

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 12/18/2018	<b>Supersedes Policy Dated:</b> 09/28/2017	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>305.1</b>
<b>Accreditation Index:</b> 83.2.1, 83.3.2, 84.1.1, 84.1.2, 84.1.3, 84.1.4, 84.1.5, 84.1.6			
<b>Part Title:</b> Support Services		<b>Chapter Title:</b> Property Management	
<b>Chief of Police:</b>			

## Property

### I Policy

The Springfield Police Department will ensure that property in its possession is properly received and recorded, securely stored, and proper disposition made according to law. Employees shall place all property under the control of the Property and Evidence Unit prior to the end of their tour of duty, with the exception of mass quantities of evidence related to a major case incident.

### II Definitions

### III Procedure

#### 1 SUBMISSION OF PROPERTY

- 1.1 Officers shall document all property seizures in an RMS report including the circumstances of the seizure and a listing of each article of property seized. (CALEA 84.1.1(c))
- 1.2 Officers who collect in-custody property or evidentiary property are solely responsible for transferring the property to the Property and Evidence Unit, which should be done as soon as possible following the completion of the call or investigation. In all cases, in-custody and evidentiary property shall be submitted to the Property and Evidence Unit prior to the end of the officer's tour of duty. (CALEA 83.2.1, 84.1.1(a) & 84.1.1(b))
  - 1.2.1 With the approval of the Persons Section Commander, officers assigned to the Homicide Response Team may log and package evidence the next work day. In such cases, the Persons Section Commander shall ensure the following is done.

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- 1.2.1(a) Evidence or property must be secured in locked lockers in the Property Room prior to the end of the officer's tour of duty. (CALEA 84.1.1(b))
  - 1.2.1(b) The submitting officer shall clearly mark the locker(s) as containing evidence from a homicide.
  - 1.2.1(c) The Property and Evidence Unit Supervisor shall be notified by e-mail that property/evidence has been stored in the locker(s) and will be properly logged and packaged the following work day.
- 1.3 All property submitted shall be secured in a locker of appropriate size and the location documented in the RMS report. (CALEA 84.1.2 & 84.1.3)
- 1.3.1 If an article is too large to place in an available locker and no Property and Evidence Unit personnel are available, the on-call person for the Property and Evidence Unit shall be contacted, regardless of the time.
  - 1.3.2 Non-motorized bicycles and scooters without a vehicle identification number (VIN) shall be secured with a chain/padlock in the bicycle rack located in the compound at Headquarters.
- 1.4 The following articles will not be accepted for storage in the Property and Evidence Unit.
- 1.4.1 Motor Vehicles (any device with a motor and a vehicle identification number (VIN) that can transport a person) are to be stored by the City's contractual towing company.
  - 1.4.2 Street signs, signals, barricades, and other large articles belonging to city, county, or state are to be deposited at the City Sign Shop. After 1700 hours, they may be taken to the City Service Center.
  - 1.4.3 Containers that have no evidentiary value are to be left with the owners. Any evidence should be removed from the container and submitted as required. This includes coolers containing alcohol and pots containing dirt/plants.
  - 1.4.4 Explosives or suspected explosives will be turned over to the Fire Department. Items such as gas cans, open chemical containers, propane tanks, etc. are to be submitted to the arson container at the South District Station.
    - 1.4.4(a) Exception: When a summons is issued for a fireworks violation, one sample (placed in a clear plastic bag) may be submitted to the Property Room as evidence.
  - 1.4.5 Animals possessed by persons at the time of arrest will be released to a responsible person at the scene. If not possible, Animal Control will be called to take possession of the animal. If Animal Control is called, the arresting officer shall do the following:
    - 1.4.5(a) Advise the impounder not to destroy the animal while its owner is in custody;
    - 1.4.5(b) Notify the owner of the location of the animal;
    - 1.4.5(c) Document such notifications in their RMS report.
  - 1.4.6 Found articles that appear to be discarded and of no obvious value shall be marked "Found Article-For Destruction".

