


General Order 150.00

Reviewed: 05/15

150.00 PROPERTY/EVIDENCE FUNCTION

The duties and responsibilities of the department's Property/Evidence Technician Supervisor are as follows:

- To ensure property or evidence that comes under the control of the Evidence Unit is properly stored and maintained in a safe and secure location.
- To ensure there are procedures in place to maintain strict chain of custody and accountability for property or evidence that is stored and maintained in the Evidence Unit's storage area(s).
- To ensure the administrative and physical security of property or evidence stored at the department is properly controlled.
- To ensure the chain of custody and the integrity of property or evidence removed from the Evidence Unit for the purposes of court, laboratory analysis, or other lawful reason remains intact.
- To ensure there are sufficient quantities of evidence packaging materials available to personnel entering property or evidence into the custody of the Evidence Unit.

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G.O. 150.00 Property/Evidence Function	
Authorized by Jerry Garner, Police Chief	
Effective Date: May <u>13</u> , 2015	
Signature 	Date: <u>5-13-15</u>