

Glendale Heights Police Department

GENERAL ORDER # 3800

SUBJECT: Evidence and Property Submission,
Storage, and Disposal

ACTIVE DATE: 11-20-2019

RESCINDS: GO #3800, issued 02-12-15

AUTHORITY: Douglas R. Flint, Chief of Police

RELATED DOCUMENTS: BEAST Evidence/Property Case Report; Property/Vehicle Release Form; Disposal Request; Disposition Tracer; Illinois Compiled Statutes; Evidence Submission Extension Form

.01 Purpose

This order establishes a uniform procedure for the submission, storage and disposal of evidence and property taken in by the Department, and ensures the chain of custody is maintained.

.02 CALEA Standards

84.1.1, 84.1.2, 84.1.3, 84.1.4, 84.1.5, 84.1.6, 84.1.7, 84.1.8

.03 Policy

The Glendale Heights Police Department shall ensure that evidence and property in its possession is properly received and recorded, securely stored, and disposed of according to law. The Department strives to maintain evidence and property in the same condition as when received, and preserve the evidentiary integrity of property retained for court purposes.

.04 Definitions

Audit—A documented accounting of high-risk items (e.g. cash, precious metals, jewelry, firearms and drugs) and other evidence and non-agency property to establish that all property is accounted for and records can reasonably be assumed correct (section .105(b)).

Barcode Evidence Analysis Statistical Tracking (BEAST) System—A computerized property storage management system which tracks property, maintains evidence integrity and control, and has reporting capabilities. BEAST uses barcodes printed on security labels to identify individual items and allow for property handling and tracking.

Chain of Evidence—The continuity of custody of material and items collected as evidence.

Evidence Officer—A member of the Police Department, either sworn or civilian, whose responsibilities include the storage, transmittal, retrieval and disposal of evidence. The designated Evidence Officer has primary responsibility and shall be contacted first in all matters regarding evidence or property held by the Department. When the Evidence Officer is not available, the officers below shall be contacted in descending order. The following members of the Department are deemed Evidence Officers:

1. The designated Evidence Officer(s)
2. Investigations Sergeant
3. Deputy Chief of Support
4. Chief of Police

Inspection—A careful and critical examination; a formal review of all components of a particular requirement and an examination of their application.

ORDER

.10 Duties of Evidence Officer

The Evidence Officer is responsible for the following:

1. Managing the operation of the Evidence Vault and other secure storage areas to ensure safekeeping, accurate recording and proper disposition of all evidence and property.
2. Maintaining up-to-date records of all evidence and property turned into Evidence, including property that has been taken in, property released or transferred, and status of pending lab cases.
3. Logging all property into Department records systems and storage as soon as possible.
4. Reporting any discrepancies in evidence and property control to the appropriate supervisor.
5. Reviewing and identifying property that can be destroyed and/or auctioned.
6. Notifying any and all persons owning or having a legal right to possess property in custody of the Department, and returning said property to them.
7. Ensuring that evidence in need of laboratory analysis is submitted to the appropriate laboratory.
8. Coordinating and assisting in the planning of the auction or disposal of unclaimed property by the Department.
9. Coordinating and assisting in the destruction of contraband evidence when necessary.
10. Maintaining records pertaining to vehicle impoundment ordinance.
11. Attending vehicle impoundment hearings.
12. Any and all additional duties as assigned by the Chief of Police or his designee.

.15 Documentation of Evidence and Property

A. Any time a member of the Glendale Heights Police Department takes custody of property considered to be evidence, guidelines set forth in OP #3710 regarding packaging shall be followed prior to submission into Evidence. Any property, whether evidence or not, shall be submitted into Evidence by entry into the BEAST computer system, which will provide a description of each item. An Incident Report shall also be completed detailing the circumstances by which the property came into the Police Department's possession.

B. All property shall be logged into the BEAST system at such time the evidence or property is placed into the control of the Evidence Officer.

.20 Evidence Record Keeping System

A. The BEAST computer system shall be utilized as the primary record keeping system for maintaining the status of evidence and property held by the Department. The following information shall be maintained in BEAST:

1. The specific location or container number of evidence and property.
2. The date and time when evidence and property were received.
3. The date and time when evidence and property were released.
4. The character, type and amount of evidence and property.
5. The chain of custody for each item from the time it was first stored until its final disposition.

