

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject PROPERTY MANAGEMENT AND EVIDENCE CONTROL	Policy Number GE-3 Effective Date 04-07-20
Related Information CP-6, <i>Bloodborne Pathogens</i> EA-8, <i>Domestic Violence</i> GC-17, <i>Employee Disciplinary Procedures</i> GJ-5, <i>Crime Scene Management</i> GJ-35, <i>Body-Worn Cameras</i> GJ-36, <i>Use of Digital Recording Devices (Non Body-Worn Cameras)</i> GM-1, <i>Electronic Communications, Data and Voice Mail</i>	Supersedes GE-3 (08-23-17)	

PURPOSE

The purpose of this Office Policy is to establish guidelines for the management, control, and release of found, recovered, seized, and evidentiary property.

Although this Office Policy refers to “employees” throughout, this Office Policy also applies with equal force to all volunteers. Volunteers include, but are not limited to, reserve deputies and posse members.

POLICY

It is the policy of the Office to ensure that all property and evidence seized by employees is properly marked, packaged, documented, secured, and disposed of in accordance with state law and Office Policy. This is to prevent property and evidence from being lost, damaged, or destroyed improperly; and to release property to its rightful owner whenever possible.

DEFINITIONS

Biological Evidence: Any biological material such as hair, tissue, bones, teeth, blood, semen, or other bodily fluids, or evidence items containing biological material (DNA Initiative 2012).

Case Agent: The lead investigator designated for a specific investigation. The case agent is responsible for overall management of the case. This would include delegation of investigative tasks, lead tracking, collection of supplemental reports and other relevant case documentation, verifying all evidence is impounded, packaging the case for prosecution, and assisting the prosecutor with the presentation for the case in court proceedings, and providing a final disposition of property and evidence held in reference to the investigation, at the conclusion of the case.

Chain of Custody: The complete and sequential documentation of all persons having control over an article of physical evidence between the time it is collected and when it is offered into evidence at a judicial proceeding. This documentation consists of the names and serial numbers of all employees assuming control of the evidence, and the dates, times, and places the control is assumed or transferred.

Contraband: An item whose introduction or possession is specifically prohibited within a jail facility. Administrative Contraband: Any item not specifically included in the definition of contraband in Arizona Revised Statutes (ARS) §13-2501, which has nonetheless been prohibited by the Sheriff for possession by inmates, including, but not limited to, money, jewelry, tobacco products, and fire-producing items, or any item not in an

original or usable condition. Administrative contraband, although not considered to be criminal contraband, may in some cases become criminal evidence, if found or recovered in connection with a criminal act, such as an extortion attempt or a drug transaction. Criminal Contraband: Any item specifically defined in ARS §13-2501, such as dangerous weapons or drugs.

Deoxyribonucleic Acid (DNA): A molecule that encodes the genetic instructions used in the development and functioning of all known living organisms and many viruses.

Digital Media: Audio, photo, and/or video recordings.

Dispose: The transfer of property by its return to the owner, sale, conversion or destruction, or by any other means of disposal.

1. Auction: The legal sale of property from which the proceeds shall be paid to a general fund of the jurisdiction.
2. Destruction: The physical demolition of property, rendering it useless.
3. Diversion: The process by which the ownership of abandoned, forfeited, or unclaimed property, that has a useful value to the Office, is legally transferred to the Office.

Employee: A person currently employed by the Office in a classified, unclassified, full-time, part-time, contract, temporary, or probationary status.

Evidence: Material that has probative value intending to prove or disprove a material fact in a criminal or civil case.

Exigent Circumstances: The sum of the conditions and information available in any event which, taken in totality, dictates a need for immediate action.

Found Property: Recovered, lost, surrendered, abandoned or otherwise received property that is non-evidentiary and is turned over to a public agency where the owner may or may not be known. Found property is disposed of if it is not claimed after 30 calendar days.

Known Source: A sample derived from a person or thing to be compared to physical evidence collected at the scene of an incident. A known source sample becomes physical evidence at the time it is obtained.

Packaging: The approved manner in which items with potential evidentiary value are wrapped, bagged, or boxed to be preserved, documented, and labeled.

Pathogen: An agent capable of causing disease in humans.

Physical Evidence: Any substance or material which can be seen and touched, and may be found or recovered in connection with a criminal investigation.

Property: Any items, including currency, that are held for safekeeping, as evidence, found property, or which has been abandoned, unclaimed, or awarded by the court.

Property and Evidence/QueTel System: An electronic system that serves law enforcement for evidence management, property management, processing, and tracking of evidence and property. The Officer Input Module (OIM) is an application within this System.

Property Receipt: A detailed form issued to a person or responsible party for any property taken as evidence, found, or safekeeping by an Office employee in the performance of their official duties.

Qualified Person: Any paramedic, phlebotomist, or other person certified by the State of Arizona to draw blood in a medical capacity.

Right of Refusal: The authority granted to Property Management Division personnel to reject and notify the employee and the supervisor that the property or evidence is improperly packaged or documented and requires corrective action.

Safekeeping: Non-evidentiary property that is placed in the custody of the Office for temporary protection on behalf of the owner and is available for immediate release to the rightful owner. Safekeeping property is disposed of if it is not claimed after 30 calendar days.

Seized Property: Property acquired through involuntary surrender by warrant or a warrantless search. Items taken as evidence should be categorized as both seized and evidence.

Temporary Storage: The period of time between when an item is submitted until the time the item is actually received by the Property Management Division.

Transfer of Custody: The transfer of any article of physical evidence from one person to another, with the receiver assuming responsibility for that evidence while under their control.

Volunteer: A person who performs hours of service for civic, charitable, or humanitarian reasons, without promise, expectation, or receipt of compensation for services rendered. An employee may not volunteer to perform the same, similar, or related duties for the Office that the employee is normally paid to perform.

PROCEDURES

1. **Hours of Operation:** Normal business hours for the Property Management Division are 0700-1600 and the Scientific Analysis Division are 0800-1600, Monday through Friday, with the exception of holidays. Property Management Division Night Drop is accessible after normal business hours, including evenings, weekends, and holidays.
2. **After-Hours Access and Night Drop:**
 - A. After-hours access is any time when the Property Management Division is closed. Only two areas are accessible after-hours, the rear gate and the exterior night-drop door; all other areas shall remain secured at all times.
 - B. All required packaging and manual forms shall be available in the night-drop area of the Property Management Division.
 - C. All evidence, safekeeping, or found property left in the night drop area shall be entered into the Property and Evidence/QueTel System using the night drop deposit location. The Property Management Division has a barcode printer available for use by employees delivering items to the Property Management Division night drop. This printer is identified in the Property and Evidence/QueTel System as "PE_FRONT." All procedures apply to any property left in the night drop area. Failure to complete any task shall result in the item being rejected. The employee responsible for leaving the evidence or property shall return to the Property Management Division during normal business hours to address any issue regarding rejected property.
 - D. Property Management Division personnel shall be responsible for electronically providing the case agent a Transfer Receipt after accepting the items in the night drop by the next business day.

