



## TOWN OF SENECA FALLS POLICE DEPARTMENT

### GENERAL ORDER



<b>GENERAL ORDER #:</b> 450	<b>RESCINDS:</b> 07/01/14,07/01/15,03/08/16,03/08/18
<b>SUBJECT:</b> Property, Evidence, and Reporting	<b>NYS ACCREDITATION:</b> 7.1, 7.3
<b>EFFECTIVE DATE:</b> 03/20/2019	
<b>BY ORDER OF:</b> Stuart W. Peenstra, Chief of Police	

- I. **PURPOSE:** To establish procedures for the receipt and processing of all categories of evidence and property. Also, to establish guidelines for maintaining accountability and security of all property that comes into the possession of employees, as well as maintaining the integrity of the evidentiary chain of custody.
  
- II. **POLICY:**
  - A. Employees will deliver, as soon as possible, but no later than the end of their tour, all evidence or property coming into their possession to the temporary pass-thru evidence lockers within the Seneca Falls Police Department for proper storage.
  - B. At no time will evidence or property be left unattended in any area of the police department, vehicle, or any other area essentially breaking the chain of custody.
  - C. Except in extenuating circumstances, items of evidence will be secured by the officer who collected them. The officer will make the appropriate data entries in Spillman.
  - D. All property will be handled and disposed of in accordance with existing laws, policies, procedures, and regulations, and to maintain complete and accurate records of all such property.
  
- III. **DEFINITIONS:**
  - A. **INVENTORY:** Property room inventory can include items the Department receives or seizes, such as criminal case evidence, found property, property for safekeeping from a decedent or prisoner, property no longer needed as evidence for investigation, contraband, property pending release and property confiscated for forfeiture proceedings.
  - B. **NON-EVIDENCE:** Property of no evidentiary value that comes into the custody of the police department, not known or suspected of being part of a criminal investigation.
    - i. Found Property: Property that was found by a citizen or police officer, is received by the police department and which will be returned to its' lawful owner if said owner can be identified.
    - ii. Safekeeping: Property for safekeeping is property received or recovered, other than found property or evidence, for which the police department assumes the responsibility for safekeeping until returned to its' rightful owner.
    - iii. Court Order: Property seized by or turned over to the police department as a result of a court order such as an order of protection.

- C. **EVIDENCE:** Any property which comes into the custody of the police department which tends to prove or disprove the commission of a crime or identity of a suspect relating to a criminal investigation and held by the agency until the criminal case reaches a disposition.
- D. **PROPERTY CLERK:** Personnel designated and accountable for the control of all property placed within the custody of the Seneca Falls Police Department.
- E. **TEMPORARY PASS-THRU LOCKERS:** Lockers established for the intake of all property and evidence in the control of the police department. Once property is submitted and the door is secured only property clerks have access and control.
- F. **TRANSITION LOCKERS:** Lockers established for temporary storage of property or evidence to maintain the chain of custody.
- G. **PROCESSING ROOM:** Area for packaging property or evidence and testing of drugs or narcotics.
- H. **PROPERTY ROOM:** Area where all evidence and property are stored and under limited access.