B. The following information, not part of the BEAST system, shall also be maintained by the Evidence Officer:

1. The dates and results of inspections, inventories, and audits.
2. The dates and results of Department auctions.

C. Information regarding the destruction of drugs, weapons, and ammunition shall additionally be forwarded to the Records Section for inclusion in the case report, including:

1. Date and location of destruction.
2. Method of destruction.
3. Items destroyed.
4. Witnesses present.

.25 Temporary Storage of Evidence

A. All evidence and property shall be submitted into Evidence prior to the end of the member's tour of duty, including property being returned from court.

B. Under exceptional circumstances, evidence may be temporarily stored past the officer's tour of duty with a supervisor's permission. Exceptional circumstances include but are not limited to:

1. Officer illness/injury
2. Excess amount of work hours without rest
3. Unusually high call load or major case

C. Evidence shall be placed in a holding locker in the Evidence Processing garage for the purpose of packaging at a later time or held for further investigation during the officer's shift.

D. If granted such permission, the submitting officer shall place the items in an evidence holding locker in the Evidence Processing garage. A holding refrigerator labeled Temporary Refrigerator #1 is provided in the Evidence Processing garage for items requiring refrigeration. A magnetic tag marked "Hold for Investigation" shall be affixed to the exterior of the locker or refrigerator, notifying the Evidence Officer that the item(s) are not to be removed. An Evidence Submission Extension form (Appendix D) containing the case number, date, officer's name, badge number, reason for extension and signed by the authorizing supervisor, shall be placed with the items inside the locker or refrigerator. Prior to the end of his/her next tour of duty the submitting officer shall submit the items into Evidence accordance to section .30 of this order.

E. The Evidence Officer shall notify the Patrol Sergeant on duty about any items that appear abandoned in holding or temporary lockers. Any items stored in a holding or temporary locker that do not comply with the above guidelines shall be directed to the responsible supervisor for correction. Any items uncorrected shall be considered abandoned property and disposed of as directed under Illinois law.

F. Under no circumstances shall recovered evidence or property be retained for personal use.

G. Under no circumstances shall an officer place evidence or property into his/her personal locker, desk, vehicle, home, or other places and under such circumstances that would permit the chain of custody to be interrupted.

.30 Evidence Submission

A. Secure storage facilities shall be available to officers for submissions. Most evidence packages shall be locked in the temporary evidence lockers in the Evidence Processing Room, as soon as possible after they are taken into custody by the officer. The locker keys from the holding lockers and from the fire resistant cabinet shall be dropped inside the key drop box, temporary locker #27, by the officer submitting the items.

B. In addition to items that can be stored in the Evidence Processing Room temporary lockers, areas authorized for the temporary placement of submissions include:

1. Bicycles shall be stored temporarily in the Bulk Item Storage Area of the Evidence Processing garage, with the BEAST bar code label affixed on a hang tag to the bicycle frame. See also OP #3801 regarding bicycle storage and processing.
2. Fireworks shall be stored temporarily in the Evidence Processing garage holding lockers, with the BEAST bar code label affixed to the package.
3. Incendiary, inflammable or explosive material shall be stored temporarily in the Evidence Processing garage fire resistant cabinet, with the BEAST bar code label affixed to the package.
4. Evidence requiring refrigeration shall be placed in a sealed condition in one of the refrigerated temporary lockers located in the Evidence Processing Room. Four small lockers are mounted in the bank of lockers, and a refrigerator for larger items, labeled Temporary Refrigerator #2, is on a table in the Evidence Processing Room.
5. In accordance with OP #2482 Suspicious Envelopes and Packages, property suspected of containing infectious, chemical or explosive materials, such as suspicious envelopes and

packages, shall not be brought into any area of the police facility at any time, including the Evidence Processing garage. See OP #2482 for specific directions for temporary storage of these items.

6. Larger evidence items which will not fit in the evidence holding lockers shall be placed in the Bulk Item Storage Area in the Evidence Processing garage , using the following procedure:
 - a. After the item is placed in the Bulk Item Storage Area, the officer shall close the overhead door. An exception is when a bicycle is secured in that area, in which case the overhead door shall not be closed.
 - b. The door will be secured from the outside using two padlocks.
 - c. The padlock key(s) shall be dropped inside the key drop box, temporary locker #27, by the officer submitting the items.
7. The submitting officer shall note in the BEAST system the location where any evidence was stored for submission. Any unusual evidence storage location shall be noted in the officer's case report narrative and the Evidence Officer shall be notified.

C. The Evidence Officer shall ensure that all submitted evidence and property is logged into the Evidence Vault and into the BEAST system on a regular basis.

