
	SPRINGFIELD POLICE DEPARTMENT POLICY MANUAL	POLICY #84.1.1
EFFECTIVE DATE 12/21/23	 Andrew Shearer, Chief of Police	ACCREDITATION REFERENCE 3.3.10

Property Inspection/Inventory

84.1.1.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a procedure for periodic inspections of the property room to determine maintenance, property flow, and housing needs.

84.1.1.2 POLICY

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 Operations Support Division Commander.

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

84.1.1.3 INSPECTIONS

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.

An inspection determines the property room is being maintained in an orderly fashion and agency directives concerning the property and evidence function are being followed. A review of policies, procedures, and practices should be conducted to determine compliance with established standards.

84.1.1.4 AUDITS

An annual audit of property held by the Department shall be conducted by a supervisor designated by the Chief of Police. The designated supervisor shall not be in the evidence custodian' chain of command This

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audit 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 the audit. An audit is a significant representative sampling of property including “high risk” items such as guns, drugs and money. The sample of property and evidence should be sufficiently large enough to establish confidence that proper procedures and systems are being followed.

84.1.1.5 UNANNOUNCED INSPECTIONS

Unannounced inspections and auditing of the system's integrity shall be conducted as directed by the Chief of Police. An unannounced inspection consists of a random sampling of evidence, the check of security systems and logs, safety protocol and equipment, and any other operation functions. Property accountability and security procedures should receive primary attention. This process shall be documented.

84.1.1.6 INVENTORY

When a new property controller is designated or there is a change in personnel in the agency who have access to the secure storage area, 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.

Additionally, an inventory of property shall be conducted if there is reason to believe evidence has been tampered with.

An inventory of property accounts for all guns, drugs and money, and a representative sample of all other property to ensure the integrity and accountability of the property function. This should include at a minimum of 5% of the total number of items remaining in the property room. Finding of inspections, audits, unannounced inspections, and inventories should be documented and forwarded to the Chief of Police or their designee.