7400 PROPERTY SERVICES SECTION

B. Procedure

1. The Property Services Section shall be commanded by a civilian manager who shall report to the Division Chief and shall be designated by the chief of police as the property custodian.

2. The Property Services Section shall be staffed with civilian employees to provide for the receipt, storage, inventory, and lawful release of all items of property booked into the custody of the Police Department.

3. Police equipment and supplies shall be stored in the Property Services Section. Civilian property personnel shall receive, maintain, and distribute equipment and various forms as needed by department personnel. All equipment stored in this area shall be maintained in "operational readiness."

4. The Lead Technician from Property Services personnel shall oversee the impounded vehicle inventory and the official police garage. The Property Services Manager shall oversee the tow contract and ensure compliance.

7401 RECEIVING PROPERTY AT THE PROPERTY SERVICES SECTION

B. Procedure

1. Upon receipt of property transported to the Property Services Section, the accepting Property technician:

   a. Shall ensure that the property is accompanied by a property evidence report.

   b. Shall ensure by comparison that the number of items marked on the evidence container matches the inventory of the accompanying property - evidence report.

   c. Shall ensure that the booking procedures outlined in section 4700 of the Department Manual have been followed by the booking employee.

2. Once it is determined that proper booking procedures have been followed, the accepting Property technician shall:

   a. Store the property in the appropriately designated storage areas and record the storage location on the property - evidence report.

   b. Enter the property - evidence report information into the automated property control system program or edit the entry as entered by the booking employee as necessary.

3. If the property booked has been authorized for release, and the owner has
been identified in the property - evidence report, the Property Services Section shall send a letter of notification to the owner, provided that the property does not consist of narcotics, dangerous drugs, drug implements, or in itself is illegal to possess or would pose a health or safety threat to the public.

a. **A electronic** copy of the original letter shall be **included with** the property - evidence report.

b. If the property booked consists of money or firearms, the letter shall be sent by certified mail.

c. Any letter of notification that is returned for any reason shall be **examined by property personnel to verify the name and address making corrections as necessary for follow up.**

C. **Rule**

1. Property being booked, which is submitted contrary to the booking procedures of the Department Manual shall not be accepted until the noted errors are rectified.

7402 RECEIVING PROPERTY AT AN ALTERNATE STORAGE FACILITY

B. Procedure

1. Upon receipt of a property - evidence report indicating that property has been stored at an alternate storage facility or the official police garage, the receiving Property technician shall take the original property - evidence report to the alternate storage facility and ensure by comparison that the items are the same as that which is described on the property - evidence report.

7403 TRANSPORTING PROPERTY TO THE CBI

B. Procedure

1. The Property Services Section shall be responsible for transporting evidentiary property to the Colorado Bureau of Investigation (CBI) for analysis, as well as returning the property to the Property Services Section upon completion of analysis.

2. The Property technician, upon receipt of the property booked as evidence for scientific analysis by the CBI shall:

   a. Make sure that all property for the CBI has been packaged separately and corresponds to the property - evidence report.

   b. Make sure that all property for the CBI will be accompanied by a completed CBI form.
3. The Property technician, upon receipt of the completed forms and property, shall proceed to the CBI with the evidentiary property for analysis.

4. Upon arrival at the CBI, the Property technician shall deliver the evidentiary property for scientific analysis and ensure that the check-out date, time, item numbers, lab technician's name receiving property, and reason for check-out have been properly completed. The property technician shall pick up and return to the Property Services Section any property and results from the CBI and appropriately update the chain of custody.

7404 RELEASING PROPERTY TO LAWFUL OWNERS

B. Procedure

1. Property shall be released to the lawful owner of such property upon presentation of satisfactory identification. Release may be granted to a representative of the lawful owner upon presentation of a notarized authorization or power of attorney and satisfactory identification.

   a. The releasing Property technician shall verify that the claimant is the same person listed on the property-evidence report.

   b. The releasing Property technician shall ensure that the claimant signs the electronic signature pad for the property-evidence report.

   c. The releasing Property technician shall record the release in the chain of custody for the property released.