.35 Evidence and Property Numbering and Accuracy

A. In cases where there is an additional submission at a later date, the officer should consult the BEAST system or the case file to ensure there is no duplication of numbers. If in doubt as to the next item number, consult with the Evidence Officer.

B. If there are any problems or inaccuracies detected on the paperwork that is submitted to Evidence, it shall be returned to the submitting officer for revision. In cases where the property involved is evidence in a criminal matter, the officer shall submit a Supplementary Report detailing what corrective action took place.

.40 Access to the Evidence Vaults and Other Secure Storage

A. Access to the Evidence Vaults and other secure storage areas is restricted to the Deputy Chief of Support and the Evidence Officer. Keys to the Evidence Vaults and other secure storage areas shall be issued solely to the Deputy Chief of Support and the Evidence Officer.

B. Other Department members designated as Evidence Officers shall not be issued keys except when designated as a substitute during a time period when the Evidence Officer or Deputy Chief of Support is in training or on leave.

C. No other persons shall have access to the Evidence Vaults or any secure storage areas unless under the direct supervision of the Evidence Officer or Deputy Chief of Support, and only after signing a log sheet denoting the time spent and the purpose of entry. Examples of reasons to access the vaults include:

1. Building maintenance and custodial functions.
2. Inspections, including unannounced inspections.
3. Audits, inventories, or disposal.

D. Any breach of Evidence Vault or other secure storage area security shall be immediately reported to the Patrol Sergeant on duty and to the Chief of Police via chain of command.

.45 Evidence in Pending Criminal Cases

A. In any case for which an Order for Preservation of Evidence has been entered, the evidence shall be preserved in its entirety pending further order of court.

B. In cases of theft, retail theft, deceptive practice, robbery, armed robbery, burglary, or residential burglary, Department members may, but are not required to, photograph the property over which the offender(s) are alleged to have exerted unauthorized control or to have otherwise obtained unlawfully, and return the property to the lawful owner in the manner described in 725 ILCS 5/115-9.

C. If the Department elects to do this, it shall wait fourteen (14) days after arrest in the case of property described in 725 ILCS 5/115-9(d)(1), and thirty (30) days after indictment in felony cases and thirty (30) days after filing a complaint in misdemeanor cases.

D. Upon expiration of the above time limits, the property may be returned to the lawful owner, provided:

1. The property has been photographed in a manner that will serve the purpose of demonstrating the nature of the property, and the photographs are filed with or retained by the Department in place of the property; **and**
2. Receipt for the property is obtained from the owner upon delivery by the Department; **and**
3. The Assistant State's Attorney prosecuting the case involving the property furnishes the Department with a written request for return of the property to its owner; **and**
4. The property may be lawfully possessed by its owner.

.50 Evidence/Property Storage

A. Long term evidence storage shall be the responsibility of the Evidence Officer. The Evidence Vaults are designed for secure storage of items entered therein. The storage area provides for separate storage of weapons, drugs/currency, general items and large items. A refrigerator is also supplied for items needing refrigeration.

B. The Evidence Officer shall store most evidence items in the main Evidence Vault. Special storage will occur for the following items:

1. Alcohol and items held for the Police Auction—Evidence Vault.
2. Incendiary, explosive, or flammable material—secure fire resistant locker in the Evidence Processing garage.
3. Bicycles—Sandburg Court evidence facility.
4. Firearms—locked sliding cabinet in main Evidence Vault.
5. Narcotics, monetary evidence and jewelry—secure vault within the Evidence Vault.
6. Blood, DUI kits, and DNA swabs—stored, refrigerated, within the Evidence Vault until transported for laboratory analysis. After return from the laboratory, blood is stored frozen, urine is stored refrigerated, and DNA is stored at room temperature, in accordance with current laboratory recommendations.
7. Suspicious envelopes and packages (OP #2482)—Sandburg Court evidence facility
8. Larger items—bulk area of main Evidence Vault or other secure locations assigned by the Evidence Officer.

.55 Requests for Evidence

A. Officers shall complete an Evidence Request/Disposition Form at least five (5) days prior to the court date and place the form into the Evidence Officer's mailbox. The Evidence Officer shall arrange to have the evidence available to the officer for the requested court appearance.

B. When returning from court, the officer shall sign off on the Evidence Request/Disposition Form and place the evidence into a locker and drop the key into locker #27.

C. It shall be the responsibility of the Evidence Officer to remove the property and log it back in as returned.

.60 Evidence and Property Transfer of Custody

Any transfer of custody of evidence for any purpose shall be documented by the Evidence Officer in the BEAST system.