3. Rules:

- A. No unauthorized person shall be allowed access or entry into the Property Management Division Warehouse. In order to maintain the integrity of stored property and/or evidence, employees having official business within the area shall register on the designated sign-in log upon arrival and shall be escorted by Property Management Division personnel for the duration of their official business.
- B. Employees are responsible for properly reporting, documenting, securing, and impounding any property that is being held as evidence, found property, or for safekeeping, which comes into their possession during the course of their regular duties, and prior to the end of the shift in which it was seized or recovered.
 - 1. Only under exigent circumstances, such as the result of an extensive investigation where mass quantities of evidence must be processed and it is not feasible to complete prior to the end of shift, and with prior approval from the respective division commander responsible for the investigation, shall an exception be made to completing the impounding process by the end of shift. However, the property shall be promptly addressed by the end of the following shift.
 - 2. Confiscation of evidence or property for personal use, failure to turn in all evidence or property, or any other willful deviation from this Office Policy may result in disciplinary action, up to and including dismissal from employment, as specified in Office Policy GC-17, *Employee Disciplinary Procedures*.
- C. An IR shall be completed in the Traffic and Criminal Software System (TraCS) for all impounded items, or confiscated items that are disposed of, as specified in this Office Policy.
- D. All items to be impounded shall be impounded under the *Incident Report (IR)* number and shall be entered through the Property and Evidence/QueTel System. Each item shall be given a bar code and tracked until it is released or disposed of.
- E. When property is taken, confiscated, seized, or collected from a **person's possession, other than items which cannot be legally possessed or retrieved**, the individual shall be issued a detailed *Property Receipt*. The *Property Receipt* shall be signed by the individual who had the property confiscated, seized, or collected from. The signed copy of the *Property Receipt* shall be submitted to the Property Management Division. In the event the *Property Receipt* cannot be signed by the individual, the reason shall be documented and the "Signature not obtained" box shall be marked. If an individual or known responsible party from whom the property is taken from is not physically present to receive a copy of the *Property Receipt* or the *Property Receipt* was not provided to the individual, the *Property Receipt* shall be mailed to the address of the individual or their responsible party, if known. The *Property Receipt* is located in TraCS.
 - 1. The *Property Receipt* shall be in English and/or Spanish, and contain instructions on how to retrieve the property.
 - 2. An employee who does not have access to TraCS shall use the *Property 30-Day Notice Form*.
 - 3. A Search Warrant Log can be used in place of a *Property Receipt* for the property that was seized during the execution of a search warrant.
 - 4. A *Property Receipt* is not required to be issued for any DNA samples, blood, or urine.

5. A *Property Receipt* is not required to be issued to an inmate for any contraband items that were found.
6. A *Property Receipt* is not required to be issued for *Civil Process* when executed by the Judicial Enforcement Division.
7. A *Property Receipt* is not required to be issued for **copies** of photographs, documents, e-mails, CD/DVD's, or other digital media/storage drives voluntarily provided during the investigative process. If the individual providing an item possesses only a copy, and not an original, the copy would be considered the original since there is no other version of the item, and a *Property Receipt* shall be issued.
8. A *Property Receipt* is not required to be issued for items that cannot be legally possessed or retrieved, such as, but not limited to, stolen vehicles, illegal drugs, or drug paraphernalia.
9. In the event an employee is unsure whether a *Property Receipt* is required, the employee should provide a receipt to the individual from whom the property was taken, confiscated, seized, or collected.

F. Supervisors are responsible for ensuring that seized property and evidence is entered into the Property and Evidence/QueTel System prior to the end of shift in which it was seized except as noted in this Office Policy with prior approval from the respective division commander responsible for the investigation.

4. Packaging of Seized or Recovered Property and/or Evidence:

A. Each individual item of property and/or evidence shall be packaged separately utilizing Office approved and appropriately sized package containers. Any deviation in package methods that do not meet the Property Management Division and the Scientific Analysis Division standards shall be refused and the employee and their supervisor shall be notified by e-mail that the evidence is improperly packaged or documented and requires correction prior to transport to the Property Management Division for storage.

1. All of the following items are Office approved packaging containers and available through the Sheriff's Office Warehouse Operations.
 - a. Plastic evidence bags;
 - b. Paper evidence bags;
 - c. Biohazard bags;
 - d. Gun boxes;
 - e. Manila envelopes;
 - f. Currency envelopes;
 - g. Cardboard boxes;
 - h. Safety tubes;

- i. Metal hazardous material containers;
 - j. Wire evidence tags; and
 - k. Bio-Guard plastic tubes (for swabs).
 2. Evidence requiring scientific analysis, such as Deoxyribonucleic Acid (DNA) or latent fingerprints, shall be packaged in paper evidence bags or cardboard boxes.
 3. Each photo identification (ID) or other form of identification, such as, Passports and ID cards, shall be packaged separately in a clear plastic evidence bag and placed so it is visible to the Property Management Division.
 4. Cardboard boxes are to be use when preserving DNA, fingerprints, biohazardous items, or the destruction of items. Other uses of cardboard boxes for packaging items shall require the approval of the Property Management Division Commander, or designee.
- B. All packaged or tagged items to be impounded shall be marked for identification and placed in designated areas for retrieval by Property Management Division personnel. All packages shall be sealed, and the employee's initials, serial number, and the date shall be clearly marked on the seal.
- C. Each item shall be entered through the Property and Evidence/QueTel System and assigned its own bar code label that shall be securely attached to the exterior of the packaging container or to the item. The IR number and item number shall be handwritten on the container.
- D. When entering property and/or evidence that shall be delivered to the Property Management Division, the default bar code printer of PE_FRONT shall be selected to have the bar code labels print at the Property Management Division for pickup.
- E. Evidence requiring analysis shall be placed in separate individual containers and submitted to the Property Management Division with the appropriate lab analysis forms filled out electronically, as specified in this Office Policy. Items requiring analysis that are not packaged separately shall require repackaging by the individual requesting the analysis.
- F. All firearms shall be unloaded, packaged, and secured in the appropriate sized cardboard gun box, clear plastic evidence bag, or paper evidence bag. If the firearm is too large, it may be tagged with a wire evidence tag with the bar code label attached to the tag. All ammunition and magazines shall be packaged separately from the firearm.
- G. Cigarette lighters and Vapors/E-cigarettes:
1. Cigarette lighters can be impounded as evidence and must be package separately in a clear plastic property bag.
 2. Cigarette lighters should not be impounded as found or safekeeping property, unless requested by the arresting deputy or the owner.
 3. Vapors/E-cigarettes can be submitted to the Property Management Division. The batteries shall be removed and packaged with the Vapors/E-cigarettes, in a metal hazardous material container.

