

DALTON POLICE DEPARTMENT

		Effective Date May 1, 1998	Number GO88-4.10
Subject Property and Evidence Policy and Procedure			
Reference		Revised July 24, 2018 <u>May 28, 2019</u>	
Distribution All Personnel	Re-evaluation Date July 2020 <u>April 2021</u>		No. Pages 21

I. Policy

It is the policy of the Dalton Police Department to receive, maintain, and dispose of evidence, found property, and recovered property in a lawful and ethical manner and to be accountable for same.

It is the policy of the Dalton Police Department to require that all property acquired through the civil process function or asset forfeiture proceedings is accounted for in agency records and is disposed of as required by law.

To this end, this directive lists the types of and criteria for property and evidence storage areas; establishes a Property and Evidence Unit, staffed by Property and Evidence ~~Custodian~~ Technician(s) (~~PEG-PET~~) with enumerated duties and responsibilities; establishes procedures for the receipt, deposit, maintenance, and disposal of property and evidence; establishes record keeping requirements; and provides for inspections, audits, and inventories.

II. Definitions

- A. *Evidence* - Property which may be related to a crime or which may implicate or clear a person of a criminal charge.
- B. *Found Property* - Non-evidentiary property, which, after coming into the custody of the Department, has been determined to be lost or abandoned and is not known or suspected to be connected with any criminal offense.
- C. *Recovered Property* - Non-evidentiary property that is in the custody of the Department for temporary protection on behalf of the owner, property checked in for disposal, and property under observation or awaiting further action.
- D. Audit – A sampling of the total amount of high risk (e.g., money, precious metals, jewelry, firearms, and drugs) property records under the agency's care must be reviewed with respect to documentation and accountability.
- E. Inventory – A 100% accountability of all high risk items and additional sampling of items in general storage. An inventory shall be conducted if the audit exceeds a 4% error rate.
- F. Inspection – An inspection is conducted to determine that the property room is being maintained in a clean and orderly fashion, that the integrity of the property is being

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maintained, that provisions of agency orders or other directives concerning the property management system are being followed, that property is being protected from damage or deterioration, that proper accountability procedures are being maintained, and that property having no further evidentiary value is being disposed of properly. The inspection can be an inspection of cleanliness, orderliness and tracing a few pieces of property and evidence to assure they are in the proper place as stated in the area's records.

III. Property and Evidence Storage Area

A. Limited Access Property Room

1. The property room is located on the second floor of the Police Services Center.
2. The property room includes:
 - a. Shelving and bins constructed to facilitate orderly storage of items within each area clearly marked with a letter or number, or a combination of both to readily locate specific items. The appropriate location number will be noted on all the various property records.
 - b. Special racks, lockers, and safes constructed to hold rifles, shotguns, and handguns, to safeguard narcotics, cash, and other small valuable items that need added protection.
 - c. A refrigerator / freezer to house small amounts of perishables and to preserve evidence.
 - d. A separate area designated for storage of Department equipment, supplies, uniforms, etc.
 - e. An office area for the storage of the various records kept by the Property Section.
3. All property and evidence, with the exception of automobiles, very large items, flammables, and explosives are stored in this area.

B. Storage Area for Large Items

1. The storage area for large items is located in the northwest corner of the building in a fenced area.
2. This is a fenced in area with a bicycle rack and other measures to facilitate the storage of large items.
3. Large items and bicycles are stored in this location, i.e., washers and dryers, tires, paper racks, etc.

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C. Storage Area for Flammables

1. The storage area for flammables shall be determined on a case-by-case basis after a consultation between the city fire marshal and the ~~PEG~~PET.
2. Flammables and explosives shall be maintained under strict safety guidelines as prescribed by the city fire marshal.
3. The type of explosives and flammables stored shall be contingent upon what the explosive and / or flammable is composed of. No storage shall be accomplished without a consultation with the city fire marshal and / or the Dalton Fire Department.

D. Storage Area for Vehicles

Tow Service Companies - Vehicles shall be towed by tow service companies to their place of business unless the Officer feels that evidence might be destroyed, in which case the vehicle shall be towed to the impound lot.