.65 Property/Vehicle Release

A. The Property/Vehicle Release form shall be used whenever a member of the Department releases property or evidence which had been taken into Department custody. The three part Property/Vehicle Release form shall be distributed as follows upon completion of the release:

1. White—Case report copy and may take the place of a supplementary report if no other action was conducted.
2. Yellow—Evidence Officer
3. Pink—Property Owner

B. Whenever possible, the member authorizing the release of the property shall be the member who releases the property. Under other circumstances, the Evidence Officer, another member, or a supervisor may release the property.

C. Any non-Department member requesting release of property that is maintained within the Evidence Vault shall be advised to contact the Evidence Officer to arrange an appointment. When necessary, verification shall be made in writing from the seizing officer that the property can be released. The owner of the property shall, prior to picking up the property, provide identification proving his/her identity.

D. Small items (those which do not interfere with normal business operations) may be placed in the Records area in the cabinet under the cash register for retrieval by the owner, provided the following procedures are followed:

1. The Property/Vehicle Release Form is completed by the authorizing officer and attached to the property. , or a memorandum to the Evidence Officer informs him/her of the location of the item to be released.
2. Should the owner not retrieve the property within 48 hours, it shall be the responsibility of the authorizing officer to ensure that the property is removed from the Records area and returned to an evidence holding locker for the Evidence Officer.

E. In ALL cases where property or evidence is released, a Property/Vehicle Release form shall be signed by the individual releasing the items. No evidence or property shall be released without a completed Property/Vehicle Release Form. A court order shall not take the place of a Department Property/Vehicle Release Form.

.70 Final Case Dispositions

A. The officer entering evidence or property shall be responsible for notifying the Evidence Officer when the items are no longer required for investigation:

1. When a case is closed for No Complaint Signed or Unfounded and the officer is aware evidence or property was seized during the investigation, the officer shall forward, in writing to the Evidence Officer using an Evidence Request/Disposition Form or written memorandum, notification that the case has been closed without prosecution and specify the disposition of property/evidence held.

B. The Evidence Officer shall ensure all efforts have been made to identify and notify the owner of property in the agency's custody in addition to any notifications made by members of the Department. It shall be the responsibility of the Evidence Officer to send notice to the owner at the owner's last known address.

C. All property and evidence in closed cases that were not the subject of a court case shall be maintained for a period of forty-five (45) days, at which time it will become eligible for destruction or for sale at auction. Final disposition of found, recovered, and evidentiary property shall be accomplished within six (6) months after legal requirements have been satisfied.

D. The Evidence Officer shall check the Evidence/Property database for all open cases that are awaiting dispositions. A report shall be generated and forwarded to the responsible officer through his/her supervisor for status. The officer shall have five days to determine the case status and return the completed inquiry to the Evidence Officer.

E. Evidence and property determined to be disposed of in any manner other than release to owner shall require a Disposal Request report be generated by the Evidence Officer to the Deputy Chief of Support, requesting the specified items be destroyed or auctioned. A copy of the investigating officer's status report, BEAST form, and any applicable court orders shall be attached to the Disposal Request.

.75 Evidence in Criminal Cases with Court Disposition

A. The officer entering evidence or property shall be responsible for notifying the Evidence Officer when the items are no longer required for prosecution:

1. When a case has been closed due to adjudication by the court, a written memorandum shall be completed by the officer and forwarded to the Evidence Officer with any applicable court orders.

B. In any case for which an Order for Preservation of Evidence has been entered, the evidence shall be preserved in its entirety pending further order of court.

C. Any evidence that was admitted at trial shall be retained by the Circuit Clerk's office until its transfer or disposal is authorized by court order. The case officer shall notify the Evidence Officer, via an Evidence Request/Disposition form, of the retention of evidence at trial, in order to update the BEAST system.

D. For cases on appeal, evidence shall be retained by the Department until otherwise directed by the State's Attorney's Office.

E. Final disposition of a criminal case shall be the dismissal of a case, or the termination of any period of supervision, conditional discharge, or probation. If a case is dismissed for felony enhancement, the court order should reflect so and the evidence preserved for the felony prosecution.

F. Evidence in cases of Driving Under the Influence of Alcohol or Drugs (DUI), Domestic Battery and Financial Identity Theft shall be retained until sixty (60) days after the final disposition of any criminal case, if no post dispositional notices or motions are filed, or longer if requested by the State's Attorney's Office or order of court. Disposal may be authorized by the State's Attorney's office.