- H. Bomb Squad personnel shall dispose of all suspected combustible materials including, but not limited to, pyrotechnics, fireworks, gun or smokeless powders, explosives, and dangerous materials.
 1. Suspected combustible or dangerous materials shall be entered into the Property and Evidence/QueTel System with an IR number. The Property Management Division will notify the Bomb Squad if there are explosive items or dangerous materials for disposal.
 2. All explosive items and dangerous materials shall be packaged in a paper or plastic evidence bag, as appropriate for the material being impounded.
 3. Explosive items or dangerous materials shall not be packed in any container such as metal cans, plastic bottles, or glass jars.
- I. All property and/or evidence considered biohazard must be labeled with a red biohazard sticker on the outside of the container holding the property and/or evidence and properly noted in the Property and Evidence/QueTel System.
 1. Any items with dried blood or bodily fluids shall be impounded in a paper evidence bag with at least one biohazard label on the outside along with the barcode label.
 2. If the item smells or must remain wet, the item shall be placed in a red biohazard bag for impounding and a barcode label on the bag. These items are handled with latex gloves and placed in the refrigerator/freezer in the Property Management Warehouse.
- J. Perishable items such as, but not limited to, any food items or items with a limited shelf life shall **not** be submitted to the Property Management Division. Any perishable items that need laboratory testing shall be requested through the Property and Evidence/QueTel System and transported by authorized employees to the Scientific Analysis Division. Perishable items do not include medications which shall be impounded, as specified in this Office Policy.
 1. If any perishable items are found within other items such as, a backpack or a purse, the items shall be removed and disposed of and document in the IR by the employee.
 2. Confiscated perishable alcoholic beverages which are not submitted as evidence; not claimed by the rightful owner; or not converted to the Training Division for alcohol related training purposes; shall be disposed of and documented in an IR.
- L. Property Management Division personnel shall not accept items which are not appropriately packaged, as specified in this Office Policy, unless the items have been pre-approved for acceptance by a Property Management Division supervisor. Any items that are not packaged properly shall result in the items being rejected and the employee receiving an e-mail for corrective action.
- 5. **Processing Digital Photos and Body-Worn Camera Recordings:** All digital photos and digital media, shall be properly stored, documented, and retained for Office use. All digital photos and digital media of an incident taken by employees shall be uploaded to evidence.com or downloaded to a CD/DVD and impounded into the Property and Evidence/Quetel System by the end of shift in which it was created.
 - A. Enforcement activities, such as, but not limited to, traffic stops, impaired driver investigations, or calls for service, shall be recorded using a body-worn camera, as specified in Office Policy GJ-35, *Body-Worn Cameras*. All body-worn camera recordings shall be retained and stored in evidence.com.

- B. Employees are authorized to use Office issued cellular phones to photograph, audio record, or video record investigations and detention activities, as specified in Office Policy GJ-36, *Use of Digital Recordings Devices* (Non body-worn cameras). These activities include, but are not limited to, photographs, interviews, interrogations, surveillance video, and witness recordings.
 - C. Personally owned digital recording devices including, personally owned cellular phones shall not be used to take photographs or digitally record crime scenes or evidence, unless exigent circumstances exist. In the event a personal electronic device is used for evidence recording purposes, the employee shall notify their supervisor. The digital evidence from a personally owned device shall be downloaded to a CD or DVD and impounded as evidence, as specified in this Office Policy. Employees are reminded that digital media evidence taken on a personal electronic device are subject to being impounded for investigative purposes.
 - D. Photographs taken at an autopsy shall be transported by authorized personnel to the Scientific Analysis Division on a CD or DVD along with the *Photographic Film/Digital Media Submission* form to have on file. All requests for autopsy photographs shall be referred to the Maricopa County Office of the Medical Examiner (OME).
 - E. Secondary dissemination is prohibited other than through the Legal Liaison Section (LLS).
 - F. Any copies of a recorded event made for court purposes shall be documented and entered into the Property Management Division as evidence.
6. **Temporary Storage of Seized or Recovered Property and Evidence:** All property and/or evidence impounded by employees shall be held in an approved secure storage location. Employees forwarding such property and/or evidence are responsible for obtaining proper documentation and ensuring the chain of custody is maintained.
- A. The location of lockers and storage rooms must be approved by the division commander and the Property Management Division Commander.
 - B. Employees requiring access to the lockers or storage room shall go to the division commander, or designee. Only the division commander, or designee, shall have access to the lockers or storage rooms.
 - C. In conjunction with the proper submission into the Property and Evidence/QueTel System a log shall be maintained within the division to track all property and evidence temporarily secured in the approved locker or storage room.
 - D. Supervisors shall ensure that employees are properly completing, processing, and packaging the property and/or evidence stored in temporary lockers and storage rooms for the acceptance and transport by the Property Management Division.
 - E. Property Management Division personnel are responsible for acceptance and the transportation of impounded property and/or evidence to the Property Management Division. Property Management Division personnel maintain the authority for right of refusal to reject and notify the employee and their supervisor that the property and/or evidence is improperly packaged or documented and requires correction prior to transport to the Property Management Division for storage.
 - F. All articles of physical evidence shall be entered into the Property Management Division before any type of laboratory testing is requested. Any physical evidence that will be tested at a crime laboratory setting shall be packaged in paper products.

- G. All temporary storage of seized or recovered property and evidence shall be released by the Property Management Division unless exigent circumstances exist. Under exigent circumstance, found or safekeeping property may be released to a member of the public from a location other than the Property Management Division; the reason shall be entered in the Property and Evidence/QueTel System, and the following documentation shall be required for the release.
1. A completed Property Release Authorization form;
 2. Photo identification (ID);
 3. Date and time of the release;
 4. Signature of the person receiving the property; and
 5. Description of the property being released.
7. **Property and Evidence Report:** The Property and Evidence Report is a document that is generated when property and/or evidence is entered into the Property and Evidence/QueTel System. Each entry shall be assigned an IR number or incorporated into an existing IR number. A copy of the Property and Evidence Report shall be printed prior to submitting the report in the Property and Evidence/QueTel System, and attached to the IR and forwarded to the Records and AFIS Division. Failure by an employee to forward the report with the IR, as specified in this Office Policy, shall result in the supervisor making an entry into Blue Team, noting the failure by the employee.
- A. The Property and Evidence Report shall be filled out properly and as complete as possible. Addresses, including zip codes, shall be supplied for ALL victims, owners, next of kin, and suspects. Employees found to be in violation of this Office Policy may be subject to disciplinary action, up to and including dismissal from employment, as specified in Office Policy GC-17, *Employee Disciplinary Procedures*.
- B. Copies of all Property and Evidence Reports can be retrieved through the Property and Evidence/QueTel System after the impounded items have been finalized and received by the Property Management Division, for future reference or as needed.
1. Property entered into the Property and Evidence/QueTel System that has not been finalized, is systematically sent by the Property and Evidence/QueTel System to the “Un-submitted” file, and reviewed by the Property Management Division, Bureau of Internal Oversight (BIO), and the administrative sergeant at each district and division.
 2. When the property entry is not corrected within two weeks by finalizing the entered property, an e-mail is sent by the Property Management Division, to the employee and their supervisor requesting a correction and/or explanation of the un-submitted property.
 3. If there is no response within seven days, the Property Management Division Commander shall send an e-mail to the commander of the district or division, requesting completion and an explanation.
 4. Once the property and/or evidence has been taken off the “Un-submitted” file, a notation in the property history is made indicating that an e-mail was sent for correction and or the e-mail chain of the correction is added to the attachment tab of the item.

