

# CITY OF ANDERSON POLICE DEPARTMENT

## Anderson, South Carolina

<b>DIRECTIVE TYPE</b> General Order	<b>EFFECTIVE DATE</b> March 28, 2008	<b>NUMBER</b> 2605
<b>SUBJECT</b> Records to Accurately Reflect Status of all Property		
<b>REVISED</b>		
<b>REFERENCE</b> SCLEA Chapter 26.1.5	<b>AMENDS/SUPERSEDES</b> All Others	
<b>DISTRIBUTION</b> All Personnel	<b>RE-EVALUATION DATE</b> Annual	<b>NO.</b> <b>PAGES 5</b>

### A. Purpose

The purpose of this general order is to provide a paper trail which accurately depicts the management and control of found, recovered, seized and evidentiary property that comes into the custody of the City of Anderson Police Department. It is also to establish accountability for the evidence management system that will ensure a traceable chain of evidence with respect to the handling, analysis, storage, security and disposition of evidence and property.

### B. Policy

It is the responsibility of the City of Anderson Police Department's Investigative Services Division (ISD) to manage and control all evidential property as well as all other property directed to the City of Anderson Police Department for safekeeping. As a part of this responsibility, accurate, up-to-date records will be maintained. The records will clearly describe the current status of each piece of evidence as well as provide a complete record of the item's history since coming into the custody of the City of Anderson Police Department.

### C. Accountability and Responsibility for Property Record Keeping

1. Responsibility for the City of Anderson Police Department's property management system is assigned by the Chief of Police. The person or persons designated by the Chief of police to carry out the tasks associated with this function will be termed the "*Evidence Custodian*".

## **D. Procedure**

1. An incident report is required anytime that property is taken into the custody of the Police Department.
  - a. Property that is taken into custody by an officer and immediately released to the owner will be not be logged into the property room, but will be listed on the incident report.
    - (1) The incident report shall indicate that the property was not turned into the property room, but that it was returned to the owner.
2. Property Management Records Regarding Status of Property
  - a. The Evidence Custodian shall be responsible for maintaining a records system that reflects the:
    - (1) location of the property stored in the property room,
    - (2) date and time when property was received or released,
    - (3) character, type and amount of property on hand,
    - (4) chain of custody of the property through its final disposition and
    - (5) dates and results of all inspections and inventories of property and audits of records.
3. The Property Room Log
  - a. All found, recovered and evidentiary property that is submitted to the property room will be logged into the property room's computer, and a "hard copy" evidence sheet will accompany those items. The evidence sheet will contain the following information on each item logged in:
    - (1) Case and/or incident report number(s)
    - (2) Date & time property was logged/submitted and/or released;
    - (3) A complete chain-of-custody for each piece of property;
    - (4) Property log number;
    - (5) Submitting officer;
    - (6) Location within the property room where that property is stored;
    - (7) Description of property including character, type and amount;

- (8) Final disposition, date and officer and
- (9) any additional documentation as required buy the Evidence Custodian.

4. Property Tags, Labels, Evidence/Property Reports, and Incident Reports

- a. A property tag/label is used as an individual record of each item of property (or set of items) submitted to the property room.
- b. All items or packages of items submitted to the property room will have a property tag/label attached to it or the information will be written upon the package containing the item.
- c. If seized items are identical in nature, or from the same case, they may be listed on one property tag.
- d. At a minimum, property tags must contain the following information:
  - (1) Case number.
  - (2) Location property is stored.
  - (3) Master property item number.
  - (4) Case item number.
  - (6) Category of property such as
    - (a) evidence,
    - (b) found,
    - (c) safekeeping or
    - (d) property to be destroyed
  - (7) Description of the property.

5. Evidence/Property Report

- a. The Evidence/Property Report is another document used on all property coming into custody of the Department.
  - (1) The Evidence/Property Report includes all the information reflected on the property tag or label as well as the chain of custody and final disposition sections.
  - (2) A copy will be attached to the property coming into the custody of the Department.

b. Property Release Section of Evidence/Property Report

- (1) The Evidence/Property Report is completed by officers or the Evidence Custodian to report property released from custody.
- (2) For release of property, the Evidence/Property Report contains the following information:
  - (a) Property Log Number;
  - (b) Property Description;
  - (c) Name of Person Releasing the Property;
  - (d) Owner's Name & Address (if known);
  - (e) Date & Time Released.  
(SCLEA 26.1.5; CALEA 84.1.5)

6. Personnel Responsibilities

a. Evidence Custodian

- (1) The Evidence Custodian will be responsible for entering all property into the master log, issuing a
  - (a) a property master log number,
  - (b) a case item number,
  - (c) insuring that there is a case number associated with the property, and
  - (d) documenting the property room location of the stored item.
- (2) The Evidence Custodian will insure that a property tag/label and the correct copy of the Evidence/Property Report have been attached.
- (3) The Evidence Custodian will secure the property in its proper location.

b. Submitting Officer

- (1) The Submitting Officer is responsible for submitting and completing any laboratory analysis request forms.
- (2) The Submitting Officer is responsible for providing a case number.
- (3) The Submitting Officer is responsible for providing a copy of the incident report for any evidence they wish to be sent to the South Carolina Law Enforcement Division (S.L.E.D.).

- (a) The crime scene officer, evidence custodian or other CSI personnel may elect to perform this function, time permitting, but the responsibility for performing this task lies with the original officer.

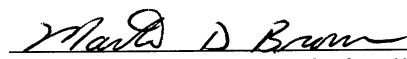
7. Receipt for Articles Released from Property Room

- a. A receipt for articles from the property room is used whenever an item of property is temporarily removed from the property room for court or laboratory processing. This is the chain of custody portion of the Evidence/Property Report. This section will contain the following information:
- (1) Date and time property is removed;
  - (2) Signature of person accepting the property, except when submitting evidence to S.L.E.D. or FBI lab for analysis;
  - (3) Purpose of change of custody of the property;
  - (4) Date and time property is returned to the property room;
  - (5) Name of person returning property;
  - (6) Name of person receiving the property in the property room.
- b. All officers checking evidence out for court will keep this evidence in their possession at all times, taking care to protect both the chain of custody and the integrity of the evidence.
- (1) In no case will such evidence be held out of the property room longer than is necessary for court, or held out overnight for court use the next day.
  - (2) All evidence that is taken to court and is used at the trial and retained by the Clerk of Court will be signed for by the Clerk of Court on the Evidence/Property Report. This form will then be returned to the property room as a receipt and filed by the Evidence Custodian.

8. Property Not Submitted to the Property Room

- a. Property that is taken into custody by an officer and immediately released to the owner will be not be logged into the property room, but will be listed on the incident report.
- b. The incident report will state that the property was not turned into the property room, but that it was returned to the owner.

By order of:

  
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Martin D. Brown, Chief of Police

3-21-2008  
Date