

**CITY OF HARTFORD
POLICE DEPT
EVIDENCE AUDIT**

COMPLETED OR ONGOING

UPDATE of COMPLETION

ESTIMATED COMPLETION DATE

Temporary Evidence Lockers

Move property located in temporary lockers to the main property room, crime lab, or dispose of the property if applicable. Ensure the evidence module is updated for each report. This provides the officers space to place any evidence seized in their daily operations.

ompleted 12-12-25

12/12/2024 completed 12/12/24

Provide the evidence manager keys to the temporary lockers for prompt property review and frequent transfer of property. Only the current Chief has access to the temporary lockers which has resulted in the lockers not being effectively managed.

completed

12/12/2024

12/12/2024

Weekly review of evidence placed into temporary lockers by the evidence manager.

on-going weekly

1/21/2025 on going

Conduct training with the department on tagging, packaging, and placement of property into temporary lockers.

12-12-24 Ofc Poole

Obtain one temporary locker large enough to place a longer object like a rifle or a longer item up to five feet in length.

seeking estimates

waiting on estimates

Jan-25

Ensure locks are available for every temporary locker.

done

on going

Video Security

Install a security camera on the main property room entrance.

Property Room Organization

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Obtain two small safes for the main property room: one for narcotics and the other for currency. It is best practice to segregate these items outside of other property items and assign bins in the RMS system that correspond with these locations.

waiting on estimates for safes

Jan / Feb 2025

Purchase larger 8.5 x11 sealable clear property packaging. They are less likely to get lost and easier for the officers to label. Mandate the usage of larger packaging.

Complete property destruction of all property that is no longer needed for court proceedings. Remove all untagged property that is currently in the property room by completing an incident report and property destruction.

Establish a storage system by calendar year for any new evidence placed into agency property in the main property room. This will remove the uncertainty of locations of items when organized by calendar year.

Partner with the MSP to destroy all firearms that are eligible for destruction.

Chief of Police/Evidence Manager

Provide the evidence manager with keys to the temporary lockers for prompt administration of property.

completed

completed

Develop written procedures for the Chief and evidence manager pertaining to the administration of property. These include training all officers on evidence packaging, report review timeframes (7-10 days), temporary locker timeliness, transfer of property, and property destruction.

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Destruction of Property

Complete property destruction several times per year according to any policy the agency adopts. Best practices require at least two individuals when destroying narcotics.

started Nov 2024, working on next step with evidence room handguns

completing next step with prosecutors office 1-21-25

Feb-25

Firearm Destruction

Inventory all firearms in possession by the Hartford Police Department. Determine which firearms can be destroyed. The MSP Fifth District Headquarters will assist with the required regulations to transfer these firearms to the Firearms Unit for destruction.

started Nov 2024

on going

Establish procedures in evidence policy for disposal of firearms on an annual basis.

Feb-25

Policy

Establish a departmental policy for the proper processing, storage, and disposition of evidence and other property. The City of St Joseph has a clear concise policy that could provide a framework for the City of Hartford. MSP has a copy of the policy and can assist in modifying it for the City of Hartford.