#### IV. **PROCEDURE:**

##### A. **GENERAL TAKING CUSTODY OF AND SECURING EVIDENCE OR PROPERTY:**

- i. A Spillman property entry containing a chain of custody is required for ALL property or evidence.
- ii. All found property shall be detailed on a "Found Property Report".
- iii. Evidence taken into custody by an employee will be properly tagged, marked, and sealed in bags or envelopes provided for that purpose. All property will be legally sealed in the proper containers to prevent decomposition or contamination.
  - 1. Heat sealed bags may be used, however, must be properly labeled.
  - 2. All property/evidence are to be labeled with CR number, item number, and disposition for the item (destruction, found property, safekeeping, etc.)
  - 3. All seals must have the officer's initials and the date written upon each seal.
  - 4. All markings on evidence must be done using an indelible pen or marker.
  - 5. Officers may also refer to the NYS Manual for Police for additional information regarding evidence packaging.
- iv. All property will be marked with, at a minimum of:
  - 1. CR number.
  - 2. Property Number.
  - 3. Date item was taken into custody.
- v. Evidence will be marked for future identification. Whenever possible, marking will be done so as not to:
  - 1. Damage the evidence or property
  - 2. Impair it's processing by technicians
  - 3. Allow the mark to be accidentally or readily removed.
- vi. Property and dry evidence shall be retained or secured in the property room, except evidence specified in this order.
  - 1. Wet evidence will be temporarily secured in a designated room in the Seneca Falls Police Department until it is dry. This area shall remain locked at all times. A notice of evidence shall be posted on the door and an entry log shall be maintained for the duration that room is used for evidence storage.
- vii. The officer whom completes the Spillman property entry will have the responsibility of completing and necessary laboratory analysis and its associated paperwork.
- viii. When Spillman is unavailable, paper PCR's may be utilized. However, all information shall be added to Spillman when it becomes available. All PCR forms utilized will be

added to the case file regardless of whether or not a Spillman property screen is completed.

- viii. All items of evidence collected by members, regardless of size or composition must be properly secured by the completion of their tour of duty.

#### **B. EVIDENCE PACKAGING GUIDLINES:**

- i. A folder on the departments "N" drive is labeled "EVIDENCE PACKAGING". Instructions for how evidence should be packaged can be found here.
- ii. In addition, members should refer to current DCJS standards for evidence packaging.
- iii. Officers may also refer to the New York State Manual for Police Part 2, article 12, Section E for any questions pertaining to the proper packaging methods for those types of evidence not routinely handled.

#### **C. SECONDARY STORAGE**

- i. Internal controls shall be in place at all times to safeguard all money, firearms, drugs, and high-value items in the property room.
- ii. Money, firearms, drugs, and high-value items shall be stored in an area that is locked in addition to the primary property room to act as a second safeguard.
- iii. These secondary storage areas shall be cabinets secured with two pad locks. The pad locks shall be keyed differently forcing a two-person access rule.
- iv. Each property clerk shall be present while entry is made into these areas.
- v. A property clerk shall not be in possession of both keys at any time.
- vi. Additionally, each entry must be logged on the "Secondary Storage log".

#### **D. SECURING/HANDLING OF DRUGS/NARCOTICS:**

- i. All drugs/narcotics will be secured in evidence containers sealed with proper tamper-proof evidence tape or heat sealed.
- ii. If drugs/narcotics are taken into custody under circumstances other than arrests or investigations, the reporting officer will note on the Spillman property screen that the drugs are to be destroyed.
- iii. All pills, capsules, bags, or individual items must be counted. The count must be added to the property table under comments.
- iv. Pills must be stored separate from its original container to allow the pills to be counted without reopening the evidence packaging. For examples see the Evidence Packaging section of the "N" drive.
- v. All drugs/narcotics must be weighed and recorded in the property table.
- vi. Different types of drugs or drugs from different sources separately to prevent cross-contamination.
- vii. Destruction of drugs/narcotics:
  - 1. An Order for Destruction will be secured through the Seneca County District Attorney's Office.
  - 2. At MINIMUM, two officers will be assigned to witness drug/narcotics destructions.
  - 3. The property clerk and the assigned officer(s) will deliver the items to the place of destruction and ensure the items are destroyed.
  - 4. Following the destruction, the officers will complete an Affidavit of Destruction. Each officer will sign the affidavit. The affidavit will be returned to the issuing Justice.

5. The property clerk shall retain a copy of the affidavit as well as forward one to the Seneca County District Attorney's Office.