- C. A system entry error shall cause the report or individual items to be rejected by the Property Management Division personnel, causing a delay of the processing of property and/or evidence. The employee and the supervisor shall be notified by e-mail to correct the error and resubmit the items.
 - D. Handwritten Property and Evidence Invoices are no longer an acceptable method of entering property and/or evidence into the Property Management Division. If property and/or evidence is checked out for any reason and is on a handwritten property invoice, the property and/or evidence shall be entered into the Property and Evidence/QueTel System upon its return to the Property Management Division. This shall be completed by the employee who checked out the property and/or evidence.
8. **Transfer of Custody of Property and/or Evidence:** It shall be the responsibility of all employees to properly document all transfers of custody of property and/or evidence.
- A. Transferring of custody of all property and/or evidence for any reason shall require the information to be entered through Property and Evidence/QueTel System.
 - B. The information to be recorded in the Property and Evidence/QueTel System shall include:
 - 1. The signature of the person delivering the evidence;
 - 2. The date and time of transfer;
 - 3. The reason for transfer;
 - 4. The destination;
 - 5. The signature of the person receiving the evidence;
 - 6. A description of the evidence;
 - 7. IR number;
 - 8. Where the evidence was collected;
 - 9. Where the evidence was stored;
 - 10. Who was in possession of the evidence and for what purpose;
 - 11. What was done to the evidence (e.g., analysis or re-packaging); and
 - 12. Date and time information.
 - C. Transferring of custody of all evidence requiring laboratory testing shall be requested through the Property and Evidence/QueTel System to the Scientific Analysis Division. Fingerprints and latent prints shall be entered into the Property and Evidence/QueTel System as items of evidence, assigned a bar code label, packaged in a paper evidence bag, and impounded.
9. **Seizure and Impound of Arizona License Plates, Driver Licenses, and Identification (ID) Cards:**
- A. Seizure of License Plates:

1. If at the conclusion of a traffic stop, where the deputy issues a citation for a traffic violation, which includes a violation of Arizona Revised Statutes (ARS) § 28-4139, they shall impound the license plate. A license plates seizure under ARS § 28-4139 cannot occur without the issuance of a citation for violation of ARS § 28-4139. Additionally, the suspended seized plate shall not be left with the violator at the time of citation.
 2. If at the conclusion of a traffic stop, where the deputy issues a citation and writes an IR for a criminal violation, which also includes a violation of ARS § 28-4139 or other such criminal statutes which mandate the impounding of the license plate, they shall impound the license plate. Arizona license plates seized as evidence under a criminal IR shall be impounded and properly documented in the narrative. Examples includes, but are not limited to, license plates seized under ARS § 28-2531 (B).
 3. In addition to the citation, and as applicable an IR, the documentation required for the seizure and impound of the license plate shall also include the *Property Receipt* generated by TraCS and the Property and Evidence Report that is generated by the Property and Evidence/QueTel System.
- B. Seizure and Impound of Arizona Driver Licenses or Identification Cards (IDs):
1. A deputy shall seize and impound all suspended, revoked, or cancelled driver's licenses as evidence only when an individual presents a suspended, revoked, cancelled or otherwise unlawfully displayed a license in a traffic-related situation, lawful stop, detention, or call for service. The driver's license shall be impounded into the Property Management Division as evidence under an IR number and properly documented in the narrative of the IR.
 - a. Traffic violations that require a driver's license to be seized include, but are not limited to, violations of ARS § 28-3473, ARS § 28-3478 and ARS § 28-3482.
 - b. The driver's license shall be impounded as evidence into the Property Management Division as evidence under an IR number and properly documented in the narrative of the IR.
 2. A fictitious or altered driver's license constitutes other crimes under Arizona law, and therefore, with probable cause, seizure for evidentiary purposes is appropriate and a criminal IR with relevant charges shall document such seizure.
 3. In addition to the citation, and the IR, the *Property Receipt* and the Property and Evidence Report are required for the impound of the seized driver's license into the Property Management Division.
- C. Out of State License Plates and Drivers' Licenses: When there are violations of Arizona state law, out of state driver's licenses and license plates should not normally be seized for traffic code violations. The appropriate criminal or civil citation may be issued, the violator shall be advised of the status of the driver's license plate, and that they cannot legally operate a vehicle. The card or other document shall be returned to the violator. A fictitious or altered license constitutes other crimes under Arizona law, and therefore, with probable cause, seizure for evidentiary proposes is still appropriate, and a criminal IR with relevant charges shall document such seizure. The licenses plate and/or driver license shall be impounded.
- D. Deputies shall not normally seize other types of identification during traffic stops or other contacts, unless prior to the item's seizure probable cause exists to indicate the documents are fraudulent, forged, or otherwise illegal. These types of ID include, but are not limited to, passports, school

identification cards, another country's identification cards, Visas, travel documents, birth certificates, and credit or debit cards. If such items are seized, deputies shall impound them as evidence, and provide a *Property Receipt*, as specified in this Office Policy.

