

# JACKSONVILLE POLICE DEPARTMENT

Policy: 14-2  
Effective: 01-01-09  
Revised: 09-26-22

## PROPERTY EVIDENCE CONTROL

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**PURPOSE:** To outline the procedure of this Department with respect to property, contraband or evidence that is seized. All property will be dealt with under this policy.

**POLICY:** It is the policy of this Department to provide for the reasonable safekeeping of all property that comes into the possession of this Department. With respect to evidentiary items, this Department shall maintain a proper chain of custody and secure such items in a manner that will ensure that the evidence is available to be admitted at trial.

### **DEFINITIONS:**

- I. EVIDENCE: Property that is evidence in an investigation or property that may be evidence in a case but has not been connected with any specific arrest or crime report at the time the property is recovered.
- II. FOUND PROPERTY: Property that has been found by an officer or a private citizen and is of no apparent evidentiary value.
- III. RECOVERED PROPERTY: Property confiscated by law enforcement personnel which is believed to have been stolen.
- IV. SEIZED PROPERTY: Property or contraband that has been seized during the execution of a lawful act by an officer. The ownership of the property may or may not be established. This includes any property seized in asset forfeitures.
- V. SAFEKEEPING: Personal property of an individual under arrest that is not evidence.
- VI. STORED PROPERTY: Property that the identity or the owner is known and the owner has failed to claim.
- VII. SENSITIVE ITEMS: Property that, because of its value or nature, is more appropriately stored separately. Sensitive items include but are not limited to drugs, firearms, jewelry, and cash.

### **PROCEDURES:**

- I. GENERAL PROVISIONS
  - A. All items submitted for storage in the Property/Evidence Room shall have an incident/offense report completed detailing the circumstances by which the property came into the Department's possession and describing each item of property obtained.
  - B. All items submitted for storage in the Property/Evidence Room will be logged into the Barcode Evidence Analysis, Statistics, and Tracking (BEAST) System and placed into the appropriate temporary locker before the end of the officer's tour of duty. (12.03)
  - C. All property acquired through civil process or asset forfeiture proceedings will be accounted for in Department records and disposed of pursuant to legal authority. (12.01)

1. Officers will complete an Asset Forfeiture Packet (JPD Form 14-2a) and return it to the Civilian Property/Evidence Technician (CPET) by placing it in the temporary lockers;
  2. If a vehicle is seized, the officer will place the keys, vehicle registration, insurance information, and vehicle title (if available) in the designated envelope;
  3. Monies that are seized will be counted by at least two (2) officers, one of which will be a supervisor, and placed in the clear plastic self-sealing bag provided. Officers will fill out the front side of the bag and enter the information into the BEAST System and place the barcoded sticker on the back of the bag;
  4. Any other items that are seized will be entered into the BEAST System; and/or
  5. Items placed into the BEAST System will be placed in the temporary lockers.
- D. Motorized vehicles will be stored at a location designated by the Chief of Police.

## II. SECURITY OF PROPERTY/EVIDENCE ROOM (12.01, 12.04)

- A. Only personnel assigned by the Chief of Police will be authorized access to the Property/Evidence office and storage areas. Authorized personnel will accompany all other personnel that enter the evidence storage areas.
- B. The CPET will document in the Property/Evidence Room Log Book (JPD Form 14-2b) the time and date of entry, the name of the person(s) that entered the area, and the reason for entry.
- C. All property/evidence within the control function will be secured during non-business hours or when authorized personnel are not present.
- D. Items will be placed in the temporary lockers in the evidence packaging area. Those items needing to be refrigerated will be placed in the refrigerated temporary locker. Large items and bicycles are to be placed in the temporary storage room on the North side of the building.

