-Evaluation

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(POST)

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The law enforcement evidence/property function is vital to the criminal justice process. Its effective and efficient operation is integral to an agency's quality of service to the community and the criminal justice system. The management of this function has become increasingly complex due, in part, to factors related to legislative mandates, hazardous material storage, the protection and preservation of biological/DNA-related material, security and chain of custody, and the training of evidence/property personnel. The failure to manage the evidence and property function can affect the successful prosecution of criminal violators, resulting in agency liability or loss of public confidence.

Effective policies and procedures must be established in order to efficiently submit and retrieve items of evidence and property. To support the evidence and property function, managerial and executive personnel must ensure that essential training, both initial and ongoing, is identified and provided, and supported by an adequate budget for sustained effective operation. Staff safety, storage facility security, and the ability to accurately catalogue and track evidence and property are paramount to reducing liability exposure, thus increasing the credibility and defensibility of the agency.

The purpose of this self-evaluation is to provide agencies with an effective tool to assist in meeting recommended evidence and property guidelines, and to identify areas that may need improvement. It is the intention of the Commission on Peace Officer Standards and Training that the use of the agency self-evaluation, in conjunction with the POST Law Enforcement Evidence & Property Management Guide, will lead to improved management of the agency's evidence and property function.

Comments or questions related to information contained in this guide should be directed to the Management Counseling & Projects Bureau at (916) 227-2821.

MANNY ALVAREZ JR.
Executive Director

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HOW TO COMPLETE THE AGENCY SELF-EVALUATION

NAVIGATING THE AGENCY SELF-EVALUATION

The *Evidence & Property Function Agency Self Evaluation* is divided into six chapters, with each chapter pertaining to one of the six primary categories of the evidence and property function:

1. Organizational Considerations (Organization, Personnel, Training, Policy/Procedure)
2. Documentation and Forms
3. Safety, Security, and Storage
4. Evidence and Property Handling Procedures
5. Audits, Inspections, and Inventories
6. Evidence and Property Disposition and Purging

Each chapter is structured to allow an agency to compare its evidence and property function against the Evidence & Property Management Guide chapter guidelines, developed in accordance with industry best practices, to standardize evidence and property processes and security. Agencies completing the self-evaluation can review the guidelines and compare them against agency directives and practices in the evidence and property function.

STEPS

1. Check the applicable “yes” or “no” checkboxes to identify where your agency is or is not meeting the specified criteria for each guideline. Each of the components listed must receive a “yes” indicator for the agency to fully meet the standards outlined in the Evidence & Property Management Guide.
2. Complete the follow-up section at the end of each guideline. Space is provided to:
(a) address any “no” response(s), (b) provide additional information or comments, and (c) identify applicable written directives by title and number (e.g., general orders, operational orders, policies, or procedures). Use the additional pages located at the end of each chapter to expand comments as needed. Be sure to reference specific section numbers.
3. After completing the self-evaluation, attach copies of all written directives and forms associated with the evidence/property function for submission to the reviewing POST consultant.
4. Please provide the following information to identify your agency:

Agency Name		
Street Address		
City	State	Zip
CONTACT INFORMATION		
Contact Name		
Contact Phone	Ext	
()		
Email		

Chapter 1

ORGANIZATIONAL CONSIDERATIONS

(Organization, Personnel, Training, Policy/Procedure)

PURPOSE

An agency relies on the Evidence/Property Manager (EPM) and the Evidence/Property Technicians (EPT) to correctly maintain security and control in the evidence and property unit. Each agency has the weighty responsibility for the receipt, storage, safekeeping, release, and disposal of all evidence/property items in its control. Evidence and property personnel ensure that evidence items are correctly tracked and monitored for court exhibits, discovery, and prosecution/defense evidence viewing. Proper management, an adequate budget, and initial and ongoing training will enhance the efficiency and knowledge of evidence and property personnel. A well-organized storage facility and evidence/property cataloging system, in conjunction with well-designed policies and procedures, will enhance the success and facilitate the effective operation of the evidence and property function.

This chapter addresses the organization, management, and direction of an evidence and property unit, providing guidelines in the following areas:

- 1.1 Organizational Structure
- 1.2 Personnel Assignment, Staffing, and Training
- 1.3 Facility Access/Hours of Operation
- 1.4 Emergency and Disaster Planning
- 1.5 Budget Allocation
- 1.6 Policy and Procedure Development

GUIDELINE 1.1

Organizational Structure

Is there a written directive outlining the organizational structure of the evidence and property function?

Yes No

Does it address, at a minimum, the following elements?

Y N Clearly define the chain of command from the agency head down (e.g., Chief, Sheriff, Director, Commissioner)

Y N Include the evidence and property function in the agency organizational chart depicting the evidence and property function outside of operational units

1.1.A The agency's organizational chart depicting placement of the evidence and property function is attached.

Y **N**

1.1.B Describe the evidence and property staff supervisory structure:

1.1.C Address any "no" response(s):

1.1.D Additional clarifying information or comments:

1.1.E Identify applicable written directives by title and number (e.g., general orders, operational orders, policies, procedures):

Title	Number

GUIDELINE 1.2

Personnel Assignment, Staffing, and Training

Is there a written directive addressing personnel assigned to the evidence and property function?

Yes **No**

Does it address, at a minimum, the following components?

Y **N** Identify the Evidence/Property Manager (EPM)

Y **N** Identify the EPM position as a specialized mid-management position

Y **N** Outline the desired qualifications, applicable certifications, skills, and duties of the EPM and EPT

Y **N** Establish assignment transfer policies associated with the evidence and property function

Y **N** Due to the technical expertise required within the evidence and property function, the routine transfer of evidence and property personnel should NOT occur and be avoided whenever possible

Y **N** Establish appropriate staffing which is proportional to allow all of the duties of the evidence and property function to be accomplished

Y **N** Identify initial and an ongoing training plan for all personnel assigned to the evidence and property function ensuring they remain current in best practices, statutes, and regulations

Y **N** Provide evidence and property personnel with uniforms for both daily/utility use and for court appearances

1.2.A EPM name, title, ancillary duties, and work hours:

Name:

Duties:

Work hours:

1.2.B EPTs name(s), titles, ancillary duties, and work hours:

1) Name:

Duties:

Work hours:

2) Name:

Duties:

Work hours:

1.2.C What is the selection process for evidence and property staff?

1.2.D What is the square footage of the evidence and property storage facility?

_____ sq ft

1.2.E How many items of evidence/property are currently in inventory?

_____ items inventoried

1.2.F How many items of evidence/property were submitted over the past five years?

_____ items submitted

1.2.G How many items of evidence/property were purged from the inventory over the past five years?

_____ items purged

1.2.H Is there a rotation of evidence/property staff?

Y N

1.2.I Are evidence and property personnel provided with utility and dress uniforms?

Y N

1.2.J Is there any on-site cleaning procedure/process for the cleaning of uniforms?

Y N

1.2.K Describe initial and ongoing evidence and property staff training:

1.2.L Address any “no” response(s):

1.2.M Additional clarifying information or comments:

1.2.N Identify applicable written directives by title and number (e.g., general orders, operational orders, policies, procedures):

Title	Number

GUIDELINE 1.3

Facility Access/Hours of Operation

Is there a written directive outlining facility access procedures, staff call-out procedures, and hours of operation?

Yes **No**

Does it address, at a minimum, the following elements?

Y **N** Identify the key control process for tracking and restricting access to the evidence and property facility

Y **N** Establish a call-out procedure

Y **N** Establish/publish public hours of operation

Y **N** Establish regular internal hours of operation

1.3.A Describe the key control process for tracking and restricting access to the evidence and property facility:

1.3.B Who controls back-up/emergency keys and how are they controlled?

1.3.C Describe the call-out procedure:

1.3.D List days and hours the evidence and property function is open to the public:

1.3.E Are the public hours of operation published?

Y N

If so, where?

