
 Cambridge Police Department	POLICY & PROCEDURES		No. 810	
	Subject/Title: Property & Evidence Control			
	Issuing Authority: 	Issue Date: 12/22/2010	Effective Date: 12/22/2010	Review Date:
	Robert C. Haas Police Commissioner	Rescinds: Policy #2006-3		
References/ Attachments:		Accreditation Standards: 84.1.1; 84.1.2; 84.1.3; 84.1.4; 84.1.5; 84.1.6; & 84.1.7		

I. PURPOSE:

The purpose of this policy and set of procedures is to outline how found, recovered, seized, evidential or surrendered property will be managed and controlled once it has come into possession of the police department. This guideline will describe how the department will ensure there are sufficient measures in place to adequately protect, preserve, and track any physical property that is submitted into the department's property and evidence control system. In addition to the physical management and control of said property and evidence, this directive will also describe how the department will monitor and ensure that all the procedures are being closely followed, and there is a system of accountability for the safeguarding and protection of all property and evidence until is released or properly disposed of.

II. POLICY:

It is the policy of this department to establish a system and set of controls that will accomplish the following objectives:

- Effectively and efficiently manage and control all found, recovered, surrendered, and evidentiary property and any other property coming into the custody of this department;
- Properly and lawfully preserve, package, record, accounted for, handle and store all property and evidence recovered or turned in to the department;
- Take the initiative to return property to its rightful owner or owners in the most expedient manner;
- Dispose of property and evidence that are no longer useful or are potentially dangerous, as provided by law; and
- Maintain strict accountability for all property and/or evidence.

III. GENERAL CONSIDERATIONS & GUIDELINES:

As part of their routine responsibilities, police officers come into possession of all types of property and evidence that vary widely in nature, value and condition. These items may include anything from priceless jewelry to the bloodstained clothing of a murder victim, and could be as worthless as yesterday's newspaper or as valuable as an art treasure. Items of property and evidence are normally held by departments subject to strict legal constraints and under control of the department's property and evidence function.

Storing, safekeeping, and managing of property and evidence are major responsibilities, not only for the property & evidence custodian and technicians, but for all members of the involved in the receipt, recovery, transport, and final disposition of property held by the department. Failure of on the part of the department to establish effective and efficient systems to gather, manage and secure evidence can lead to civil and criminal charges against officers and to the inability of the criminal justice system to successfully prosecute criminal offenders.

It is for this reason that the department has established a strict set of controls and processes that are designed to regulate the submission, custody, and disposition of property which is not the property of the police department.

IV. DEFINITIONS:

- A. **Audit:** An inspection of the documentation and accountability of a random sampling of in-custody property sufficient to evaluate the integrity of the property and evidence function.

- B. **Inspection:** An examination of the agency's property storage areas to determine that they are being maintained in a clean and orderly fashion, that the agency directives concerning the property management system are being followed (property handling, documentation, etc.), and that the property is being protected from damage and deterioration.

- C. **Inventory:** An accounting of every item of property and evidence.

- D. Property & Evidence Record:** Electronic records contained in the property and evidence management program that document and describe an evidence item and reflect its status within the custody of the Property & Evidence Unit.¹
- E. Property & Evidence Room:** For the purpose of this directive, the Property & Evidence Room (also referred to simply as the Property Room) will be inclusive of the office area, staging and prep areas, temporary storage lockers, and all storage areas for property and evidence under the control of the Property & Evidence Unit.
- F. Temporary Storage Lockers:** Are those designated temporary storage spaces whereby property or evidence will be placed and considered the entry point into the property & evidence system. These temporary storage spaces are equipped to be secured and will not allow removal of said items once secured in these storage spaces.
- V. PROPERTY FUNCTION ADMINISTRATION & MANAGEMENT:**
- A. Property Custodian:** The Unit Commander for the Records Management Unit shall be responsible for the administrative oversight and management of the Property & Evidence Unit.
- B. Property Technicians:** Those members of the department who are assigned Property & Evidence Unit and work in the secure property and evidence storage areas.
- C. Evidence Officer:** Irrespective of any non-sworn members assigned to the property and evidence function, the Police Commissioner shall designate a sworn police officer to act as the custodian of all drugs and narcotics seized in the course of any arrest and investigation. The Evidence Officer shall be a Property Technician.²