Towing and Storage Fees - All towing fees incurred by the Department as a result of the towing of vehicles shall be charged and received from all owners of said vehicles before being released.

E. Temporary Storage Areas

1. Temporary storage areas are located adjacent to the property room.
2. Temporary storage lockers are designed for Officers to place property in during night hours and weekends when the property control room is closed.

The lockers are of various sizes to accommodate different shapes and sizes of evidence or property.

3. Any evidence, found, or recovered property shall be placed in the temporary storage lockers.

F. Other Storage Areas

If for any reason none of the aforementioned storage facilities are satisfactory for the item(s) needing to be secured, the ~~PEG~~PET will make arrangements for other storage. In the ~~PEG's~~PET's absence, a watch Supervisor shall make the determination.

IV. Security of Property Storage Areas

A. Entry to Property Storage Areas

1. Except as provided in this directive, entry to any evidence / property storage area shall only be made under the supervision of the ~~property and evidence custodian~~technician PET.

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2. In the absence of the ~~custodian technician~~ PET, the storage areas may be entered only when the following conditions are met:
 - a. The evidence / property cannot be secured in any of the temporary storage areas (i.e. P&E Locker).
 - b. The entry is logged pursuant to guidelines for the property storage area log. Such notations shall include the name of the person substituting for the PET and inclusive dates that the substitute was in possession of the keys.
3. All storage areas shall be adequately secured during all non-business hours whenever the ~~PEG~~ PET is absent.

B. Property Storage Area Keys

Only the following keys to the property storage area are authorized:

1. One complete set of keys to the limited access property room, storage area for large items, and temporary storage areas shall be assigned to each of the ~~property and evidence custodians technicians~~ PETs.
2. A key to the storage area for large items is issued to all Supervisors.

Whenever this key is used, an entry shall be made on the log provided as to the date, time, and reason for using the key.
3. Duplication or possession of keys to the property storage areas or temporary storage lockers shall be made by the ~~PEG~~ PET or with permission by the Chief of Police.
4. Whenever the ~~PEG~~ PET leaves the position or is reassigned, all locks to the property storage areas shall be re-keyed, and the intrusion alarm codes changed.

C. Property Storage Area Log

A log shall be maintained to note entry into storage areas. Notations shall be made in the log to document:

1. Any entry of anyone into the storage areas besides the ~~PEG~~ PET.
2. Any entry to the storage areas in the absence of the ~~PEG~~ PET. Notations shall include date, time, circumstance, justification for entry and the name of employee(s) and Supervisor(s) that entered.
- ~~3. ——— Relief of the property control Officer due to vacation, illness, etc.~~

Such notations shall include the name of the person substituting for the ~~PEG~~ PET and inclusive dates that the substitute was in possession of the keys.

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V. Property and Evidence Section Custodian

A. Property and Evidence Section

1. Section Established

The Property and Evidence Section is established to provide for the systematic and efficient processing of all evidence, found and recovered property taken into custody by the Dalton Police Department.

2. Organizational Placement

The Property and Evidence Section is under the command of the Support Services Commander.

3. Staffing

The Property and Evidence Section shall be staffed by at least one full-time person who may or may not be a sworn Police Officer.

B. Property and Evidence ~~Custodian~~-Technician

1. Position Established

A full-time person shall be on duty to handle the day-to-day activities of the Property and Evidence Section.

2. Chain of Command

The ~~property and evidence custodian technician~~-PET is functionally supervised by the Support Services Commander, or his / her designee.

3. Duties and Responsibilities

a. The ~~PEG~~-PET is authorized and designated by the Chief of Police to be in charge of all elements of property management, insure that all records are correct and in order, and to maintain accurate inventory and disposition records of all property.

b. The ~~PEG~~-PET shall be responsible to see that access to the property room, large items storage area, and any temporary storage areas for property is limited and controlled for security and chain of possession purposes.

c. The ~~PEG~~-PET shall note on the property record / receipt and the property tag the storage location for each item of property placed in the property room or large items area. Copies of record / receipts are to be distributed as necessary for receipt, investigation, or other purposes.

d. The ~~property and evidence custodian technician~~-PET shall maintain a control register showing date of receipt, disposition, and description

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of the various categories of property. This shall be accomplished by a computer program.

