

## Property

### 700.1 PURPOSE AND SCOPE

This policy provides guidelines for the proper processing, storage, security, and disposition of evidence, and other property.

#### 700.1.1 DEFINITIONS

Definitions related to this policy include:

**Property** - All articles placed in secure storage within the Humboldt County Probation Department (HCPD), including evidence, and items taken for safekeeping.

### 700.2 POLICY

It is the policy of the HCPD to process, store, secure, and dispose of all property in a reasonable manner and to maintain documentation that tracks the location of property and its disposition.

### 700.3 RESPONSIBILITIES

The Chief Probation Officer should designate a property custodian responsible for the management of property held by the HCPD.

The property custodian should:

- (a) Maintain procedures for the safety, security, and chain of custody for property received, including procedures for packaging, submitting, storing, transferring, releasing, and disposing of property.
- (b) Maintain procedures for facility security and access control, including access logs.
- (c)
- (d) Develop and make available appropriate forms.
- (e) Maintain procedures for the use of property for investigative or training purposes.
- (f) Conduct inventories and participate in audits and inspections as provided in this policy and address identified issues as appropriate.
- (g) Chief Probation Officer CityCounty
- (h) Establish agreements with other appropriate organizations that have resources and expertise to store and destroy hazardous materials, flammable materials, explosive materials, narcotics and dangerous drugs, and other materials requiring specialized destruction.

### 700.4 SECURITY

Only authorized members should have access to property. Members authorized to access secure property storage areas should take reasonable steps to prevent access by unauthorized persons. This includes preventing others from accessing related keys, access codes, passwords, or access cards and reporting any possible breaches or security concerns as soon as practicable.

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#### **700.5 PROPERTY HANDLING**

The member who first comes into possession of property is generally responsible for the collection, care, custody, and control of the property until it is securely stored.

Receipts should be provided to individuals when property is received or removed from them.

A supervisor should be notified when a submitting member did not follow appropriate procedures.

Members should securely store property prior to going off-duty.

#### **700.6 SPECIAL CONSIDERATIONS**

The following items require special handling and should be processed according to department procedures and as follows:

##### **700.6.1 CONTROLLED SUBSTANCES**

- (a) Controlled dangerous substances should only be handled using the appropriate type and level of personal protective equipment.
- (b) Controlled dangerous substances should only be tested, opened, or repackaged in authorized areas and only by trained members.
- (c) Controlled substances shall not be packaged with other property.
- (d) Appropriate weights should be obtained and documented.
- (e) Marijuana should be packaged in a container that allows for drying.
- (f) The property custodian should monitor stored marijuana for growth of mold.

##### **700.6.2 MISCELLANEOUS**

The following items require special consideration and should be handled in line with current department procedures, to include the following:

- (a) Cash should be counted in the presence of another member. The cash shall be placed in a property envelope and initialed by both members. A supervisor should be contacted for cash in excess of \$1,000. The supervisor shall witness the count, initial and date the envelope. After initial submission, cash should be stored in a controlled-access safe. Cash that is not evidence or contaminated should be periodically deposited into a department bank account.

Digital evidence should be stored in a manner to prevent it from becoming demagnetized.

Explosives, fireworks, ammunition, and hazardous and flammable substances should be secured either off-site or on-site in containers appropriate for the contents. These items should be removed or destroyed as soon as it is practical and legal to do so.

Firearms shall be unloaded and packaged separately from ammunition. Members submitting firearms should package them in such a way as to provide visual confirmation that the firearm is unloaded.

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Syringe tubes or other sharps containers should be used to package syringes, needles and other sharps.

#### **700.7 RECORDING OF PROPERTY**

Members should ensure that all documentation and tagging is completed when entering property and evidence. The property custodian receiving custody of property shall ensure a property control record for each item or group of items has been created using a court number and date.

#### **700.8 INSPECTION OF THE PROPERTY STORAGE AREA**

The Division Director shall ensure that periodic, unannounced inspections of the storage facilities are conducted to ensure adherence to appropriate policies and procedures. Division Director Chief Probation Officer department