

CITY OF ANDERSON POLICE DEPARTMENT

Anderson, South Carolina

DIRECTIVE TYPE General Order	EFFECTIVE DATE March 28, 2008	NUMBER 2604
SUBJECT Access to Property Storage Areas is Restricted		
REVISED		
REFERENCE SCLEA 26.1.4	AMENDS/SUPERSEDES All Others	
DISTRIBUTION All Personnel	RE-EVALUATION DATE Annual	NO. PAGES 2

A. Purpose

To ensure that in-custody and/or evidentiary property is secured within a designated secured area and is accessible only by personnel who are authorized to have access.

B. Policy

To ensure that in-custody and/or evidentiary property is secured within a designated and secured area the access to the area where such property is stored will be restricted to the authorized personnel who have a need to be there.

C. Procedure

1. Property Room Security


All property stored at the City of Anderson Police Department will be stored within a designated secure area, with access limited according to the need for access and security. Those persons requiring a need to be in designated secure areas will be required to sign in and out of those areas.

2. Only authorized persons conducting property custodial transactions may actually enter the property room area. Authorized persons are:

- a. Evidence Custodian,
- b. Assistant Evidence Custodian,

- c. Case officers and
 - d. any other persons conducting business or auditing designated by the Chief.
3. When anyone other than the duly authorized Evidence Custodian(s) enters the property room area, they must sign in.
 4. The Evidence Custodian or Assistant Evidence Custodian **MUST** be present when anyone enters the property storage area.
 5. The property room door will be kept closed and locked any time The Evidence Custodian or Assistant Evidence Custodian are not physically in the property room. (SCLEA 26.1.2 and 26.1.4) (Ref: CALEA 84.1.2 and 84.1.4)

By order of:



Martin D. Brown, Chief of Police

3-21-2008
Date