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- 1.5 Documents should be submitted according to the guidelines below.
    - 1.5.1 The following documents will be considered evidence in all cases and shall be logged into the Property Room.
      - 1.5.1(a) Written Statements;
      - 1.5.1(b) Rights Waivers;
      - 1.5.1(c) Consent to Search Forms;
      - 1.5.1(d) Search Warrants;
      - 1.5.1(e) Original Photographic Line-ups;
      - 1.5.1(f) Original notes written by a victim or suspect such as in suicides, robberies, etc.;
      - 1.5.1(g) Any document that may need lab analysis (e.g. DNA, fingerprints, etc.).
    - 1.5.2 The following documents should be submitted to the Records Section as an attachment.
      - 1.5.2(a) 96-hour forms;
      - 1.5.2(b) Voided tickets;
      - 1.5.2(c) Copies of photos from surveillance videos;
      - 1.5.2(d) Copies of receipts or checks;
      - 1.5.2(e) Loss prevention reports from department stores;
      - 1.5.2(f) Lists of property stolen, and
      - 1.5.2(g) Any other document not listed in Section 1.5.1 above.
    - 1.5.3 All documents in homicide cases will be allowed for submission into the Property Room.
    - 1.5.4 Prior to submission, documents to be logged into the Property Room shall be copied and the copies placed in Records.
    - 1.5.5 Upon Notice of Disposition from the prosecutor's office, all related documents that were logged as evidence will be disposed of according to policy, unless the investigating officer transfers the original documents from the Property Room to the Records Section for retention.
  - 1.6 Department TASER cartridges or leads that have been used by officers shall be logged into the Property Room. Refer to SOG 304.5 – Training, Proficiency, and Use of Weapons for packaging and placement procedures.
- 2 PACKAGING/MARKING PROPERTY (CALEA 83.2.1 & 84.1.1(d))**
- 2.1 A bar code shall be applied to each package of property. If the property has evidentiary value, evidence tape shall be applied to the packaging of the item and the logging officer shall mark the tape with the date and their initials. The record for each property item shall indicate the exact location of the item. (CALEA 83.3.2(b))
  - 2.2 Articles shall be enclosed in a container to preserve their condition whenever possible. (CALEA 83.3.2(b))

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- 2.2.1 FILM – Package in film canister and place a bar code label on the canister. No additional packaging necessary.
- 2.2.2 CHECKS – Package in a plastic bag or business-size envelope. If wet, use a business-size envelope. Place the bar code label on the plastic bag or envelope.
- 2.2.3 MONEY – Package in an envelope specifically marked for the storage of money (available in receiving area of Property Room). Record the number of each denomination contained in the envelope. Place a bar code label on envelope.
- 2.2.4 TAPES – Tapes are to be packaged individually: micro-cassettes packaged in 2 ½” x 4 ½” manila envelopes, videotapes packaged in video sleeve with a bar code label on each package.
- 2.2.5 DRUGS – Package in a heat-sealed plastic bag no smaller than 3.5” x 6” and place a bar code label on each package.
  - 2.2.5(a) If the controlled substance is in pill form the pills should be divided into groups with the same or similar characteristics/markings.
  - 2.2.5(b) One pill from each group should be packaged separately. The remaining pills from each group should be packaged together according to their respective characteristics.
- 2.2.6 GUNS – Firearms must be made safe before submission into the Property Room. All ammunition and casings must be removed from guns.
  - 2.2.6(a) Package handguns in boxes specifically designed for gun storage (available in receiving area of Property Room).
  - 2.2.6(b) Long guns should be placed in long gun boxes provided in the processing area.
  - 2.2.6(c) Initial the weapons cleared sticker.
- 2.2.7 ALCOHOL
  - 2.2.7(a) Open containers can be submitted with the bar code label on the container. Excess liquid should be poured out by the officer after a sample vial has been taken. The sample vial should have a separate bar code and be placed in a plastic bag no smaller than 3.5” x 6”. The evidence tape should be placed on the plastic and initialed/dated by the officer.
  - 2.2.7(b) For unopened containers that are clearly labeled as an alcoholic beverage (must still be sealed), an officer can simply place a bar code and evidence tape on the container and submit it in its unopened state. If several containers are seized, only one is needed for evidence. Excess containers of liquor shall have a bar code label affixed to the container and marked “Disposal Approved” on the property classification.
- 2.2.8 BLOOD/URINE – Vials containing blood or urine shall be packaged in MSHP provided kits. Directions on the kits should be followed.
  - 2.2.8(a) If no kits are available, blood vials should be packaged in plastic tubes provided in the property receiving area and placed in a 3.5” x 6” manila envelope. Place bar code label, evidence tape, and a biohazard sticker on