## III. PROPERTY/EVIDENCE SUBMISSION PROCEDURES (12.01)

- A. Property and evidence should be stored in an appropriately sized locker.
- B. Each package submitted into the property/evidence shall have a bar coded label attached.
- C. Whenever possible, all evidence will be packaged in the smallest appropriate container (cardboard box, paper sack, or envelope).
- D. If the property/evidence is submitted in a paper sack, the sack should be sealed completely with red evidence tape and the officer's initials and badge number written on the seal. **Do not use staples to secure the evidence packaging.**
- E. If the property/evidence is submitted in an envelope, the envelope should be sealed completely with red evidence tape and the officer's initials and badge number written on the seal. **Do not use staples to secure the evidence packaging.**
- F. Guns and knives shall be placed in the appropriately sized box (pistol, long gun, or knife box) and secured with plastic zip ties. The box will be sealed with evidence tape on all sides and the officer's initials and badge number will be placed on the seal on each side. (See Section V, D for further information.)
- G. Other weapons, such as razors, ice picks, swords, arrows, etc. must be covered and made as safe as possible prior to submission to evidence.
- H. If at the time of submission, the collecting officer knows that he intends the evidence to be forwarded to the ASCL, then that evidence should be packaged separately from any other property. The collecting officer must also complete the proper ASCL Lab Submission Form in the BEAST System.
- I. Property and evidence should be stored in an appropriately sized locker. Those items needing to be refrigerated will be placed in the refrigerated temporary locker. Large items and bicycles are to be placed in the temporary storage room on the North side of the building.

- J. The item(s) shall be entered in the BEAST System and stored in temporary evidence/property storage lockers designated by the Chief of Police or his designee. All temporary evidence/property storage lockers will be locked, secured, and function in such a way as to ensure that once seized items have been deposited, only the CPET will have subsequent access to the items.
- K. Items secured in temporary evidence/property storage lockers shall remain in this location until the items can be transferred to the permanent evidence/property storage area by the CPET.
- L. The CPET shall ensure that all seized items are properly packaged, documented, entered in the BEAST System, and delivered to the permanent evidence/property storage area. The CPET will also ensure that appropriate entries are made to the evidence management system for all movements of seized items (i.e. court, crime labs, prosecutors review, etc) until such items are destroyed, returned to owner, or are otherwise lawfully disposed.
- M. If any discrepancies are discovered between items listed on the property form and the items being delivered to the permanent evidence/property storage area the CPET shall ensure that all issues are resolved. In the event an issue cannot be resolved, the CPET shall report this discrepancy, in writing, to the Chief of Police or their designee.
- N. In cases where a discrepancy has been reported, the Chief of Police or their designee shall cause an immediate investigation to resolve the discrepancy at issue.
- O. It shall be the responsibility of the collecting officer to provide to the CPET all possible accurate information as to the rightful owner of all property submitted as evidence or found property. (12.06)
  - 1. For those items that have no evidentiary value and can be returned to the rightful owner, according to State law, the officer may release the item(s) to the owner; and
  - 2. The officer will note the return in the incident report and take a picture of the owner with their property and place the picture on the Department's secured server.
  - 3. The officer will complete the Property Release Form (JPD Form 14-2d) and have the owner of the property sign the form and a copy given to them. The officer will then place the original, or top copy, in the shift folder.
- P. The CPET will return seized items (other than contraband or items required to be maintained for evidentiary purposes) to their rightful owner upon satisfactory proof of ownership and after meeting all needs of any potential criminal prosecution. The CPET will document the release in the BEAST System.

#### IV. SPECIAL CONSIDERATIONS (12.01)

- A. Biohazards: Any property soiled or permeated with blood or other possible bodily fluids will be sealed and labeled in paper bags and placed in the drying cabinet and locked. The words "CAUTION BIOHAZARD" should be conspicuously visible on the outside of the container, either through the use of provided Biohazard stickers or hand written on the outside of the package, in red, by the collecting officer:
  - 1. The key will be placed in an evidence locker;
  - 2. The CPET will collect the evidence and place the original paper bag into a second paper bag, sealing and labeling the bag for chain of custody;
- B. Syringes: The collecting officer shall place the hypodermic syringes that pose a threat of causing accidental punctures to other personnel in a biohazard syringe container. These containers are available in the evidence processing area. The submitting officer must document on the form and on any packaging "Danger Sharp Object" and attach a Biohazard sticker;
- C. Blood Vials: Vials of blood shall be marked with a Biohazard sticker and sealed in a plastic evidence bag and placed in the temporary refrigerated locker. The name of the person who drew the blood shall be included in the chain of custody;

- D. Urine Samples: Urine sample containers shall be marked with a biohazard sticker and then sealed in a plastic evidence bag prior to being placed in the temporary refrigerated locker. If someone other than the submitting officer collected the urine sample (i.e. medical staff), that person's name shall be included in the chain of custody;
- E. Sexual Assault Kits: When sexual assault kits are collected they will be labeled separately from any other evidence collected. The sexual assault kits will be placed into a temporary locker. DO NOT REFRIGERATE the sexual assault kits as this could degrade or destroy the evidence caused by condensation; and/or
- F. Fingerprints: Any property that the collecting officer desires to be examined for the presence of fingerprints should be placed in a paper sack and marked "TO BE PRINTED."