1.3.F List days and hours the evidence and property function is open to staff:

1.3.G Address any “no” response(s):

1.3.H Additional clarifying information:

1.3.I Identify applicable written directives by title and number (e.g., general orders, operational orders, policies, procedures):

Title	Number

GUIDELINE 1.4

Emergency and Disaster Planning

Is there a written directive outlining procedures to ensure the continuation of the evidence and property function in the event of an emergency or a disaster?

Yes **No**

Does it address, at a minimum, the following elements?

Y **N** Equip evidence and property personnel with personal duress alarms for use in the event of an emergency

Y **N** Develop procedures to address the removal, transportation, and relocation of personnel and all evidence/property items in the event of evacuation, including a method for tracking each item

Y **N** Identify an appropriate alternate evidence and property storage facility in the event evacuation is necessary

- Y** **N** Supply evidence and property personnel with radios to ensure contact with Communications Unit staff and supervisors in the event of an emergency
-

1.4.A Describe any personal or fixed duress alarms available for use by evidence and property personnel:

1.4.B Describe procedures to remove, transport, and relocate personnel and all evidence/property items in the event of evacuation:

1.4.C Describe the appropriate alternate evidence/property storage facility:

1.4.D Are evidence and property personnel provided radios?

- Y** **N**

1.4.E Address any “no” response(s):

1.4.F Additional clarifying information:

1.4.G Identify applicable written directives by title and number (e.g., general orders, operational orders, policies, procedures) :

Title	Number

GUIDELINE 1.5

Budget Allocation

Is there a written directive establishing the budgeting process related to the evidence and property function?

Yes **No**

Does it address, at a minimum, the following element?

Y **N** The evidence and property function should be supported by a stand-alone, line-item budget

Y **N** Budget considerations may include; personnel, training, equipment purchases and maintenance (e.g., camera systems, software, HVAC, drying cabinet, refrigeration, packaging material, vehicles)

1.5.A Does the Evidence/Property Manager have input into the budget for the evidence and property unit?

1.5.B Address any “no” response(s):

1.5.C Additional clarifying information:

1.5.D Identify applicable written directives by title and number (e.g., general orders, operational orders, policies, procedures) :

Title	Number

GUIDELINE 1.6
Policy and Procedure Development

Is there a written directive establishing an operational manual outlining the agency policies and procedures regarding the evidence and property function?

Yes **No**

Does it address, at a minimum, the following elements?

ORGANIZATIONAL CONSIDERATIONS
(ORGANIZATION, PERSONNEL, TRAINING, POLICY/PROCEDURE)

- Y** **N** Organizational Structure
- Y** **N** Personnel Assignment, Staffing, and Training
- Y** **N** Facility Access/Hours of Operation
- Y** **N** Emergency and Disaster Planning
- Y** **N** Budget Allocation

DOCUMENTATION AND FORMS

- Y** **N** Property Receipts
- Y** **N** Establishing and Maintaining Chain of Custody
- Y** **N** Chain of Custody Stamps, Labels/Property Tags, and Sealing Packages

-
- Y N Firearms Documentation/Forms
 - Y N Property Release
 - Y N Annual Forms/Procedure Review
 - Y N Visitors' Log
 - Y N Automated Property Management

SAFETY, SECURITY, AND STORAGE

- Y N Facility Design and Storage Areas
- Y N Temporary Storage: Lockers and Refrigeration
- Y N Receiving and Processing Areas
- Y N Special Storage Concerns
- Y N Safety Policies/Procedures for Hazardous/Biohazardous Materials
- Y N Security Policies/Procedures
- Y N Eye wash and decontamination station

EVIDENCE AND PROPERTY HANDLING PROCEDURES

- Y N General Handling Procedures
- Y N Explosives, Ammunition, Flammable, and Hazardous Materials Handling Procedures
- Y N Firearms Handling Procedures
- Y N Narcotics/Controlled Substances Handling Procedures
- Y N Currency and High-Value Items Handling Procedures
- Y N Electronic Media/Photos/Digital Storage Handling Procedures
- Y N Biological/DNA Handling Procedures
- Y N Blood Drying and Wet Evidence Drying Equipment

AUDITS, INVENTORIES, AND INSPECTIONS

- Y N Audits
- Y N Inventories
- Y N Inspections

EVIDENCE AND PROPERTY DISPOSITION AND PURGING

- Y** **N** Considerations for Disposal
- Y** **N** Methods of Disposal and Classifications of Property
- Y** **N** Firearms: Special Procedures for Disposition/Purging
- Y** **N** Narcotics: Special Procedures for Disposition/Purging
- Y** **N** Currency and High-Value Items: Special Procedures for Disposition/Purging
- Y** **N** DNA/Biological: Special Procedures for Disposition/Purging
- Y** **N** Hazardous/Biohazardous Materials: Special Procedures for Disposition/Purging (including explosives, ammunition, flammables, and pyrotechnics)

1.6.A Address any “no” response(s):

1.6.B Additional clarifying information:

1.6.C Identify applicable written directives by title and number (e.g., general orders, operational orders, policies, procedures):

Title	Number

CHAPTER 1: Supplemental Page for Guidelines 1.1 through 1.6

Reference	Additional Comments and/or Information

Chapter 2

DOCUMENTATION AND FORMS

PURPOSE

The collection of evidence and property taken into agency custody must be documented pursuant to a variety of state statutes. Agency policy must require specific documentation be completed to establish a tracking record as items are received, stored, released, or otherwise purged.

This chapter provides guidelines for documentation and form development (both hardcopy and digital formats) related to the intake, storage, and disposal of evidence and property in the following areas:

- 2.1 Property Receipts
- 2.2 Establishing and Maintaining Chain of Custody
- 2.3 Chain of Custody Stamps, Labels/Property Tags, and Sealing Packages
- 2.4 Firearms Documentation/Forms
- 2.5 Property Release
- 2.6 Annual Forms/Procedures Review
- 2.7 Visitors' Log
- 2.8 Automated Property Management

GUIDELINE 2.1

Property Receipts

Is there a written directive outlining the utilization of a property receipt?

Yes **No**

Does it address, at a minimum, the following elements?

Y **N** Reference number(s) (e.g., report number/case number/CAD number) and/or item number or control number

Y **N** Classification or type of crime (e.g., [PC 211](#), [PC 459](#))

Y **N** Date/time collected/submitted

Y **N** Reporting or submitting peace officer/employee

Y **N** Involved party's name

-
- Y N Designated relationship (e.g., suspect, victim, owner, finder)
 - Y N Type of evidence and property (e.g., recovered, found, safekeeping, seized by search warrant)
 - Y N Description of item (e.g., make, model, serial number, etc.)
 - Y N Location where evidence/property was located and by whom
 - Y N Storage location
 - Y N Chain of custody signature box
 - Y N Release information
 - Y N Declaration of ownership
 - Y N Receipt requirements pursuant to [PC 1412](#), [1413](#), [1535](#), [18250](#), [CC 2080.10](#), [WI 8102](#) and [8103](#)
-

2.1.A Examples of property receipts are attached:

Y N

2.1.B Address any “no” responses:

2.1.C Additional clarifying information:

2.1.D Identify applicable written directives by title and number (e.g., general orders, operational orders, policies, procedures):

Title	Number

GUIDELINE 2.2

Establishing and Maintaining Chain of Custody

Is there a written directive which addresses the procedure for maintaining and tracking the chain of custody?

Yes No

Does it address, at a minimum, the following elements?

- Y N Establishing the chain of custody for documenting the collection of evidence or property (in the field or in an in-custody setting), including the date and time, where the item was located, and the employee collecting the evidence/property
- Y N Requiring an agency case number or Computer-Aided Dispatch (CAD) number be linked to all evidence and property items collected
- Y N Items should be processed, packaged, and submitted prior to the end of shift
- Y N In the event evidence and property processing cannot be completed prior to shift end, temporarily store items in a secure location with supervisor approval and appropriate notice to the EPM
- Y N Requiring a chain of custody log with signature blocks printed on the packaging in addition to any supplemental computerized tracking or hardcopy forms
- Y N Establish a process to document items released to the public, crime lab, court, agency, or other agencies
- Y N Establish a procedure for items released pursuant to a subpoena or court orders

2.2.A How is the chain of custody documented?