¹ CALEA Std. **84.1.5** – *Records reflect the status of all property held by the agency.*

² M.G.L. c. 94C, §47A

VI. SECURITY & ACCESS TO PROPERTY STORAGE AREAS:³

- A. Authority to Access Property Room:** In order to maintain the integrity and security of all property and evidence that is being stored by the department, access to those areas of the department where said items are stored will have restricted access and to that end:
1. The department shall maintain areas for the secure storage of items of property and evidence in the custody of the police department.
 2. Unescorted access to such areas shall be limited to members of the department who are assigned to work regularly in such areas by the Police Commissioner or one of the Division Commanders.
 3. Other persons may access the property and evidence storage area provided that:
 - a. They are escorted at all times by a Property Technician and are never left alone in secured areas of the Property Room;
 - b. They are accessing the area for a legitimate work function such as:
 - i. Conducting an inventory;
 - ii. Conducting an inspection; or
 - iii. Conducting maintenance of the facility or equipment; and
 - c. The visit into the Property & Evidence Room will be electronically recorded on the department's in-house camera system.
 4. Visitors shall not enter the Property & Evidence Room for the purpose of station tours.
- B. Property & Evidence Room Security:** All areas of the Property & Evidence Room will be considered to be a secure area and as such will be restricted to only those members of the department who have been assigned to this function. At no time will any of the secured access points or the camera monitoring system into the Property & Evidence Room ever be compromised or disabled.
1. Keys, pass-codes, or other means of entry into the Property & Evidence Room and to those storage areas contained within shall not be possessed by any person who is not specifically authorized unescorted access by the Police Commissioner or one of the Division Commanders.

³ CALEA Std. **84.1.2** – *All in-custody and evidentiary property is stored within designated, secure areas with access limited to authorized personnel.*

2. Key and security card access shall be the responsibility of the Support Services Division Commander.
 - a. All Property Room keys shall be accounted for in a key log which shall list the following information:
 - i. An individual key (by key number, etc.);
 - ii. The person to whom the key was issued;
 - iii. The date that the key was issued; and
 - iv. The person who issued the key.
 - b. An annual key audit shall be conducted by the Property Custodian to account for all Property Room keys and security card access.
 - c. The completed key audit reports shall be submitted to and kept on file by the Support Services Division Commander.
 - d. Un-issued keys shall be stored in a secure locker within the Property Room.
 - e. The Support Services Division Commander will maintain control over the access key to the key locker.

C. Limited Security Storage: All property and evidence shall be maintained within the Property & Evidence Room area when held in custody by the police department, unless said items cannot be physically stored in this area, in which case:

1. Bulky items such as vehicles, boats, and watercraft, which remain in police custody and have already been or will be subjected to processing for evidence, may be stored in a limited security storage area which is maintained in the garage area of the police station.
2. Vehicles and trailers shall be locked and/immobile if possible.
3. Keys shall be submitted to the property and evidence function.
4. Items brought into the secure storage area in the police station garage will be logged into the property and evidence system as would any other property brought into the system.