- e. A detailed description of the ~~property and evidence custodian's technician's~~ PET's duties are enumerated in the property and evidence ~~custodian~~-technician job description.

VI. **Procedures for Initial Receipt and Deposit of Property**

A. Duties of Officer / Employee taking Property into Custody

1. The Officer or employee shall, in every instance, place all property obtained during the shift or duty period into the property control system prior to going off duty. In no instance shall any evidence or property be placed or stored in a personal locker or elsewhere.
2. The Officer or employee coming into possession of property shall prepare a Property Record / Receipt form (Appendix C) describing the property.
 - a. The Officer or employee shall submit the property record / receipt with the property item to the ~~PEG~~-PET.
 - b. Except for items that are placed in a marked and sealed evidence container, the Officer / employee shall prepare a Dalton Police Department property tag (red - evidence; green - recovered; white - found) and attach same to property item(s). Each item of evidence / property received shall be placed in a separate evidence container and be given a corresponding number to the evidence / property receipt form. When the owner of the property / evidence is unknown, it may then be placed in one bag and so marked.
 - c. The exception to this procedure will be during undercover drug operations. Whenever any member of the Drug Unit determines that it would be detrimental to an ongoing drug investigation to reveal the name of any suspect outside of the Drug Unit, the following procedure will be observed:
 - (1) Evidence will be placed in an evidence envelope with all pertinent information listed on it.
 - (2) The completed envelope will then be placed in a plain envelope with only an intelligence file number written on it.
 - (3) The plain envelope will then be sealed with tamper resistant tape and turned over to the Property and Evidence Section.
 - (4) The ~~PEG~~-PET will then record the evidence and enter it into the system.

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(5) The Drug Unit Supervisor shall be responsible for the transportation to the crime lab of any evidence handled in this manner.

3. The Officer / employee shall make appropriate inquiries to GCIC regarding serialized or identifiable items of property to determine if the property has been reported stolen and attach results to the Property and Evidence Report.
4. The Officer / employee shall complete an incident report describing in detail the circumstances by which the property and / or evidence came into their possession.

B. Special Handling Procedures

1. When the ~~PEG~~-PET is on duty, the Officer / employee shall deliver property taken into custody to the ~~custodian~~-technician.
2. When the ~~PEG~~-PET is off duty, the Officer / employee shall place:
 - a. Small-sized property items, tagged or bagged, with the property / record receipt form, in a temporary storage property locker.
 - b. Large-sized items in the storage area for large-sized items, i.e., bicycles, tires, etc. The key to the storage area for large items shall be obtained by a Supervisor as set forth in Section IV B, 2 of this directive.
3. Items Requiring Special Handling

- a. Firearms shall be unloaded by the Officer before entering the Property Section. If the firearm cannot be unloaded due to a malfunction or unfamiliarity with the firearm, the Officer shall attach a note describing the malfunction and give a warning that the firearm has not been unloaded before depositing same with the Property Section.

Ammunition shall be packaged separately from any firearms, and shall be entered into the Property Section as a separate item.

- b. Flammables and explosives shall not be brought to the Property Section until the fire marshal or Fire Department has been consulted to determine the proper procedure for storage.
- c. Perishable items or evidence in need of freezing or refrigeration shall be kept in the refrigerator / freezer in the property room.
- d. Items that may contain infectious diseases should be handled in accordance with directive GO89-4.20, Blood Borne Pathogens & Other Infectious Diseases.