V. SECURITY FOR EXCEPTIONAL, VALUABLE, OR SENSITIVE ITEMS (12.01)

A. Currency:

- 1. All currency shall be counted by two (2) persons, one of which will be a supervisor, prior to sealing it and submitting it to the Property/Evidence Room;
- 2. The currency may be inserted into an envelope or self-sealing poly bag. The envelope or poly bag will be sealed with evidence tape and the tape initialed by both employees counting the money. The names of both employees should also be included on the Evidence Submission Form;
- 3. All currency will be stored in the high security safe within the Property/Evidence Room and bar coded separately from all other evidence submitted;
- 4. Any monies submitted as property or evidence in which the owner cannot be identified or monies that the owner is known and later fails to claim shall be promptly deposited with the City of Jacksonville's Finance Department;
- 5. Monetary items related to asset forfeiture will comply with Arkansas Law concerning funds related to asset forfeiture; and/or
- 6. Stolen monetary items, if at all possible, will be immediately released to the rightful owner or their designee following photographing and inventorying for police reports. A property release form will be executed particularly describing and accounting for denominations returned.

B. Jewelry or Precious Metals/Gems:

- 1. All items of this nature that reasonably appear to be worth in excess of fifty dollars (\$50.00) will be treated by the CPET as "Sensitive;" and
- 2. Prior to packaging for submission to evidence, photos will be taken of all items and the photos will be placed on the Department's secure server.

C. Narcotics:

- 1. Seized narcotics should be weighed. The drug weight, inclusive of original packaging, should be recorded in the description area of the evidence tag;
- 2. The CPET shall ensure that a crime lab submission form is completed and submit evidentiary narcotics to the appropriate laboratory for toxicological examination. A member of the laboratory will sign a receipt for the evidence;
- 3. The CPET shall cause the receipt to be filed in the appropriate case file and make all appropriate entries into the Department's evidence management system;
- 4. Once a toxicology report is received, the CPET and or receiving Officer shall notify necessary and appropriate personnel of the results of the report and cause the report to be filed in the appropriate case file;
- 5. The CPET shall be responsible for ensuring that narcotics sent for toxicological testing are returned, properly documented, and stored in the designated area of the Permanent Evidence/Property Storage Area;

