

# Hamden Police Department General Orders

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**Policy Number:** 016-004

**Effective Date:** August 01, 2005

**Section:** Property Management

**Rescinds:**

**Title:** Property Supervision

**Approved By:**

**Approval Date:**

## PURPOSE

To establish guidelines to adequately ensure the integrity of the evidence system.

## POLICY

In order to maintain the integrity of the evidence system there must be procedures established to safeguard the operation. To this end there will be established guidelines to inspect the evidence system for accuracy, adherence to procedures, neatness, and proper documentation.

## Procedures

- A. The Property Officer and the property room will be under the direct supervision of the Chiefs office and his Administrative designee. The Chief will also, at his discretion, appoint two supervisors from the Administrative Division to be co-signers to the property room safe deposit box, and checking account.
- B. Property Room Inspections.
  1. The Chief's administrative designee will conduct quarterly inspections of the property room and the property function.
  2. The Inspections will be conducted to determine that:
    - a. The property room is being maintained in a clean and orderly fashion.
    - b. Provisions of agency orders and directives are being followed.
    - c. Property is being protected from damage and deterioration.
    - d. Proper accountability procedures are being maintained.
    - e. Property having no further evidentiary value is being disposed of promptly.

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3. Results of the inspections will be in writing and will be retained by the Property Officer.

### **C. Annual Inspections.**

1. On or about January 1<sup>st</sup> of each year, a supervisor, not directly connected with the control of property will conduct an inspection of the property room, and property control function.
2. This supervisor will be appointed by the Chief or Administrative Deputy Chief of Police.
3. This inspection is to ensure the integrity of the property room not to account for every item of property.
4. Results of the inspections will be in writing and will be retained by the Property Officer.

### **D. Unannounced Inspections.**

1. On a semi-annual basis, the Chief or the Administrative Deputy Chief or their designee will direct an unannounced inspection of the property storage areas.
2. Primarily, property accountability and security procedures should be examined.
3. A random audit of at least twenty items should be conducted. The audit should involve different cases and different categories or evidence being stored.
4. Results of this inspection will be in writing and will be retained by the Property Officer.