

**GENERAL ORDER 84.1.1**

**Property Inspection/Inventory**

**GENERAL ORDER CROSS-REFERENCE: None.**

**SUMMARY**

Establishes a procedure for periodic inspections of the property room to determine maintenance, property flow, and housing needs.

**DISCUSSION**

None.

**POLICY**

**I**

There shall be documentation for every item of property housed in Department storage facilities. There is a computerized system for items cataloged since February, 1986.

A confidential request is submitted to the Lane County Juvenile Department containing juvenile arrest information by this Department which they update with current case disposition information to facilitate the disposal of property on juvenile cases.

An ongoing search is conducted through computerized court records to increase the final disposition statistics. Property personnel shall prepare a monthly statistical report for the Investigations & Records Division Commander.

An inventory of all property is conducted semi-annually by property staff.

**II**

The Investigations & Records Bureau Commander shall inspect the property function at least monthly. The inspection is conducted to determine that the property room is being maintained in a clean and orderly fashion, that provisions of Department orders or other directives concerning the property management system are being followed, that property is being protected from damage or deterioration, that proper accountability procedures are being maintained, and that property having no further evidentiary value is being disposed of promptly.

**III**

An annual inventory of property held by the Department shall be conducted by a supervisor designated by the Chief of Police. The designated supervisor shall not routinely or directly be connected with control of property. This inspection shall be for the purpose of

ensuring the integrity of the system, not to account for every item of property. This process shall be documented with results of inventory.

#### **IV**

Unannounced inspections and auditing of the system's integrity shall be conducted as directed by the Chief of Police. The inspector shall not be directly connected with the property chain of command. Property accountability and security procedures should receive primary attention. This process shall be documented.

#### **V**

When a new property controller is designated, an inventory of property, to ensure that records are correct, shall be conducted jointly by the newly designated property custodian and a person appointed by the Chief of Police.

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Richard L. Lewis  
Chief of Police