7405 RELEASING PROPERTY TO "FINDERS"

B. Procedure

1. Property turned in to the Police Department may be claimed by the finder provided that:

   a. The claimant is the person who originally found the lost or abandoned property.

   b. After turning the property over to LPD, the claimant serves written notice to the department within 60 days of surrendering the property. The written notice shall address the claimant's intention to make claim on the property.

   c. The lost or abandoned property has remained unclaimed by the owner or person having right to the
property for a period of 60 days following initial surrender.

d. The property in question is not:

   (1) Stolen or confiscated.

   (2) Being held as evidence.

   (3) Burglary tools.

   (4) Gambling apparatus.

   (5) Explosive in nature.

   (6) A narcotic or drug or implement.

   (7) An alcoholic beverage.

   (8) Soiled, bloody, or unsanitary clothing.

   (9) Obscene prints, effigies, or statues.

   (10) A potential threat to the health or safety of the public.

2. Once the finder's rights criteria described above are met, the property may be released.

7406 RELEASE OF PRESCRIPTION MEDICATION

B. Procedure

1. Prescription medication seized pursuant to a death investigation may be released to a family member upon presentation of a notarized letter from the prescribing physician authorizing the Police Department to release the substance to the family member, or upon presentation of a valid court order.

2. Recipient shall be required to sign a waiver releasing the department of liability for subsequent use of the substance.

C. Rule

1. Prior to release authorized by the prescribing physician, the assigned investigating agent, or his chain of command, shall authorize release on the property - evidence report.

7407 TRANSFERRING PROPERTY TO PURCHASING
B. Procedure

1. Property shall be transferred to Purchasing for the purpose of auction when the following criteria have been met:
   a. The property has been authorized for release.
   b. The property does not consist of narcotics, drugs, drug implements, money, handguns, illegal long guns, alcoholic beverages, and substances or materials, which would pose a health hazard.
   c. The property is classified as non-evidence and the owner is unknown and the property has remained unclaimed for a period of 60 days from initial booking.
   d. The property is classified as evidence, but the owner has not responded to a notification letter within 30 days of initially forwarding such letter.

2. All items to be transferred to purchasing shall be listed on a memorandum from the Property Services Manager to the City's purchasing agent. The memorandum shall be prepared by the Property Services Section and lists:
   a. Case report number
   b. Quantity of items
   c. Item description
   d. Item serial number (if any)

3. The Property Services Section Manager shall make the necessary arrangements with the purchasing agent to accomplish the physical transfer.

4. Property not accepted by the purchasing agent shall be destroyed.

7408 TRANSFERRING MONEY TO ACCOUNTING

B. Procedure

1. Money shall be transferred to the general fund of the City via the Accounting Division of the Department of Finance when the following criteria have been met:
   a. The money has been authorized for release.
   b. The money is classified as non-evidence, the owner is unknown, and the money has remained unclaimed for a period of 60 days from initial booking, or the property has been classified as evidence but the owner has not responded to a notification letter
within 30 days of initially forwarding such letter.

2. Once the above criteria have been met, the Property Services Section Manager shall make arrangements with the Accounting Division to accomplish the physical transfer.

3. A receipt shall be received from the Accounting Division stating the case report number, the amount for each property - evidence report, and the total amount and date of transfer. The receipt shall then be filed with all other previous transfer receipts.

7409 DISPOSING OF FIREARMS

C. Rule

1. All firearms shall be checked for "wants" on CCIC/NCIC prior to disposal.

2. No firearms shall be disposed of through the purchasing agent.

7410 TRANSFERRING HANDGUNS FOR PARTS

B. Procedure

1. Handguns, which are ready to be disposed of, shall be examined by the department armorer, to determine if any parts might be used for repair of department handguns.

2. Any handgun that is to be used for parts repair shall be transferred to the armory for storage.

3. Procedures for accomplishing this transfer shall be as follows:

   a. When a handgun is identified as being of use for parts in repairing department handguns, an "intra-department transfer of property" form shall be completed by the department armorer.

   b. When the completed form is returned to the Property Services Section Manager, the handgun shall then be physically transferred for storage and parts breakdown.

   c. Once the handgun is no longer of use for parts purposes, it shall be transferred back to the Property Services Section for disposal.

   d. The transfer of the handgun back to the Property Services Section shall be documented on a property report completed by the department armorer and authorized for destruction.