6. When large amounts of narcotics are seized and storage is impractical, the Chief of Police or their designee will contact the Prosecuting Attorney's office for authorization for immediate destruction of a substantial portion of narcotics seized. A representative sample as determined by the Prosecuting Attorney would be maintained for prosecution purposes. If the Prosecuting Attorney concurs with the request, a destruction order will be obtained. All evidence to be immediately destroyed will be photographed and otherwise described and documented in official reports;
  7. Narcotics that are abandoned or turned over to police as articles found are not used as evidence in criminal trials and therefore a toxicology exam is not required;
  8. Officers who initially take custody of non-evidentiary narcotics must complete an incident (found property) report documenting the facts and circumstances surrounding the seizure. Items obtained will be handled in accordance with the general provisions of this policy; and/or
  9. Non-evidentiary narcotics, in the discretion of the court (order required), may be maintained for lawful purposes (i.e. training or demonstrations). Such items shall be maintained in a secure manner and accessed only by authorized personnel as directed by the Chief of Police or their designee.
- D. Firearms
1. All firearms seized for evidentiary purpose pursuant to a criminal offense should be submitted to the ASCL for forensic testing of the weapon and entry in the National Integrated Ballistic Information Network (NIBIN). The chain of custody shall be properly documented and the weapon logged in and out of the evidence storage area;
  2. All firearms should be packaged in an appropriately sized gun box. With DNA always an issue in criminal cases and the likelihood it could exist on a firearm, protection of that evidence should always be a consideration;
  3. No firearm held by this Department will be returned to the rightful owner with or without a court order until a criminal history check and other appropriate database checks have been completed to determine if the owner would be in violation of law to possess a firearm. No firearm should ever be returned to the owner who is prohibited from lawful possession. A note that appropriate checks were completed prior to return should be documented in the BEAST System;
  4. All firearms shall be unloaded prior to placing them into property. Officers will insert or attach a zip-tie so as to clearly indicate that the weapon is not loaded. Officers will place the "WARNING CONTAINS FIREARMS" sticker to the box and certify the weapon has been cleared and been made safe by initialing and dating the sticker;
  5. In the unlikely event that a firearm must be placed into evidence and is loaded with or believed to be loaded with live ammunition, then the collecting officer shall clearly and prominently mark the package as "LOADED FIREARM". The authorization of a supervisor is required prior to a loaded firearm being placed into evidence;
  6. Ammunition may be submitted with the firearm; provided that it can be done so safely and secured within the same package. If this is not possible, then separate packing will be required; and/or
  7. All firearms used in the commission of a crime and collected by the Jacksonville Police Department will be forwarded to the ASCL pursuant to A.C.A. S12-12-324. Collecting officers will prepare a State Crime Laboratory Evidence Submission Sheet in addition to entering the item into the BEAST System and an incident report. (13.19)
- E. Unacceptable Items: The following items will not be accepted into the Property/Evidence Room:
1. Explosives or detonators;
  2. Fireworks;
  3. Bottled gases, gasoline or similar flammable substances (i.e. pepper spray, etc.);
  4. Any item or substance that would pose a health risk to personnel storing or handling the evidence unless properly packaged;

5. Power equipment containing gasoline must first be emptied out and all exterior surfaces wiped clean and free of excess gasoline. The fuel cap should then be securely fastened back in place; and/or
6. Lost or stolen items in such a state of disrepair or damage that it appears likely to have been abandoned and that have no evidentiary value.

#### VI. EVIDENCE DEMANDED IN COURT (1201)

- A. When evidence is needed for court, the officer assigned to the case shall notify the CPET by submitting a pull request using BEAST at least twenty-four (24) hours prior to the time the evidence is needed. A copy of the subpoena for the court appearance will be provided to the CPET at the time of pick up. The CPET shall retrieve the evidence requested by the court and provide it to the case officer. All appropriate entries will be made in the evidence management system documenting the transfer of evidence.
- B. When evidence is returned from court, it shall be returned to the CPET who shall complete all appropriate entries in the evidence management system and return the evidence to proper storage. If the CPET is unavailable, the officer returning from court shall utilize the temporary storage procedures.
- C. Investigators requesting evidence for investigative purposes will submit a pull request using the BEAST and provide a reason for request. Twenty four hour notice is preferred but immediate access to the evidence will be allowed on urgent request.
- D. Any evidence seal that has been broken or penetrated must be resealed, re-initialed and dated by the officer. Failure to do so will result in the CPET refusing to accept the evidence back.
- E. In cases where items of evidence are needed for court on several occasions but are not held by the court, officers must follow the above outlined procedure. In no case, will evidence be stored in any other manner than outlined in this policy when held in the custody of this Department and its employees.
- F. Should property taken out of the Evidence Room be retained by court personnel, the officer who checked the property out must obtain either a court order or a receipt signed by the court official detailing the item or items being retained by the court.
- G. The officer will then bring the court order or receipt to the Evidence Technician who will make the proper notations in the evidence tracking system
- H. When a case is completed through a trial or plea, the officer handling the case shall have the appropriate court judge, or other certified court authority, complete the Custody Receipt Form and return it to the CPET stating the disposition of the case.
- I. If the officer does not return a completed Custody Receipt Form due to reasons beyond his control, the CPET shall contact the appropriate court and request written disposition and instructions for any evidence associated with the case.