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VII. Initial Processing of Property by the Property and Evidence Custodian

- A. Property that has been taken into police custody that has been properly packaged, tagged, and accompanied by a properly completed record / receipt will be accepted by the ~~PEC~~PET personally from the Officer or in his / her absence from a temporary storage locker.
- B. Each duty day, except under special circumstances, the ~~property and evidence custodian technician~~PET will remove all property from the temporary storage lockers, check all paperwork for errors and completion, and if found to be proper, accept the property into the system. On days when audit/inventory is being performed, lockers and paperwork will be completed the next business day.
- C. Upon acceptance of the property, the ~~PEC~~PET will place his / her signature on the record / receipt form, and retain for accountability and record purposes.
- D. All property that has been taken in shall be assigned a specific location and the location number (bin, wall, aisle, row, etc.) shall be placed beside the listed items on the property record/receipt form, on any property tags, and shall be recorded in the control register.
- E. A systematic storage procedure shall be established to segregate evidence and found and recovered property. Narcotics, firearms, and other valuables (cash, jewelry, etc.) are to be further segregated and placed in a separate security area. Appropriately sized boxes, bags, and containers will be used to store property in a neat and orderly fashion so as to make use of all space available in order to easily locate items when necessary. Security tape shall be used in all evidence containers or envelopes where narcotics / drugs are contained and where other items of evidence are placed for latent print purposes to be sent to the crime lab. Security tape need not be used for other items of property unless deemed absolutely necessary for its preparation or non-contamination. (GA. Code Ann. 17-5-50)
- F. After storage of property, the original Property Record / Receipt form (Appendix C) shall be filed in the Property Section office.
- G. Open containers (alcoholic beverage, etc.) that pose storage problems, when it is difficult or even impossible to seal to prevent evaporation or spillage and contaminating other property, may be placed in small sterile glass jars with a threaded cap for preservation of a sample of the substance. The remainder will be destroyed.
- H. Perishable items of quantity will not be stored but will be photographed and returned to the owner. Small amounts of perishables, including blood samples, etc. will be stored in proper and separate containers in the refrigerator / freezer.
- I. Victim's property, seized as evidence, but necessary to a victim's well-being, occupation, etc., should not be held in custody at an inconvenience to the victim, i.e., hand tools, prosthetic devices or health aids, as well as many personal belongings. These items may be returned when all of the following conditions are met:
 - 1. The item(s) is the victim's property.
 - 2. The item(s) has been seized as evidence.

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3. The item(s) is needed by the victim.
4. The district attorney approves the release with a photo.
5. The item(s) can be returned within the uniform Officer's tour of duty and within twenty-four (24) hours by a Detective.

All photographs in these cases will be verified, authenticated and placed in secure property containers as if the actual property were on hand. Detectives may store the photos they make within the appropriate files.

- J. Narcotic and dangerous drug evidence (capsules, pills) should be counted, as well as weighed. Counting should be performed in addition to, not in lieu of, weighing. The package and record / receipt should note the number and weight. Exceptions to weighing the substance are permissible when the substance is officially sealed in tamper-proof protection packaging. An original package found with drugs shall be retained and so marked. Additionally, all containers of narcotics and dangerous drugs should be inspected for tampering and if any is detected it should be immediately brought to the attention of the Officer submitting the drugs and the Officer's immediate Supervisor.

VIII. Movement of Property

- A. Movement of Property to be ~~R~~ecorded on Property Record / Receipt

All movement of property in and out of the property storage area(s) must be recorded, signed out by the ~~property and evidence custodian technician~~ PET and receipted for by an authorized withdrawer. The date, time, and purpose of withdrawal shall be noted on the property record / receipt form corresponding to the number for each item that is numbered.

- B. Property Release Authorization Form

The person who has checked out the property is to be provided a Property Release Authorization form (Appendix A), upon which a description of the property is given, including the incident case number and the property record / receipt item number.

1. When the item(s) is kept by the court, the person who checked out the item(s) is required to return the release authorization form to the Property Section. The returned copy will be attached to the report / receipt form.
2. In instances where a court trial is not concluded in one day, the items that are not kept by the court must be returned to the property room and be checked out again on the next court date.