**E. SECURING MONEY:**

- i. Money will be placed in property bags and sealed with tape separate from any other evidence. Money will be itemized under the "comments" section located on the Spillman property screen.
- ii. All money shall be detailed on a "Currency Count Verification Form".
- iii. All confiscated, recovered, or found money will be counted by two (2) officers and logged.
- iv. Counterfeit Money:
  1. When an officer takes suspected counterfeit money into custody, he/she will complete a Spillman property entry. Under the comments section, the officer will indicate the serial number and denomination of the money. The officer will make a copy of the money and attach the copy to the case file. The money will be secured in a temporary pass-thru evidence locker. The money should NOT be turned over to the United States Secret Service at this time.
  2. It will be turned over to the U.S. Secret Service at a later date by the Property Clerk or his designee.

**F. SECURING BULKY ITEMS, LARGE QUANTITIES, OR VEHICLES:**

- i. The Seneca Falls Police Department has a written agreement with the Seneca County Sheriff's Office to store these items.
- ii. Anytime the need arises for items to be stored at the Seneca County Sheriff's Office the following notifications shall be made PRIOR to transporting.
  1. Lieutenant of the Seneca Falls Police Department
  2. Property Clerk of the Seneca Falls Police Department
  3. Road Patrol supervisor of the Seneca County Sheriff's Office
    - a. If the item is not going into the impound lot, ask the road patrol supervisor to contact the sheriff's office property clerk to ensure a smooth transition and chain of custody.
- iii. All items not stored at the Seneca Falls Police Department must be entered into the Spillman property database.

**G. SECURING RECOVERED BICYCLES:**

- i. If the owner of a lost/found bicycle is unknown and the bicycle is not being held for evidence, the officer should complete a Spillman property entry. A tag shall be affixed to the bicycle with the CR number, property number, and officers name.
- ii. The bicycle will be stored in the bike cage located at the Town of Seneca Falls Salt Barn.

**H. SECURING BLOOD SAMPLES:**

- i. The sealed blood kit will be secured in the refrigerator in the processing room.
- ii. The proper laboratory submission paperwork and a copy of the Spillman property entry must be printed out and placed in the PROPERTY TO BE SENT TO LAB file at the time of submission.
- iii. If the blood sample is a result of a DWI and a DRE Evaluation was completed, a copy of the DRE form must also accompany the laboratory submission.
- iv. A note indicating the "biohazard" will be placed in the comments section of the Spillman property entry.

**I. SECURING SEXUAL OFFENSE COLLECTION KITS AND PERISHABLE EVIDENCE:**

- i. The sealed sexual offense collection kits will be secured in the refrigerator in the processing room.
- ii. The proper laboratory submission paperwork and a copy of the Spillman property entry must be printed out and placed in the PROPERTY TO BE SENT TO LAB file at the time of submission.
- iii. A note indicating the "biohazard" will be placed in the comments section of the Spillman property entry.
- iv. Perishable food items of an evidentiary value will be photographed and returned to the owner.

**J. SECURING/HANDLING OF FIREARMS AND AMMUNITION:**

- i. All weapons that have been confiscated by or voluntarily surrendered to the Seneca Falls Police Department shall be handled in accordance with Section 400.05 of the Penal Law of the State of New York.
- ii. All weapons will be disposed of, at least once per year according to the law. The only available disposition for such weapons is their destruction, unless they can be rendered ineffective and useless for its intended purpose and harmless to human life as provided in Section 400.05 subsection 2 of the Penal Law of the State of New York.
- iii. Ineffective or useless weapons shall not be held by the Seneca Falls Police Department without written permission from the Chief of Police.
- iv. The property clerk will maintain a record of all weapons seized or surrendered and ensure they are disposed of according to policy and law.
- v. Exceptions to weapons being held longer than one year.
  1. Weapons that are being held as evidence must be held until the conclusion of the case and disposition of any appeals.
  2. No weapon will be destroyed for which a Judge, Justice of a Court of Record, or the District Attorney has issued a certificate of non-destruction for a weapon to be retained in a police laboratory for research comparison, identification or use by the Seneca Falls Police Department.
  3. Any weapon voluntarily delivered to the Seneca Falls Police Department by a representative of a decedent's estate must be held for two years. If no request to deliver the weapon to another individual is received from the estate or one lawfully entitled to hold the weapon within the two-year period, the weapon shall be destroyed.
- vi. At the time the firearm is taken by a member of the Seneca Falls Police Department, that member shall issue the person turning the firearm over a "Weapon Retention Form". A copy of that form must accompany the firearm.
- vii. All firearms shall be detailed on a "Firearm Intake Report".
- viii. Whenever the origin of a gun used in connection with criminal activity is unknown, the property clerk(s) shall be responsible for requesting a gun trace through the Bureau of Alcohol Tobacco and Firearms National Tracing Center and requesting that a copy of the trace results be forwarded to the New York State Police in accordance with the provisions of Section 230 of the Executive Law of the State of New York.
- viii. Destruction of firearms:
  1. At MINIMUM, two officers will be assigned to witness firearm destructions.
  2. The property clerk and the assigned officer(s) will deliver the items to the place of destruction and ensure the items are destroyed.
  3. Following the destruction, the officer(s) will complete an Affidavit of Destruction. Each officer will sign the affidavit.