C. Rule

1. Handguns transferred from the Property Services Section to the armory for parts purposes shall not be used for any purpose other than parts breakdown for repair of department handguns.
TRANSFERRING HANDGUNS FOR TRAINING

B. Procedure

1. Handguns that are to be disposed of shall be checked by the Professional Standards Section Training Unit, for possible use as a training tool.

2. Any handgun that would be of use as a training tool shall then be transferred to the Training Unit.

3. Procedures for accomplishing this transfer shall be as follows:
   a. When a handgun is identified as being of use as a training tool, an "intra-department transfer of property" form shall be completed by the Training Unit.
   b. When the completed form is received by the Property Services Section Manager, the handgun shall be physically transferred to the armory to a gun cabinet for storage and training purposes.
   c. Once the handgun is no longer of use as a training tool, it shall be transferred back to the Property Services Section for disposal.
   d. The transfer of the handgun back to the Property Services Section shall be documented on the property report completed by the Training Unit, and authorized for destruction.

C. Rule

1. Handguns transferred from the Property Services Section to the Training Unit for use, as a training tool shall not be used for any other purpose than for training.

TRANSFERRING FIREARMS TO THE CBI

B. Procedure

1. Illegal long guns, long guns and handguns, not of use for parts or training purposes, may be turned over to the ballistics section of the CBI for standards comparison purposes and eventual disposal.

2. Procedures for accomplishing the physical transfer shall be as follows:
   a. When a sufficient quantity of weapons has been amassed for disposal purposes, a "weapons for disposal" list shall be prepared. (All weapons shall be authorized for release.)
   b. The list shall be reviewed and approved by the Division Chief of the Support Services Division and the chief of police and returned to the Property Services Manager.
c. Legal long guns and other firearms shall be prepared for physical transfer to the CBI.

C. Rule

1. All firearms, which are no longer of value to the department, may be disposed of through the CBI. Those weapons not accepted by the CBI shall be crushed, melted, shredded, or otherwise appropriately destroyed by the Property Services Section Manager and department armorer.

7413 DESTROYING PROPERTY

B. Procedure

1. Property eligible for outright destruction shall meet the following criteria:

a. The property has been authorized for release.

b. The property to be destroyed is: narcotics, dangerous drugs, drug implements, alcoholic beverages, soiled or bloody clothing, or substances or materials which would pose a health hazard.

c. The property has remained as unclaimed non-evidence for a period of 60 days from initial booking, or is classified as evidence but has remained unclaimed for a period of 30 days after a letter of notification was sent out to the owner.

2. Property that has an altered, obliterated, or removed serial number is destroyed.

3. Property destroyed is recorded in the audit section of the property report. The property technician’s ID, date, and time shall be recorded on the property report indicating the destruction.

7414 DRUG DESTRUCTION TASK FORCE

A. Policy

Narcotics, dangerous drugs, and drug implements no longer required to be held as evidence and appropriately authorized for release shall be destroyed in the following manner.

B. Procedure

1. At a time and date to be designated by the Property Services Manager, the drug destruction task force reports to the Property Services Section for the assignment. A sworn supervisor shall be assigned on a rotating basis from the Patrol and Investigation Division to the task force.

2. The drug destruction task force shall weigh narcotic drugs and dangerous drugs immediately prior to the destruction to certify that the weight is the same as noted on the property - evidence report.
3. Property personnel assist the drug destruction task force in the inventory and destruction of drugs.

4. Once the task force has completed the weighing process and is satisfied that the items to be destroyed have been properly accounted for, the task force transports the drugs to the appropriate location to effect the destruction of the items.

5. The Property Services Manager shall be responsible for completing the drug confiscation and destruction inventory and taking the inventory.

6. Should a discrepancy in weight of narcotic drugs or dangerous drugs be found, or items of drug implements found missing, the task force shall be responsible for notifying the Support Services Division Chief of the discrepancy, and no item involved in the particular case report shall be disposed of until approval has been received from the chief of police after the completion of an investigation.

7. The drug destruction task force shall be assisted by a “drug confiscation and destruction inventory.” This inventory shall be forwarded to the Property Services Section for review by the Property Services Section Manager. The inventory contains a listing, by case number, of items of property, which have been destroyed. After review by the Property Services Section Manager, the inventory shall be filed in the Narcotics Destruction Log.