G. Cannabis, controlled substances and firearms shall be retained until sixty (60) days after the final disposition of any criminal case, if no post dispositional notices or motions are filed, or longer if requested by the State's Attorney's Office or order of court. Disposal may be authorized by the State's Attorney's office.

H. In misdemeanor cases, evidence that was not admitted at trial may be disposed of without an order and without the prior approval of the State's Attorney's Office. Before disposing of the evidence, the Department shall wait forty-five (45) days from the date of disposition and shall verify that no appeal has been filed or that the case is not going to be indicted as a felony. The State's Attorney's Office shall notify the Department by letter of misdemeanor cases that were dismissed for felony enhancement. All evidence shall be retained for purpose of the felony prosecution.

I. In felony cases not covered by 725 ILCS 5/116-4, evidence that was not admitted at trial may be disposed of without an order. Before disposing of evidence in such cases, the Department shall be in receipt of the State's Attorney's Disposition Report, which shall direct the Department as to the retention, return, or destruction of evidence. In any event, the evidence shall not be disposed of sooner than forty-five (45) days following disposition, providing no appeal has been filed. The Department must comply with the retention requirements required by 725 ILCS 5/116-4.

J. The Evidence Officer, upon determining a case, whether local ordinance or misdemeanor, has been closed due to prosecution for over six (6) months, in which the arresting officer was not required to appear, shall notify the rightful owners to claim their property within thirty (30) days and dispose of property deemed to be contraband or unclaimed.

K. The Records Section shall forward to the Evidence Officer copies of all disposition sheets or court orders sent by the DuPage County State's Attorney's Office related to completed prosecutions. The evidence shall then be handled in accordance with the disposition sheet or court order.

.80 Extended Evidence Retention Periods

A. The Department shall adhere to the requirements of 725 ILCS 5/116-4 (Preservation of Evidence for Forensic Testing), which describes extended evidence retention periods for certain offenses, including:

1. All offenses defined by Article 9 of the Criminal Code (Homicide)
2. Sections 12-13, 12-14, 12-14.1, 12-15, or 12-16 of the Criminal Code (Bodily Harm)
3. An attempt in violation of Section 8-4 of any of the above enumerated offenses
4. Any felony for which the defendant's genetic profile may be taken by a law enforcement agency and submitted for comparison in a forensic DNA database for unsolved offenses.

B. The Department shall retain evidence and property for three years in the following cases:

1. Death investigations—not suspicious in nature
2. Suicide and attempted suicide investigations

.85 Final Disposal of Evidence and Property

A. Upon final approval of the Disposal Request form, evidence and property items shall be disposed of as follows:

1. Narcotics shall be destroyed by incineration at the Department or Department-approved disposal facility by the Evidence Officer and a supervisor.
2. Unclaimed United States Currency shall be turned over to the Village Finance Department for the General Fund.
3. Fireworks and explosives shall be turned over to and destroyed by the DuPage County Bomb Squad.
4. Firearms, weapons, contraband, or other items harmful to the public shall be disposed of in a manner to render the item inoperable or not harmful, including, but not limited to: incineration, crushing, torching, or disposal at a biohazard waste facility.
5. All items not deemed to be narcotics, weapons, contraband or harmful to the public shall be disposed of through normal refuse procedures.

6. Items deemed eligible for auction shall be stored in the main Evidence Vault, and approved and disposed of through the Village auction procedure (see section .100 below).

.86 Conversion into Department Use

A. Items unclaimed or ineligible for release that have a legitimate use as Department property may be designated as such by making a request on the Disposal Request Form. After approval of the Chief of Police, the Village Finance Department shall be given the description and serial number of the item. The item will receive a Village ID numbered sticker and be entered in the Village/Department property inventory, in accordance with Village inventory procedures.

B. Explosives, which have been collected and/or submitted as evidence or property, shall not be converted for Department use or used for training or investigative purposes.

C. Weapons, including firearms, may be converted to Department use after they are ready for final disposition. Department use may include investigation, training, or display.

1. All weapons to be converted to Department use must be approved by the Chief of Police or his/her designee.
2. The weapon shall be recorded in the BEAST system as turned over to the Department.
3. All weapons converted to Department use shall be the responsibility of the Range Master, who shall insure that all such weapons are securely maintained and inventoried annually.

