

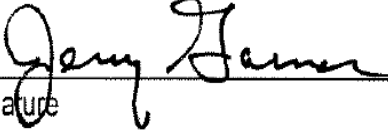
**General Order 156.00**

**Reviewed: 05/15**

**156.00 INSPECTIONS OF EVIDENCE / FOUND PROPERTY**

- The Support Services Division Commander supervising the Evidence Unit or his designee will conduct a physical inspection of the evidence storage facilities to ensure the facilities are maintained in a secure and orderly manner. The preceding inspection will occur on an annual basis. The Support Services Division Commander will document the results of his inspection with a written report forwarded to the Chief of Police via the chain of command.
- The Professional Standards Sergeant will conduct unannounced inspections of the evidence/found property area. Inspections will occur at least annually. During the inspection, the following will occur:
  - Facilities will be checked to ensure appropriate security, locks, and alarms are in place and functioning.
  - Records of all secured property will be examined to ensure that evidence personnel are following appropriate procedures for the acceptance, entry, storage, transfer, preservation and disposition of all items.
  - A random inventory and physical inspection of selected items will be conducted to ensure that procedures are being followed and that the audited items are accurately and appropriately stored as recorded. Items for physical inspection will be random and left to the discretion of the Professional Standards Sergeant but will at a minimum include one case containing cash, one case including schedule one narcotics, and one felony assault or homicide case.
- When a new Evidence Supervisor is designated an inspection of the facility will be conducted by the newly designated Supervisor and the outgoing Evidence Supervisor. If the outgoing Supervisor is unavailable, the Professional Standards Sergeant will participate in the inspection.
- Access to the secure area in evidence/property storage will be restricted to the evidence custodians and the Support Services Division Commander.
- The evidence custodians will maintain a log and anyone else entering the secure area will be required to sign in and indicate in writing his/her purpose for entering the secure area.

GREELEY POLICE DEPARTMENT

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Authorized by Jerry Garner, Police Chief	
Effective Date: May <u>13</u> , 2015	
 Signature	Date: <u>5-13-15</u>