- C. Submissions to the Georgia Bureau of Investigation (GBI) Crime Lab

1. The ~~PEG~~ PET will submit all evidence to a GBI crime lab. Exception – section VI. (A)(2)(c)(5).

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2. All evidence submitted to a GBI crime lab, will be packaged and transmitted in an orderly fashion, consistent with the requirements of the crime lab. Officers should reference the Property and Evidence Procedure Manual, found in the mail room, if guidance is needed when packaging items for submission to a crime lab. The GBI also maintains an online manual through their Division of Forensic Sciences if additional guidance is needed.
3. All evidence submitted to a GBI crime lab shall be accompanied with a GBI Crime Lab Submission Form. The following information should also be provided when evidence is submitted to a crime lab:
 - a. Name (suspect and / or victim)
 - b. Brief description of contents of packaging
 - c. Location where collected
 - d. Date of incident
 - e. Investigator's name, agency and agency case number
4. When submitting evidence at a GBI crime lab in person, the submission form shall be time / date stamped upon arrival and a copy made. The evidence will then be secured in a lock box at the crime lab.
5. If evidence must be mailed to a GBI crime lab, a copy of the submission form shall be made prior to mailing. If this method of submission is utilized, the evidence shall be sent certified mail.
6. The transfer of custody to a GBI crime lab shall be documented on the back of the Property Record / Receipt form (Appendix C) and in the Department's Records Management System.
7. GBI crime labs provide an electronic report of laboratory findings as standard procedure on all requests for laboratory examination. These reports are made accessible to the Police Department via the Internet.

IX. Disposal of Property

A. Disposal of Property in General

1. Authorized Methods of Disposal
 - a. Return to owner
 - b. Sell / Auction
 - c. Destroy
 - d. Turned over to the Sheriff of Whitfield County or other agencies

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- e. Retained by the Department
 - f. Given to charity
2. No item of property shall be disposed of in any manner until a Property Release Authorization form (Appendix A), a Property / Evidence Release Authorization form (Appendix B), or a Property and Evidence Expired Diary Date Report containing an approving Supervisor's signature and a listing of disposal instructions, has been received by the ~~PEG~~PET.
- a. Any disposition forms requesting weapons to be returned to owners must be accompanied by a criminal history or verification of citizenship.
 - b. The completed Property Release Authorization form, Property / Evidence Release Authorization form, or Property and Evidence Expired Diary Date Report is to be attached to the Property / Receipt form and then to be filed in the Property Section by class, pending the disposal of each item. Separate file sections are maintained to indicate class of disposition, i.e., return to owner, destroy, or hold for sale. Return to owner, destroy, or hold for sale file is to be maintained by incident / case report number.
3. The ~~PEG~~PET shall cause to be reviewed, through the use of the computer, the review date to ensure timely release or disposition of property that comes into the custody of the Department. This shall be accomplished on a monthly basis by means of a computer-generated Property and Evidence Expired Diary Date Report for each item of property / evidence, which has a review date that falls within that month. These forms will be disseminated to the proper employee through their shift Commander / Supervisor and returned to the Property and Evidence Section within twenty-one (21) days of dissemination, with recommendation and signature of approval of shift Commander / Supervisor affixed.
4. The ~~property evidence custodian technician~~ PET shall send a property release notice by letter to the owner, when known, of the location and method by which the property is available for release. A copy of the letter of release notice is placed in the property to be released file and followed up on within the time specified on the notice.
5. The disposition of personal property in the custody of the Department shall be in accordance with OCGA 17-5-54.

B. Return of Property to Owner

1. The person to whom property is released must sign a declaration of ownership. When completed, the release authorization form is to be attached to the original record / receipt form and maintained by the ~~PEG~~PET. (OCGA 17-5-50). In some instances the owner may not be available (ie deceased, in jail, etc.). In such instances, the Officer shall verify that the property may be released to another person.

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2. Property which was found, valued under \$50, and is unclaimed for ninety (90) days by the owner; will be disposed of by sale, converted to Department use, or destroyed. For found property valued over \$50, the same procedure applies, except that the item(s) must be publicized as being found, and if not claimed by owner, the item(s) are to be disposed of as set forth above. No property will be released to any employee for use unless first cleared through the Chief of Police.
3. Property suspected of having been stolen and in possession of a dealer in secondhand sales, upon which a hold has been placed, shall not be disposed of for a period not to exceed ninety (90) days or until the court or investigating Officer authorizes the release.
4. Prior to the release of any ammunition along with a firearm, approval shall be obtained from a Division Commander or their designee. After the applicable paperwork is complete, an Officer shall turn over the ammunition to the owner outside of the Police Services Center.