4. All handguns must be authorized for destruction via the New York State Police Pistol Permit Bureau.
5. All firearms associated with a case must be authorized for destruction via the Seneca County District Attorney's Office.

**K. BIO-HAZARD ITEMS:**

- i. Property which represents a bio-hazard (e.g. blood, items with tissue samples, semen, urine, etc.) shall be prominently marked with a bio-hazard warning label, both on the container holding the item and on the Spillman property table.
- ii. Property room clerks shall transfer the bio-hazard materials as soon as practical.
- iii. Officers handling this type material shall utilize universal precautions as described in General Order 285 - Exposure Control Plan for Infectious Diseases.

**L. EXPLOSIVES, MUNITIONS & HIGHLY COMBUSTABLE MATERIALS:**

- i. Common fireworks and ammunition may be submitted and stored in the property room until they can be safely destroyed. These items are a fire hazard and should be stored in metal containers away from heat or other sources of ignition. Officers should use particular care when packaging and securing these items due to the hazards they present.
- ii. Commercial and military grade explosives shall not be submitted to the property room. They shall be stored in an appropriate facility approved by the Chief of Police, as necessary.
- iii. Highly combustible agents (e.g. gasoline, propane, etc) may be stored in the bike cage until such time that appropriate disposal can be arranged.
- iv. Sharp items shall be clearly labeled as such and secured in such a manner as to permit reasonable handling of the item without undue risk.

**M. PROPERTY CLERK DUTIES, POWERS, AND RESPONSIBILITIES:**

- i. The property clerk, or a designee, shall retrieve all property from the temporary lockers, refrigerator, and/or other location for the transfer to the property room or laboratory.
- ii. Property clerks shall record all transactions with the Spillman evidence table.
- iii. All controlled substances, money, firearms, or high value items will be stored in a designated area with additional security. This area must be separate from other items, unless extenuating circumstances exist.
- iv. Right of Refusal: The property clerk(s) may refuse to accept any evidence or property which is not packaged property. The property clerk(s) will not accept any item which contains a seal that is not dated and initialed. In the event that the property clerk(s) refuse any property they shall notify the officer responsible. An Evidence Packaging Correction Notice will be sent to the officer detailing the deficiency and the correctable action needed.
- v. The designated storage area for any evidence or property is a secure area with access which is limited to the property clerk(s). The Chief of Police may select a member to serve as an alternate in the absence of the property clerk.
- vi. Employee's entering the property room must be accompanied by the property clerk. They are required to sign in and out using the property room log.
- vii. Members assigned to the duties of property room/evidence custodians shall be required to successfully complete a course in property room management within one year of being assigned to such duties.
- viii. Unauthorized personnel shall not be permitted in the property room at any time.

- ix. Members who are authorized to enter the property room shall not:
  - 1. Permit unauthorized persons to enter the room.
  - 2. Provide unauthorized persons with keys/access to the room.