VII. PACKAGING PROPERTY & EVIDENCE FOR SUBMISSION:

- A. General Precautions:** It is necessary that property and evidence in department custody be carefully accounted for to minimize the possibility of adverse claims against the department and to maintain the department's credibility in the courts. To this end, all personnel shall be aware of and practice the following:
1. No property, evidence, or contraband shall be stored in any office, desk or locker, vehicle, or other unauthorized location. (Evidence may be temporarily stored in a vehicle for security purposes in the field.)
 2. Property or evidence shall not be left unattended or unsecured at any time.
 3. Property and evidence shall be handled with care so as to protect any evidentiary value of the item.
 4. The chain of custody shall be carefully maintained with as few persons as possible taking custody of the property.
 5. Upon taking custody of property or evidence, the employee shall promptly return to the station and document, package, and submit item(s) to the property and evidence function pursuant to this policy.
 6. No member of the department shall take, use, or possess any item that has been recovered or confiscated by the department, for other than those purposes sanctioned by the department.
- B. Types of Property:** Items submitted into the Property & Evidence System fall into six general types, categorized as follows:
1. *Property Submitted for Destruction:* This may consist of contraband, unwanted firearms, ammunition, or other items legally confiscated by police officers or turned in by citizens for disposal. Citizens submitting property for destruction relinquish all rights of ownership to such property. All property being submitted into the Property & Evidence System for destruction will be accompanied by a completed Blue Miscellaneous Property Identification Tag (checking off the "other" category) and a completed Property & Evidence Report form.
 2. *Evidence:* Property taken into custody in connection with an investigation, property taken into custody for the purpose of performing further analysis or examination, or property which potentially may be presented as an exhibit in court, or before a board or other body. All items being submitted as evidence will be accompanied by a Beige Evidence Tag and a completed Property & Evidence Report form.

3. *Found Property*: Items lost by and not in the custody of the police for the purpose of its safekeeping and retention. All property being submitted into the Property & Evidence System will be accompanied by a completed Blue Miscellaneous Property Identification Tag (checking of the “lost & found” category) and a completed Property & Evidence Report form.
4. *Safekeeping*: An item temporarily in the custody of the police for the purpose of its safe retention, which is intended to be returned to its rightful owner. All property being submitted into the Property & Evidence System will be accompanied by a completed Blue Miscellaneous Property Identification Tag (checking of the “lost & found” category) and a completed Property & Evidence Report form.
5. *Prisoner Property*: Property that was taken from a prisoner at the time of booking and could not accompany the prisoner to court. This property will be held for safekeeping until returned to its rightful owner or disposed of not claimed within an allotted time and attempt of proper notification. All property belonging to a prisoner that is being submitted into the Property & Evidence System will be properly packaged and accompanied a completed Orange Prisoner Property Tag and the Booking face sheet attached.
6. *NIBRS (National Incident Based Reporting System)*: Items or property entered into the department’s Records Management System for the purpose of NIBRS reporting only. Such items are not physically in police custody.

C. Documentation of Property and Evidence: Any property or evidence that is taken into custody or received in by the police department must be properly documented and recorded as part of the department’s Records Management System. In order to properly enter all said property or evidence into the Property and Evidence System, the following procedures will be observed:

1. All property shall be logged into the property and evidence management program within Q.E.D. system prior to the end of the officer’s tour of duty. The entry must include as much of the following information as it known:⁴

⁴ CALEA Std. **84.1.1** – A written directive establishes procedures for receiving all in-custody and evidentiary property obtained by employees into agency control, to include:

- a. Requiring all property to be logged into the agency records before the officer ends his/her tour of duty or under exceptional circumstances as defined by policy;
- b. Requiring all property to be placed under the control of the property and evidence control function before the officer end his/her tour of duty or under exceptional circumstances as defined by policy;
- c. Requiring a written report detailing the circumstances by which the property came into the agency’s possession and describing each item of property obtained;
- d. Providing guidelines for packaging and labeling property prior to storage;
- e. Establishing extra security measures for handling exceptional, valuable, or sensitive items of property;

- a. Association with the case File Number;
 - b. A description of the property, to include any unique identifying features, as a serial number;
 - c. Quantification of the item (number, weight, size, etc.);
 - d. Type of property (evidence, found, destruction, etc.);
 - e. Name of owner or custodian; and
 - f. What is to be done with the property, such as:
 - Hold for evidence;
 - Forward to the laboratory for specific testing;
 - Destruction or disposition; or
 - Return to owner.
2. All property and evidence in the custody of this department shall be associated with an Incident Report Number and accompanied by an Incident Report explaining the circumstances by which the property came into the department’s possession and describing each item of property obtained.⁵
3. In addition to the Incident Report, officers will complete the department’s Property & Evidence Report, which is maintained as an electronic form (see attached form).