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the envelope. No other packaging is necessary. Blood vials should be put in the refrigerator.

- 2.2.8(b) If no kits are available, urine containers should be half full and placed in a biohazard bag with the bar code label and evidence tape placed on the bag. Urine should be put in the freezer.
  - 2.2.9 COMPACT DISCS – Bar code on the CD case. Use a fine tip permanent marker to put the case number on the label side of the CD.
  - 2.2.10 MEDIA CARDS or similar digital image storage media from digital cameras – Complete a Media Card (SPD Form # 08-SP-0577) and place it along with the digital image storage media in a 3” x 6” envelope. Place the envelope into the locked Media Card box.
  - 2.2.11 LICENSE PLATES – Only license plates that are evidence or are to be released to the owner should be logged into the Property Room. The bar code should be placed directly on the license plate. All other license plates are to be turned into the MULES operator at Police Headquarters.
  - 2.2.12 LATENT PRINT CARDS – All cards for one case will be placed in a pre-printed, 9” X 12” Latent Print Card Submission envelope and logged as evidence.
  - 2.3 Articles shall be packaged in a manner to prevent injury of personnel who must handle and preserve evidentiary value.
    - 2.3.1 Sharp objects shall be covered or packaged in cardboard.
    - 2.3.2 Any possible biohazards shall be packaged in biohazard bags or packages marked with biohazard stickers.
    - 2.3.3 Exposed or used syringes shall be placed in syringe containers.
    - 2.3.4 Wet or bloody articles shall be secured in drying lockers. Property tags are to be clipped to the door of the locker.
      - 2.3.4(a) Property placed in drying lockers will be packaged and logged by the original submitting officer as soon as possible after items have dried.
      - 2.3.4(b) Officers shall check all items they placed in the drying lockers prior to the end of their shift to determine if the items can be packaged. Officers shall contact Property and Evidence Unit personnel during their next duty shift to package the items that were placed in the drying lockers after the items have dried.
      - 2.3.4(c) If the drying lockers are needed or if the submitting officer is AWL or otherwise on leave, the follow-up investigator will remove the property from the drying lockers and ensure it is properly packaged and submitted.
    - 2.3.5 Guns shall be unloaded and secured in a locker of appropriate size.
  - 2.4 Evidence which cannot be packaged shall be submitted in a manner that will not jeopardize evidentiary value.
- 3 STORAGE/SECURITY (CALEA 84.1.2)
- 3.1 Property and Evidence Unit employees will ensure all articles are logged into the computerized record system daily. (CALEA 84.1.1(b))

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- 3.2 Keys to the property facilities will be issued to Police Service Representatives and Shift Leader directly assigned to the Property and Evidence Unit and the Police Services Administrator. No other personnel will have access to the Property and Evidence Unit storage areas.
- 3.3 Drugs will be stored in the drug room, which is a locked area within the property facility. A log detailing entry into this room will be maintained by Property and Evidence Unit personnel. (CALEA 84.1.1(e))
- 3.4 Cash and expensive articles of jewelry will be maintained in a safe at Police Headquarters. Entry into the safe will be logged. (CALEA 84.1.1(e))
- 3.5 Guns will be stored in the room designated for storage of weapons. (CALEA 84.1.1(e))
- 3.6 Bicycles will be stored at an off-site storage facility.
- 3.7 Large articles that will not go into a property bin are to be stored in an area designated by the property section.
- 3.8 All other articles will be stored in a numbered bin in the property facility.
- 3.9 Articles that require refrigeration shall be placed in a locked box within a refrigerator in the property receiving area. After the box is locked, the key shall be placed in a secured property receiving slot.

