	Abilene Police Department Operating Procedures		
	Subject: <i>Property/Evidence Management</i>	Issued: 10/01/2011	TBP: 12.01, 12.03, 12.04, 12.06, 12.07, 12.08

Procedures (12.03)

If evidence or property is turned in for any reason, a police report or Property and Evidence Form must be completed.

All evidence will be turned in as soon as possible. Evidence shall be turned in to an Evidence custodian or Evidence locker by the end of an officer's tour of duty.

Evidence may be placed in an approved temporary storage locker while an officer completes other administrative duties or when the lockers near the Property and Evidence Room are full.

Handling of Specific Types of Evidence (12.01)

A copy of the Department Evidence and Property Manual will be located in all supervisors' offices so that officers may have access to them. An electronic version is also located in the Department's Share File. The Packaging and Wrapping Evidence Guidelines are located in the room adjacent to the Evidence Storage Room. Officers should comply with the standards set out in these manuals when packaging and storing evidence. Items seized for forfeiture will be handled according to the manual and Chapter 59 of the Texas Code of Criminal Procedure.


Security of the Property and Evidence Room (12.04)

The Property and Evidence Rooms will be locked at all times when not occupied by a custodian. Entry into the Property Room storage area will be limited to Property Room personnel. Entry into the Property Room storage area by non-Property personnel shall not be permitted unless accompanied by an employee assigned to the Property Room. All personnel other than those assigned to the Property and Evidence Room who enter the storage area shall sign into a log sheet with their name, date, time of entry and time of exit.

The Property Room manager and Evidence custodians shall be the only personnel to have a key, key card or combination to the Property Room and its storage locations. Whenever there is a change in Property Room personnel or a set of Property Room keys is lost, the locks shall be changed, rekeyed or assigned another combination number.

Field Release of Property (12.06)

The investigating officer will determine whether property or evidence may be released in the field. When applicable, photos should be taken before the release. All pertinent information relating to the property will be documented on the Property and Evidence Release Form. The PED will be completed by the officer and signed by the person receiving the property.

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Inspections (12.07, 12.08)

The Property manager assigned to supervise the Property and Evidence Division will be responsible for overseeing all policies that involve the handling of evidence once the evidence is submitted. To ensure the integrity of the Property Rooms, the Property manager will also be responsible for the following:

- A. Conduct a semi-annual inspection of all Property Rooms, evidence policies and a sampling of evidence items to ensure compliance with policies and procedures;
- B. Conduct Property Room inventories to include an adequate sampling of evidentiary items to ensure accountability and integrity of the inventory system annually and when a new person is assigned who is in direct control of the property/evidence function.
- C. Complete and retain the appropriate documentation for both the semi-annual inspection of the Property Room as well as all inventories conducted.