2.2.B How are evidence and property items tracked (case number, control number, date, type, barcode, etc.)?

2.2.C Address any “no” response(s):

2.2.D Additional clarifying information:

2.2.E Identify applicable written directives by title and number (e.g., general orders, operational orders, policies, procedures):

Title	Number

GUIDELINE 2.3

Chain of Custody Stamps, Labels/Property Tags, and Sealing Packages

Is there a procedure for appropriately labeling/noting the chain of custody on all evidence and property?

Yes No

Does it address, at a minimum, the following elements?

- Y N Use pre-printed or stamped labels or tags to properly identify an item of evidence or property, associated serial numbers, and agency report numbers and/or internal tracking numbers
- Y N A chain of custody log should be established either electronically, stamped, affixed, or pre-printed on all packaging, or otherwise attached to all items of evidence/property.
- Y N Require employees sealing any evidence packages to place a tape seal across the flap and write their initials and date overlapping the tape and the package.

2.3.A Are chain of custody stamps/labels permanently fixed and visible on evidence/property packaging?

Y N

2.3.B Describe the chain of custody stamps/labels:

2.3.C Describe how field personnel seal evidence/property packaging:

2.3.D Address any “no” response(s):

2.3.E Additional clarifying information:

2.3.F Identify applicable written directives by title and number (e.g., general orders, operational orders, policies, procedures):

Title	Number

GUIDELINE 2.4
Firearms Documentation/Forms

Is there a list detailing all the agency and state forms to track firearms from intake through final disposition, including release?

Yes No

Does it address, at a minimum, the following element?

Y N All agency and State forms related to the intake, tracking, and release of firearms

2.4.A Address any “no” response(s):

2.4.B Additional clarifying information:

2.4.C Identify applicable written directives by title and number (e.g., general orders, operational orders, policies, procedures):

Title	Number

GUIDELINE 2.5

Property Release

Is there a written directive outlining the release or destruction of property?

Yes **No**

Does it address, at a minimum, the following categories?

Y **N** Temporary release (courts, laboratories, outside agencies, officers)

Y **N** Return to owner

Y **N** Diversion for official use

Y **N** Auction

Y **N** Destruction

2.5.A How are evidence/property records stored after final disposition?

2.5.B Describe the process for diverting items for official use:

2.5.C Address any “no” response(s):

2.5.D Additional clarifying information:

2.5.E Identify applicable written directives by title and number (e.g., general orders, operational orders, policies, procedures):

Title	Number

GUIDELINE 2.6
Annual Forms/ Procedures Review

Is there a written directive outlining the process for an annual review of forms and documents to determine necessity and relevance?

Yes No

Does it address, at a minimum, the following elements?

Y N The EPM should conduct an annual review of all evidence/ property forms, ensuring procedural changes or statutes have been incorporated appropriately

Y N The EPM should act as the forms custodian, logging any changes to forms

Y N The EPM should ensure the newest version of each form is in circulation, destroying all previous versions or refusing any use of older forms

2.6.A Note the last date of a forms review.

Enter date: _____

2.6.B Address any “no” response(s):

2.6.C Additional clarifying information:

2.6.D Identify applicable written directives by title and number (e.g., general orders, operational orders, policies, procedures):

Title	Number

GUIDELINE 2.7

Visitor Log

Is there a written directive regarding the use of a visitor log in the evidence/property storage facility(ies)?

Yes **No**

Does it address, at a minimum, the following elements?

Y **N** Require ANY person (other than assigned evidence/property personnel) entering and departing any agency evidence/property storage area to sign an established visitor log which identifies the individual, date and time of entry/exit, and purpose for entering the storage area

- Y** **N** Ensure that all visitors be in the immediate physical presence of agency evidence and property personnel

2.7.A Address any “no” response(s):

2.7.B Additional clarifying information:

2.7.C Identify applicable written directives by title and number (e.g., general orders, operational orders, policies, procedures):

Title	Number

GUIDELINE 2.8
Automated Property Management

Is there a written directive related to the use of automated property management systems?

- Yes** **No**

Does it address, at a minimum, the following elements?

- Y** **N** Integration of an electronic property management system with the agency’s Computer-Aided Dispatch (CAD) and Records Management Systems (RMS)

-
- Y N Establishment of appropriate security measures and redundancies related to information storage and back-up procedures when automated property management systems are employed
 - Y N Ability to account for the chain of custody of evidence/property
 - Y N Ability to track and identify the location of all items of evidence/property within the custody of the organization (e.g., electronic barcoding system)
 - Y N Reporting capabilities, including statistics (e.g., workload studies, evidence and property ingress/egress) and inventories
 - Y N Alert mechanisms (e.g., tickler file) for notification of property purging/disposition
-

2.8.A If applicable, describe the agency's automated evidence/property management system:

2.8.B Describe how the automated evidence/property management system is integrated in other agency computer systems (e.g., CAD and RMS):

2.8.C Describe the computer security and back-up systems:

2.8.D Describe the chain of custody and reporting capabilities of the agency's electronic property management system, if applicable:

2.8.E Address any "no" response(s):

2.8.F Additional clarifying information:

2.8.G Identify applicable written directives by title and number (e.g., general orders, operational orders, policies, procedures):

Title	Number

CHAPTER 2: Supplemental Page for Guidelines 2.1 through 2.8

Reference	Additional Comments and/or Information

Chapter 3

SAFETY, SECURITY, AND STORAGE

PURPOSE

One of the most important aspects of the evidence/property function is the safety of the employees and the security and storage of evidence and property. The size and layout of the evidence facility is dependent on the size of the agency and the type and volume of property to be stored.

This chapter addresses the following guidelines for the main property facility and any other facilities used for the storage of evidence/property. Additional security measures must be taken for high-risk items such as firearms, narcotics, other dangerous drugs, currency, and high-value items.

- 3.1 Facility Design and Storage Areas
- 3.2 Temporary Storage: Lockers and Refrigeration
- 3.3 Receiving and Processing Areas
- 3.4 Special Storage Concerns
- 3.5 Safety Policies/Procedures for Hazardous and Biohazardous Materials
- 3.6 Security Policies/Procedures

Special Note: Considerations for New Facility Construction – *IF APPLICABLE*

GUIDELINE 3.1

Facility Design and Storage Areas

Is there a written directive that outlines the placement, security, and design of the evidence/property facilities?

Yes **No**

Has consideration been given to the location of the evidence/property storage area(s), offices/workstations, and security, to include, at a minimum, the following elements?

- Y** **N** Locate EPM's office and staff work areas adjacent to or near the evidence/property storage area
- Y** **N** Separate the evidence/property work area from the main evidence/property storage area
- Y** **N** Heating, ventilation, and air conditioning (HVAC) systems should be stand-alone systems, constructed to prevent entry. **DO NOT**

comingle the HVAC system for the evidence/property storage area with the general air ducts. DO NOT comingle the narcotics storage area HVAC system with other air ducts in the evidence/property storage area

- Y N High-risk items, such as firearms, narcotics, other dangerous drugs, currency, and high-value items require extra protection, security, and handling precautions
- Y N Segregate high-risk items from other property
- Y N Equip the evidence/property room with a release counter for release of evidence and property to staff
- Y N Establish a separate, secure area for property release to the public
- Y N Facility should be equipped with video surveillance and duress alarm

3.1.A Describe the main evidence/property storage facility and any additional or temporary locations (e.g., secondary sites, substations with temporary storage lockers, etc.) where evidence/property is stored:

3.1.B Describe the storage facilities for high-risk items, such as firearms, narcotics, other dangerous drugs, currency and high-value items, and jewelry:

3.1.C Describe the release counter for public releases and the security measures in place:

3.1.D Address any “no” response(s):

3.1.E Additional clarifying information:

3.1.F Identify applicable written directives by title and number (e.g., general orders, operational orders, policies, procedures):

Title	Number

GUIDELINE 3.2

Temporary Storage: Lockers and Refrigeration

Is there a written directive detailing the use of temporary storage lockers and temporary refrigeration?