- E. Packaging of seized License Plates, Drivers' Licenses and ID Cards: All seized license plates, drivers' licenses, and ID cards shall be packaged separately in a clear plastic bag. Each item shall be entered into the Property and Evidence/QueTel System and properly documented. The exception to packaging these items in clear plastic bags is if drivers' licenses and license plates need to be processed by the Scientific Analysis Division for any purpose. Under these circumstances, the license plates and driver licenses shall be packaged individually in paper evidence bags.
 - F. Exceptions for Seizure and Impounding of Driver's License: The exception to this requirement occurs when driver's licenses are mailed to the Motor Vehicle Division (MVD) as required by the DUI Implied Consent Admin Per Se form, in which case the disposition of the driver's license shall be documented in the narrative and a *Property Receipt* shall be provided to the driver upon seizure of a physical Arizona driver's license. The Admin Per Se drop down option on the *Property Receipt* shall be used only for driver licenses that are mailed to the MVD, as specified in this Section.
10. **Currency:** Currency that requires impoundment into the Property Management Division shall be completed as follows:
- A. If the dollar amount of the currency exceeds \$5,000.00, the currency shall be transported directly to the Property Management Division by the deputy.
 - B. Foreign currency shall be entered into the Property and Evidence/QueTel System using the "FOREIGN CURRENCY" item category and shall be processed and packaged as property, not currency.
 - C. Counterfeit currency shall be entered into the Property and Evidence/QueTel System using the "Counterfeit Currency" item category and shall be packaged in a clear evidence bag. Counterfeit currency shall be mark on the bag with a black marker. A note shall be made in the Note Section of the Property and Evidence/QueTel System stating counterfeit currency.
 - D. All United States currency shall be impounded separately when it is found within another item such as a wallet, purse, or backpack. United States currency shall require the use of an Office currency envelope and a currency report that is generated by the Property and Evidence/QueTel System.
 - E. All United States currency shall be entered into the Property and Evidence/QueTel System using the "CURRENCY" item category. Failure to do so shall result in a currency report not being generated. The item description shall state the total monies being impounded and total number of currency envelopes used in packaging. The bar code shall be attached to the back of the sealed envelope. Failure to complete these steps shall result in the item being rejected by Property Management Division personnel and immediately deleted from the currency report. The item shall have to be resubmitted, delaying the acceptance of any property and/or evidence by the Property Management Division.
 - F. Prior to accepting the currency, Property Management Division personnel, along with a supervisor, shall verify the denomination of bills and coins, as well as the total dollar amount submitted to ensure its accuracy. Once all verifications have been completed, the currency envelope shall be resealed. The seal shall be initialed by the employee and the property custodian for transportation to the Property Management Division. If the count is different than the amount listed on the envelope and the Property and Evidence/QueTel System, the currency shall be rejected by the

Property Management Division personnel and returned to the temporary storage and immediately deleted from the currency report. The currency shall be recounted and resubmitted, delaying the processing of any property and/or evidence by the Property Management Division.

- G. Upon transport to the Property Management Division, the currency envelope shall immediately be placed in the vault located in the Property Management Division Warehouse by two Property Management personnel. An entry shall be made in Property and Evidence/QueTel System using the "Item History" category with the employees' names, serial numbers, and the date when the currency was placed in the vault.
- H. Bio hazardous currency shall be air-dried prior to being submitted into the Property Management Division. Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials, as specified in Office Policy CP-6, *Bloodborne Pathogens*. After drying, each bill shall be individually packaged in a clear plastic bag, with both sides of the bill clearly visible. Contaminated coins shall be packaged similar to paper currency; however several coins may be packaged together as long as the denomination of each coin can be clearly determined. Each individual bag shall be sealed and labeled with a fluorescent orange biohazard label. The packaged currency shall then be placed in the currency envelope. The item shall be noted in the Property and Evidence/QueTel System as being a biohazard. Property Management Division personnel shall then process the currency.
- I. A copy of the currency report shall be printed prior to final submission into the Property and Evidence/QueTel System. The currency report along with the Property and Evidence Report shall be forwarded to the Records and AFIS Division.
- J. Any currency left in the Property Management Division Night Drop area shall require the submitting employee to return to the Property Management Division during normal business hours for processing.

11. Firearms:

- A. Employees shall **NOT** impound a loaded firearm into the Property Management Division.
- B. The following shall be required when impounding firearms into the Property and Evidence/ QueTel System, in addition to any special packaging or handling requirements, as specified in Office Policy GJ-5, *Crime Scene Management*.
 - 1. Employees shall contact the Operations Information Center (OIC) to have the following completed:
 - a. A printout of the inquiry and any resultant match shall be attached to the firearm and the NCIC number entered into the system.
 - b. For all stolen firearms, the Property and Evidence Report shall have the reporting agency, IR number, contact person, and telephone number listed in the item description. If the NCIC printout is not attached to the firearm or the proper information is not included in the item description, this shall result in the item being rejected and not accepted by the Property Management Division, until this information is received and the proper paperwork is attached to the firearm.
 - 2. Employee shall enter all firearms into the Property and Evidence/QueTel System using one of the listed firearms (FA) item categories. These categories are in compliant with the Alcohol, Tobacco, and Firearms (ATF) form. Failure to use these categories shall result in

the ATF form not being created. This shall result in the item being rejected and immediately deleted from the Property and Evidence Report. The item shall be resubmitted using the appropriate FA item category.

- a. Each firearm serial number shall be checked against the NCIC gun files to determine if it is stolen. Any firearm that matches a stolen gun shall be processed as a recovery.
- b. If no record of the firearm is found, each firearm shall be entered into the National Crime Information Center (NCIC), as one of the following to receive a NCIC number which shall be documented on:
 - 1. Found or Recovery;
 - 2. Safekeeping;
 - 3. Seized; or
 - 4. Evidentiary

C. All firearms that are retained because of a domestic violence incident shall be entered into the Property and Evidence/QueTel System using the “DV SAFEKEEPING” option. After the required 72-hour hold, as specified in Office Policy EA-8, *Domestic Violence*, Property Management Division personnel shall make written notification of the pending firearm release to the victim, verifying that no order of protection has been obtained, and contacting the owner when the firearm is available for release.

D. All safekeeping firearms shall be held by the Property Management Division for a total of 180 days. It is the submitting employee’s responsibility to provide the owner with a *Property Receipt* or the *Confiscated Firearms Receipt*, and attach a copy of the *Property Receipt* or the *Confiscated Firearms Receipt* to the firearm for transport to the Property Management Division. The “OWNER” and “RETURN TO” fields shall be properly filled out in the Property and Evidence/QueTel System, in the event Property Management Division personnel need to make contact for any purpose. Failure to complete any of these steps shall result in the item being rejected and not accepted by the Property Management Division until this information has been received and attached to the firearm. After 180 days, Property Management Division personnel shall check the firearm against NCIC stolen files. If the check of the firearm is negative, it shall be returned to the owner or, if the firearm is prohibited from being sold or auctioned under federal and/or state law, it shall be destroyed. Firearms ready to be sold or auctioned shall be handled, as specified in this Office Policy.

E. All found firearms shall be held by the Property Management Division for a total of 180 days. In the event an owner is located during this time, Property Management Division personnel shall check the firearm against NCIC stolen files. If the check is found negative, it shall be returned to the owner. If after 180 days no owner is located, the firearm shall be checked against NCIC stolen files. If the check is found negative, it shall be removed from the NCIC Found or Recovery Gun File and the firearm shall be destroyed if the firearm is prohibited from being sold under federal and/or state law. Firearms ready to be sold or auctioned shall be handled, as specified in this Office Policy.

