

## TRAINING TASK: PROPERTY

### TASK # 18

#### Purpose

To learn how to submit property and evidence.

#### Preceding Task:

None

#### I. Statute and City Ordinances

None

#### II. Policy and Procedure

- A. G.O. 83.2.1 Evidence Processing Procedures
- B. G.O. 83.3.2 Transfer to Crime Lab
- C. G.O. 84.1.1 Property Control
- D. G.O. 84.1.2 Stored in Designated Secure Area
- E. Training Bulletin: Police Procedure #1 Entered and Recovered Gun File

#### III. Operational Procedure

- A. Property--Miscellaneous
  - 1. Must be tagged with property tag
    - a. Mark on tag: evidence, found, safekeeping, destroy
    - b. No more than five items on one property tag
    - c. Mark value, if applicable
  - 2. Submit to Property Holding Room - No explosives, dangerous chemicals, unknown biological specimens, or nuclear material. Notify supervisor if above
- B. Evidence--Miscellaneous
  - 1. Property tag must be clearly marked "evidence"
    - a. Sealed in container and marked with evidence tape
      - 1. Mark date, initials (overlapping evidence tape), and evidence mark on outside of container, overlapping evidence tape
      - 2. Mark item also if no damage to evidentiary value
    - b. Place in locker and secure
    - c. Place in refrigerator if perishable

1. Note temperature (should be 38 degrees)
    - d. Oversize Evidence that does not fit into a locker can be stored in the outside property room or temporarily in the Evidence Room
  2. Fill out Miami Valley Crime lab Request if needed
    - a. Supply information that satisfies description of lab work requested
    - b. Only put items that are going to Lab on one tag (other items on separate tag)
    - c. Fill out lab sheet and place in appropriate detective's unit box
- C. Increased Security evidence
1. Money
    - a. Tag separately in sealed container
      1. Amount
      2. Officer must have supervisor witness amount and sign
    - b. For large amounts the money counter can be utilized
    - c. Place in locker and secure
  2. Dangerous drugs (drug paraphernalia)
    - a. Paraphernalia can be under same tag but different packages, narcotics separate tag from paraphernalia.
    - b. Narcotics double sealed
      1. First in plastic, if not perishable
      2. Then in paper bag
    - c. Weigh in original container or in plastic bag if loose
      1. Note weight on property tag stub
      2. Attach weight slip to inside of bag
      3. Attach this slip to bag
  3. Weapons
    - a. Tag separately when used as evidence
    - b. **MAKE SAFE**
    - c. Run serial number and place with tag
    - d. Weapon and ammunition may be on same tag, packaged separately.
    - e. Must use firearms box (arrow pointing direction of barrel, use a zip tie through open action)
    - f. If large knife, use knife box (in EV room)
    - g. place in locker and secure
    - f. firearms submission form
  4. Confiscated license plates and/or Operator's License for BMV
    - a. Tag separately
    - b. Place in locker and secure
    - c. Fill out form BMV-3608 (Items Confiscated/Impounded by Law Enforcement for Return to BMV)

- d. Attach printout from LEADS
- 5. Biohazard materials
  - a. Should be marked as such
  - b. Sealed so they do not leak
  - c. Any part of a syringe must go in a sharps holder
- D. All Property Cards must be accounted for and should NEVER be thrown away. If an error is made, write Void across it and give to Property Room Clerk.

*I acknowledge that I received training in the skills and knowledge necessary to perform in the above Training/Task Topics, and I am able to perform at an acceptable level.*

\_\_\_\_\_  
*Probationary Officer      Date*

\_\_\_\_\_  
*Supervisor      Date*

\_\_\_\_\_  
*FTO      Date*