C. Unclaimed Property

1. The ~~PEG~~-PET shall be thoroughly familiar with the state code / law, county and city ordinances regarding the sale of property that comes into the Department's custody for whatever reason and is unclaimed. (OCGA (44-12-193) through (44-12-194)). The ~~property evidence custodian technician~~-PET shall be responsible for the sale and accountable for any monies gained, less any costs incurred for advertisement, etc., as a result of the sale. Monies are to be deposited in an account as required by the city.
2. Stolen or embezzled property other than cash, negotiables, firearms, or narcotics, not claimed by the owner at the expiration of ninety (90) days after notification that the owner may obtain it, shall be disposed of by law.
3. Found property, which is not returned to owner, and which was found in the course of the Department's regular operations, must be disposed of by law.

D. Forfeiture of Weapons used in Commission of Crime or Illegally Concealed

1. Any device which is used as a weapon in the commission of any crime against any person or any attempt to commit any crime against any person and any weapon for which a person has been convicted of the crime of carrying a concealed weapon as provided for by Code Section 16-11-126, is declared to be contraband and is forfeited. (OCGA 17-5-51)
2. When the final judgment is entered finding a defendant guilty of the commission or attempted commission of a crime against any person, any device which was used as a weapon in the commission of the crime shall be turned over by the person having custody of the device to the sheriff, chief of police, or other executive officer of the law enforcement agency that originally confiscated the weapon or device when the device is no longer needed for evidentiary purposes. If the device used as a weapon in the crime is not the property of the defendant, there shall be no forfeiture of such weapon. (OCGA 17-5-52)

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X. Inventories and Audits

- A. The ~~PEG-PET~~ shall maintain a running inventory and listing of all items currently in possession of the Property Section. This can be accomplished with the computer.
- B. Whenever the person responsible for the primary control of the property and evidence function is assigned to and / or transferred from the position, an ~~inventory-audit~~ of property to ensure that records are correct and properly annotated is conducted jointly by the newly designated ~~PEG-PET~~ and a designee of the Chief of Police. All discrepancies should be recorded prior to the assumption of property accountability by the newly appointed ~~custodian-technician- PET~~. A written copy of this ~~inventory-audit~~ shall be forwarded to the Chief of Police, the designated certification manager, and the ~~PEG-PET~~. The Division Commander, Chief of Police, accreditation manager, and ~~PEG-PET~~ will maintain a file on this ~~inventory-audit~~.
- C. The Support Services Division Commander, or his / her designee, shall perform an ~~inspection-audit~~ of the Property and Evidence function semi-annually to determine adherence to procedures and for the control of property. A written copy of these ~~inspections-audits~~ shall be forwarded to the Chief of Police, the designated accreditation manager, and the ~~PEG-PET~~. The Division Commander, Chief of Police, accreditation manager, and ~~PEG-PET~~ will maintain a file on these ~~inspections-audits~~.
- D. An annual ~~inventory-audit~~ of property and evidence held by the Department shall be conducted by a Supervisor not routinely or directly connected with control of the property and evidence function, at the direction of the Support Services Division Commander. A copy of this ~~inventory-audit~~ shall be forwarded to the Chief of Police, the accreditation manager, and the ~~PEG-PET~~. The Division Commander, Chief of Police, accreditation manager, and the ~~PEG-PET~~ will maintain a file of these audits.
- E. At least one unannounced inspection shall be conducted annually of the Property and Evidence Section by the Chief of Police, or his / her designee. This inspection shall be documented and a copy forwarded to the Chief of Police, accreditation manager, and the ~~PEG-PET~~. The Support Services Division Commander, the Chief of Police, accreditation manager, and ~~PEG-PET~~ will maintain a file on these unannounced inspections.
- F. ~~If any items are missing during the inventory, audit, or inspection,~~ If there is more than a 4% error rate during the audit or inspection, a written action plan will be developed by the Support Services Division Commander and an inventory shall take place to correct the deficiency. The plan will be forwarded to the Chief of Police.

XI. Property and Evidence Section Forms Completion

- A. Property Record / Receipt
 - 1. Purpose

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The Property Record / Receipt form (Appendix C) is used to record evidence, recovered property, and found property that comes into the custody of the Dalton Police Department.

