



# PROPERTY MANAGEMENT FUNCTION

**INDEX CODE: 1200**  
**EFFECTIVE DATE: 07-22-09**

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**I. PURPOSE**

This directive establishes the department's property management function. Except where specifically delegated elsewhere, the commander of the *Information & Property Section* is responsible for all property management functions and activities.

**II. INFORMATION & PROPERTY SECTION**

**A. Organization**

The *Information & Property Section* is a component of the Administrative Services Bureau. It is subdivided into:

- 1. Property Management *Unit*
- 2. *Public Information Office*

**B. Responsibilities**

The *Information & Property Section* is responsible for the following property management functions; the commander will establish standard operating procedures to ensure these functions are carried out:

- 1. Control of property in custody.
- 2. Control of found, recovered, and evidentiary property.
- 3. Control of department-owned property, except where such responsibility is specifically assigned elsewhere.

**III. DEPARTMENT OWNED PROPERTY**

**A. Procurement**

Procurement of department owned property is the responsibility of the Management & Planning Section, as part of the department's budget development process.

**B. Requisitioning**

Requisitioning of department owned property is the responsibility of the Property Management *Unit*, except for the following classes or property:

**1. Department Vehicles & Fixed Assets**

The Management & Planning Section is responsible for requisitioning department vehicles and capital assets (fixed assets having a useful economic life of more than one year).

**2. Communications Equipment**

The commander of the Communications Section is responsible for requisitioning department owned or leased communications equipment.

**3. Ammunition**

The commander of the Training Academy is responsible for requisitioning department owned and issued ammunition.

**C. Distribution, Issuance, Accountability & Maintenance of Stored Items**

The Property Management *Unit* is responsible for distribution and issuance, accountability, and maintenance in a state of operational readiness of all stored department owned property, except:

1. Department vehicles and fixed assets are the responsibility of the Management & Planning Section;
2. Department communications equipment is the responsibility of the Communications Section;
3. Department issued ammunitions is the responsibility of the Training Academy.

**IV. INVENTORY & CONTROL OF DEPARTMENT PROPERTY**

**A. Inventory Records**

The following components are responsible for maintaining up-to-date inventory records of all department owned property:

1. Management & Planning Section – department vehicles
2. Communications Section – department owned or leased communications equipment
3. Property Management *Unit* – all other department owned property.

**B. Verification**

The Staff Inspections Unit is responsible for obtaining and verifying inventory records of department owned property as part of the periodic inspection of all department facilities and components.

**V. PROPERTY CONTROL PROCEDURES**

Only authorized personnel may have access to areas used by the department to store property. The commander of the *Information & Property Section*, and all other commanders with property management responsibilities, will ensure that access to property storage areas is restricted.

The commander of the *Information & Property Section* will establish procedures to meet the requirements listed below. All personnel will strictly observe any direction provided by the *Information & Property Section* commander relating to the property management function.

**A. Secure Storage**

The commanders of all components storing any kind of property are responsible for ensuring that it is stored in a designated, secure area.

**B. Property Requiring Added Protection**

Items of property requiring added protection, to included money, precious metals, jewelry, gemstones, weapons, narcotics, and dangerous drugs, are stored in separate, locked, secure areas located within the department's property storage area or areas.

**C. CDS Control**

Establishment and use of the following systems relating to the acceptance and release of narcotics and dangerous drugs from their custody:

1. A quality control system
2. A quantity control system
3. A narcotic and dangerous drug container inspection system

**D. Refrigerated Storage**

Refrigerated storage will be made available for perishable items.

**E. Secure Facilities When Property Management Unit is Closed**

Secure property storage facilities and procedures will be established in police facilities for use when the Property Management *Unit* is closed.

**F. Disposition of Property**

Final disposition of found, recovered, and evidentiary property will be accomplished within six months after legal requirements have been satisfied.

**G. Records**

Records will reflect the status of all property held by the department, to include the location of the property; date and time when the property was received or released; character, type, and amount of property on hand; chain of custody from the time the property was stored until its destruction or other final disposition; and date and results of all inspections and inventories of property and audits of records.

**VI. PROPERTY INSPECTIONS**

**A. Semi-Annual Inspection of Property Rooms**

At least semi-annually, the Commander of the *Information & Property Section* will conduct an inspection of adherence to procedures used for the control of property. The inspection is conducted to determine that the property rooms are being maintained in a clean and orderly fashion, that provisions of department orders or other directives concerning the property management system are being followed, that property is being protected from damage or deterioration, that proper accountability procedures are being maintained, and that property having no further evidentiary value is being disposed of promptly. The following locations will be inspected: District property rooms, the Property Management *Unit* building, the Crime Lab's Biology and CDS evidence storage rooms, and the Evidence Collection Unit's evidence storage room. Any discrepancies involving District property will be addressed with the appropriate District Commander. The District Commander will then be responsible for notifying the commander of the *Information & Property Section*, in writing, that appropriate corrective action has been taken.

**B. Inventory on Change of Property Custodian**

*The department's property and evidence custodian for all recovered property and evidence, other than Controlled Dangerous Substances (CDS) and biological evidence, is the manager of the Property Management Unit.*

*The department's property and evidence custodian for all recovered CDS and biological evidence is the supervisor of the Crime Laboratory.*

*These custodians are responsible for the oversight of all property and evidence that comes under the department's control.*

Whenever a new property custodian is designated, an inventory of property, to ensure that records are correct and properly annotated, is conducted jointly by the newly designated property custodian and the outgoing property custodian, as well as a designee of the Chief of Police. The purpose of the inventory is to ensure the continuity of custody and 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 property. During the joint inventory, a sufficient number of property records should be reviewed carefully with respect to proper documentation and accountability. 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.

**C. Annual Audit/Inspection**

The Staff Inspections Unit will conduct an annual audit/inspection of all property held by the department. The purpose of the inspection is to ensure the integrity of the system, not to require an accounting for every item of property. The following locations will be inspected: District property rooms, the Property Management *Unit* building, the Crime Lab's Biology and CDS evidence storage rooms, and the Evidence Collection Unit's evidence storage room.

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**D. Unannounced Inspections**

The Staff Inspections Unit will conduct unannounced spot inspections of property storage areas at least annually, or as directed by the Chief. These inspections are in addition to and in support of other regularly scheduled inspections. The following locations will be inspected: District property rooms, the Property Management *Unit* building, the Crime Lab's Biology and CDS evidence storage rooms, and the Evidence Collection Unit's evidence storage room.

**VII. PROPONENT UNIT: *Information & Property Section.***

**VIII. CANCELLATION:** This directive cancels Index Code 1200, dated 07-30-08.