#### VII. EVIDENCE/PROPERTY DISPOSAL (12.05)

- A. Property submitted to Property/Evidence Room designated as lost, found, recovered, safekeeping and evidentiary will be returned to the lawful owner whenever possible.
- B. Officers shall make an effort to identify and notify the owner of the property and document this effort.
- C. Items collected and identified as "safekeeping" may be returned to the owner immediately unless the collecting officer notifies the CPET reasons why the item or items should not be returned.
- D. Found contraband that has no evidentiary value (i.e. no suspect, no likelihood of prosecution or found, etc.) will be entered into evidence control with an incident number and report documenting the circumstances that brought the officer into possession of such substances. This will include labeling of the package "No Evidentiary Value".

- E. Any other items with absolutely no evidentiary value will not be entered into evidence control unless authorized by a supervisor along with an incident number and report.
- F. It will be the on-going responsibility of the CPET to regularly evaluate the status of items stored in an effort to ensure that they are disposed of as rapidly as possible.
- G. Final disposition of found, recovered and evidentiary property will be accomplished within Six (6) months after legal requirements have been satisfied.
- H. This Department will adhere to the City's procedures for auctioning property.

VIII. ARKANSAS STATUTE REGARDING PHYSICAL EVIDENCE IN SEX OR VIOLENT OFFENSE PROSECUTIONS, RETENTION AND DISPOSITION

- A. Per ACA 12-12-104, in a prosecution for a sex offense or a violent offense, the law enforcement agency shall preserve, subject to a continuous chain of custody, any physical evidence secured in relation to a trial and sufficient official documentation to locate that evidence. After a trial resulting in conviction, the evidence shall be impounded and securely retained by a law enforcement agency. Retention shall be the greater of
  - 1. Permanent following any conviction for a violent offense;
  - 2. For twenty-five (25) years following any conviction for a sex offense; and
  - 3. For seven (7) years following any conviction, for any other felony for which the defendant's genetic profile may be taken by a law enforcement agency and submitted for comparison to the State DNA Data Base for unsolved offenses.
- B. After a conviction is entered, the prosecuting attorney or law enforcement agency having custody of the evidence may petition the court with notice to the defendant for entry of an order allowing disposition of the evidence if, after a hearing and a reasonable period of time in which to respond, the court determines by a preponderance of the evidence that:
  - 1. The evidence has no significant value for forensic analysis and must be returned to its rightful owner; or
  - 2. The evidence has no significant value for forensic analysis and is of a size, bulk, or physical character not usually retained by the law enforcement agency and cannot practicably be retained by the agency.
- C. The court may order the disposition of the evidence if the defendant is allowed the opportunity to take reasonable measures to remove or preserve portions of the evidence in question for future testing.
- D. It is unlawful for any person to purposely fail to comply with the provisions of this section. A person who violates this section is guilty of a Class A misdemeanor. As used in this section:
  - 1. "Law enforcement agency" means any police force or organization whose primary responsibility as established by statute or ordinance is the enforcement of the criminal laws, traffic laws, or highway laws of this state;
  - 2. "Sex offense" means:
    - a. Rape, § 5-14-103;
    - b. Sexual indecency with a child, § 5-14-110;
    - c. Sexual assault in the first degree, § 5-14-124;
    - d. Sexual assault in the second degree, § 5-14-125;
    - e. Sexual assault in the third degree, § 5-14-126;