7415 TEMPORARY RELEASE OF PROPERTY

B. Procedure

1. Property Services Section personnel shall be responsible for establishing trace dates and the follow-up on all property that is checked out on a temporary basis by agents or Criminalistics Unit personnel.

2. When releasing property for court purposes, Property Services Section personnel shall ensure that the person receiving the property completes an electronic signature documenting the date and time of the release.

3. A court receipt shall be completed by the Property technician. The person checking out the property signs on line 9, acknowledging receipt of the property. The court receipt shall be retained by the Property Services Section and filed in the court miscellaneous file until the property is returned to the Property Services Section for storage. If the court retains the property, the bearer of the receipt has the accepting court personnel sign line 10. The agent returns the receipt to the Property Services Section together with any other property not retained by the court.

4. When releasing property to the Criminalistics Unit for analysis, the employee completes an electronic signature on the property - evidence report as stated in section 2 above.
PROPERTY CONTROL NOTICES

B. Procedure

1. Evidence that has been held for at least 6 months shall have a property control notice sent to the investigator so that the property can be promptly photographed and then with the prosecutor's approval it may be returned to its rightful owner.

   a. The property control notice notifies the employee that the Property Services Section is still holding property and that a disposition of the listed property is requested.

   b. Property control notices shall be sent to the booking agent or the investigator assigned to the case.

   c. Property control notices returned with an indication to "hold" the property shall have a subsequent property control notice sent every 180 days thereafter.

RESOLVING DISCREPANCIES

B. Procedure

1. Personnel assigned to the Property Services Section have functional authority with regard to property and evidence submitted to them for booking and storage.

2. If it is determined that a discrepancy exists in the booking of property, Property personnel shall ensure that the booking employee rectifies the discrepancy as soon as possible.

3. If the booking employee is not available when a discrepancy is detected and the booking employee is assigned to the Patrol Division, the Property technician shall:

   a. Complete an incorrectly booked property record form.

   b. Notify the on-duty sector commander of the discrepancy documenting the time of the notification on the incorrectly booked property record form.

   c. Leave a copy of the incorrectly booked property record form with the sector commander who shall be responsible for resolving the discrepancy by ensuring that the property is "booked in" properly within 24 hours.

C. Rule

1. Property or evidence improperly submitted for booking shall not be accepted and booked by Property personnel.
RESOLVING DISCREPANCIES - NARCOTICS AND DANGEROUS DRUGS

B. Procedure

1. Immediate corrective action by a sector commander or other supervisor requires special procedures in the event of discrepancies in the booking of narcotic drugs and dangerous drugs.

2. Corrective action may require a new property - evidence report to be completed under the same case report number, correctly listing those items actually received by the Property Services Section.

3. The sector commander or other supervisor causes an incident report to be prepared stating the known facts of the case.

   a. All copies of the incident report and a photocopy of both property - evidence reports shall be forwarded in a sealed envelope to the manager of the Property Services Section for follow - up investigation.

   b. The sector commander or other supervisor may initiate an immediate investigation into the matter.

RESOLVING DISCREPANCIES - MONEY

B. Procedure

1. Corrective action by a sector commander or other supervisor shall conform to those procedures outlined above.

INSPECTIONS AND AUDITS OF PROPERTY

B. Procedure

1. A police commander, sergeant, or civilian supervisor, not routinely assigned to the Support Services Division shall be appointed by the chief of police to supervise an annual audit and inventory of all booked property.

2. Two reports shall be prepared at the conclusion of the annual audit and inventory. The appointed supervisor shall prepare a report documenting the process and any recommendations. The Property Services Unit supervisor shall prepare a report documenting the findings and any discrepancies.
3. Inspections and audits may be conducted on an as-needed basis by the Office of the Chief or the Division Chief of the Support Services Section Division.

4. The Property Services supervisor or his designee shall conduct a semi-annual inspection to determine adherence to property control procedures.

C. Rule

1. Upon appointment of a new property custodian, an inventory shall be conducted to ensure all records are current and properly annotated. All discrepancies shall be recorded prior to the assumption of property accountability by the newly appointed custodian.