➤ F. All firearms that are no longer required to be held by the Office and are ready to be sold or auctioned off shall not be transferred for sale or auction, unless approved by the Sheriff.

1. The Property Management Division Commander shall prepare a quarterly report detailing the corresponding IR number, make, model, and serial number of all firearms that are ready to be sold or auctioned. This report shall be forwarded through the chain of command to the Sheriff.
 2. If the Sheriff does not authorize the sale or auction of these firearms, the firearms shall remain in the Property Management Division. Property Management Division personnel shall update the Property and Evidence/QueTel System to indicate the status of the firearm.
 3. If the Sheriff authorizes the sale or auction of these firearms, Property Management Division personnel shall transfer the firearms to be sold or auctioned, as specified in ARS 12-945.B. Property Management Division personnel shall update the Property and Evidence/QueTel System to indicate the status of the firearm.
 4. All firearms seized under racketeer influenced and corrupt organizations (RICO) cases shall adhere to the procedures, as specified in this Office Policy.
- G. All evidentiary firearms shall be test fired for entry into the National Integrated Ballistics Information Network (NIBIN) prior to release. The Firearm Unit of the Scientific Analysis Division shall test fire firearms when a *Scientific Examination* is requested through the Evidence/QueTel System. Found firearms shall be test fired by the Property Management Division prior to release.
- H. Fired cartridge cases or shot shells submitted to the Property Management Division must have a *Request for Scientific Examination* submitted to the Scientific Analysis Division through the Evidence/QueTel System, for the purpose of entering into NIBIN. Those items needing latent print analysis or DNA analysis can have the analysis requested on the same *Request for Scientific Examination*.
- I. Safekeeping firearms shall not be test fired for entry into NIBIN. In the event that a safekeeping firearm needs to be tested for entry into NIBIN, the case agent shall contact the Property Management Division to perform the test.
- J. Office Owned Firearms: All unassigned Office owned firearms shall be stored, managed, and issued by the Property Management Division, as specified in Office Policy GJ-23, *Firearms*.
12. **Collection Procedures of Biological Evidence:** When collecting or handling biological evidence, the employee shall wear personal protective equipment (PPE), as specified in Office Policy CP-6, *Bloodborne Pathogens*. The PPE to be worn includes, but is not limited to, a mask and gloves. The gloves should be change frequently. DNA cellular material is easily deposited on evidence touched and breathed on which could lead to cross contamination and could ultimately result in an employee being asked to give a sample of their DNA for testing. Employees shall:
- A. DNA: Put a minimal amount of distilled water on the swab and swipe the swab over the area or item where DNA is being collected. Do not saturate the swab; one drop is usually more than sufficient. Swipe another dry swab over the same area as before. Place both swabs, swab side up, in a Bio-Guard tube with desiccant and humidifier card or swab box. Allow to air-dry in the tube or box, without the cap on, until completely dry.
 - B. Wet Blood: Take one or two swabs and swipe the wet blood being collected on one side of the swab. Do not over saturate the swab. Place one or both swabs, swab side up, in the Bio-Guard tube with desiccant and humidifier card or swab box. Allow to air-dry in the tube, without the cap on, until completely dry.

- C. Dried Blood:
 - 1. Place a minimal amount of distilled water on the swab and swipe over the dried blood stain, getting as much dried blood on the swab as possible. Place the swab, swab side up, in the Bio-Guard tube with desiccant and humidifier card or swab box. Allow to air-dry in the tube or box, without the cap on, until completely dry.
 - 2. If dried stains are scraped, they shall be placed into an evidence envelope to carry scraped dried stains, secured, and placed in a 9 x12 paper evidence bag.
 - D. Buccal Swab: Take two swabs and vigorously rub the inside of the one or both facial cheeks. Place both swabs, swab side up in a Bio-Guard tube with desiccant and humidifier card or swab box and allow to air-dry before packaging.
 - E. Blood, semen, saliva, or other bodily fluid stains found at a scene or on evidence can be collected using three-inch cotton swabs with or without distilled water. If the stain is dried, the substance on the item can be scraped. Biological evidence shall be processed, as specified in this Office Policy.
 - F. Wet items contaminated with biological evidence should be taken to the Property Management Division Night Drop area and placed into the drying cabinets to be air dried. Once air dried, evidence shall be packaged with butcher paper and placed into a plastic or paper evidence bag and submitted to the Property Management Division. If the biological substance cannot be dried, it should be packaged in a plastic evidence bag and submitted to the Property Management Division to be frozen, as specified in this Office Policy, or the packaging handbook.
13. **Packaging of Biological Evidence:** The IR number and item number shall be written on the exterior side of the biological evidence tube or box. Once the tube has been sealed, initial the tube. Each tube shall be packaged in an Office-approved 9 x 12 inch clear plastic or paper evidence bag. If the swabs are in a swab box and the ends are sealed, place the boxes in an Office-approved 9 x 12 inch paper evidence bag. When filling out the bar code label with all the information, be specific about where the swab was collected from.
14. **Storing Biological Evidence:** Biological evidence, other than whole blood samples, such as blood stains, seminal stains, and bodily tissues collected at the scene of an incident, shall be stored as follows:
- A. Samples of tissue or organs shall be **STORED FROZEN** in a plastic evidence bag with the IR number, date, employee serial number, and the item number documented on the container. The container shall be placed in a cardboard box or paper bag. The bar code label shall be placed on the outside of the cardboard box or paper bag.
 - B. Wet specimens from crime scenes that could not be air dried due to the nature of the item or the case shall be **STORED FROZEN** in a plastic evidence bag with the IR number, date, employee serial number and the item number documented on the plastic evidence bag. The plastic evidence bag shall be placed in a cardboard box or paper bag. The bar code label shall be placed on the outside of the cardboard box or paper bag.
 - C. Dried blood or bodily fluid stains on items of evidence that are not collected using swabs shall be stored in a dry, air-conditioned environment. **DO NOT FREEZE** as frozen stains on the non-porous items become liquid upon thawing and run off the items, which may be harmful to subsequent DNA analysis.
 - D. Sex Crime Evidence Kits shall be **FROZEN** prior to submission to the Property Management Division. All kits are **FROZEN** before and after analysis to maintain consistency. Frozen kits best preserve the DNA evidence.

