




# City of Manassas Police Department General Duty Manual



Effective Date: 11-24-2010	<b>GENERAL ORDER</b>	Number: 09-01
Subject: Property Management		
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Accreditation Standards: 17.5.1 / 17.5.3/ 84.1.6	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 4

## PURPOSE:

To provide procedures and ensure accountability for the Property Management System.

## POLICY:

The property function, inclusive of evidence, expendable items, installed property, uninstalled property, equipment, vehicles, munitions, and personal wear items owned or assigned by the Department is organized through the Property Management System, and centralized within the Administrative Services Division. Distribution and issuance of department owned property to authorized users is a responsibility of the property management function. Access to property / evidence storage areas is restricted to authorized personnel.

**DISCUSSION:** For the purpose of this General Order, the following definitions apply:

**PROPERTY MANAGEMENT SYSTEM:** The system used by the Department to document, verify, secure, process and dispose of found, recovered or evidentiary property taken into the Department's custody.

**PROPERTY CUSTODIAN:** A specific term used to identify those members who administer the department's Property Management System. Property Custodians are designated by the position they hold. They include the following:

1. Technical Services Supervisor
2. Property/Evidence Technician

**PROPERTY OFFICER:** A term used to describe persons who because of their assigned position are granted access to the property and evidence areas to serve as auxiliary support to the Property Custodians. Property officers include supervisory personnel assigned to the following positions:

1. Commander of Administrative Services
2. Community Services Sergeant

## Procedure:

### I. Responsibilities

- A. The Commander of Administrative Services is responsible for the overall administration of the Property Management System, to include property that is owned or used by the Department and property that is in the custody of the Department as found, recovered or evidentiary.
- B. Property Custodians are the persons charged with the functional responsibilities associated with the Property and Evidence function. They include the following personnel: in descending rank order:
  1. Technical Services Supervisor
  2. Property/Evidence Technician

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- C. Property custodians are responsible for the following functions:
  - 1. Storage, maintenance, retention, and disposal of property and evidence items in accordance with department policy, OSHA regulations, and state law.
  - 2. Retrieval of property and evidence items from the temporary storage areas, as soon as practical and/or necessary given the item's perishability, for entry and placement into the department's property and evidence areas.
  - 3. Regular maintenance of the Property Room, the Evidence Room, and the Department Impound Lot to ensure all areas of property and evidence storage are kept clean, orderly and inspection ready.
  - 4. Maintenance of all equipment stored in the Property Room in a state of operational readiness.
  - 5. Ensuring that excess property, obsolete equipment or equipment damaged or otherwise unserviceable is disposed of in accordance with applicable laws or procedures, and documented appropriately for inventory and accountability purposes.
- D. Property officers are responsible for the retrieval of evidence and property when a property custodian is unavailable.
- E. Department members are responsible for:
  - 1. Proper packaging and labeling of items collected or recovered as property or evidence.
  - 2. Securing property and evidence in accordance with applicable directives.
  - 3. Caring for and maintaining Department property / equipment issued to them in a state of operational readiness.
- F. The Special Operations Lieutenant and/or the Technical Services Supervisor are responsible for the care and maintenance of equipment used in support of the department's critical incident plan. He is responsible for the following:
  - 1. Maintenance of an itemized inventory of the above equipment.
  - 2. Conduct of a quarterly inspection to ensure the operational readiness of the above equipment.
  - 3. Submission of quarterly inspection reports to the Commander of Administrative Services.
- G. The Technical Services Supervisor is responsible for the care and maintenance of the Incident Command Vehicle and the equipment maintained therein. He is responsible for the following:
  - 1. Maintenance of an itemized inventory of the above equipment.
  - 2. Conduct of a quarterly inspection to ensure the operational readiness of the above equipment.
  - 3. Submission of quarterly inspection reports to the Commander of Administrative Services.

