

154.00 DEPARTMENT USE OF DISPOSED EVIDENCE/PROPERTY

- Temporary use – to be returned to evidence for disposal
 - Narcotics for canine training
 - A written request must be made by the canine unit supervisor and approved by the next person in his chain of command. The request will include the type and quantity of narcotic that is needed. Once approved, the request will be given to the evidence supervisor.
 - The request will remain on file until the needed substance is set for destruction and therefore available for department use. At that time the canine unit supervisor will be notified of its availability.
 - Prior to its release, a member of the canine unit will weigh the substance without packaging, in the presence of an evidence technician. The weight will be logged and initialed by both parties.
 - The Professional Standards Sergeant will be notified of any narcotics that are checked out of evidence for training. The evidence supervisor and Professional Standards Sergeant will audit the training evidence yearly and provide the Chief of Police a written report of their findings.
 - Upon return of the narcotics, a member of the canine unit and an evidence technician will again weigh the substance without packaging. The weight will be logged and initialed by both parties. If any discrepancy exists between the outgoing and incoming weights, the canine unit supervisor will provide an explanation via memo to the Support Services Commander.

- Firearms for the Regional Lab's working collection

When a firearm has no additional evidentiary value and can be legally disposed of, such firearm can be transferred to the North Colorado Region Forensic Laboratory by order of the Greeley Police Chief (Greeley firearm evidence) or the Weld County Sheriff (Weld County firearm evidence.) Transfer may be authorized if the firearm has value in furthering forensic firearms laboratory work in criminal investigations. Transfer may be authorized under the following restrictions:

- The weapon will remain secure within a locked, alarmed facility with limited access as part of the NCRFL firearms section,

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- The NCRFL firearms section takes full responsibility for the storage and security of the firearm,
- The firearms shall be used solely for forensic purposes,
- The firearm will be cataloged and an annual inventory will be done, and
- Once the firearm no longer has a value to the NCRFL it will be returned to the Greeley Police Department for disposal in accordance with City of Greeley Police Department policy.
- Other (“bait car” items, etc.)
 - A written request containing a description of the item(s) needed as well as justification for the request must be made and submitted to the supervisor of the operation.
 - Upon the supervisor’s approval, the requestor will retrieve the item(s) from evidence. Evidence staff will document each item as being “checked out” to the officer who signs the release.
 - The length of time an article may be checked out as a bait item is determined by the police officer’s supervisor.

- Permanent

Per Municipal Code 2.40.040, lost and confiscated property may be retained by the Police Department for training and operational purposes.

- The requestor of such property will draft a memo containing a description of the item(s) needed as well as justification for the request.
- The memo must be approved by the Chief of Police, via Chain of Command.
- Upon approval, the requestor will retrieve the item(s) from evidence. Evidence staff will document each item as being permanently converted to City use and have the requestor sign for its release.

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General Order 154.00 Department Use of Disposed Evidence/Property Reviewed: 05/15

Authorized by Jerry Garner, Police Chief

Effective Date: May 13, 2015

Jerry Garner
Signature

Date: 5-13-15