I. POLICY

One of the primary responsibilities of the Police Department is the proper and lawful storage, control, and return of personal property. Property shall be stored and disposed of pursuant to applicable law.

II. PROCEDURE

This sets forth the procedures for processing personal property held for safekeeping that the jail will not accept with a lodged prisoner, and how to dispose of unclaimed property.

A. Member Responsibility

1. Members will complete the Property for Safekeeping form, in triplicate, and have the property owner sign the form. If the property owner is unable to sign, that shall be noted on the form. The pink copy shall be given to the property owner.

2. The property shall be properly tagged and/or bagged with the case number, incident number, or warrant number, and the owner’s name, clearly depicted on the property package/label.

3. Place the property in XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX. Bikes shall be properly tagged and placed in the fenced enclosure where evidence and safekeeping bikes are held.

4. Members will notate on the Property for Safekeeping form, the storage location of the property and place the completed form in the bin on the wall, outside the door to the evidence room, prior to end of shift.

5. When personal property is associated to a case, the member shall properly fill out the Property Tab in RIMS, indicating the property was booked into safekeeping (see RIMS Report Writing Guide for further)

6. When property is claimed, the individual will be required to sign for the property on the Property for Safekeeping form. The completed form shall be placed in the bin on the wall, outside the door to the evidence room, prior to end of shift.

B. Evidence Tech

1. The owner or their representative must schedule an appointment with the Evidence Tech for release of the property. The completed form shall be attached to the original case report and the Evidence Tab in RIMS shall be updated to reflect the return or disposition of the property.
2. Unclaimed property may be disposed of in accordance to local and state law.

Darren Pytel
Police Chief
2/97
6/02 procedural changes made
4/04 procedural changes made
03/19 appts required
05/19
07/19 Personal Property Form letter removed. Property for Safekeeping form added.
   Property tagged correctly with case number, incident number, or warrant number and
   owner’s name added
   Property storage locations updated and procedures changed
   Completing property tab in RIMS added
   Claimed property procedures modified
   Disposition of property in RIMS added

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