**II. Integrity of the Property/Evidence System**

- A. The integrity of the property/evidence system is checked regularly through a series of inspections of varying degrees of scrutiny conducted by Property Custodians and/or inspectors designated by the Chief of Police.
- B. The following is a list of inspections to be conducted that mirrors the requirements set by CALEA in regards to property and evidence.
  - 1. **Property Procedures Adherence Inspection Report** – A **semi-annual** report from the Technical Services Supervisor to the Commander of Administrative Services, that documents the conduct and outcome of an adherence inspection to ensure that provisions of the General Orders regarding property procedures are being followed. This semi-annual inspection may be conducted by any of the property custodians as designated by the Administrative Services Division Commander. The Adherence Inspection report should contain documentation regarding the following: 84.1.6a
    - a. Maintenance of the Property Room and Evidence storage areas in a clean and orderly fashion.
    - b. Provisions of General Orders and other directives concerning the property management system are being followed.

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- c. Property is being protected from damage or deterioration.
- d. Proper accountability procedures are being maintained.
- e. Property having no further evidentiary value is being disposed of when appropriate.
- 2. **Property Inventory by New Custodian** – An inventory of property occurs when the person responsible for the property and evidence control function is assigned to and/or transferred from the position. This inventory is conducted jointly by the newly designated property custodian and staff member designated by the Chief of Police. It is submitted to the Chief of Police and should include the following:
  - a. A complete, documented accounting of high-risk items, e.g. cash, precious metals, jewelry, firearms, and drugs.
  - b. A sufficient accounting of other evidence and non-agency property to ensure that all property is accounted for and records can reasonably be assumed to be correct.
- 3. **Audit of Property Held** – An **annual** audit of all property and evidence held by the Department to ensure accuracy, accountability and compliance with CALEA standards. The audit is conducted by a designee of the Chief of Police from outside the normal chain of Property custodians. It should include a significant, representative sampling of property including high-risk items. This report is submitted to the Chief of Police.
- 4. **Unannounced Inspection of Property Areas** – An annual, unannounced inspection of the property room is directed by the Chief of Police to ensure property accountability and security. The inspection is performed by a person assigned to the Property and Evidence function. A report is completed by the Technical Services Supervisor and submitted to the Chief of Police.
- 5. **Inventory of Department Property** – At least annually, the ASD Commander will direct one or more of the property custodians to conduct an inventory of itemized property owned and/or controlled by the department for its' use. The inventory will include the following for the time period covered by the report:
  - a. Detailed, itemized list of department owned and controlled property in possession of the department.
  - b. Documentation of issuance/return of department property
  - c. Operational readiness of department property stored in the Property Section
  - d. Written certification by the person(s) conducting the inventory

### III. Property and Evidence Security and Access Control

- A. Key and card reader access to the Property Room and the Evidence Room is restricted to Property Custodians and Property Officers.
- B. The following designated Property Custodians who are issued keys and provided individual coded access include:
  - 1. Technical Services Supervisor
  - 2. Property/Evidence Technician
- C. The following designated Property Officers are issued keys and provided individual coded access to ensure that evidence retrieval and property issuance is not limited by the availability of the Property Custodians:
  - 1. Administrative Services Commander
  - 2. Community Services Sergeant
- D. The Property Room and the Evidence Room are highly restricted areas. Both areas are secured by key and card reader access. The rooms are uniquely keyed and access coded in patterns not repeated on any other lock in use by the Department.
  - 1. Unescorted access of any other person to the Property Room or the Evidence Room is prohibited.
  - 2. In the event that maintenance / repairs are to be made, City maintenance workers or other contractors are escorted by a Property Officer at all times until such repairs are complete.
  - 3. In the event of an inspection to be conducted by a person outside the property chain, the ASD Commander determines the level of access to be granted to the inspecting official, e.g. with or without escort.

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- E. Designated Property Custodians and Property Officers are responsible for maintaining control of the Property and Evidence Room keys and access cards issued to them at all times.
1. When there is a change of Property Custodians or Officers, the Technical Services Supervisor collects keys from the outgoing member and reissues them to the incoming member. Card reader access is similarly modified for these members.
  2. Key access to the Department Impound Lot is limited to Property Officers/Custodians, and designated supervisory staff who are issued keys.

Attachments: N/A

Index as: Property Management.  
Purchasing Cards.  
Requisitions.  
Inventory.

References: N/A