2. The Chief of Police, or his designee, shall conduct at a minimum an annual, unannounced inspection of the property storage areas.
   a. The spot inspections shall consist of a random comparison of physical property and related records or logs and procedures.
   b. Upon completion of the inspection, a written report of findings shall be forwarded to the Commander of the Professional Standards Section.

7421 INSPECTIONS AND AUDITS OF NARCOTICS AND DANGEROUS DRUGS

B. Procedure

1. The manager of the Property Services Section shall be responsible for semiannual inspections to ensure that the security and integrity of all narcotics, dangerous drugs, and drug implements are maintained.

2. The annual inventory shall serve as a separate inspection and audit of narcotics, dangerous drugs, and drug implements. Independent inspections and audits shall be conducted semi-annually.

3. The manager of the Property Services Section shall form an independent inspection and audit team manned by Internal Affairs personnel.

4. The semiannual inspection shall include an audit of the Evidence on Q data base, where narcotics and dangerous drugs are booked, ensuring that all narcotic drugs, dangerous drugs, and drug implements received have been properly logged.

5. The inspection team shall examine the trace files to ensure that narcotic drugs, dangerous drugs, and drug implements have not been checked out for an unreasonable amount of time or for unacceptable reasons.

6. The manager of the Property Services Section may require qualitative and quantitative analysis of drugs and narcotics by a certified chemist during inspections.

7. At the conclusion of any inspection, a report of findings shall be prepared
by the inspection team and furnished to Support Services Division Chief and the manager of the Property Services Section.

C. Rule

1. Heat-sealed plastic bags or bags containing narcotics, dangerous drugs, or drug implements shall only be opened for purposes of disposal, scientific examination, or for purposes of a formal inspection or audit. Opening for any other reason shall be physically witnessed and approved by the Property Services Section Manager or a sworn supervisor of the Police Department.

2. If a sealed property container is opened to permit examination of its contents, the container shall be resealed by the examining person before acceptance by the Property Services Section.

3. Sealed property containers shall be opened by a Property technician only for disposal, release, scientific examination, or formal inspection or audit.

7422 INSPECTIONS AND AUDITS OF MONEY

B. Procedure

1. The manager of the Property Services Section shall be responsible for causing semiannual inspections to ensure a proper accounting for all money in custody.

2. The annual inventory shall serve as a separate inspection and audit of money. Independent inspections and audits shall be conducted semi-annually.

3. The manager of the Property Services Section forms an independent inspection and audit team manned by Internal Affairs personnel.

4. The semiannual inspection shall include an audit of the Evidence On Q data base where money is booked, and a physical examination of held money.

5. The inspection team shall examine the trace files to ensure that all moneys are still in the custody of the department or have been disposed of properly.

6. At the conclusion of the inspection, a report of findings shall be prepared by the inspection team and furnished to the Support Services Division Chief and manager of the Property Services Section.

C. Rule

1. All negotiable U.S. currency shall be stored in the Property room safe, and the safe shall remain locked at all times unless authorized personnel are legitimately entering to deposit, remove, or inventory contents contained therein.
2. Sealed bags containing money shall only be opened for purposes of a formal inspection or audit. Opening for any other purpose shall be physically witnessed and approved by the Property Services Section Manager or a sworn supervisor of the Police Department.

3. If a sealed property container is opened to permit examination of its contents, the container shall be resealed by the examining person before acceptance by the Property Services Section.

4. Property technicians shall open sealed property containers only for disposal, release, scientific examination, or formal inspection or audit.

7423 GENERAL PROPERTY CONTROL SECURITY

B. Procedure

1. All Property Services Section alarms shall be tested periodically to ensure that they are in good working order. The division chief of the Property Services Section Division shall be notified immediately of any malfunction.

2. When the Property Services Section is not occupied, all doors shall be locked and the alarms shall be set.

3. Only personnel from the Property Services Section are authorized access to the property room and off-site property locations. All visitors to the Property Services Section shall register in the sign-in log.

7424 INDEPENDENT INSPECTIONS

B. Procedure

1. The chief of police, or his designee, shall conduct a minimum of 2 unannounced inspections of property storage areas annually.

2. The spot inspections shall consist of a random comparison of physical property and related records or logs and procedures.