## **4 INSPECTIONS AND REPORTS**

- 4.1 The Police Services Administrator and the Police Services Shift Leader directly assigned to the Property and Evidence Unit will conduct a semi-annual inspection to determine adherence to procedures used for the control of property and evidence. (CALEA 84.1.6(a))
- 4.2 An audit of property and evidence shall be completed whenever the Police Services Shift Leader directly assigned to the Property and Evidence Unit is transferred or discontinues employment with the City of Springfield. (CALEA 84.1.6(b))
  - 4.2.1 The audit will be conducted jointly by the new Police Services Shift Leader directly assigned to the Property and Evidence Unit and a designee of the Chief of Police.
  - 4.2.2 The audit shall include both general property and high risk property/evidence (e.g. money, precious metals, jewelry, firearms, and drugs).
    - 4.2.2(a) The audit of general property/evidence should be sufficient to ensure the integrity of the system and accountability of property.
    - 4.2.2(b) The audit of high risk property/evidence shall be conducted according to the sample size table in Attachment 1.
      - 4.2.2(b.1) An error rate that exceeds four percent will require a full inventory of high risk items.
- 4.3 The Inspections and Internal Affairs Unit shall conduct an annual audit of property and evidence. (CALEA 84.1.6(c))
  - 4.3.1 The annual audit shall be conducted according to the sample size guidelines in Attachment 2.

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- 4.4 The Chief of Police shall direct the Inspections and Internal Affairs Unit Supervisor to conduct other unannounced inspections of all property and evidence storage areas at least once per calendar year. (CALEA 84.1.6(d))
- 4.5 The records system utilized by the Property and Evidence Unit shall reflect the status for all property and evidence held by the department and shall include, at a minimum: (CALEA 84.1.5)
  - 4.5.1 The specific location or bin number where the property/evidence is located;
  - 4.5.2 Date and time the property/evidence was received and released;
  - 4.5.3 Character or description of property/evidence;
  - 4.5.4 Amount of property/evidence on hand;
  - 4.5.5 Chain of custody from the time property/evidence was stored until destruction or other final disposition.
- 5 EVIDENCE TRANSFER (CALEA 84.1.1(g))
  - 5.1 Property and Evidence Unit personnel will record all transfers of evidence in the computerized records system. The documentation shall include date and time of transfer, receiving person's name, location of transfer outside the department (e.g. lab, court, ID, etc.), reason for transfer, and any examinations desired. (CALEA 83.3.2(a))
  - 5.2 Transfers to Department Personnel
    - 5.2.1 Department personnel shall notify the Property and Evidence Unit when evidence is needed for review or court purposes.
    - 5.2.2 All property checked out for court must be returned at the end of the day unless kept by the court as evidence.
    - 5.2.3 Officers are required to produce a copy of the subpoena when checking out drugs for court.
    - 5.2.4 Drugs checked out for other purposes will require a written request (e.g. an IDC, email, or RMS task) approved by the requesting officer's supervisor specifically stating the reason for removal.
  - 5.3 Transfers to the Investigative Services Unit
    - 5.3.1 Photographs – Photo requests should be made by submitting a task through the Records Management System to the Investigative Services Unit.
  - 5.4 Transfers to the Missouri State Highway Patrol Crime Lab (CALEA 83.2.7(d) & 83.3.2(a))
    - 5.4.1 Property and Evidence Unit personnel shall transfer articles to the Highway Patrol Lab on a weekly basis. The date and time of transfer will be coordinated with Highway Patrol staff.
      - 5.4.1(a) Property and Evidence Unit personnel will make a printout of the articles being transferred. This printout will accompany the articles transferred. (CALEA 83.3.2(c) & 83.3.2(d))
      - 5.4.1(b) The articles will be placed in a carrying bag for transport.