D. Packaging of Property and Evidence:⁶ Prior to the submission of any property or evidence into the department’s Property & Evidence System, all said items will be properly packaged and tagged in the following manner:

- 1. All items submitted into the Property & Evidence System will be tagged with the corresponding color-coded Property/Evidence tag (refer to Section VII. B. of this policy), and will be accompanied with a completed Property & Evidence Report form.
- 2. The evidence items shall be packaged and labeled prior to being submitted to the Property & Evidence Unit. To some degree, packaging and documentation should be guided by the needs of the case.

f. Requiring an effort to identify and notify the owner or custodian of property in the agency’s custody; and

g. Establishing procedures for the temporary and final release of property items from the control of the property and evidence function.

⁵ CALEA Std. **84.1.1 (c)**

⁶ CALEA Std. **84.1.1 (d)**

- a. Items which need to be individually identified should be individually packaged (i.e., a bag of marijuana found in a suspect's pocket, a bag found in the glove compartment, a marijuana roach found in an ash tray).
 - b. Items which are similar and may be identified collectively may be packaged collectively (i.e., five bags of marijuana found in a vehicle's console).
 - c. For further information on packaging evidence items, see department policy entitled, *#800 – Collection & Preservation of Evidence*.
3. Bulk items such as bicycles, safes, and vehicles which will not fit into an evidence bag shall be tagged. A tag shall be affixed to the item listing the File Number, date and submitting officer's name or a property tag generated by the property and evidence program may be attached.
 4. Items requiring further processing shall be:
 - a. Clearly marked to identify what type of examination or method of examination is requested;
 - b. Packaged so as to avoid destroying or contaminating the evidence;
 - c. Marked to warn Property Technicians that the item must be handled with care (fingerprints, DNA, etc.). Property Technicians shall not be responsible for the destruction or contamination of evidence not properly packaged or marked.
 5. Items (with exception of drugs) requiring further processing by the Massachusetts State Police Laboratory shall be submitted with a completed CL-1 form and a copy of the report.⁷
 6. Accuracy and completeness are important. Items not properly submitted will be returned to the officer or his/her supervisor for reprocessing and resubmission.
- E. DNA Testing Items:** Items submitted for processing for DNA shall be packaged in such a manner as to avoid contamination prior to submission. Typically items being taken into custody for analysis will be handled and packaged by members of the department's Identification Unit.
1. Such items shall be clearly marked to warn Property Technicians. The Property & Evidence Unit shall not be responsible for the inadvertent

⁷ Refer to department policy entitled, *#800 – Collection & Preservation of Evidence*.

destruction or contamination of DNA evidence when the submitted item is not properly and clearly marked.

2. For further information, refer to department policy entitled, *#800 – Collection & Preservation of Evidence*.

F. Handling Valuable or Sensitive Items:⁸ Members of the department must exercise greater care and a higher level of caution when dealing with valuable or sensitive items, such as cash, jewelry, precious metals, and drugs. These precautions are taken in the interest of protecting the officers who are handling and processing valuable or sensitive items:

1. As a general rule, two employees shall package and document such items. In the case where circumstances do not allow for two officers, a supervisor may authorize a single officer to package and document such property. Supervisors should use such discretion judiciously.
2. Whenever possible, particularly when an officer is working alone, such items should be processed in view of the booking room video camera, another fixed surveillance camera, or in certain cases, processing should be video-recorded.
 - a. *Drugs:* Drugs must be quantified by type, size, or other classification (2 blue pills, 4 red and white tablets, 3 rocks, 10 bindles, 3 baggies, etc.). Unsealed bags of powder or vegetable matter should be weighed. In addition to the Property & Evidence Report form, officers will also be required to complete the Narcotics Control Sheet (see attached form).
 - b. *Cash:* Cash shall be counted by at least two employees. The results of the count shall be entered on the cash accountability sheet listing the number of bills for each denomination of currency. Each employee shall print his/her name, sign and date the form. The form and cash shall be placed in a sealed envelope to be submitted to the Property & Evidence System.
 - c. *Jewelry:* Jewelry which could contain precious metals or stones, or might also include expensive watches or other such items.
 - d. *Precious Metals:* Precious metals in a solid form may be quantified. Metal in flakes, dust, etc. shall be weighed.
 - e. *Other Valuable Items:* Other items of value may, in the discretion of the employee or supervisor, require such handling.