7425 OFF-SITE STORAGE FACILITY

B. Procedure

1. The Property Services Section Manager shall be assigned as coordinator for off-site storage.

2. The Property Services Section Manager shall perform the following duties:
   a. Request any necessary maintenance to the storage facility.
   b. Coordinate the use of the facility.
   c. Update a call-out list for response to the storage facility in the event of an alarm and distribute a copy of the list to the following:
3. The division chief of the Property Services Section Division issues keys to the facility.

7426 OFFICIAL POLICE GARAGE

B. Procedure

1. The Property Services Lead Technician shall be responsible for developing and maintaining close liaison with the private company that operates the official police garage (OPG).

2. The Lead Technician shall be responsible for monitoring the operation of the garage under the existing contract and enforcing the rules and regulations concerning the operation of the garage as established by the chief of police.

3. The Lead Technician, on a periodic basis, reviews the rules and regulations for the operation of the OPG and recommends changes as appropriate.

4. The weekly inventory, submitted to the Property Services Section by OPG, shall be checked against the automated vehicle impound - recovery log maintained by the Records Section. All discrepancies shall be reconciled as soon as possible.

5. The Lead Technician shall periodically coordinate with the appropriate investigator to determine if vehicles on "hold" status can he made available for release.

6. The Lead Technician shall be responsible for the timely processing of department of revenue form 2008.

7. Whenever a vehicle has been unclaimed at the OPG after impoundment or removal of a "hold," it shall be treated as an abandoned vehicle and a form 2008 will be initiated by personnel at the OPG.

8. The Lead Technician assigned to the Logistics Unit shall:
   a. Review each 2008 to ensure that it is complete and accurate.
   b. Physically inspect each VIN on every vehicle for which a 2008 has been initiated.
c. Make necessary checks on NCIC/CCIC to determine the wanted status of each vehicle and determine the registered owner’s name and address.

d. Sign all 2008s initiated by the OPG.

e. All 2008s shall then be sent to the Colorado motor vehicle title section.

f. Maintain an automated record of all 2008s sent to Colorado motor vehicle title section.

9. When the 2008s are returned from the Colorado motor vehicle title section the following procedures shall be followed:

a. The return date shall be entered on the computer.

b. Checks shall be made with the OPG and the computer log to determine if the vehicle has been released to the registered owner.

(1) If the vehicle has not been released, a certified letter shall be sent to the registered owner.

(2) When certified letter receipts are returned and a final disposition of vehicles is determined, the original copy of form 2008 shall be sent to Records, the pink copy given to the purchaser, and the goldenrod copy to OPG.

10. An appraisal of all abandoned vehicles shall be done by a Lead Technician. All unclaimed vehicles with an appraised value of $1000 or less shall be given to OPG in lieu of towing and storage fees. All unclaimed vehicles appraised $1000 or over are City property.

11. An automated log shall be kept on all impounded vehicles to include description, impound date, date 2008 is received and processed, date letter sent to registered owner, appraisal of vehicle, or release date.

7527 STORAGE AND ISSUE OF UNIFORMS, EQUIPMENT, AND FORMS

B. Procedure

1. The Property Services Section shall be responsible for maintaining the supply room for the storage and subsequent issue of uniforms, equipment, and forms furnished by the department.

2. The Property Services Section shall ensure that an adequate inventory of uniforms, equipment, and forms is maintained in the supply room and at other designated areas of the department where such supplies are kept. The Property Services Section shall take the steps necessary to see that depleted stocks are replenished in a timely manner. Upon receipt of an approved request for issue, repair, or alteration of materials maintained in the supply room, the Property Services Section shall take the steps
necessary to comply with the request as soon as possible. The Property Services Section shall contact the requesting employee when it becomes possible to fill his request.

3. The Property Services Section shall maintain accurate files concerning the issuance, repair, alteration, ordering, and receipt of uniforms, equipment, and forms.

7528 CLEANING BILLS

B. Procedure

1. The Property Services Section shall be responsible for monitoring department-cleaning bills for authorized cleaning of uniforms and civilian clothing.

2. The Property Services Section shall maintain a log for cleaning bills and check the bills for accuracy. Upon completion of required checks the Property Services Section shall request that payment be made to the appropriate cleaning agency in a timely manner.

3. The Property Services Section shall maintain records of cleaning services performed for all personnel and inform the Property Services Section Manager of any irregularities that appear in the bills.