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- 5.4.1(c) MSHP personnel will transfer evidence back to the Property and Evidence Unit. SPD personnel will sign the MSHP property transfer sheets and verify against articles received. (CALEA 83.3.2(d))
- 5.4.1(d) MSHP will submit results via written notification. (CALEA 83.3.2(e))
- 5.4.2 Alcohol/Drug Paraphernalia - Chemical analysis requests required for Municipal cases will be made via trial notification from the Municipal Prosecutor's Office. A representative of the prosecutor's office will complete the MSHP Laboratory Analysis Request form.
- 5.4.3 Blood - Requests for blood alcohol content testing should be made at the time of evidence submission via a MSHP Lab Analysis Request form completed by the investigating officer. (CALEA 83.3.2(c))
- 5.4.4 Drug Chemistry, DNA Analysis, Blood/Semen Detection, Toxicology, Firearm/Toolmark Examination, and Trace Evidence Analysis – Requests for this type of analytical work will be made by the follow-up investigator via completion of a MSHP Lab Analysis Request form submitted to the Property and Evidence Unit. (CALEA 83.3.2(c))
- 5.5 Transfers to the Prosecutor's Office
  - 5.5.1 Evidence may be requested by the prosecutor's office for review purposes or when needed for court. Upon notification, the Property and Evidence Unit will coordinate with the prosecutor's office for the transfer of such property.
- 6 REVIEW AND RETENTION OF PROPERTY (CALEA 84.1.1(g))
  - 6.1 Motor Vehicle Crashes - Property will be destroyed after one year unless a written request is received to hold it.
  - 6.2 3rd Degree Assault - Property received as evidence will be held until a disposition is received from court. The Property and Evidence Unit personnel will be responsible for monitoring court dispositions and making appropriate disposition on property when the case is complete.
  - 6.3 Non-Criminal Incidents - Property and Evidence Unit personnel will make disposition after 90 days unless written request is received to hold the property.
  - 6.4 Municipal Case - When a case has been referred to Municipal Court, Property and Evidence Unit personnel will be responsible for monitoring court dispositions and making appropriate disposition of property when the case is completed.
  - 6.5 Cases Assigned for Follow-up Investigation – Disposal of related property must be authorized by the follow-up investigator, regardless of the current case status (active, suspended, cleared, etc.).
    - 6.5.1 Evidence related to cases where charges have been filed will be held until a disposition is received from the court. Upon notice of disposition, Records personnel will send a task to the follow-up investigator in the RMS.
    - 6.5.2 In absence of the follow-up investigator, the appropriate CID sergeant may grant disposal authorization.



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- 6.5.3 Evidence held on cases where no charges have been filed will be retained until the statute of limitations for that crime has been met per RSMO 556.036. This includes cases cleared by exception due to lack of victim cooperation, declined by the prosecutor, active, and suspended cases.
    - 6.5.3(a) Property and Evidence Unit personnel will review the follow-up investigator/CID sergeant's disposal authorization to ensure it complies with Section 6.5.3.
    - 6.5.3(b) Sexual assault kits shall not be destroyed without the approval of the Chief of Police.<sup>1</sup>
  - 6.6 All Other Unassigned Cases – After 90 days, Property and Evidence Unit personnel will periodically review related property on an as needed basis and forward case information to the appropriate CID sergeant to make a disposition decision.
- 7 DISPOSITION OF PROPERTY (CALEA 84.1.1(g))
- 7.1 Property and Evidence Unit personnel shall attempt to identify the owner or custodian of property and notify them of its location and status. (CALEA 84.1.1(f))
  - 7.2 Found property can be released to the owner upon claiming or to the finder after 60 days if it is not claimed by the owner.
  - 7.3 Disposition Release - After court disposition is made and the follow-up investigator notified, property personnel will notify the owner by mail.
    - 7.3.1 When a follow-up investigator receives disposition of a case from court, they shall make the appropriate notations in the computerized property listing and notify property personnel via RMS tasking of the disposition for the property associated with that case.
    - 7.3.2 No employee of the Springfield Police Department or any member of their immediate family will receive any piece of property for personal use upon its final disposition (unless they were the original owner of the property.)
  - 7.4 Disposal – Certain property/evidence require special authorization for disposal.
    - 7.4.1 Disposal of alcohol, drugs, and guns shall be pursuant to a court order.
      - 7.4.1(a) Alcohol – The Property and Evidence Unit will submit a list of alcohol due for disposal to the appropriate court and request a court order to destroy the alcohol.
      - 7.4.1(b) Drugs – The Property and Evidence Unit will submit a list of drugs due for disposal to the appropriate court and request a court order to dispose of the drugs.
        - 7.4.1(b.1) Drugs will be destroyed or converted to Department use as training aids for the Police Service Dog Unit.
      - 7.4.1(c) Guns – The Property and Evidence Unit will submit a list of guns due for disposal to the appropriate court and request a court order to dispose of the guns.