⁸ CALEA Std. 84.1.1 (e)

G. Delayed Entry and Packaging: Under certain circumstances, the entry and packing of property or evidence may be delayed in which case the following procedures should be observed:

1. Large volumes of evidence, such as from a search warrant, which cannot be processed prior to the end of the shift may be stored in a sealed container or locked in a secure room.
2. Property items seized in the after-hours incident or search warrant may be secured to be processed after employees have rested.
3. Such actions must be authorized by a supervisor.
4. The storage area must be secure and the integrity of the evidence not compromised.

VIII. SUBMITTING EVIDENCE TO THE PROPERTY & EVIDENCE SYSTEM:

A. Procedures for the Submission of Property & Evidence: As members of the department come into possession of property or evidence, they will be expected to adhere to the following set of procedures:

1. An Incident Report Number will be generated and the submitting officer or employee will be required to complete an incident report documenting circumstances of how he/she came into possession of the item(s). Any parties involved or connected with the submission of property or evidence should be entered into the MNI and a description of the property should be described in the narrative portion of the report.
2. The appropriate color-coded tag should be completed and attached to each item or attached to the packaging in which an item may have been placed. The tags and packaging materials are maintained in the Report Writing Area on the second floor and also in the lobby area of the Property & Evidence Room.
 - a. In the case of Digital Compact Flash Card, the submitting officer or employee will place the digital compact flash card into the red envelope maintained in the Report Writing Area.
 - b. A Property & Evidence Report and an accompanying tag will not be required for the submission of a digital compact flash card, however the submitting officer or employee is required to complete the front of the envelope and also complete an Incident Report documenting the incident for which photographs were taken.

- c. Once the digital card compact flash card is properly packaged, the submitting officer or employee will then submit it into the department's Property & Evidence System.
3. With the exception of prisoner property (unless it is being held as evidence or contraband), the submitting officer or employee will complete the department's electronic Property & Evidence Report form. One copy of the form will be printed and will accompany the item(s) being submitted to the Property & Evidence Unit. In terms of prisoner property that is left behind, the officer will package any loose items, place the appropriate tag on the items, and attach the face sheet of the Booking Report.
 4. In the case of narcotics that have been seized or recovered, the submitting officer will also complete the Narcotics Control Sheet.
 5. Prior to submitting any property or evidence into the Property & Evidence System, the submitting officer or employee will have the items reviewed by a supervisory officer. If the property or evidence is properly tagged, packaged, and accompanied by the completed forms, the approving officer will sign-off on the department's Property & Evidence Report form (box #20A).
 6. The submitting officer or employee will place the tagged items, the accompanying Property & Evidence Report form (in the case of prisoner property, the face sheet from the Booking Report) directly over to a Property Technician or into the appropriate temporary holding storage area (see Section VIII. C. & D. for specific information).
- B. Submission of Property and Evidence:**⁹ Barring extraordinary circumstances, as authorized or as otherwise provided by this directive, property and evidence shall be submitted to the Property & Evidence Unit prior to the end of the submitting officer's or employee's tour of duty.
1. Under no circumstances will an officer ever leave property or evidence unsecured when it cannot be properly submitted to the Property & Evidence Unit.
 2. At no time will an officer store property or evidence in his/her locker, desk drawer, unsecured vehicle, or other personal space.
- B. Direct Submission:** Once property or evidence has been properly tagged and packaged, and the Property & Evidence Report form completed, officers

⁹ CALEA Std. 84.1.1 (b)

submitting property and evidence directly into the custody of the Property & Evidence Unit is the preferred method.