- E. Teeth, bones, hair, and fingernail clippings or scrapings shall be stored in a dry, air-conditioned environment. **NOT FROZEN.**
 - F. Saliva samples shall be submitted to the Property Management Division and stored in a dry, air-conditioned environment.
15. **Transporting Biological Evidence:** When transporting tubes containing biological evidence, the cap shall be put on, but once back at the district, the cap shall be taken off and allowed to air dry completely in a clean secured location. This could take up to 48 hours or longer if the evidence is kept in the tube. The tube can be placed in a fuming hood, swab dryer, drying cabinet, or a clean location to dry.
16. **Processing and Storing Whole Blood Samples:** Whole blood samples from a known source shall be collected in Ethylene Dinitrilo Tetracetic Acid (EDTA) preservative tubes by a qualified person. The EDTA preservative tubes shall be packaged in Office-approved containers, marked "BIOHAZARD / BLOOD," and maintained in a refrigerator.
17. **Collection, Packaging and Storing Moist Soil or Plant Material:** Moist soil or plant material shall be thoroughly air-dried at room temperature. Dried soil shall be packaged in hard-plastic or leak-proof containers. Plant material shall be in paper, and stored in a dry, air-conditioned environment.
18. **Collection, Packaging and Storing Capsules or Pills:** Capsules or pills shall be counted and documented on both the Property and Evidence Report, and in the IR. When possible, this type of evidence shall be weighed, unless the substance is sealed in tamper-proof containers or packaging. The volume of liquid drugs shall be estimated in metric units.
19. **Requests for Laboratory Examinations:** The investigating employee shall be ultimately responsible for making the necessary requests for laboratory examinations. This does not prevent Scientific Analysis Division personnel from submitting evidence to outside crime laboratories, as specified in this Office Policy.
- A. It is the investigating employee's responsibility to accurately complete a *Request for Scientific Examination* through the Property and Evidence/QueTel System. The appropriate information must be completed to ensure evidence should be chemically processed. If the information completed does not indicate the evidence should be chemically processed, the Scientific Analysis Division will determine the appropriate action for processing the evidence.
 - B. Any evidence which is being submitted directly to the Scientific Analysis Division must have approval from the Scientific Analysis Division Commander, or a Scientific Analysis Division supervisor. If approval is obtained, evidence must first be submitted to the Property Management Division through the Property and Evidence/QueTel System with appropriate documentation, then immediately checked back out and brought to the Scientific Analysis Division. Otherwise all evidence must be submitted to the Property Management Division with appropriate examination requests dispersed to the Scientific Analysis Division.
 - C. Once the Scientific Analysis Division is available to conduct the scientific examination, Scientific Analysis Division personnel will obtain the evidence from the Property Management Division to conduct the examination.
20. **Evidence Submitted to Other Crime Laboratories:** Evidence which is submitted to other crime laboratories shall first be submitted to the Property Management Division with appropriate documentation, then checked back out to submit to the appropriate laboratory, or left at the Property Management Division with appropriate examination request paperwork completed. Evidence shall be forwarded to other crime laboratories according to the following:

- A. Submitting Physical Evidence to an Outside Crime Laboratory: When physical evidence is submitted to a crime laboratory outside of the Office, such as that of the Department of Public Safety (DPS) Laboratory, Property Management Division personnel shall ensure that the name and serial number of the transporting employee, the date and time of transfer, and the name and serial number of the person receiving the evidence is recorded.
 - B. Submitting Biological Evidence to an Outside Crime Laboratory: When submitting biological evidence to an outside laboratory for examination, samples from known sources shall be submitted along with such evidence, when appropriate.
 - C. Evidence submitted to other crime laboratories shall be accompanied by a letter from the requesting employee. The letter shall contain the following:
 - 1. A brief synopsis of the incident.
 - 2. A complete list of the evidence submitted.
 - 3. The types of examinations requested.
 - 4. The name, assignment, and phone number of the employee to whom the Laboratory Analysis Report is to be sent.
 - D. The evidence and accompanying letter may be transported by an authorized employee or submitted by United States Post Office certified mail, return receipt requested. The certified mail return receipt and the signature card should be made part of the original IR and impounded.
 - E. When a Laboratory Analysis Report is received from an outside crime laboratory, the requesting employee shall submit the report to the Records and AFIS Division to be filed with the original IR.
21. **Department of Public Safety (DPS):** Items requiring DPS analysis shall be individually packaged prior to submission to the Property Management Division. DPS will not accept items that are not packaged in this manner. The DPS analysis form shall be completed electronically and submitted to the Property Management Division at MCSO_Property_Evidence@MCSO.maricopa.gov . Forms can be delivered to the Property Management Division with the initial acceptance of the evidence by Property Management Division personnel or sent by interdepartmental mail. Once all paperwork has been received, Property Management Division personnel shall ensure that the evidence meets all DPS packaging requirements, process all needed paperwork, and submit the item to DPS for analysis. The type of evidence that could be for DPS analysis:
- A. Serology;
 - B. Drugs;
 - C. Toxicology;
 - D. Hand writing analysis;
 - E. DNA;
 - F. Unknown Substances;
 - G. Blood Alcohol; and

- H. Trace Analysis.
22. **Safekeeping Property:** All safekeeping property shall be maintained in the Property Management Division for a total of 30 calendar days.
- A. Property submitted as safekeeping shall have the following information included in the Property and Evidence/QueTel System prior to submission:
 - 1. Owners name; and
 - 2. Address and zip code.
 - B. If any of the owner's information is not completed, the property shall be rejected by the Property Management personnel.
 - C. The Property Management Division personnel shall notify the employee by e-mail of the rejection, and document in the Property and Evidence/QueTel System the reason for the rejection.
 - D. Property that is not corrected shall be sent to the "Un-submitted" list in the Property and Evidence/QueTel System, after two weeks an e-mail is sent to the employee and their supervisor for correction.
 - E. All property accepted, shall have a 30-Day Notification form completed, and sent to the owner by the Property Management personnel. An automatic line in the chain of custody is added to the Property and Evidence/QueTel System giving the date, time, and the Property Management Division personnel serial numbers.
 - F. The owner must provide a valid government issued picture ID to claim the property. After 30 calendar days, and the owner has not claimed the property, it shall be disposed of, as specified in this Office Policy.
23. **Found Property:** All found property, with the exception of firearms, shall be maintained in the Property Management Division for a total of 30 calendar days in the event that an owner can be identified. After this time, the property shall be disposed of, as specified in this Office Policy.
24. **Disposal of Property:** All property that is submitted to the Property Management Division for disposal that has not been claimed after 30 calendar days shall be documented in the Property and Evidence/QueTel System. Employees shall use the "Item Transfer" function along with the serial number of the Property Management personnel accepting it. The Property Management personnel shall ensure that the paperwork is in order and that the property is eligible for destruction. Once the property has been verified for destruction by two Property Management Division personnel, it shall be sent to a designated landfill by the Property Management Division.
25. **Evidence for Release:** All evidence scheduled to be released to the rightful owner or scheduled for disposal, after it no longer has any evidentiary value, shall be processed through the Property and Evidence/QueTel System using the "REQUEST" field or Disposition tab. All impounded property will be released by the Property Management Division unless exigent circumstances exist.
- A. Any evidence stored in the Property Management Division prior to the year 2009 shall require a manual release and the completion of the *Maricopa County Sheriff Office Release Authorization* form. A copy of the form can be faxed to the Property Management Division with the original form sent by inter-department mail. Once the form is received by the Property Management Division,

the proper paperwork shall be completed and either the notification shall be sent to the individual or the disposal process shall be completed. Property shall not be released or disposed of until the original document is received.