- f. Sexual assault in the fourth degree, § 5-14-127;
  - g. Incest, § 5-26-202;
  - h. Engaging children in sexually explicit conduct for use in visual or print medium, § 5-27-303;
  - i. Transportation of minors for prohibited sexual conduct, § 5-27-305;
  - j. Employing or consenting to use of child in sexual performance, § 5-27-402;
  - k. Producing, directing, or promoting a sexual performance by a child, § 5-27-403;
  - l. Computer child pornography, § 5-27-603;
  - m. Computer exploitation of a child in the first degree, § 5-27-605(a);
  - n. Promoting prostitution in the first degree, § 5-70-104;
  - o. Stalking, § 5-71-229;
  - p. An attempt, solicitation, or conspiracy to commit any of the offenses
  - q. enumerated in this subdivision (f)(2); or
  - r. A violation of any former law of this state that is substantially equivalent to any of the offenses enumerated in this subdivision (f)(2); and
3. "Violent offense" means:
- a. (a) Capital murder, § 5-10-101, murder in the first degree, § 5-10-102,
  - b. or murder in the second degree, § 5-10-103;
  - c. Manslaughter, § 5-10-104;
  - d. Kidnapping, § 5-11-102;
  - e. False imprisonment in the first degree, § 5-11-103;
  - f. Permanent detention or restraint, § 5-11-106;
  - g. Robbery, § 5-12-102;
  - h. Aggravated robbery, § 5-12-103;
  - i. Battery in the first degree, § 5-13-201;
  - j. Battery in the second degree, § 5-13-202;
  - k. Aggravated assault, § 5-13-204;
  - l. Terroristic threatening in the first degree, § 5-13-301;
  - m. Domestic battering in the first degree, § 5-26-303,
  - n. domestic battering in the second degree, § 5-26-304, and domestic battering in the third degree, § 5-26-305;
  - o. Aggravated assault on family or household member, § 5-26-306;
  - p. Engaging in a continuing criminal gang, organization, or enterprise, § 5-74-104;
  - q. An attempt, solicitation, or conspiracy to commit any of the offenses enumerated in this subdivision; or a violation of any former law of this state that is substantially equivalent to any of the offenses enumerated in this subdivision.

#### IX. ARKANSAS STATUTE REGARDING UNCLAIMED SEIZED PROPERTY

- A. Except as provided in subdivision (d)(2) of A.C.A. § 5-5-101 (contraband), unclaimed seized property shall be sold at public auction to be held by the chief law enforcement officer of the

county, city, or town law enforcement department that seized the unclaimed seized property or the chief law enforcement officer's designee.

- B. Disposition of unclaimed property shall be in accordance with A.C.A. § 5-5-101. The proceeds of the sale, less the cost of the sale and any storage charge incurred in preserving the unclaimed seized property, shall be paid into the general fund of the county, city, or town whose law enforcement department performed the seizure.
- C. Unclaimed seized property that is a recreational item may be donated at no cost to a local or state department, a nonprofit organization, or an educational program designed to provide education, assistance, or recreation to children.
- D. A "recreational item" means an item generally used for children's activities and play. "Recreational item" includes without limitation a bicycle but does not include a motor vehicle or motorcycle.
- E. The time and place of sale of seized property shall be advertised:
  - 1. For at least fourteen (14) days next before the day of sale by posting written notice at the courthouse door; and
  - 2. By publication in the form of at least two (2) insertions, at least three (3) days apart, before the day of sale in a weekly or daily newspaper published or customarily distributed in the county.
  - 3. Any seized property to be sold at public sale shall be offered for sale on the day for which it was advertised between 9:00 a.m. and 3:00 p.m., publicly, by auction, and for ready money.
  - 4. The highest bidder shall be the purchaser.
  - 5. The proceeds from any sale of seized property shall be delivered to the county, city, or town treasurer, as appropriate, to be held by him or her in a separate account for a period of three (3) months.

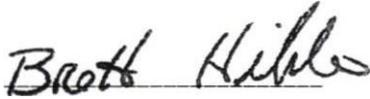
## X. INSPECTIONS/AUDITS

- A. Inspections of the Evidence/Property Storage Areas will be conducted to ensure: (12.07, 12.08)
  - 1. Storage areas are clean and orderly;
  - 2. Integrity of property is maintained;
  - 3. Provisions of Department orders and policies are followed;
  - 4. Property is protected from damage and deterioration;
  - 5. Accountability procedures are maintained; and
  - 6. Property having no further evidentiary value is disposed of promptly.
- B. Inventories, audits and inspections will be conducted as follows:
  - 1. Whenever a CPET is assigned and/or transferred from the property and evidence control function, an audit of property/evidence will be conducted, to ensure that records are correct and properly annotated. A sampling of the total amount of high risk (money, drugs, firearms, jewelry, and precious metals) property records under the CPET's care will be reviewed with respect to documentation and accountability. If an error rate of greater than four (4%) percent is found, a full inventory of high-risk property shall be done. For general property, the sampling should be sufficient to ensure integrity of the system and accountability of the property. This audit will be conducted jointly by the newly designated CPET and the Chief of Police, or his designee. The Chief of Police or the Commander of the Support Service Division may find factors deeming it necessary to complete a full inventory of the

property/evidence room. All discrepancies should be recorded prior to the assumption of property accountability by the new CPET. This audit shall be documented via memorandum and directed to the Chief of Police; (12.08)