Yes **No**

Does it address, at a minimum, the following elements?

Y **N** The procedures for the use of temporary storage lockers and refrigeration units

Y **N** Manual or self-locking temporary storage lockers and temporary refrigeration

Y **N** Requiring varying sized temporary storage lockers

Y **N** A “drop box” for small items

Y **N** Individual, locked storage compartments inside the temporary refrigeration units

3.2.A Describe the procedures for use of the temporary storage lockers and refrigerations units:

3.2.B Describe the locker system utilized by the agency:

3.2.C Address any “no” response(s):

3.2.D Additional clarifying information:

3.2.E Identify applicable written directives by title and number (e.g., general orders, operational orders, policies, procedures):

Title	Number

GUIDELINE 3.3
Receiving and Processing Areas

Is there a written directive that identifies an established segregated evidence/property processing and packaging area?

Yes **No**

Does it address, at a minimum, the following elements?

Y **N** An area used solely for the initial processing and packaging of evidence/property, which should be cleaned after each use.

Y **N** To ensure employee safety, DO NOT use report writing areas for packaging evidence/property.

3.3.A Describe the agency's evidence/property packaging area:

3.3.B Address any "no" response(s):

3.3.C Additional clarifying information:

3.3.D Identify applicable written directives by title and number
(e.g., general orders, operational orders, policies, procedures):

Title	Number

GUIDELINE 3.4
Special Storage Concerns

Is there a written directive outlining special requirements or considerations for unique storage needs and areas (e.g., shelving, cages, Conex boxes, vaults)?

Yes **No**

Does it address, at a minimum, the following elements?

- Y** **N** General evidence (e.g., envelopes and bags stored on specified shelves)
- Y** **N** Homicide evidence
- Y** **N** Bicycles
- Y** **N** Bulk items
- Y** **N** Electronic/digital media
- Y** **N** Smart phones
- Y** **N** Found and safekeeping items
- Y** **N** Hazardous materials (e.g., narcotics, flammables, and chemicals)
- Y** **N** Biological items and DNA
- Y** **N** Vehicles
- Y** **N** Sensitive items (e.g., firearms, narcotics, currency, and high-value items)

3.4.A Describe the general shelving in the evidence/property storage area:

3.4.B Are found property and safekeeping property items stored separately from evidence items?

Y **N**

3.4.C Is homicide evidence stored separately from other evidence/property items?

Y **N**

3.4.D Describe the bicycle storage area, noting any security measures:

3.4.E Describe the bulk item storage area:

3.4.F Describe the storage area for electronic/digital media/smart phones:

3.4.G Describe the storage area for found property:

3.4.H Describe the storage area for safekeeping property:

3.4.I Describe the hazardous materials storage area(s) (e.g., narcotics, flammables, and chemicals), noting any security measures:

3.4.J Describe the refrigerator/freezer units:

3.4.K Are the refrigerator/freezer units equipped with temperature sensors and alarms?

Y **N**

Who monitors the alarms?

3.4.L Describe the storage area for biological/DNA evidence:

3.4.M Describe the vehicle storage area, noting any security measures:

3.4.N Describe the firearms storage area, noting any security measures:

3.4.O Is there a separate and secure area for the drying of marijuana?

Y N

3.4.P Describe the marijuana drying area, noting any security measures:

3.4.Q Describe the narcotics/controlled substances storage area, noting any security measures and ventilation features:

3.4.R Is the narcotics storage area ventilated to the outside?

Y N

3.4.S Is there an air exchange in the narcotics storage area?

Y N

If so, what is the rate of air exchange per hour?

Rate: _____/hour

3.4.T Describe the currency and high-value item storage area, noting any security measures:

3.4.U Address any “no” response(s):

3.4.V Additional clarifying information:

3.4.W Identify applicable written directives by title and number (e.g., general orders, operational orders, policies, procedures):

Title	Number

GUIDELINE 3.5

Safety Policies/Procedures for Hazardous and Biohazardous Materials

Is there a written directive outlining safety policies protocols, requirements, and procedures related to the management, receipt, storage, and disposal of hazardous and biohazardous materials?

Yes **No**

Does it address, at a minimum, the following elements?

- Y** **N** Issuing personal protective equipment to comply with [OSHA](#) standards for safety (e.g., head, eyes, ears, hands, and feet should be protected while performing potentially harmful tasks)
- Y** **N** Exposure/decontamination issues including notification of emergency medical personnel
- Y** **N** Eye wash, hand wash, and shower facilities for decontamination
- Y** **N** Transportation of hazardous and biohazardous materials and their associated containers, including appropriate labeling requirements
- Y** **N** Syringe storage/disposal containers
- Y** **N** Biohazardous materials bins for discarding contaminated material
- Y** **N** Handling of evidence containing blood
- Y** **N** Use of appropriate filtering systems to be present in the evidence/property facility (and the forensics unit if hazardous/ biohazardous materials are introduced there)
- Y** **N** Handling of narcotics

3.5.A Describe employee personal protective equipment for the handling of hazardous/biohazardous materials:

3.5.B Describe the packaging used for hazardous/biohazardous materials:

3.5.C Describe hazardous/biohazardous materials decontamination procedures:

3.5.D Describe eye-wash, hand-wash, and showering facilities available for decontamination:

3.5.E Describe the policy and packaging used for submitting syringes:

3.5.F Are sharps containers available and used?

Y **N**

3.5.G Describe hazardous/biohazardous materials handling procedures:

3.5.H Describe biohazardous materials bins used for discarding contaminated material:

3.5.I Describe the air filtration systems present in the evidence/property storage area (and in the forensics unit if hazardous/biohazardous materials are introduced there):

3.5.J Describe the procedures and safety measures used for the handling of narcotics/controlled substances:

3.5.K Address any “no” response(s):

3.5.L Additional clarifying information:

3.5.M Identify applicable written directives by title and number (e.g., general orders, operational orders, policies, procedures):

Title	Number

GUIDELINE 3.6

Security Policies/Procedures

Is there a written directive outlining a comprehensive security policy for the evidence/property function?

Yes **No**

Does it address, at a minimum, the following elements?

Y **N** Facility access

Y **N** Ingress/egress tracking systems

Y **N** Video surveillance system

Y **N** Store internal video surveillance recordings for one year
(Government Code, [GC 34090.6](#))

Y **N** Duress alarms

Y **N** Perimeter alarms and motion sensors

Y **N** Fire detectors

Y **N** Carbon monoxide alarm

Y **N** Require staff to engage the alarm in the evidence/property facilities during off-duty hours

Y **N** All evidence/property access doors must be locked at all times to prevent unauthorized entry

3.6.A Is there an electronic lock and card-key/fob system in place for ingress/egress?

Y **N**

If so, are the evidence/property storage facility locks configured to allow access to only evidence/property personnel?

Y **N**

3.6.B Are there manual emergency back-up keys?

Y **N**

Who has control of those keys?

3.6.C Is there a written key control policy?

Y N

3.6.D Is there a video surveillance system in the evidence/property storage facility monitoring all storage facility perimeter doors?

Y N

3.6.E Is there a video surveillance system monitoring all interior doors leading to the storage areas for firearms, narcotics, currency, and high-value items?

Y N

3.6.F At what location are the video surveillance cameras monitored?

3.6.G Does the video surveillance system record/capture data?

Y N

If so, for how long? _____

3.6.H Are there alarms on all evidence/property storage area perimeter doors?

