
009.00 EXHIBIT, SEIZED OR FOUND PROPERTY MANAGEMENT

009.01 Approved: December 12, 2006

009.02 The police agency is to have a written policy and operational procedure for the care and control of exhibit, seized or found property management.

009.03 The police agency is to maintain a record of all exhibits, seized or found property.

009.04 The police agency is to establish and maintain a property management system written protocol, providing for the control of exhibits, seized or found property, or any other evidentiary property in the possession of the police agency.

009.05 Property management system operational or administrative policy and procedure approved by the police agency is to include and demonstrate:

- (a) police agency property management accountability and process
- (b) location of designated secure storage facilities for exhibits, seized or found property
- (c) police agency property continuity protocols
- (d) measures for the safe and secure handling and storage of property and exhibits
- (e) requirements for compartmentalization or separation of property within secure storage areas
- (f) authorized access for secure exhibit room and/or other secured storage areas
- (g) designated storage facilities or areas for perishable and hazardous materials or substances
- (h) protocol to monitor, record and control property dispositions
- (i) disposal of property protocols

009.06 The police agency is to establish and record an ongoing inventory of all items, exhibits, seized or found property held, and that annual internal review period is not to exceed every 12 months.