D. Controlled substances and/or cannabis may be converted to Department use after they are ready for final disposition, and be used for the following purposes:

1. Canine (K-9) Training
2. Other Training Purposes
3. Investigative Use

E. When the controlled substance and/or cannabis are needed, permission must be obtained from the appropriate Deputy Chief of Police. After approval, the controlled substance and/or cannabis shall be transferred to the requesting officer, who shall maintain the item(s) prior to and during use. The transfer shall be recorded in the BEAST computer system, including the weight of the substance prior to transfer.

F. When the controlled substance and/or cannabis are no longer needed, it shall be returned to the Evidence Officer for storage or destruction. The substance shall be weighed, packaged, and sealed, and the return to the Evidence Officer and subsequent storage or destruction shall be recorded in the BEAST computer system.

.90 Expunged Cases

In criminal cases that have been expunged, the Department shall comply with the expungement order if, and only if, the Department is named in the expungement order. If the Department is not named in the expungement order, the evidence shall be retained until the appropriate court order is entered.

.95 Loss, Misplacement, or Destruction of Evidence

In the event that evidence is lost, misplaced, or destroyed other than as authorized by applicable policies and procedures, a record shall be maintained of the circumstances surrounding such loss, misplacement or destruction, for the same period of time as the case report is maintained.

.100 Disposal by Auction

A. Whenever property is approved for disposal by auction, the Evidence Officer shall compile a list of this property and notify the Deputy Chief of Support. The list of property shall be forwarded by the Deputy Chief of Support, via the chain of command, to the Village Administrator for authorization to auction the property (Ordinance 6-11-3).

B. In lieu of conducting an auction, the Department may use private Internet auction services, which place the property on a web page for bidding.

1. Once authorization for the auction has occurred, the Evidence Officer shall notify the private Internet auction service to schedule a pickup of the property approved for auction.
2. Should any item up for auction be disputed, contested, or identified as property belonging to someone, the item shall be removed from the auction. A follow-up investigation shall be conducted to determine ownership.
3. The Evidence Officer shall maintain the audit trail for all items released to a private Internet auction service.
4. The Evidence Officer shall complete a report to the Deputy Chief of Support upon notification of the sale or auction of the items, and shall attach a copy of the financial report received from the auction service.
5. The Evidence Officer shall update all records of the auctioned items in the BEAST computer system, upon final sale/disposition.

C. Department personnel are permitted to bid on items placed on a web page by a private Internet auction service.

.105 Audits, Inspections and Reports

A. Semi-annually, the Deputy Chief of Support shall assign a member to conduct an inspection of the Evidence Vault to verify compliance to procedures. Upon completion of the inspection, a written report (Appendix A) shall be forwarded to the Chief of Police via chain of command.

B. An audit shall also be conducted any time an Evidence Officer is assigned to or transferred from the position. This audit shall be conducted by the newly designated Evidence Officer and a designee of the Chief of Police, to ensure that records are correct and properly annotated. The written results of this audit shall be forwarded to the Chief of Police. The audit shall include the following:

1. A property and evidence inventory which shall include a complete documented accounting of all high-risk items, e.g. cash, precious metals, jewelry, firearms, and drugs.
2. A property and evidence inventory which provides a sufficient accounting to establish that all non-high-risk property and evidence is accounted for and records can reasonably be assumed to be correct. The Department shall follow the audit guidelines and required sample size set forth in Appendix I of the current Commission on Accreditation for Law Enforcement Agencies (CALEA) Standards Manual.

C. In January of each year, the Chief of Police shall assign a supervisor not directly connected to the Evidence Vault to conduct a property and evidence audit with the Evidence Officer. This audit shall include 100 high-risk items, e.g. cash, precious metals, jewelry, firearms, and drugs. The written results of this audit (Appendix B) shall be forwarded to the Chief of Police.

D. At least once per year, at the direction of the Chief of Police, an unannounced inspection of the Evidence Vaults shall be conducted. The purpose of an unannounced inspection is to ensure that procedures are being adhered to and the vaults are maintained in a clean and orderly manner. These inspections shall be conducted in the presence of the Evidence Officer and the written results forwarded to the Chief of Police (Appendix C).

1. Unannounced inspections shall generally include random comparisons of the records kept with the evidence and property being held.
2. Property accountability and security procedures shall receive primary attention during these inspections.

E. Other inspections and/or audits shall be conducted as deemed appropriate by the Chief of Police.

F. Discrepancies discovered as the result of an audit or inspection shall be brought to the attention of the Deputy Chief of Support, who will initiate an investigation and prepare a written report of the findings.