Y N

3.6.I Are there alarms on all interior doors leading to the storage areas for firearms, narcotics, currency, and high-value items?

Y N

3.6.J Describe the alarm system (i.e., audible, silent, who is notified of activations and how):

3.6.K Who monitors the alarm system?

3.6.L Address any “no” response(s):

3.6.M Additional clarifying information:

3.6.N Identify applicable written directives by title and number (e.g., general orders, operational orders, policies, procedures):

Title	Number

SPECIAL NOTE**Considerations for New Facility Construction**

Does not apply

IF APPLICABLE:

If considering construction of a new evidence/property storage facility, or upgrades to an existing facility, has the organization addressed, at a minimum, the following elements?

- Y** **N** Use concrete block with filled cells or similar material for all construction (walls, floors, and ceilings must be impervious to intrusion)
- Y** **N** Use only metal doors
- Y** **N** Back any drywall with sheet metal or plywood
- Y** **N** Extend walls from floor to ceiling
- Y** **N** When possible, design the evidence/property room without windows
- Y** **N** Evidence/property storage facilities should not share walls with non-law enforcement storage areas or buildings

Special Note: New Facility Construction

Address any “no” response(s):

Additional clarifying information:

CHAPTER 3: Supplemental Page for Guidelines 3.1 through 3.6

Reference	Additional Comments and/or Information

Chapter 4

EVIDENCE AND PROPERTY HANDLING PROCEDURES

PURPOSE

Agencies must develop specific guidelines detailing the acceptable methods for the receipt, packaging, and storing of evidence and property that meet both agency needs and judicial standards (e.g., local crime lab, District Attorney's office, Department of Justice, etc.). Handling procedures within the agency must be consistent for all evidence and property received. (See [Chapter 2](#) for recommendations on documentation procedures.)

This chapter provides guidance on evidence/property handling procedures, which include:

4.1 General Procedures

Special Note: Considerations for Bulk Found/Safekeeping Property

4.2 Explosives, Ammunition, Flammable, and Hazardous Materials

4.3 Firearms

4.4 Narcotics/Controlled Substances

4.5 Currency and High-Value Items

4.6 Electronic Media/Photos/Digital Storage

4.7 Biological/DNA

4.8 Blood Drying and Wet-Evidence Drying Equipment

GUIDELINE 4.1

General Handling Procedures

Is there a written directive which establishes procedures for evidence/property intake, documentation, logging, processing, packaging, labeling, tracking, storage, and release?

Yes No

Does it address, at a minimum, the following elements?

EVIDENCE/PROPERTY INTAKE

Y N Chain of custody

Y N Establishing a dedicated area to be used solely for field personnel to process and package evidence/property, and preferably equipping this area with water access and an eye wash station for emergency decontamination

-
- Y N Processing and entry of serialized property
 - Y N “Two-person” rule for documenting currency and high-value items
 - Y N Packaging, labeling, and sealing
 - Y N Right of Refusal/Correction notices
 - Y N Notifications to property owners
 - Y N Receipt to person from whom property was taken

EVIDENCE/PROPERTY STORAGE

- Y N Evidence and property storage and tracking
- Y N Separate storage locations for short-term and long-term property
- Y N Evidence and property release
- Y N Identify a secure location
- Y N Release by appointment only

4.1.A Describe the evidence/property submission/intake process:

4.1.B Is there an identified area for field personnel to package evidence/property items?

Y N

4.1.C Describe the process for the intake of serialized items:

4.1.D Is the two-person rule utilized for documenting currency and high-value items?

Y **N**

4.1.E Describe agency evidence/property packaging:

4.1.F Describe labels used for evidence/property packaging:

4.1.G Does the evidence and property unit have the right of refusal if items are submitted incorrectly?

Y **N**

4.1.H Who is notified if evidence/property items are submitted incorrectly, and how is this notification made?

4.1.I Describe the process involving the right of refusal and the notification and return of evidence/property items to field personnel for resubmission:

4.1.J Describe the process for notification of property owners and how items are returned:

4.1.K How are evidence/property items tracked from submission to purge?

4.1.L Are there separate areas for items stored short-term vs. items stored long-term?

Y N

4.1.M Describe the shelving and storage containers in the evidence/property storage area:

4.1.N Is there a secure area designated for evidence/property release and viewing?

Y N

4.1.O Are evidence/property items released by appointment only?

Y N

4.1.P Describe the process for viewing evidence/property items:

4.1.Q Describe the process for releasing evidence/property items:

4.1.R Address any “no” response(s):

4.1.S Additional clarifying information:

4.1.T Identify applicable written directives by title and number (e.g., general orders, operational orders, policies, procedures):

Title	Number

SPECIAL NOTE

Considerations for Bulk Found/Safekeeping Property

When accepting bulk found/safekeeping property (e.g., transient, or other) has the organization addressed, at a minimum, the following elements?

- Y N Contaminated/wet items
- Y N Perishable items
- Y N Biohazardous items
- Y N Infested items

Address any “no” response(s):

Additional clarifying information:

Identify applicable written directives by title and number (e.g., general orders, operational orders, policies, procedures):

Title	Number

GUIDELINE 4.2

Explosives, Ammunition, Flammable, and Hazardous Materials Handling Procedures

Is there a written directive establishing procedures for the handling of hazardous or dangerous evidence/property?

Yes No

Does it address, at a minimum, the following elements?

Y N Explosives

Y N Pyrotechnics

Y N Ammunition

Y N Flammables

Y N Hazardous materials

Y N Hazardous material spills/exposures within the property facility

Y N Disposal of hazardous materials

4.2.A Are explosives, pyrotechnics, ammunition, flammables, and hazardous materials stored separately from other items of evidence/property?

Y N

4.2.B Describe the storage areas for the following:

– *Explosives:*

-
- *Pyrotechnics:*

 - *Ammunition:*

 - *Flammables:*

 - *Hazardous materials:*

4.2.C Which entities (i.e., fire department, bomb squad, etc.) were consulted regarding the storage of the above-mentioned items?

4.2.D Describe the procedure for reporting, containing, and responding to hazardous materials spills or exposures in the evidence/property storage area:

4.2.E Address any “no” response(s):

4.2.F Additional clarifying information:

4.2.G Identify applicable written directives by title and number (e.g., general orders, operational orders, policies, procedures):

Title	Number

GUIDELINE 4.3
Firearms Handling Procedures

Is there a written directive establishing procedures for the handling of firearms?

Yes No

Does it address, at a minimum, the following elements?

FIREARMS INTAKE

- Y N Chain of custody
- Y N Requiring proper packaging using gun boxes
- Y N Photographs of serial numbers and packaged condition of the firearm (unloaded, rendered safe, secured properly in package)
- Y N Verification of completed data entries (CLETS)
- Y N Notifications to property owners
- Y N Receipt to person from whom property was taken
- Y N Seizure considerations (e.g., domestic violence, mental health and protective orders, and gun violence restraining orders)

FIREARMS PROCESSING AND STORAGE

- Y** **N** Firearms processing ([NIBIN/IBIS](#), and processing for DNA/biological evidence)
- Y** **N** Separate, secure storage locations for firearms (video monitored/alarmed)
- Y** **N** Special handling procedures (e.g., firearms that cannot be immediately unloaded, firearms held for fingerprints, firearms contaminated with biological material, etc.)
-

4.3.A Describe the procedure for field personnel to submit firearms to the evidence/property unit:

4.3.B Does the agency use gun boxes for the storage of firearms?

Y **N**

4.3.C Do evidence/property personnel have to open and repackage any packaged and submitted firearms for any reason?

Y **N**

Explain:

4.3.D How are firearms determined to be unloaded, and who makes this determination?

4.3.E Describe the process for entering firearm serial numbers into the appropriate data bases?

4.3.F How does the evidence/property unit know that firearm serial numbers have been entered into the appropriate data bases?

4.3.G How, and under what conditions, are firearms identified to be sent to the crime lab for NIBIN/IBIS entry and for DNA/biological evidence processing?

