

GENERAL ORDER 83.2.5

Inventory & Storage of Property

GENERAL ORDER CROSS-REFERENCE: 61.7.3

SUMMARY

An officer will inventory a detained or arrested person's personal property before the person is placed inside the temporary holding facility at the department, lodged at any jail facility, or before he or she is transferred to another agency's custody.

DISCUSSION

This inventory is administrative in nature and non-discretionary. This inventory is required for admission of the custody into the Springfield Municipal Jail, Lane County Jail, and other secure holding areas such as University District Hospital or Buckley Sobriety House. In some cases it is safer for the officer and the individual being searched for this inventory to be conducted in the field at the patrol car where it can be witnessed by another officer and before the person is seated in the patrol car. If a situation exists where it is not safe or practical to conduct a personal property inventory in the field, a thorough pat down search may be conducted to ensure no weapons are admitted into the patrol car, and then a more thorough inventory of the transported person and their belongings can be conducted as soon as practical.

The fact that an item *might* contain valuables is not justification to open them. There must be an objective basis that a container(s) holds valuables or is a specific danger to officers or the jail facility in order to justify opening them.

The fact that the object contained inside might not be the same make or model as the container describes is not justification to open it.

POLICY

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Officers should conduct the inventory by removing all items from the person's clothing and any container in the person's possession. Closed containers should be opened and inventoried only when:

- 1) The person consents to or requests an inventory of the contents of the closed container.
- 2) The closed container is uniquely designed or there is an objective basis to believe it contains any of the items below:
 - Dangerous weapons including firearms, knives, explosive devices and tools
 - Hazardous materials, chemicals, or items contaminated with the same
 - Illegal drugs, drug paraphernalia or medications not properly packaged

- Pharmaceuticals or prescription drugs
- Perishable food items
- Matches, lighters or other ignition sources
- Propellants, including e-cigarettes
- Beverage containers or containers under pressure and their contents
- Live plants, animals or other organisms
- Small valuables, jewelry or US currency
- Electronics

Because the following closed containers are uniquely designed to contain valuables, they **shall be opened** and their contents inventoried:

- 1) Purses, wallets, backpacks, coin purses, fanny packs, computer cases, cosmetic bags, prescription drug containers, unlocked brief cases, unlocked lock boxes, ring box or jewelry box. This should be treated as an exclusive list.
- 2) If an officer locates any containers inside any of the items listed above, a separate analysis of the internal containers is required.

The following items shall be stored in property control: valuable items, money, etc: money and small valuables shall be inventoried and lodged in the Property Control Room due to the risk of theft or a claim being made against the City of Springfield for allegedly lost valuables.

Because the following closed containers are uniquely designed to contain items which represent specified officer and facility safety concerns, they shall be opened to remove the prohibited item and the container shall be inventoried consistent with their outward appearances only. The officer performing the inventory shall limit his/her inventory so that the object is scrutinized only to the extent necessary to complete the inventory.

- 1) Fishing tackle boxes for file knives
- 2) Gun cleaning bags and firearm carrying cases
- 3) Opened cigarette packages for lighters or matches
- 4) Paper lunch sacks, lunch boxes or similar containers that are uniquely designed to contain perishable food
- 5) Diaper bags for perishable food items

The following items shall not be stored in property control:

- 1) Explosive devices and/or fireworks. Property control is not designed to store any type of combustible or explosive material as required by the Bureau of Alcohol, Tobacco, and Firearms (BATF) construction guidelines found in 27 CFR, Part 555(K). These items require special handling and shall be stored in the ancillary building, pending release to EDU or other authorized recipient.
- 2) Hazardous materials, chemicals or clothing or property that has been contaminated by dangerous chemicals or bio-hazardous materials: Clothing contaminated by chemicals or other hazardous bio-contaminant: The United States Environmental Protection Agency classifies hazardous waste under CFR Title 40 (C) § 261. Materials classified as “potentially harmful” due to having characteristics of ignitability, corrosivity, reactivity or toxicity are dangerous. No material that has any of these characteristics may be stored in property control. In an effort to

protect staff, arrestees and property, any substance with properties that make it dangerous or potentially harmful to human health or the environment may not be lodged in this storage facility. This includes bio-hazardous materials with the exception of properly packaged items of evidentiary value.

3) All food items and perishable, biodegradable or vegetative substances. The United States Food and Drug Administration guidelines for food storage found in 21 U.S.C. § 110 set forth a requirement that storage of food shall be under conditions that will protect food against physical, chemical, and microbial contamination as well as deterioration. If food is improperly stored mold will develop and may cause a health hazard. In an effort to protect employees, arrestees, and property from contamination by mold or other foodborne illness, food or perishable items may not be stored in the Property Control Room. Additionally, improperly storing food that is later consumed when retrieved by an arrestee may result in serious foodborne illness. Perishable, biodegradable, and vegetative substances have the potential to grow bacteria and expose staff to foodborne illnesses. No food or perishable item may be stored in the Property Control room to protect the Department from false claims of a violation of a “duty of care.” All food related items shall be disposed of in a trash receptacle.

4) Live animals, plants or other organisms: This facility is for the storage of personal property and is not equipped to properly store any of these types of items. Items of this kind cannot be cared for and may make it dangerous or potentially harmful to human health.

Richard L. Lewis
Chief of Police