2. Monthly random audits of property will be conducted by the CPET. The BEAST system will be used to compile a list of property to be checked. A report of the audit findings will be completed and forwarded, with the monthly reports, through the chain of command to the Chief of Police. (12.08)
3. A biannual inspection of property will be conducted, once between January 1<sup>st</sup> and June 30<sup>th</sup> and again between July and December 31, by a supervisor not routinely or directly connected with property control. The exact date for inspection will be determined by the Chief of Police. The Chief of Police will appoint the supervisor conducting the inspection. The supervisor will be accompanied by the CPET. This inspection shall be documented via memorandum directed to the Chief of Police and include, specifically, if policies and procedures are being followed such as is the Property room secure, is the sign-in log being utilized, is property being submitted properly, is the property being logged in and stored properly, is the property being processed for disposal properly as well as whether the property room is clean and orderly. A small sample of items (3 to 5 items) should be identified and tracked to determine if they were properly entered and stored. Additionally, an inventory of property will be completed following one of the two sampling methods listed in Appendix A below. (12.07, 12.08)

ALF-AP: 12.01; 12.03; 12.04; 12.05; 12.06; 12.07; 12.08; 13.19



Brett C. Hibbs  
Chief of Police

## APPENDIX A

### INVENTORY SAMPLING METHODS

Agencies should strive for 100% accountability in the maintenance of all property and evidence in their custody. Agencies without barcoding or other technological assistance find it difficult to conduct a 100% inventory. Either of the two sampling methods below will meet the requirements of 12.08. The method used should be explained on the Document Submission Form.

#### Sampling Method 1:

A complete inventory of all critical items (Guns, Drugs, and Money) in the Property Room and a random sample of 5% of the total number of items or 50 items, whichever is less, of the remaining items in the property room.

The inventory should be conducted by locating the intake paperwork for all the Guns, Drugs, and Money, then locating the items in the property room. The audit of the other items should be done in two parts. The first part is done by randomly selecting the paperwork for 25 items and locating them in the property room. The second part would consist of randomly selecting 25 items from the property room and locating the item's paperwork to test the record keeping system.

This system of sampling will benefit smaller agencies that have smaller numbers of critical items in their property and evidence rooms.

#### Sampling Method 2:

Sampling method 2 relies on a mathematical sampling formula which produces a 95 percent confidence level with a confidence interval of +/- 3 percent. This inventory is conducted on all items. Obviously, the agency will want to resolve any discrepancies discovered by an inventory, but an error rate of greater than 4 percent would indicate that a complete inventory of critical items is needed.

This sampling methodology requires a random sample to be accurate and the agency must be able to describe or show how the random sample was determined. In order to determine the sample size, the agency must also know the approximate number of total items in the property room, and then consult the table below to determine the number of items required to be located and examined. Once a random sampling method is determined, no deviation is permitted. The agency must show that it adhered to the sampling methodology selected.

Creating a random sample can be as easy as locating a random number table in a mathematics text book or on-line and using the last digits of the number that matches your agencies property numbers and use that table in order until the total number of samples has been reached. It can also be done by dividing the number to be sampled into the total number of items, i.e. (Total items 15,000, sample required 996,  $15000/996=15.06$ ) and selecting every 15<sup>th</sup> item on a list of all Money, Guns, and Drugs which would produce the proper number of sample items. Agencies that choose to use this method regularly might consider having their computer staff write a specific program for the development of a random audit list. This sampling method would benefit larger agencies with a large number of critical items.

Total Number of Critical Items (Money, Guns, and Drugs)	Minimum Required Sample Size
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100	92
200	169
300	234
400	291
500	341
750	441
1000	516
1250	576
1500	624
1750	663
2000	696
2250	724
2500	748
2750	769
3000	787
3500	818
4000	843
4500	863
5000	880
6000	906
7000	926
8000	942
9000	959
10000	964
12500	983
15000	996

20000	1013
25000	1023
50000	1045
100000	1056