

CITY OF ANDERSON POLICE DEPARTMENT

Anderson, South Carolina

DIRECTIVE TYPE General Order	EFFECTIVE DATE March 28, 2008	NUMBER 2602
SUBJECT Storage & Security of Property		
REVISED		
REFERENCE SCLEA 26.1.2	AMENDS/SUPERSEDES All Others	
DISTRIBUTION All Personnel	RE-EVALUATION DATE Annual	NO. PAGES 7

A. Purpose

To ensure that property is secured within a designated secured area.

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. The personnel of the City of Anderson Police Department will have access to a secure refrigerated storage medium for perishable items such as blood and urine specimens.

C. Procedure

1. Property Room Security
 - a. See general order 2604.
1. The property room is used for the indefinite storage of most found, recovered, safekeeping, and evidential property.
2. The property room is a locked secure area with limited access. Only the Evidence Custodian and other individuals who are specifically designated as having a justifiable cause to enter the property room are admitted.

3. The storage area within the property room consists of shelves, individual bins, refrigerated storage, and additional secure areas to include a safe (or a room equivalent to a vault), weapons cabinet, and drug cabinet.
4. Valuable property or property requiring additional security (SCLEA 26.1.1, b-5)
 - a. Additional security measures are taken when money, items having a very high monetary value (i.e., jewelry), dangerous drugs, narcotics or weapons are to be stored in the property room.
 - b. The Evidence Custodian will secure items of property requiring added protection in the property room safe, locked file cabinet, vault or other secure cabinet or area.
 - c. The following measures will be taken to ensure that all sensitive, perishable, valuable and/or other special types of in-custody property and evidence is stored within designated, secure areas:
 - (1) Money
 - (a) All money submitted to the property room will be sealed in an envelope or other container, properly marked and tagged/labeled separately. The tag/label must identify the amount of money and bear the signature of the submitting employee and supervisor verifying the count.
 - (b) Money not properly packaged or tagged/labeled will not be accepted into the custody of the property room. A shift supervisor will be notified to correct any problems with packaging or tagging/labeling of money.
 - (c) Money submitted to the property room after the custodian is off duty will be placed into a locker and locked. On the following working day, the Evidence Custodian will open the locker and check the property into the property room.
 - (d) The Evidence Custodian does not need to open the sealed package to verify the contents or amount, only note that it has been properly packaged and tagged/labeled.
 - (e) Money submitted to the property room, once logged in, will be stored inside the "valuables" safe in the property room, unless and until it is deposit into a bank account.

- (2) Precious Metals or Gemstones
 - (a) Precious metals or valuable gemstones, once logged in, will be stored inside the "valuables" area (vault) in the property room.
- (3) Drugs (in general)
 - (a) Found or confiscated drugs will be submitted to the property room in a sealed plastic bag, envelope, or other container.
 - (b) Once properly logged into the property room, drugs will be stored inside the drug cabinet in the property room.
 - (c) S.L.E.D. Mandated Storage Kit required for analysis purposes
 - i. The South Carolina Law Enforcement Division (SLED) or any other laboratory which analyzes drugs for the City of Anderson Police Department dictates their packaging regulations. The City of Anderson Police Department will comply with whatever packaging requirements are stipulated by the analyzing laboratory.
 - ii. This general order automatically updates to accommodate future changes in outside laboratory packaging requirements. The City of Anderson Police Department currently uses SLED's Lab. In the event that SLED elects to change the current requirements for packaging, the City of Anderson Police Department will comply with SLED's updated packaging requirements without having to rewrite this general order.
 - iii. All drugs (including but not limited to narcotics, hallucinogens, and narcotic implements) submitted to the property room as evidence will be sealed in a plastic bag provided in the B.E.S.T. pack provided by the South Carolina Law Enforcement Division.
 - iv. Each B.E.S.T. pack, bag or container must be properly marked. Hypodermic needles or syringes must be sealed in the plastic tubes or sharps containers provided in your personal protective equipment (P.P.E.) kit and must be properly labeled.