- B. Property shall not be released until the Property Management Division completes the release procedures specified in this Office Policy.
- C. Under no circumstances shall verbal requests be honored for the release of property to any individual or for the purpose of destruction.
- D. Under exigent circumstance, when property is released from a location other than the Property Management Division, the reason shall be documented in the Property and Evidence/QueTel System.

26. **Evidence for Disposal:** All evidence scheduled to be disposed after it no longer has any evidentiary value shall be processed through the Property and Evidence/QueTel System using the “REQUEST” field or Disposition tab.

- A. Any evidence stored in the Property Management Division prior to the year 2009, shall require a handwritten release and the completion of the *Maricopa County Sheriff Office Release Authorization* Form. A copy of the form can be faxed to the Property Management Division with the original form sent by inter-departmental mail. Once the form is received by the Property Management Division, the proper paperwork shall be completed and the disposal process shall be completed. Property shall not be disposed of until the original document is received.
- B. Evidence shall not be disposed of until the Property Management Division completes the release procedures specified in this Office Policy.
- C. Under no circumstances shall verbal requests be honored for the destruction of evidence.

27. **Evidence Request for Viewing, Court, or Lab Analysis:** All evidence “signed out” shall be reviewed by the Property Management Division every 30 calendar days. The Property Management Division shall notify the employee and their supervisor for the status of the evidence, and will have 14 business days to respond. If a response is not received, the Property Management Division Commander shall send a notification by e-mail to the employee’s and the supervisor’s division commander requesting resolution to the issue. An entry into Blue Team shall be made, noting the failure by the employee.

- A. Law enforcement personnel, Scientific Analysis Division personnel, or case agents who wish to view or sign out any evidence shall complete a “REQUEST” through the Property and Evidence/QueTel System. The request shall clearly state the reason, date, and time that the property shall be required to be made available by Property Management Division personnel. At least 24-hours advance notice shall be required. The law enforcement or Scientific Analysis Division personnel shall verbally notify the Property Management Division personnel at least 24 hours in advance of any requests for property submitted prior to 2009.
- B. Law enforcement personnel, Scientific Analysis Division personnel, or case agents shall sign out all requested evidence prior to it being released by the Property Management Division personnel.
- C. Employees shall not redistribute or release photographic imagery, in any form, to another individual or law enforcement agency, unless written authorization is submitted by the case agent. The LLS of the Administrative Services Division may request digital media upon receipt of a records request.

The LLS shall work with the case agent prior to release of records. Requests shall not be made through the Property Management Division directly.

- D. An employee must be present when the Maricopa County Attorney's Office, or any other person, request to view evidence. The Property Management Division can provide a viewing room for this purpose.
- E. Requests for outside blood analysis shall require the case agent to complete the steps specified in this section. The case agent shall be responsible for the repackaging and resubmitting of the separated evidence through the Property and Evidence/QueTel System. The case agent is required to complete a release request for the outside agency. The release request shall clearly state the name, title, company, and contact information for the person receiving the property. For any outside analysis requests prior to the year 2009, handwritten invoices and release request paperwork shall be completed. Property Management Division personnel shall only release the evidence when all steps have been completed.

28. Inmate or Jail Property Impounded as Found or Safekeeping:

- A. When personal property or clothing belonging to an inmate is found in a jail facility or cannot be accepted by the jail due to size limitations, and is impounded to the Property Management Division for safekeeping, the *Property Receipt* or *Property 30-Day Notice Form* shall be prepared and packaged according to this Office Policy, in addition to entering the property into the Property and Evidence/QueTel System.
- B. If the inmate is no longer in Office custody, copies of the *Property Receipt* or *Property 30-Day Notice Form* and the Property and Evidence Report shall be brought to the Property Management Division with delivery of the property. If the *Property Receipt* or *Property 30-Day Notice Form* is not included with the property, the items shall be rejected and delay the processing of any property. The Property Management Division shall ensure that a copy of the *Property Receipt* or *Property 30-Day Notice Form* is mailed to the inmate's address of record.
- C. If the inmate is in Office custody, the *Property Receipt* or *Property 30-Day Notice Form* shall be signed by the inmate and attached to the property, in addition to the Property and Evidence Report. A copy of the signed *Property Receipt* or *Property 30-Day Notice Form* shall be given to the inmate. The inmate shall be informed that the property shall be held for 30 calendar days and failure to retrieve or release the items within 30 calendar days shall result in the items being disposed of, as specified in this Office Policy. If the *Property Receipt* or *Property 30-Day Notice Form* is not included with the property, the items shall be rejected, thus delaying the processing of any property.
- D. Property shall be entered using a deposit location established for the jail facility delivering the property to the Property Management Division. An IR is required for entry into the Property and Evidence/QueTel System. The inmate's booking number shall be entered into the brief narrative. Failure to do this shall result in the items being rejected, and delaying the processing of any property.
- E. If a prisoner is booked into the jail with excessive personal property that was not accepted by detention personnel, it becomes the responsibility of the transporting personnel to impound the property. Prisoner personal property left at an approved secured storage room for transport shall require the *Property Receipt* or *Property 30-Day Notice Form*.

- F. All inmate safekeeping and found property shall be maintained in the Property Management Division for a total of 30 calendar days. After this time, the property shall be scheduled for disposal, as specified in this Office Policy.

29. **Release of Safekeeping Property:**

- A. In order for property to be released to the owner, the owner must provide a valid government issued picture ID.
 - 1. If the owner's ID card is contained in the property to be released, it may be used as identification to release the property to the owner.
 - 2. Inmate color-coded ID bracelets do **not** constitute a proper form of identification.
- B. If the owner is unable to retrieve their own property, they must provide a notarized power of attorney to a designated person that can retrieve the property. The recipient must provide a valid government issued picture ID along with the power of attorney to the Property Management Division during regular business hours. An exception can be made if the nearest relative listed in Jail Management System (JMS) comes to retrieve the property and they have the *Property Receipt* or the *Property 30-Day Notice Form* provided to the inmate.

- 30. **Training:** The Property Management Division and the Training Division shall be responsible for providing training for all sworn and detention personnel on the seizing, packaging, securing, disposal, and return of property.