**N. TRANSITION LOCKERS:**

- i. Transition lockers are for temporary holding of property.
- ii. All property that is temporarily placed into these lockers by an officer must be removed before the end of their tour and submitted into a pass-thru locker.
- iii. Transition locker 1 shall be used for safekeeping of property with a value of less than one-hundred dollars. The items in this locker will be cleaned out by a property clerk once a month and the items will be moved into long term safekeeping.
- iv. Any item of value over one-hundred dollars must be submitted into the pass-thru lockers for secure storage.
- v. Members utilizing these lockers are responsible for maintaining the keys. The property room clerks will have a set of master keys.

**O. PRESCRIPTION DRUG TAKE BACK PROGRAM:**

- i. The Town of Seneca Falls Police Department has placed a locked prescription drug take back in the front lobby of the police department. Citizens may deposit prescription medications into the box to be destroyed.
- ii. The property room clerks will be responsible for maintaining the drop box.
- iii. The keys to the box will be maintained by the property room clerks.
- iv. The box should be emptied regularly.
- v. Each time the box is emptied, the amount secured shall be weighed and logged on the drop box form.
- vi. The items removed from the box will be stored separately in the property room for destruction.
- vii. No member of the police department shall take possession of another individual's prescription medications for destruction via the drug drop-box program.

**P. TRANSFER OF PROPERTY:**

- i. Item to Police Personnel/other law enforcement agencies:
  - 1. Once property is turned over to the property room, the property clerks will have full control over said property. If an officer/other agency needs to retrieve and item a request must be made to an authorized property room clerk in writing or departmental e-mail.
  - 2. Upon transfer of an item, the following will be documented on the Spillman Evidence Screen; purpose of transfer, date and time of any movements or custody exchanges including its return, name/location property was transferred to.
  - 3. Any opened evidence must be resealed, or placed into new packaging, securing the old packaging inside.
- ii. Item to Court/DA's Office:
  - 1. Upon written receipt of a subpoena, the property clerk shall contact the Seneca County District Attorney's Office to schedule and facilitate the transfer.
  - 2. All chain of custody transactions must be documented. A member of the District Attorney's Office must sign for each item.
- iii. Criminal Investigation Division:
  - 1. The CID will have access to a CID storage locker. Only CID members and property clerks will have key access. This locker is to remain locked at all times,

regardless if it contains property or not. All movement through this locker must be documented in the chain of custody.

**Q. LABORATORY SERVICES:**

- i. Toxicology:
  1. All blood or urine that is submitted for toxicology services will be sent to the NMS Laboratory Service via Fedex Corporation.
  2. All forms are located on the department "N" drive. These forms are required to be completed AT THE TIME OF SUBMISSION.
  3. This evidence requires the same documentation and chain of custody logging.
- ii. Drug Testing:
  1. Effective January 1, 2019, the Town of Seneca Falls Police Department will begin utilizing NMS Laboratory Services for analyzing drugs or narcotics.
  2. Members are required to follow any protocols for packaging set forth by NMS Laboratory Services.
  3. No drugs or narcotics will be sent for testing unless required by the Seneca County District Attorney's Office for prosecution.
- iii. Additional Testing:
  1. Any requests for sexual offense evidence kits, ballistics, DNA, or trace evidence, etc to be analyzed will be sent to the New York State Police Forensics Laboratory. All forms must be completed at the time of submission and are located on the department's "N" drive.