- v. *“SLED will not accept sharps of any kind for processing, in the case where processing is required a Lab request form is to be filled out and Crime Scene Personal will remove the liquid and place in a safe container and or will process for prints or what ever the request states”.*
- (d) The following inspection, quantity and quality control measures will be followed when submitting narcotics and/or drugs to the property room:
- i. All drugs submitted to be held as found, evidence, or as contraband during hours when the Evidence Custodian is not on duty will be placed in a property locker and locked by the submitting officer.
 - ii. On the following working day, the Evidence Custodian will open the locker and check the property into the property room.
 - iii. The Evidence Custodian is not required to open the sealed bag to verify the weight or count and is only required to visually inspect the package to note that it has been properly sealed, marked and does not appear to have been tampered with.
 - iv. A scale is available to officers in the temporary evidence storage area, and all officers are to weigh any narcotics or drug evidence submitted for storage or processing.
 - v. Pills and capsules will be counted and/or weighed, with both the weight and count noted on the Evidence/Property Report as well as the incident report.
 - vi. Although gross package weights should be done as accurately as possible, they should only be used as a quality control and not as an exact weight or for evidential purposes.
 - vii. Exceptions to weighing narcotic and dangerous drugs are permissible when auditing evidence that is officially sealed in tamper-proof protective packages (i.e., heat sealed clear plastic packages as when returned from S.L.E.D.). In these cases, the evidence will be weighed in their packages and weights compared to the original, taking into account

losses in quantity due to testing at the lab or other forensic procedures. All containers of narcotics and dangerous drugs should be visually inspected at the annual audits for tampering as a safeguard against the substitution of materials having the same weight.

- (4) Dangerous Drugs and/or Dangerous Manufacturing Components
 - (a) Methamphetamine laboratories and/or similar types of illicit manufacturing facilities, equipment and locations
 - i. Clandestine Meth. Labs and similarly dangerous apparatus, regardless of where discovered (vehicles, homes or elsewhere) will be turned over to the DEA and/or a designated/authorized clean up crew for disposal.
 - ii. NO items containing gas, dangerous liquids or solids are to ever be turned in to the Anderson Police Department evidence for storage.
- (5) Weapons
 - (a) Taking weapons for safekeeping
 - i. The taking of weapons for safekeeping should only be done on a special needs basis, ***“for safety and security to preserve or protect life”*** if no charges or arrest is to be made.
 - ii. The responsibility for filling out an evidence sheet and having the person/victim/suspect sign the sheet and leaving a copy of the form as a receipt belongs to the seizing officer.
 - iii. The responsibility for the disposition and return of the weapon also rests with the seizing officer.
 - (b) All weapons received by the property room should be made safe by unloading and each will have a separate property tag.
 - (c) If possible, no loaded firearm should be turned in.

- i. To insure that weapons are safe, two officers should clear and inspect the chamber of weapons then a secure zip tie or a gun lock should be placed on the trigger of the weapon.
- (d) **If “live” weapons are turned in and are not unloaded by the submitting officer because of evidentiary purposes, the Supervisor will notify the evidence custodian and or the on call, Crime Scene Investigator of the situation**
- i. **The property tag, and the Property & Evidence sheet will be clearly marked that the weapon is loaded**
 - ii. **If possible, a trigger lock should be safely placed on the weapon.**
 - iii. **All paperwork that references the weapon must reflect the fact that the weapon was turned in loaded and explain why.**
- (e) Weapons submitted to the property room after the Evidence Custodian is off duty will be placed in a locker and locked. On the following working day, the Evidence Custodian will open the locker and check the property into the property room.
- (f) All weapons must be checked for stolen wants by the submitting officer. The NCIC printout must be attached to the Evidence/Property Report and the result noted in the incident report.
- (g) Once logged into the property room, weapons will be stored in a "weapons" locker in the property room, with key control restricted to the Evidence Custodian and the assistant Evidence Custodian.
- (6) Storing Perishable Evidence
- (a) Universal precautions must be followed when handling body fluids and similar property. Direct contact must be avoided. Refer to the City of Anderson Police Department’s Bloodborne Pathogens Procedures for information on universal precautions.
 - (b) Refrigerators are available to keep perishable items such as urine specimens and blood samples preserved.

- i. When property is stored in the temporary refrigerator, the lock will be locked until the property can be transferred by the Evidence Custodian.
- (c) All items containing blood or body fluids, vials of blood, urine specimens, or other body fluid samples must be sealed in a leak resistant container such as a plastic evidence bag, sexual assault evidence collection kit, etc. and be properly labeled.

(7) Vehicles

- (a) All vehicles seized or held by the department will be placed in the vehicle impound area at the City Shop.
- (b) Vehicle keys are to be submitted to the tow driver and noted on the report.
- (c) A Vehicle Inventory Form (APD-180) will be completed. Required information includes the year (if known), make, model, color, VIN number, license plate number & mileage of the vehicle.
- (d) The Vehicle Inventory Form will then be delivered to the Evidence Custodian.
 - i. If the Evidence Custodian is unavailable, the vehicle inventory form will be placed in a temporary evidence storage locker.

By order of:



Martin D. Brown, Chief of Police

3-21-2008
Date