

CITY OF ANDERSON POLICE DEPARTMENT

Anderson, South Carolina

DIRECTIVE TYPE General Order	EFFECTIVE DATE March 28, 2008	NUMBER 2603
SUBJECT Availability of Secure Storage Facilities When Property Room is Closed		
REVISED		
REFERENCE SCLEA 26.1.3	AMENDS/SUPERSEDES All Others	
DISTRIBUTION All Personnel	RE-EVALUATION DATE Annual	NO. PAGES 2

A. Purpose

To ensure that property is secured within a designated secured area when the Property Room is Closed.

B. Policy

It is the responsibility of the City of Anderson Police Department's Evidence Custodian to ensure that all property is stored in a secure area, even when the Evidence Custodian is unavailable or off-duty. The personnel of the City of Anderson Police Department will have access to a secure storage area when the property room is closed.

C. Procedure

1. Secure Facilities for Temporary Holding of Property
 - a. At times when the property room is closed, and no authorized person is available to log property into the property room, officers will temporarily store property in a designated secure area as specified in this directive.

2. Temporary property storage areas include:
 - a. The property holding area where the evidence lockers and refrigerator are located and the outside storage area for bicycles, mopeds, go-carts, etc.

2. The property holding areas are restricted to police personnel only while engaged in official duties. Under no circumstances will any unaccompanied non-police personnel be allowed access to the property storage areas.
3. Police personnel are permitted access to temporary storage areas in order to tag property and store it temporarily in lockers at times when the property room is closed. When property is stored and secured in temporary property lockers and the refrigerator, the lock will be securely locked until the property can be logged into the property room. An incident report and Evidence/Property Report will be completed indicating the type of property stored in the temporary property lockers.
4. Property placed in the temporary property storage areas must conform to the same standards and procedures as outlined in this procedure for the receipt of property or evidence.
5. In the event that hazardous materials "*explosives, gasoline, propane, etc.*", are needed to be taken into evidence it may become necessary to contact Anderson County Fire Department Arson Unit for their assistance in gathering and storing such items.
6. Call-in of Property Room Personnel
 - a. If in the opinion of the submitting officer or a supervisor, property is of great value or potentially vulnerable to claims of tampering (such as a large quantity of narcotics evidence), the property room custodian may be called in from home to secure the evidence in the property room and/or safe.

By order of:



Martin D. Brown, Chief of Police

3-21-2008
Date