**R. DISPOSAL OF PROPERTY:**

- i. The property room clerks shall be responsible for the final disposition of property within six months of the satisfaction of the legal requirements for holding the property.
- ii. Evidentiary property shall be disposed of in accordance with the provisions of Section 450.10 of the Penal Law of the State of New York. Such property shall not be disposed of until a written release is obtained from the Seneca County District Attorney's Office or a local court disposition is received indicating that the case is disposed of. Cases where no arrest has been made shall be governed by the New York State Statute of Limitations base upon the crime classification.
- iii. Recovered/found property shall, whenever possible, be returned to the rightful owner in accordance with Section 7-B of the Personal Property Law of the State of New York.
  1. If the owner cannot be found, and the property has been transferred to the department by a private citizen, the property shall be held in accordance with the following time schedule:
    - a. Value less than \$100.00 - 3 months
    - b. Value \$100.00 to \$499.99 - 6 months
    - c. Value \$500.00 to \$4999.99 - 12 months
    - d. Value \$5000.00 or more - 36 months
- iv. The property room clerk, or his designee shall send a written notice to the owner, if known, and/or the finder in accordance with Section 7-B of the Personal Property Law of the State of New York, three months prior to the expiration of the holding date. If neither the owner nor the finder claims the property within three months and ten days after the expiration of the holding period, the property may be sold at public auction.



- v. The Chief of Police shall be advised in writing of all items which the property clerk intends to dispose of via auction. The Chief of Police must approve all items prior to being auctioned.
- vi. Whenever property or evidence can be returned to an owner or finder, the property clerks shall contact that person by telephone or in writing and arrange for the item to be returned. The items to be returned may be returned by any officer or clerk via the transition lockers location in the supply room. When removing the item for release to the owner/finder, the member returning the property shall:
  - 1. Remove the items from its location.
  - 2. Record the transaction and update Spillman or the property form supplied by the property clerks to reflect the release of the item.
  - 3. Ensure that the owner/finder signs the form indicating the date and time they have received the property and the member they have received it from.
- vii. A PHOTO IDENTIFICATION COPY IS REQUIRED WITH ALL PROPERTY RELEASE FORMS. Receipts shall be maintained in a secure area.
- viii. The department will not seek asset forfeiture of controlled substances or explosives for any purpose. Any controlled substance or explosive seized by the department must be destroyed or disposed of in accordance with law once they are no longer of evidentiary value and may not be used by this agency for investigative or training purposes.
- ix. During the destruction of controlled substances, explosives, or firearms, etc, there shall be no less than two witnesses present, and the method of destruction must be approved in accordance with the law.
- x. Property clerks shall send a written notice to the responsible officer regarding the evidence or property that is due for disposal, with no arrest made. The responsible officer shall check the case file and sign off that the property or evidence may be disposed.
- xi. Case dispositions may be obtained from the court of jurisdiction or the Seneca County DA's Office. The property clerks shall ensure that the evidence is no longer needed for re-trials.
- xii. All taser cartridges placed into evidence following a use of force incident shall be held indefinitely.

**S. RECORDS MANAGEMENT SYSTEM CONTROLS:**

- i. The Spillman records management system is the system used by the Seneca Falls Police Department to document any property obtained for any reason. Settings within the Spillman database regulate members access to records, the ability to add records, modify records, or delete records.
- ii. In an effort to regulate the unauthorized access to or disposal, theft, misuse, or tampering of property or evidence records the privileges will be assigned as defined by this section. Effective systems of internal controls safeguard computerized data.
- iii. The privileges will only be granted enough rights to complete their job task.
- iv. At any time, the administration can review the Spillman system log to ensure that only authorized users have access to and are performing only those functions needed for their job task.
- v. Members will utilize personally assigned accounts. Members will not be authorized to conduct any transactions under another's name. No generic accounts will be used at any time while conducting transactions or entries for property or evidence.
- vi. Access controls are set as follows:
  - 1. "SF PATROL"
    - a. Property table: ACCESS/ADD/MODIFY

- b. Evidence Table: ACCESS
  - c. Every sworn member of the police department is granted privileges to the "sf patrol" group automatically.
- 2. "SF PATROL SUPERVISORS"
  - a. Property table: DELETE
  - b. In addition to the "sf patrol" group, the patrol supervisors are granted the ability to delete property that was added to reports in error.
- 3. "SF EVIDENCE"
  - a. Evidence Table: ADD/MODIFY
  - b. Property room clerks are granted the additional ability to add and modify property into the evidence table.
- 4. "SF ADMIN"
  - a. Evidence: DELETE
  - b. Only the administration (Chief of Police and/or Lieutenant) has the ability to delete items added into the evidence table. This greatly reduces the ability for members to tamper with records.

