

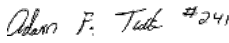

**General Order 150.00**

**Reviewed: 05/24**

**General Order 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 a 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 in the department is properly controlled.
- To ensure the chain of custody and the integrity of property or evidence removed from the Evidence Unit for court, laboratory analysis, or other lawful reasons remains intact.
- To ensure there are procedures in place for the release and disposal of property and evidence maintained by the department's Evidence Unit.
- To ensure there are sufficient quantities of evidence packaging materials available to personnel entering the property or evidence into the custody of the Evidence Unit.

<b>General Order</b>	<b><u>PROPERTY/EVIDENCE FUNCTION</u></b>	<b>Reviewed: 05/24</b>
<b>Authorized by Adam Turk, Police Chief</b>		
<b>Effective Date: May <u>10</u>, 2024</b>		
 	<b>Date:</b> _____	<b>May 10, 2024</b>