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<sup>1</sup> Section 6.5.3(b) added, per Policy Change Order 18-039.

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- 7.4.1(c.1) Guns can be destroyed, sold, or converted to department use as determined by the appropriate court.
    - 7.4.1(c.2) Guns may also be donated/released to the MSHP Lab, Firearm Reference Collection upon approval of the Chief of Police.
  - 7.4.2 Sexual assault kits shall not be destroyed without the approval of the Chief of Police.<sup>2</sup>
- 7.5 Auction – Unclaimed property can be auctioned by the department. Property and Evidence Unit personnel will coordinate with the City Purchasing Department to conduct the auction.
  - 7.5.1 Unclaimed Property Auction
    - 7.5.1(a) Articles valued at \$25 or more are auctioned.
    - 7.5.1(b) Articles valued at less than \$25 may be destroyed or put with other articles to equal a total value of \$25 and auctioned together as a lot.
    - 7.5.1(c) Per written agreement, unsold articles will be disposed of by the auction company.
  - 7.5.2 Gun Auction:
    - 7.5.2(a) Guns will not be included in the Unclaimed Property Auction.
    - 7.5.2(b) Guns will only be sold to authorized gun dealers.
- 7.6 Converted Use (CALEA 84.1.4)
  - 7.6.1 Articles that have been identified as available for sale in the Unclaimed Property Auction can be converted to Department use or donated to other organizations as deemed appropriate by the Chief of Police, but only after all Purchasing and/or State law requirements have been met.
    - 7.6.1(a) Department employees can request articles by submitting an IDC through their chain of command stating the purpose that the article will be used for.
    - 7.6.1(b) The request must be approved by the appropriate Bureau Commander.
    - 7.6.1(c) Once converted, articles will be added to the department inventory and be subject to the same accounting measures as items purchased by the department. Refer to SOG 304.4 – Agency Owned Property.
      - 7.6.1(c.1) Converted articles issued to a specific employee will be added to the employee’s personal inventory report and must be accounted for upon request or exit from the department.
  - 7.6.2 Weapons that have been identified as available for sale in the Gun Auction can be converted to Department use for training purposes or to be used for parts at the range, but only after all Purchasing and/or State law requirements have been met.
    - 7.6.2(a) Department employees can request weapons by submitting an IDC through their chain of command stating the purpose that the weapon will be used for.

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<sup>2</sup> Section 7.4.2 added, per Policy Change Order 18-039.