2. Origin

The Property Record / Receipt form originates with the law enforcement Officer. The form is completed each time a Dalton Police Officer takes possession of a piece of property and / or evidence.

3. Number of Copies

One copy is prepared

4. Completion

The Property Record / Receipt is completed in accordance with the guidelines set forth in the property and evidence procedure manual.

B. Property Transfer

1. Purpose

The Property / Evidence Release Authorization form is used to record the transfer of evidence or property from the custody of the Property and Evidence Section to the court, district attorney, laboratory, or others.

2. Origin

The Property / Evidence Release Authorization form originates with the ~~property and evidence custodian technician~~ PET and is attached to the top rear of the ~~PEC~~ PET copy of Property Record / Receipt.

3. Number of Copies

Only one copy is prepared.

4. Completion

The Property / Evidence Release Authorization form is completed by the person transferring or releasing the property. The form will be completed in accordance with the guidelines set forth in the property and evidence procedures manual.

C. Property Release Authorization form

1. Purpose

The Property Release Authorization form is used to obtain the proper disposition of property in the custody of the Dalton Police Department.

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2. Origin

The Property Release Authorization originates with the law enforcement Officer.

3. Number of Copies

Only one copy is prepared.

4. Completion

The Property Release Authorization form is completed in accordance with the guidelines set forth in the property and evidence procedures manual.

D. Notice to Claim Property Letter

1. Purpose

The purpose of the Notice to Claim Property letter is to notify citizens that property in the possession of the Department is ready for pick-up or disposition.

2. Origin

The Notice to Claim Property letter is completed by the Property and Evidence Section.

3. Number of Copies

Only one copy is prepared.

E. Limited Access Property Room Entry Log

1. Purpose

The Limited Access Property Room Entry Log (LAPREL) is to maintain a listing of all entries into the Limited Access Property Room in the absence of the ~~property and evidence custodian technician~~ PET.

2. Origin

The LAPREL is kept in the Limited Access Property Room so that entries can be made by those persons who have a need to enter.

3. Number of Copies

Only one copy is prepared.

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F. Large Item Storage Area Entry Log

1. Purpose

The Large Item Storage Area Entry Log (LISAEL) is to maintain a listing of all entries into the large item storage area in the absence of the ~~property and evidence custodian technician~~. PET

2. Origin

The LISAEL is kept ~~in room number 225 where the mailboxes and evidence lockers are located~~. inside the weatherproof boxes installed inside the LISA and the Impound Lot.

3. Number of Copies

Only one copy is prepared.

XII. Procedures for Destroying Personal Property

No personal property shall be destroyed until a court order is obtained from a Superior Court Judge. The ~~PEC~~-PET and a Department Supervisor shall verify all forms, related paperwork, and the item of personal property prior to it being destroyed.

XIII. Procedures for Medication Collection Box

The medication collection box is securely mounted to the floor of the lobby in the Police Services Center, and shall remain locked until its use is required.

- A. When a citizen requests to deposit an item (or items) into the collection box, a Records technician will first verify that the item(s) are acceptable. The Records technician will then unlock the box and re-secure it once the item(s) are deposited.
- B. Once per year, an Officer shall be directed to obtain a case number which will be used to track that year's collected medication.
- C. At least once per month, the ~~PEC~~-PET and an Officer will empty the collection box, and the deposited items will be bagged, weighed, and then submitted into the Property Section as Found Property. The item(s) will be marked for destruction.
- D. The ~~PEC~~-PET will periodically transport the collected items for destruction by the GBI Crime Lab.
- E. On a quarterly basis, the ~~PEC~~-PET will compose a report of the total gross weight of items collected from the medication collection box. This information will be included in the Support Services quarterly report, and will also be forwarded to the CVS Pharmacy Corporation.