4.3.H Describe the firearms storage area and the security measures associated:

4.3.I How, and under what circumstances, are firearms identified and handled when they require processing for fingerprints, or are contaminated with biological evidence?

4.3.J Address any “no” response(s):

4.3.K Additional clarifying information:

4.3.L Identify applicable written directives by title and number (e.g., general orders, operational orders, policies, procedures):

Title	Number

GUIDELINE 4.4

Narcotics/Controlled Substances Handling Procedures

Is there a written directive establishing procedures for the handling of narcotics and other controlled substances?

Yes No

Does it address, at a minimum, the following elements?

Y N Narcotics and dangerous drugs intake and storage

Y N Chain of custody

Y N Presumptive testing and weighing — If conducted, it should be in accordance with agency policy. (considerations: ventilation, personal protective equipment, and decontamination area is recommended)

Y N Packaging and labeling (heat-sealed vs. breathable packaging)

Y N Drying and packaging of green, wet, or fresh plant material

Y N Separate, secure, ventilated, monitored, and alarmed storage location (check [OSHA](#) recommendations)

4.4.A Describe the procedure for field personnel to submit narcotics/controlled substances to the evidence/property unit:

4.4.B Does the agency conduct narcotics/controlled substances presumptive testing and weighing?

Y N

If so, who conducts these and with what equipment?

4.4.C Describe the area used for presumptive testing, if such testing is conducted:

4.4.D Does the agency use heat-sealed (e.g. KPAK style) packaging for narcotics and controlled substances?

Y **N**

4.4.E Describe the packaging and labeling used for narcotics/controlled substances:

4.4.F Describe the drying, packaging, and labeling process for green, wet, or fresh plant material:

4.4.G Describe the narcotics/controlled substances storage area and the security measures associated:

4.4.H Address any “no” response(s):

4.4.I Additional clarifying information:

4.4.J Identify applicable written directives by title and number (e.g., general orders, operational orders, policies, procedures):

Title	Number

GUIDELINE 4.5
Currency and High-Value Items Handling Procedures

Is there a written directive establishing procedures for the handling of currency and high-value items?

Yes **No**

Does it address, at a minimum, the following elements?

Y **N** Intake and packaging (two-person rule)

Y **N** Detailed descriptions (using generic terms) of valuables

Y **N** Chain of custody

-
- Y** **N** Packaging and labeling (e.g., currency envelopes and generic descriptions)
 - Y** **N** Separate, secure storage location (safe/vault)
 - Y** **N** Access/use of the safe/vault
 - Y** **N** Alarm and video surveillance of the safe/vault
 - Y** **N** Deposit policy, monetary threshold, and deposit procedure
 - Y** **N** Maintaining a running balance of currency stored in the safe/vault
 - Y** **N** Maintaining a current inventory of valuables stored in the safe/vault
-

4.5.A Describe the intake and packaging process for currency and high-value items:

4.5.B Are agency personnel required to use the two-person rule when counting currency?

- Y** **N**

4.5.C Describe the packaging used for currency:

4.5.D Describe the packaging used for high-value items:

4.5.E Are currency and high-value items stored separately from other items of evidence and property?

Y N

4.5.F Does the agency use a safe or vault for storing currency and high-value items?

Y N

4.5.G Who has access to the safe/vault?

4.5.H Describe the access policy and procedure for the safe/vault:

4.5.I Describe the security measures for the safe/vault:

4.5.J Is there a monetary threshold prior to deposit when cash in the safe reaches a specific amount, or is the deposit required at set time intervals?

Y N

4.5.K Describe the deposit policy and procedure:

4.5.L Is a running balance kept of cash stored in the safe/vault?

Y **N**

4.5.M Is a current inventory kept of valuables stored in the safe/vault?

Y **N**

4.5.N Address any “no” response(s):

4.5.O Additional clarifying information:

4.5.P Identify applicable written directives by title and number (e.g., general orders, operational orders, policies, procedures):

Title	Number

GUIDELINE 4.6

Electronic Media/ Photos/Digital Storage Handling Procedures

Is there a written directive establishing procedures for the packaging and storage of digital or electronic media?

Yes **No**

Does it address, at a minimum, the following elements?

- Y** **N** Anti-static bubble wrap bags
- Y** **N** Anti-static heat-sealed bags (e.g., KPAK)
- Y** **N** Faraday packaging for mobile/smart phones
- Y** **N** Systems for storing digital evidence (e.g., dash-camera videos, body worn camera videos, external proprietary videos, digital interviews/interrogations, and digital photos)
- Y** **N** Separate storage location for digital media
- Y** **N** Video, audio, digital files, or tapes
- Y** **N** Data storage devices (e.g., desktop/laptop/tablet computer)
- Y** **N** Proper e-waste disposal

4.6.A Describe the various types of packaging used for digital or electronic media:

4.6.B Describe the shared systems and storage process for digital evidence submitted by field personnel:

4.6.C Do evidence/property personnel make copies of digital evidence for court or other purposes?

Y **N**

4.6.D Are digital media stored separately from other items of evidence/property in the storage facility?

Y **N**

If so, describe the storage location:

4.6.E Are data-storage devices (e.g., desktop/laptop/tablet computers) stored separately from other items of evidence/property in the storage facility?

Y **N**

If so, describe the storage location.

4.6.F Describe the process and procedure for disposing of e-waste:

4.6.G Address any “no” response(s):

4.6.H Additional clarifying information:

4.6.I Identify applicable written directives by title and number (e.g., general orders, operational orders, policies, procedures):

Title	Number

GUIDELINE 4.7
Biological/DNA Handling Procedures

Is there a written directive which establishes procedures for the handling and disposal of biological/DNA evidence?

Yes No

Does it address, at a minimum, the following elements?

BIOLOGICAL MATERIAL INTAKE

Y N Safety equipment and exposure plan

Y N Packaging and labels

Y N Temporary storage/secure drying area

EVIDENCE AND PROPERTY STORAGE AND DISPOSAL

Y N Packaging condition upon receipt to evidence storage

Y N Controlled environment storage room (i.e., cool room), refrigerator, or freezer

Y N Statutory requirements (e.g., [PC 680](#) – Sexual Assault Victims’ DNA Bill of Rights, [PC 803](#) – Tolling or Extension of Time Periods, [PC 1417.9](#) – Retention of Biological Material)

4.7.A Describe the safety equipment used in the handling of biological material:

4.7.B Describe the procedure and process in the case of an exposure to biological material:

4.7.C Describe the packaging process for biological material:

4.7.D Is there a secure temporary drying and storage area for biological material?

Y **N**

If so, describe the temporary drying and storage area and who has access to it:

4.7.E Describe how biological material is stored (e.g., cool room, refrigerator, or freezer):

4.7.F Describe the agency's policies and procedures for compliance with [PC 680](#), [PC 803](#), and [PC 1417.9](#):

4.7.G Address any "no" response(s):

4.7.H Additional clarifying information:

4.7.I Identify applicable written directives by title and number (e.g., general orders, operational orders, policies, procedures):

Title	Number

GUIDELINE 4.8
Blood Drying and Wet Evidence Drying Equipment

Is there a written directive detailing the procedures for the use, care, and cleaning of blood drying and wet-evidence drying equipment?

Yes **No**

Does it address, at a minimum, the following elements?

- Y** **N** Protocols for when to use the equipment
- Y** **N** Instructions on how to use/secure the equipment
- Y** **N** Procedures for tracking items of evidence/property that are being dried but have not yet been submitted to the evidence/property storage area
- Y** **N** Procedures for tracking the use and cleaning of the equipment
- Y** **N** Instructions for the care/maintenance of the equipment
- Y** **N** Instructions for the cleaning of the equipment (i.e., equipment must be cleaned after each use and the equipment must be identified as clean for the next user)
- Y** **N** Procedures for the packaging/submission of items after the drying process is complete

4.8.A Describe the protocols for use of the blood drying/wet evidence drying equipment?

