

JACKSONVILLE POLICE DEPARTMENT

Policy: 14-2
Effective: 01-01-09
Revised: 05-01-19

PROPERTY & EVIDENCE CONTROL

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)