RESTRICTED LAW ENFORCEMENT DATA

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This policy supersedes any policies previously issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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Appendix A

DALTON POLICE DEPARTMENT PROPERTY RELEASE AUTHORIZATION		
Date of Release	<input type="checkbox"/> Evidence <input type="checkbox"/> Found Property <input type="checkbox"/> Recovered Property	Citation or Case Number
Item Number	Description	

Disposal Instructions:

☐ Destroy ☐ Auction ☐ Return to Owner ☐ Charity
☐ Owner Notified ☐ Other (specify) _____

Print the Name and Address of Person Receiving Property:

NAME _____

ADDRESS _____

OFFICER'S SIGNATURE _____

DATE _____

APPROVING SUPERVISOR SIGNATURE _____

DATE _____

CITY / STATE / ZIP _____

I certify, under penalty of perjury, that I am
the lawful owner/guardian of the above-
described property and that I have taken
possession of the above-described property.

OWNER/GUARDIAN'S SIGNATURE _____

_____/_____/_____
DATE OF BIRTH

_____/_____/_____
SOCIAL SECURITY NUMBER

(_____) _____ - _____
PHONE NUMBER

EPF REL 880904 R0503

RESTRICTED LAW ENFORCEMENT DATA

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Appendix B



DALTON POLICE DEPARTMENT PROPERTY / EVIDENCE RELEASE AUTHORIZATION

Date of Release:

Incident / Citation #

Item# Description

Release Type:

- | | | |
|---|--|--|
| <input type="checkbox"/> Destroy | <input type="checkbox"/> Auction | <input type="checkbox"/> Return to Owner |
| <input type="checkbox"/> Release To Officer | <input type="checkbox"/> Charity | <input type="checkbox"/> Other Agency |
| <input type="checkbox"/> Other (Specify) | <input type="checkbox"/> Wrecker Service | |

Name / Business

Address

City / State / Zip

Phone #

Officer's Signature

Supervisor Signature

Signature

I certify, under penalty of perjury, that I am the lawful owner / guardian of the above items, an authorized designee of the owner / guardian to receive the above items, or an authorized officer / designee of the court authorized to receive these items.

For Property Custodian Use Only

2 of 2

RESTRICTED LAW ENFORCEMENT DATA

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Appendix C

DALTON POLICE DEPARTMENT PROPERTY RECORD/RECEIPT

Page _____ of _____

Offense	Officer Obtaining Property	Receipt/Citation/Case Number	
Where Property was Obtained	Date & Time Property Obtained	APPROVED FOR IMMEDIATE RELEASE	
Beat #			
Name and Mailing of Person from whom Property was obtained	Check One: <input type="checkbox"/> Suspect <input type="checkbox"/> Victim <input type="checkbox"/> Owner <input type="checkbox"/> Finder	Check Proper Box: <input type="checkbox"/> Evidence <input type="checkbox"/> Recovered Property <input type="checkbox"/> Found Property	Retention Type <input type="checkbox"/> Misdemeanor 90 Days <input type="checkbox"/> Felony 1 Year <input type="checkbox"/> Rape Forever <input type="checkbox"/> Homicide Forever <input type="checkbox"/> Sex Crimes w/DNA Forever
Name		Race _____	Sex _____
Address		DOB _____	
City, State, & Zip	Phone No. _____		

PROPERTY itemized, detailed description, including color, size, serial number, etc. Number each item consecutively from number one. If second page of the Property Record is needed, identify the first item described on the second page as item number 6, etc.

Item [] _____	Storage Location _____
_____	Value _____
Item [] _____	_____
_____	Value _____
Item [] _____	_____
_____	Value _____
Item [] _____	_____
_____	Value _____
Item [] _____	_____
_____	Value _____

Comments or additional suspects' names and addresses:

Signature of Employee Completing Report	To be filled in by Property Custodian Date Received _____ Time Received _____ Received By _____
Approving Supervisor Signature EPF PRO 880901 R 1307	

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PROPERTY TRANSFER RECORD

Signature of Person Who Received Item & Destination of Item	Date & Time Property Is Checked Out	Property Custodian Signature	Signature of Person Who Returned Item	Date & Time Property Is Checked In	Property Custodian Signature
Item [] _____					
Item [] _____					
Item [] _____					
Item [] _____					
Item [] _____					
Item [] _____					
Item [] _____					
Item [] _____					

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