4.8.B How is the drying equipment secured when evidence is drying?

4.8.C What measures are taken to ensure security of evidence while it is in the drying equipment?

4.8.D How is the securing of the drying equipment documented?

4.8.E How is evidence tracked when it is being dried but has not yet been submitted to the evidence/property unit?

4.8.F How is the use and cleaning of the drying equipment tracked?

4.8.G How often is the drying equipment cleaned?

4.8.H Describe the drying equipment cleaning protocols:

4.8.I How is the equipment identified as “clean” for the next user?

4.8.J What are the procedures for packaging and submitting evidence after it has been dried?

4.8.K Address any “no” response(s):

4.8.L Additional clarifying information:

4.8.M Identify applicable written directives by title and number (e.g., general orders, operational orders, policies, procedures):

Title	Number

CHAPTER 4: Supplemental Page for Guidelines 4.1 through 4.8

Reference	Additional Comments and/or Information

Chapter 5

AUDITS, INVENTORIES, AND INSPECTIONS

PURPOSE

In order to maintain a high degree of evidentiary integrity, ensure the safekeeping of all items, to preserve the chain of custody of evidence/property, regular audits, inventories, and inspections of the evidence/ property facility are required and need to be conducted by qualified personnel and documented appropriately.

This chapter will define and discuss the pertinent elements of:

- 5.1 Audits** – Audits focus on the systems in place to locate, track, and account for items of evidence/property in the custody of the agency.
- 5.2 Inventories** – An inventory is an accounting of all items of evidence/property in the custody of the agency.
- 5.3 Inspections** – Inspections deal with safety, cleanliness, functionality, and efficiency related to an agency’s evidence/property facilities.

GUIDELINE 5.1

Audits

Is there a written directive that outlines the procedure for conducting an audit?

Yes No

Does it address, at a minimum, the following elements?

- Y N Quarterly review of selected stored items and their corresponding completed property transactions, including special emphasis on sensitive items (e.g., firearms, narcotics, currency, jewelry, and other valuables)
- Y N Review of packaged evidence seals for any evidence of tampering
- Y N A requirement for audit results to be documented and directed to the agency head

5.1.A Describe the agency audit process:

5.1.B How often are audits conducted?

5.1.C Who conducts the audits?

5.1.D What documentation is completed to report the audit results?

5.1.E To whom is the audit report forwarded?

5.1.F Provide the date of the last audit:

Enter date: _____

5.1.G Address any “no” response(s):

5.1.H Additional clarifying information:

5.1.I Identify applicable written directives by title and number
(e.g., general orders, operational orders, policies, procedures):

Title	Number

GUIDELINE 5.2
Inventories

Is there a written directive that outlines the procedure for conducting an inventory?

Yes No

Does it address, at a minimum, the following elements?

Y N A process and timeline to ensure accountability of all evidence and property items, and the schedule for the inventory process

-
- Y** **N** Review of agency records
 - Y** **N** Ensure integrity of specific storage locations or categories (narcotics, firearms, currency, etc.) and associated documentation.
 - Y** **N** Shelf-to-file inventory process
 - Y** **N** Routine inspection of “Unable to Locate” (UTL) files
 - Y** **N** Procedures to follow if agencies employ RMS software with an inventory capability
 - Y** **N** A requirement for inventory results to be documented and directed to the agency head
-

5.2.A Describe the agency inventory process:

5.2.B How often are inventories conducted (e.g., continuous throughout the calendar or fiscal year, yearly with the evidence/property unit closed until the inventory is complete)?

5.2.C Who conducts the inventory?

5.2.D What documentation is completed to report the inventory results?

5.2.E To whom is the inventory report forwarded?

5.2.F Provide the date of the last inventory:

Enter date: _____

5.2.G Address any “no” response(s):

5.2.H Additional clarifying information:

5.2.I Identify applicable written directives by title and number
(e.g., general orders, operational orders, policies, procedures):

Title	Number

GUIDELINE 5.3
Inspections

Is there a written directive outlining the procedure for conducting an inspection?

Yes No

Does it address, at a minimum, the following elements?

- Y N Frequency of inspections (e.g., scheduled and random)
- Y N Inspector(s)
- Y N Cleanliness, order, and functionality of storage facility
- Y N Health and safety
- Y N Quality assurance requirements
- Y N A requirement for inspection results to be documented and directed to the agency head

5.3.A Describe the agency inspection process:

5.3.B How often are inspections conducted?

5.3.C Who conducts the inspections?

5.3.D What documentation is completed to report the inspection results?

5.3.E To whom is the inspection report forwarded?

5.3.F Provide the date of the last inspection:

Enter date: _____

5.3.G Address any “no” response(s):

5.3.H Additional clarifying information:

5.3.I Identify applicable written directives by title and number (e.g., general orders, operational orders, policies, procedures):

Title	Number

CHAPTER 5: Supplemental Page for Guidelines 5.1 through 5.3

Reference	Additional Comments and/or Information

Chapter 6

EVIDENCE AND PROPERTY DISPOSITION AND PURGING

PURPOSE

One of the critical functions of the evidence and property unit is ensuring the appropriate, timely, and lawful disposition of evidence/property.

This chapter provides guidance on the disposition and purging of evidence/property, with emphasis on the classifications of property, methods of disposal, and procedures for the disposition and purging of firearms, narcotics/controlled substances, currency and high-value items, and biohazardous materials. The following guidelines are addressed:

- 6.1 Considerations for Disposal
- 6.2 Methods of Disposal and Classifications of Property
- 6.3 Firearms: Special Procedures for Disposition/Purging
- 6.4 Narcotics: Special Procedures for Disposition/Purging
- 6.5 Currency and High-Value Items: Special Procedures for Disposition/Purging
- 6.6 Biological/DNA: Special Procedures for Disposition/Purging
- 6.7 Hazardous/Biohazardous Materials: Special Procedures for Disposition/Purging
(including explosives, ammunition, flammables, and pyrotechnics)

GUIDELINE 6.1

Considerations for Disposal

Is there a written directive detailing the issues to consider in determining the disposition and purging of evidence/property?

Yes No

Does it address, at a minimum, the following elements?

- Y N Obtaining proper authorization for final disposition of evidence and property
- Y N Returning items to identified owners
- Y N Lawful disposal of evidence and property
- Y N Disposal of items requiring special consideration
- Y N Reconciling all computerized data systems and hard-copy paperwork to reflect the final disposition of evidence/property

items, including who authorized and handled the release or destruction, and to whom items were released

Y N Retention requests of evidence in civil cases

6.1.A Describe the process, and who is consulted, prior to determining final disposition of evidence and property:

6.1.B Describe the process for returning property to identified owners:

6.1.C Describe the disposal/destruction procedure for general items of evidence and property:

6.1.D Describe the disposal/destruction procedures for e-waste:

6.1.E Describe the disposal/destruction procedures for firearms:

6.1.F Describe the disposal/destruction procedures for ammunition:

6.1.G Describe the disposal/destruction procedures for explosives, flammables, and pyrotechnics:

6.1.H Describe the disposal/destruction procedures for hazardous materials:

6.1.I Describe the disposal/destruction procedures for biohazardous materials:

6.1.J Describe the disposal/destruction procedures for narcotics/controlled substances and marijuana:

6.1.K Describe the disposal/destruction procedures for currency:

6.1.L Describe the disposal/destruction procedures for high-value items:

6.1.M Describe how computerized data systems and paperwork are reconciled to reflect the final disposition of evidence/property, including noting who authorized release or destruction, who handled the release or destruction, and to whom items were released:

6.1.N Describe the process used to request retention of evidence in civil cases:

6.1.O Address any “no” response(s):

6.1.P Additional clarifying information:

6.1.Q Identify applicable written directives by title and number (e.g., general orders, operational orders, policies, procedures):

Title	Number

GUIDELINE 6.2

Methods of Disposal and Classifications of Property

Is there a written directive that outlines the procedures for purging and disposing items of evidence/property?