**T. PHYSICAL ACCESS FOR PERSONNEL:**

- i. Access systems have been put in place to ensure that members of the police department are regulated to control access to restricted areas.
- ii. Only the members assigned to the direct management of property are granted access to the evidence/property room.

**U. INSPECTIONS:**

- i. The administration shall designate the property room supervisor to conduct a quarterly inspection of the property room to ensure that:
  - 1. The room is maintained in a clean and orderly fashion.
  - 2. Department orders and directives are being followed.
  - 3. Property and evidence are being protected from damage or deterioration.
  - 4. Accountability procedures are being maintained.
  - 5. Property with no evidentiary value is being disposed of promptly.
  - 6. The inspection shall consist of an eyes-on inspection of items to ensure accountability. The minimum number of items to be sampled during the inventory shall be ten (10) percent of the agency's total property room inventory or one hundred (100) items, whichever is less.
- ii. The Chief of Police shall:
  - 1. Conduct a semi-annual, unannounced inspection of the property room to ensure that accountability and security procedures are being followed.
  - 2. Require an annual audit of the property room by the Lieutenant who is not routinely or directly connected with the control of property or property management function.
  - 3. Ensure that the sampling of property is not repeated during each inspection and/or audit.
- iii. An audit of property shall occur whenever there is a personnel change in members assigned to the management of property. The audit shall ensure that:
  - 1. Records are correct and properly annotated.
  - 2. The integrity of the system is sound.
  - 3. Accountability for the property is maintained.
- iv. All inspections shall be documented in writing and maintained in a secure location.

## V. AUDIT METHODOLOGY AND STANDARDS:

- i. Audits will be conducted to determine if inventory records are up to date and accurate, all property is accounted for, and the controls that are set in place to safeguard all money, firearms, controlled substances and high-valued items are being followed in the property room. The minimum amount of property to be sampled during the audit shall be five (5) percent of the agency's total property room inventory or fifty (50) items, whichever is less.
- ii. A selection of samples will be judgmentally selected from a property items list. This will be a random assortment of cases from various years. Each item will be pulled from its location to verify that it is present, that the seal is intact, that there are no apparent signs of tampering and that the property label on the item matched the records.
- iii. A second section of samples will be judgmentally selected from item in their physical location. The items pulled will be checked to verify seals are intact, there are no signs of tampering and that the property label on the item matched the records.
- iv. The sections will be from categories comprising of miscellaneous items, firearms, controlled substances, money, and other valuables. These categories will be selected due to the potential for higher risk of theft or misuse. Firearms, controlled substances, and money must be sampled during each inventory or audit.
- v. For property room cash:
  1. Items logged with currency valued over \$200.00 will be selected.
  2. Each bag will be traced from the time it was taken into custody to the current record location.
  3. The amount in each bag will be verified that it matches the reported amount.
  4. The chain of custody will be checked to ensure its properly logged.
  5. The bag will be checked for its label information and check the integrity seals.
  6. Any discrepancies will be documented for the audit report.
- vi. A sample of disposed property will be selected from various categories of disposition. The inspector will test for compliance of disposal in accordance with department policy.
- vii. Spillman privileges will be tested to verify access, add, modify, and delete rights are properly assigned.
- viii. Access controls will be verified that only authorized property clerks are able to gain access to the restricted areas.
- ix. A full audit will be conducted every five (5) years by a member who is not routinely or directly connected with the control of property or the property management function. Additionally, the member must be different than the member who has conducted quarterly or yearly inspections within the preceding five years.
- x. All audits shall be documented in writing and maintained in a secure location.
- xi. When there is a custodian change in the property room/evidence room, the newly appointed custodian will successfully complete a course in property/evidence room management within one year of being assigned such duties.