

# CITY OF ANDERSON POLICE DEPARTMENT

## Anderson, South Carolina

<b>DIRECTIVE TYPE</b> General Order	<b>EFFECTIVE DATE</b> March 5, 2010	<b>NUMBER</b> 2606.1
<b>SUBJECT</b> Inventory and Audits of Property		
<b>REVISED</b> March 5, 2010		
<b>REFERENCE</b> SCLEA 26.1.6	<b>AMENDS/SUPERSEDES</b> All Others	
<b>DISTRIBUTION</b> All Personnel	<b>RE-EVALUATION DATE</b> Annual	<b>NO. PAGES</b> 3

### A. Purpose

The purpose of conducting a joint inventory is to ensure the continuity of custody, not to require the accounting of every single item of property. The inventory should be sufficient to ensure the integrity of the system and the accountability of the property. The person assuming custody of the property should ensure that all records are current and properly annotated. All discrepancies should be recorded prior to the assumption of property accountability by the newly appointed custodian.

### B. Policy

An inventory of property occurs whenever the person responsible for the property and evidence control function is assigned to and/or transferred from the position. The inventory is conducted jointly by the newly designated evidence custodian and a designee of the CEO to ensure that records are correct and properly annotated.

### C. Procedures

1. Joint Property Inventory by Newly Assigned Personnel
  - a. Whenever a new Evidence Custodian is transferred into that assignment, an inventory of all custodial and evidential property will be conducted. This inventory will be performed jointly by the newly designated Evidence Custodian and the former Evidence Custodian.
    - (1) This is not required to be a total inventory of every item, but shall be thorough and comprehensive and include a sufficient number of items to

ensure the integrity of the system and the accountability of all property being held by the City of Anderson Police Department.

- b. The new Evidence Custodian should ensure that all records are current and properly annotated, and all discrepancies recorded prior to the assumption of property accountability by the newly appointed custodian. (SCLEA 21.6)

## 2. Annual Audits

- a. The CID Captain or his designee is responsible for conducting an annual audit, to ensure that the security, accuracy and integrity of all narcotics, weapons, and money *“that has not been deposited in an evidence bank account”*, are maintained. The CID Captain or his designee will not be routinely or directly connected with the control of the property room.
- b. The audit includes:
  - (1) inspection of the property log, ensuring that all dangerous drugs, money and weapons received have been properly logged,
  - (2) an examination of the Evidence/Property Reports to ensure that drugs, weapons or money have not been lost or checked out for an unreasonable length of time and
  - (3) an examination of the disposition files and property log to ensure that all weapons, drugs and money have been disposed of properly.
- c. The CID Captain or his designee is authorized to open dangerous drug packages in the presence of the property room custodian to verify either the weight or count of drugs, and if necessary conduct qualitative analysis by a chemist.
  - (1) These packages are then re-sealed in the presence of the property room custodian.
  - (2) A notation will be made on the Evidence/Property Report and in the property log of the inspection of each sealed item which is opened, including the date opened and the signature of the Chief of Police.
- (d) The CID Captain or his designee is authorized to open in the presence of the Evidence Custodian packages containing money to verify contents and amount of cash.
  - (1) The package is to be re-sealed in the presence of the property room custodian.
  - (2) A notation will be made on the Evidence/Property Report and property log of the inspection, including the date opened and the person inspecting.

e. A complete report of the findings of the audit supervisor will be forwarded to the Chief of Police upon conclusion of the audit.


3. Unannounced Inspections:

a. The CID Captain or his designee will make unannounced inspections of the property room and temporary property storage areas, in addition to and in support of any other inspections, to determine that proper record keeping, accountability of evidence, proper storage and cleanliness, and proper disposal methods are being followed.

b. This inspection does not necessarily have to be comprehensive, may include any areas of property operations, and will include a random comparison of records with physical property present in the property room.

c. Any problems found during these inspections will be documented and corrected as appropriate.

By order of:

  
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Martin D. Brown, Chief of Police

3-11-2010  
Date