Yes **No**

Does it address, at a minimum, the following property classifications?

Y **N** Found property

Y **N** Property for safekeeping

Y **N** Evidence

Y **N** Property for auction/donation

Y **N** Property retained for agency use (must be secured separately and listed in the agency's general inventory)

Y **N** Property for destruction

6.2.A Describe the disposal procedure for found property:

6.2.B Describe the disposal procedure for property held for safekeeping:

6.2.C Describe the disposal procedure for general evidence items (not firearms, ammunition, explosives, pyrotechnics, narcotics/controlled substances, currency and high-value items, or e-waste):

6.2.D Does the agency auction items identified for disposal?

Y **N**

If so, describe how auctions are conducted:

6.2.E Does the agency donate items identified for disposal?

Y **N**

If so, describe the donation process:

6.2.F Describe the process used for retaining items for agency use:

6.2.G Describe how items retained for agency use are tracked:

6.2.H How is property identified for destruction?

6.2.I Address any “no” response(s):

6.2.J Additional clarifying information:

6.2.K Identify applicable written directives by title and number (e.g., general orders, operational orders, policies, procedures):

Title	Number

GUIDELINE 6.3

Firearms:

Special Procedures for Disposition/Purging

Is there a written directive outlining the procedure for the disposition or purging of firearms?

Yes **No**

Does it address, at a minimum, the following property classifications?

Y **N** Automated Firearms System ([AFS](#)) inquiry to determine firearm status

Y **N** Conferring with the Department of Justice or local crime lab for potential evidentiary value of firearms booked as evidence, found property, or destruction

RELEASING/DESTROYING FIREARMS/AMMUNITION

Y **N** Establish criteria for approval from the district attorney's office and the investigating peace officer

Y **N** Query firearms through appropriate systems and databases

Y **N** Regardless of classification, conduct a DOJ Law Enforcement Gun/Ammunition Release and criminal history inquiry on the owner claiming custody of the firearm/ammunition prior to its release

Y **N** Check current DOJ publications for definition of assault weapons and ownership restrictions

Y **N** Ensure firearms for destruction are made unserviceable through shredding, grinding, or melting at a commercial facility

DISPOSING OF FIREARMS NOT SUBJECT TO DESTRUCTION

Y **N** Auction by a federally licensed firearms dealer

Y **N** Conversion to agency use

Y **N** Transfer to a crime lab or other agency for official use (requires a court order)

6.3.A Are all firearms checked through AFS prior to disposition or destruction?

Y **N**

6.3.B What is the procedure for conferring with the Department of Justice or local crime lab to determine the potential evidentiary value of firearms booked as evidence, for found property, or for destruction?

6.3.C Describe the procedure and checks made for releasing firearms/ammunition to owners:

6.3.D How are firearms identified for destruction rendered unserviceable?

6.3.E Describe how firearms identified for destruction are transported to disposal sites?

6.3.F What is the procedure for converting firearms to agency use?

6.3.G Address any “no” response(s):

6.3.H Additional clarifying information:

6.3.I Identify applicable written directives by title and number (e.g., general orders, operational orders, policies, procedures):

Title	Number

GUIDELINE 6.4

Narcotics:

Special Procedures for Disposition/ Purging

Is there a written directive outlining the procedure for the disposition and purging of narcotics/controlled substances?

Yes **No**

Does it address, at a minimum, the following property classifications?

Y **N** Seizure by search warrant

Y **N** Exception to court orders

Y **N** Destruction of large amounts of PCP

Y **N** Confiscation of large amounts of narcotics

Y **N** Hazardous chemicals

Y **N** Packaging and preparation for disposal

Y **N** Methods of destruction

Y **N** Clandestine labs

6.4.A Describe the procedure for the disposal/destruction of narcotics/controlled substances taken as part of a search warrant:

6.4.B Describe the procedure for the confiscation/destruction of hazardous chemicals:

6.4.C Describe how narcotics/controlled substances and marijuana are identified, prepared, and packaged for destruction:

6.4.D Describe how narcotics/controlled substances and marijuana are transported to disposal sites:

6.4.E Address any “no” response(s):

6.4.F Additional clarifying information:

6.4.G Identify applicable written directives by title and number (e.g., general orders, operational orders, policies, procedures):

Title	Number

GUIDELINE 6.5

Currency and High-Value Items: Special Procedures for Disposition/ Purging

Is there a written directive outlining the procedure for the disposition and purging of currency and high-value items?

Yes **No**

Does it address, at a minimum, the following property classifications?

Y **N** Identify a threshold for cash prior to depositing it into a bank

Y **N** Establish a ledger to keep a current accounting of the amount of cash and other contents stored in the safe, and specify when and how the ledger is to be used

Y **N** Identify the process for disposition/purging of items deemed by the agency as having potentially high value (e.g., jewelry)

6.5.A Does the agency have a threshold for cash prior to depositing it into a bank account?

Y **N**

6.5.B Describe the agency threshold and how it is monitored:

6.5.C Describe the procedure for the disposition/purging of counterfeit money:

6.5.D Describe the procedure for transfer of unclaimed money:

6.5.C Address any “no” response(s):

6.5.D Additional clarifying information:

6.5.E Identify applicable written directives by title and number (e.g., general orders, operational orders, policies, procedures):

Title	Number

GUIDELINE 6.6
Biological/DNA:
Special Procedures for Disposition/Purging

Is there a written directive outlining the procedure for the disposition and purging of biological/DNA materials?

Yes No

Does it address, at a minimum, the following property classifications?

- Y N Safe disposal of biological/DNA materials pursuant to statutory requirements
- Y N Use of qualified/approved disposal vendors, if applicable
- Y N Comply with [PC 1417.9](#) where applicable/required
- Y N Comply with [PC 799](#) for retention

6.6.A What agencies were consulted on the disposition of biological/DNA materials?

6.6.B What vendors are used in the transport and disposal of biological/DNA materials?

6.6.C What disposal sites are used in the disposal/destruction of biological/DNA materials?

6.6.D Address any “no” response(s):**6.6.E** Additional clarifying information:

6.6.F Identify applicable written directives by title and number (e.g., general orders, operational orders, policies, procedures):

Title	Number

GUIDELINE 6.7

Hazardous/ Biohazardous: Special Procedures for Disposition/ Purging

Is there a written directive outlining the procedure for the disposition and purging of hazardous/biohazardous materials (including explosives, ammunition, flammables, and pyrotechnics)?

Yes **No**

Does it address, at a minimum, the following property classifications?

- Y** **N** Ensure compliance with all applicable local environmental health agencies
- Y** **N** Use of qualified/approved disposal vendors, if applicable
- Y** **N** Comply with [PC 1417.9](#) where applicable/required
- Y** **N** Use of approved/authorized disposal sites
- Y** **N** Safe disposal of biohazardous materials pursuant to statutory requirements

6.7.A What agencies were consulted on the disposition of hazardous/ biohazardous materials, explosives, ammunition, flammables, and pyrotechnics?

6.7.B What vendors are used in the transport and disposal of hazardous/ biohazardous materials, explosives, ammunition, flammables, and pyrotechnics?

6.7.C What disposal sites are used in the disposal/destruction of hazardous/biohazardous materials, explosives, ammunition, flammables, and pyrotechnics?

6.7.D Address any “no” response(s):

6.7.E Additional clarifying information:

6.7.F Identify applicable written directives by title and number (e.g., general orders, operational orders, policies, procedures):

Title	Number

CHAPTER 6: Supplemental Page for Guidelines 6.1 through 6.7

Reference	Additional Comments and/or Information

END EVALUATION

Please refer to “*How to Complete the Agency Self-Evaluation*”
on [page xii](#) to submit your completed evaluation.

TO PRINT: This file may be printed single- or double-sided.

