

**LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

<i>Effective Date</i> November 11, 2015		<i>Amended Date</i> April 27, 2016		<i>Directive</i> 11.02.1	
<i>Subject</i> Property Room Inspections and Inventories					
<i>Reference</i>			<i>Approved</i>  Chief of Police		
<i>Distribution</i> All Personnel City Manager City Attorney		<i>TPCA Best Practices Recognition Program Reference</i> 12.07; 12.08		<i>Review Date</i> July 10, 2017	
				<i>Pages</i> 4	

This Operations Directive is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department, and only in a non-judicial administrative setting.

SECTION 1 PURPOSE

This directive establishes guidelines and procedures for completing property room audits and inventories.

SECTION 2 POLICY

It is the policy of the department that all property that is impounded will be processed, stored, and disposed of in accordance with this and other directives, and applicable statutes.

SECTION 3 DEFINITIONS

- A. **Impound:** is the processing and submitting of property for storage in the department's property room for safekeeping and proper disposal.
- B. **Inventory:** is a list of all items stored in the Property Room awaiting final disposition.
- C. **Non-evidentiary items:** is property not related to a charge or being held for the investigation of the filing of a charge.
- D. **Physical evidence:** mean any substance, material, or thing found or recovered in connection with a criminal investigation and that has probative or evidentiary value.
- E. **Property:** is any tangible item (evidentiary and no-evidentiary) that is either field released in accordance with established procedures or submitted to the property room for safekeeping and proper disposal.
- F. **Property room:** is a room located at the department or other suitable location that is used for storage of property and evidence that is waiting lab analysis, court disposition, destruction, auction or return to owner.
- G. **Property custodian:** is the primary and an alternate person assigned by the Chief of Police. The property custodian is responsible for maintaining security and control of property and evidence that the department acquires through normal duties and responsibilities. The alternate property custodian serves as backup when the assigned property custodian is unavailable.

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SECTION 4 PROCEDURES

A. SEMI-ANNUAL INSPECTIONS (TPCA 12.07)

1. Every six months, the Criminal Investigation Division supervisor over the property room shall have an inspection performed of the property room.
2. The inspection shall include inspection of:
 - a. a review of department policy and procedures for property and evidence submission;
 - b. the security of the property room;
 - c. the proper use of the sign in log;
 - d. the proper packaging and submission of evidence items;
 - e. the proper and up to date processing and storage of property;
 - f. the proper and up to date disposal of property;
 - g. the cleanliness and orderliness of the property room;
 - h. property vouchers are being properly and accurately maintained;
 - i. any unusual circumstances, to include:
 - i. any items determined missing by the property custodian;
 - ii. any items which may be present in the property room without identifying information or paperwork;
 - j. the property custodian being able to locate at least six (6) items randomly selected by the person inspecting from the property intake records and will include at least one (1) firearm, one (1) controlled substance and one (1) money item.
3. The inspection will be recorded on the Property Inspection Report form and witnessed and verified by a person designated by the Criminal Investigation Division supervisor. The Property Inspection Report will be forwarded to the Chief of Police.

B. COMPLETE INVENTORY (TPCA 12.08)

1. A complete inventory of all property shall be conducted every two years or whenever the property custodian is replaced.
2. On the opposite year of which a complete inventory is conducted, a complete audit of all guns, drugs, and money, and at least fifty (50) items from the general storage shall be done.

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3. The inventories should be performed by a third party to help ensure the integrity of the inventory process.
 4. The inventory will be conducted by going into the department's Records Management System and producing a report of all the guns, drugs and money, then locating the items in the property room.
 5. The audit of items from the general storage will be conducted in two parts:
 - a. a report off all items will be produced by going into the department's Records Management System and then randomly selecting at least twenty-five (25) items from the list and then locating them in the property room; and
 - b. at least twenty-five (25) items will be selected from the property room and then verified the items are in the department's Records Management System
 6. The person conducting the inventory in addition to the item being present will examine the items for tampering or missing.
- C. REPORT (TPCA 12.07, 12.08)
1. The person conducting the inspection or inventory will provide a written report summarizing the result of the inspection. The report should be submitted to the Chief of Police within fourteen (14) days of concluding the inspection or inventory.
 2. The report will include at least all the required inspection or inventory items, the number of items inspected or inventoried, the types of property inspected or inventoried, any discrepancies found, whether the property was properly accounted for, and any recommendation for procedural changes.
 3. The Chief of Police will date and sign the report after review.
 4. If a discrepancy exists the Chief of Police will have an investigation conducted to resolve any discrepancies. The assigned investigator will write a report detailing the discrepancies. The report will at least include:
 - a. the cause for the discrepancy;
 - b. whether the discrepancy was resolved;
 - c. what actions, if any, need to be taken to prevent future discrepancies
 5. If any significant discrepancies be discovered, the Chief of Police may require a complete inventory be conducted.
 6. For the purposes of this section, the Property Inspection Report form shall serve as the reporting document for inspections.

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D. SCOPE OF RESPONSIBILITY

1. All members of the department shall know and comply with all aspects of this directive.
2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.