



EVIDENCE & RECOVERED PROPERTY – STORAGE OF PROPERTY

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I. DEFINITIONS

A. Temporary Storage

A series of cages, cabinets, lockers and drop boxes in district stations approved by the commander of the *Property/Records Division* to securely store property awaiting transport to Property Management within 24 hours, excluding weekends and holidays.

B. District Property Officer

A person assigned by the district commander to manage property temporarily stored in district stations.

C. Property Transport Officer

A person assigned by the district commander or his/her designee to transport property from temporary storage in district stations to Property Management.

II. DISTRICT PROPERTY LOG BOOK

A log book will be maintained in each district station to track the flow of property through temporary storage. Log books will contain the following on each item placed in temporary storage:

- A. Date and time property placed in storage
- B. Complete description of property (including serial # or dollar amount when applicable)
- C. Case number
- D. Name of officer placing property in storage
- E. Location of property (locker #, drop box or bulk storage)
- F. Name of person releasing property
- G. Name of person property released to
- H. Reason for release

III. STORAGE OPTIONS AND PROCEDURES

A. Property which is recovered may be delivered directly to Property Management or placed in temporary storage at district stations. Property may not be stored in any desk, file cabinet, vehicle, etc.

The following procedures include routine recovered property requiring added protection, such as money, precious metals, jewelry, and weapons other than firearms.

There are different procedures for firearms, CDS, and CDS-related asset seizures involving money and vehicles. See:

Index Code 1201.2 for firearms;
Index Code 1202 for CDS procedures;
Index Code 1207 for CDS-related asset seizures.

B. Officers placing property in temporary storage will:

1. Log property in the district property log book with information required.
2. Place property envelopes in the property drop box (If envelopes cannot be safely dropped into drop box because of fragile contents, envelope may then be secured in a property locker.)
3. Place property boxes in individual lockers and immediately secure the locker with the lock provided.
4. Rifles and shotguns will be placed in a long gun cabinet and immediately secured with lock provided.
5. Bulk items will be placed in an area designated as temporary storage for bulk items. The transfer of this property to long term bulk storage will be the responsibility of the district property officer who is the only person authorized to have access to this area. (Note: Bulk items must be included in the district property log book)

C. Once a property locker is secured no one may gain access to that locker except for the district property officer.

IV. TRANSFER OF PROPERTY FROM TEMPORARY STORAGE TO PROPERTY MANAGEMENT

A. The district property officer will maintain the keys to all property lockers, property drop box and bulk storage areas. In the event the district property officer is off for more than 24 hours an alternate property officer will be designated and assume the duties of the district property officer.

B. Every day (excluding weekends and holidays) the district property officer will facilitate the transfer of property temporarily held in the district to Property Management by:

1. Removing property from property lockers and drop box
2. Verifying property is properly packaged, labeled and possesses the proper forms (Any property which is not in compliance with packaging and reporting standards will be held in the district until corrected by the original officer on his/her next scheduled work day.)
3. Logging property out of the district property log book with the proper information
4. Assigning a property transfer officer to deliver all property to Property Management at headquarters.

C. The property transfer officer must indicate under the chain-of-custody portion of the Recovered Property Form that he/she transported the property to Property Management, headquarters.

V. PERISHABLE PROPERTY

Perishable items of evidence, such as blood samples and urine specimens will be preserved by refrigeration so their properties will be unchanged as much as possible before they are examined in the laboratory or presented in court. Such items will be stored in the refrigerator and freezer located in and under the control of the Evidence Collection Unit.

VI. EXPLOSIVES OR HIGHLY FLAMMABLE PROPERTY

A. Explosives or any highly flammable material coming into the possession of any employee will be reported to the employee's commanding officer. The commanding officer will determine the proper method of handling and disposing of such property. In these situations, if feasible, the employee will contact his or her commanding officer for instructions prior to moving the material.

B. Gasoline powered vehicles, gas cans, or other containers holding highly flammable liquids will not be stored inside the Property Management *Section* nor within the confines of any district station.

C. Explosive devices, other than minor fireworks, will require notification and coordination with the State Fire Marshal.

VII. MOTORIZED VEHICLES

All motor vehicles (including minibikes, 3-wheel vehicles, etc.) will be towed and stored by the area tow company, unless the vehicle is subject to forfeiture, then it will be towed to and stored at the headquarters impound lot.

VIII. ANIMALS, ANIMAL-DRAWN VEHICLES, PUSHCARTS, CUMBERSOME PROPERTY

A. Animals coming into possession of the department will be turned over to the Anne Arundel County Animal Control Agency, if the animal cannot be returned to its owner. The arrangements for accomplishing this will be made through the Communications Section.

B. Pushcarts, animal-drawn vehicles, and other cumbersome property will be driven or transported to the district station and processed/documentated in the same manner as bulk property.

IX. OBTAINING EVIDENCE FOR COURT

Evidence for court will be obtained through Property Management on the day the case is set for trial. No evidence will be released to an officer before his/her departmental identification is verified.

X. RETURNING EVIDENCE FROM COURT

A. After court, evidence will be returned to Property Management or a district temporary storage facility on the same day it was signed out. No evidence will be stored in a vehicle, desk, etc.

B. If the evidence is turned into a temporary storage facility, the district log book must be filled out with the appropriate information for accountability purposes.

C. Officers will obtain a receipt for any evidence retained by a court for any reason, and will submit the receipt to the Property Management *Section* in lieu of returning the evidence. The officer who withdrew the evidence from Property Management for use in court is responsible for returning it to Property Management once the evidence is no longer needed by the court.

XI. RIGHT OF REFUSAL

The Property Management Section reserves the right to refuse any property which is not properly packaged, labeled or accompanied by the proper forms.

XII. PROPONENT UNIT: *Property/Records Division.*

XIII. CANCELLATION: This directive cancels Index Code 1201.1 dated 11-26-01.