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- 7.6.2(b) The request must be approved by the appropriate Bureau Commander and the Chief of Police.
- 7.6.2(c) If approved, the weapon will be added to the department inventory and be subject to the same accounting measures as weapons purchased by the department. Refer to SOG 304.4 – Agency Owned Property.
  - 7.6.2(c.1) If issued to a specific employee, the weapon will be added to the employee’s personal inventory report and must be accounted for upon request or exit from the department.
- 7.6.2(d) The weapon will continue to be tracked in the Property and Evidence Unit’s tracking system.
- 7.6.2(e) When the weapon is turned back in to the Property and Evidence Unit, the appropriate entry will be made in the tracking system and the weapon will be destroyed or sold in the gun auction.
- 7.6.2(f) If used for parts, the weapon’s use and destruction must be documented and that documentation provided to the Property and Evidence Unit supervisor. At that time, an entry will be made in the property tracking system to show the item was destroyed.
- 7.6.3 Controlled substances can be converted to Department use for training purposes by the Police Service Dog Unit, but only after all court and/or State law requirements have been met. (CALEA 84.1.4)
  - 7.6.3(a) The Police Service Dog Training Program Coordinator can request controlled substances by submitting an IDC through their chain of command.
  - 7.6.3(b) The request must be approved by the Uniform Operations Bureau Commander and the Chief of Police.
  - 7.6.3(c) If approved, the controlled substance will be added to the Police Service Dog Unit drug training aid inventory and subject to control procedures as outlined in SOG 401.5 – Police Service Dogs.
  - 7.6.3(d) The controlled substance will continue to be tracked in the Property and Evidence Unit’s tracking system.
- 7.6.4 Explosives and ammunition will not be converted to department use; they will be destroyed and documented in the property tracking system. (CALEA 84.1.4)
- 7.6.5 Any item converted for department use must be available for inspections during yearly audits and inspection of the Property and Evidence Unit.

## **IV Attachments**

- 1 Sample Size Table, Evidence Custodian Change Audits
- 2 Sample Size Determination for Annual Property and Evidence Audits

## APPENDIX I

### SAMPLE SIZE TABLE EVIDENCE CUSTODIAN CHANGE AUDITS

The below table has been developed as a tool for use by agencies when determining the appropriate sample size for conducting audits of high risk property as required by *Standard 84.1.6 (b) – Evidence Audits*. This table only applies to high risk property and only for those circumstances when there is a change in evidence custodian. The sample sizes in this table have been calculated based on a 95 percent confidence level and a confidence interval of +/- 3 percent.

When using this table, agencies should determine the total amount of high risk property they currently possess and find that number under “Pieces of High Risk Evidence/Property”. The corresponding “Required Sample Size” should be applied when conducting the respective audit. If the exact number for “Pieces of High Risk Evidence/Property” is not listed, the next higher number should be used.

If an error rate of more than 4 percent is discovered when conducting the audit, a complete inventory of the high risk property must be performed. However, agencies should consider a complete inventory when other factors suggest it is necessary.

Pieces of High Risk Evidence/Property	Required Sample Size
100	92
250	203
500	341
1000	516
1500	624
2000	696
2500	748
3000	787
3500	818
4000	843
4500	863
5000	880
5500	894
6000	906
6500	917
7000	926
7500	934
8000	942
8500	948
9000	959
10000	964
15000	996
20000	1013
25000	1023
50000	1045
100000	1056

## **Appendix K**

### Sample Size Determination for Annual Property and Evidence Audits

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The purpose of the annual audit is to ensure the continuity of custody and not to require the accounting of every single item of property, unless the total number of items in custody is small. Agencies should draw a representative sample of property and evidence that is sufficiently large to establish confidence that proper procedures and systems are being followed. Minimum sample sizes should be as follows:

- If the agency has 100 or fewer items in custody, then the status of all items should be reviewed.
- If the agency has 101 or more items in custody, then a sample of 100 items should be selected for the annual audit according to these criteria –
  - If the agency has 100 or more high risk items, then the annual audit should review a representative sample of 100 high risk items.
  - If the agency has fewer than 100 high risk items, then the annual audit should review all the high risk items, plus a representative sample of other items to bring the total reviewed to 100.

It is recognized that some agencies have thousands, even tens of thousands of items of property and evidence in custody. While the annual audit may review a small percentage of items in custody, it should be recognized that it is only one of several actions that are necessary to maintain control and accountability. Other actions include both semi-annual and unannounced annual inspections and an in-depth audit whenever there is a change-over in property and evidence custodian.