- C. After Hours Storage:**¹⁰ Property and evidence to be placed the custody of the Property & Evidence Unit when a Property Technician is not on duty shall be temporarily stored in one of the temporary storage lockers (or closet for larger items) which is located on the third floor of the police station, adjacent to the Property & Evidence Unit, ensuring that the locker space is properly secured once the property and evidence has been submitted into one of the open lockers.
1. Once placed into the appropriate sized and designated Temporary Storage Locker, the submitting officer will make sure that the locker is properly secured.
 2. Bulk items such as bicycles, safes, and vehicles which will not fit into an evidence locker shall be tagged and placed in the department garage, with permission of a supervisor.
 - a. The department's Property and Evidence Report will have been completed, and a copy of the completed form will accompany the item(s) being stored in an alternative location other than the temporary storage lockers.
 - b. The item must be placed in full view of the surveillance camera.
 - c. Vehicles or items to be processed for evidence shall be protected with crime scene tape and when possible placed in the designated storage area within the garage and the gated area is to be secured.
 - d. Uninvolved employees shall not handle items left in the garage.
 - e. No cars may be washed in the garage when a vehicle or property items to be processed are present.
- D. Temporary Evidence Storage:** Designated temporary evidence storage areas are available for property which has not yet come under the control of the Property & Evidence Unit.
1. Evidentiary items recovered which will be processed by department employees may be entered into the Property & Evidence System and stored in another authorized evidence storage location.

¹⁰ CALEA Std. **84.1.3** – *Secure facilities are provided for storage of in-custody or evidentiary property during periods when the property room is closed.*

2. These items will remain the responsibility of the person or entity having custody of the items until such time as the items are delivered to the Property & Evidence Unit.

IX. RECEIVING AND STORING PROPERTY & EVIDENCE:

A. Receiving Property: Property and evidence can be received by the Property & Evidence Unit in one of two ways:

1. A Property Technician may receive property or evidence directly from an employee.
2. For property and evidence removed from temporary storage, the Property Technician shall:
 - a. Take custody of the property;
 - b. Prior to taking custody of the property, the Property Technician will check to make sure the items are properly tagged/labeled, packaged, and accompanied by the proper documentation. Items not properly prepared will be left in the temporary storage area and arrangements will be made through the Property Custodian to have the items returned to the submitting officer or the supervisor who signed off on the property prior to its submission. The Property Custodian will submit a report of this to the officer's Division Commander.
 - c. Provided that all of the items being submitted into the Property & Evidence System are properly submitted, the Property Technician will log the items into the Property & Evidence System and move them into the Property Room.

B. Processing Property: As property is being entered into the Property & Evidence System, the Property Technician will perform the following steps:

1. Check each item being entered into the Property & Evidence System to be sure that it has been properly tagged, packaged (if applicable), and a completed Property & Evidence Report form is accompanying the item(s). In the case of prisoner property will have the Booking face sheet in place of the Property & Evidence Report form. Any item not properly tagged, packaged, or does not have the appropriate paperwork appropriate paperwork will be returned to the approving supervisor or submitting employee and a report will be submitted by the Property Custodian to the officer's Division Commander.

2. Upon accepting the item(s) being submitted into the Property & Evidence System, the Property Technician will enter the items into the property and evidence screens within the Records Management System (Q.E.D.), and update the property activity to reflect the present status.
3. Store the items in the designated storage areas within the appropriate property and evidence storage areas, or prepare the property and evidence for transportation to the appropriate laboratory. (Note: no property or evidence should be left outside a secured area within the Property & Evidence Room at anytime.)
4. In the case of found or recovered property that does not have any evidentiary value, the Property Technician should make a diligent effort to identify and notify owners of found or recovered stolen articles, and make arrangements to return the property to the rightful owner, as soon as it is no longer needed.¹¹
5. Prepare property for its legal disposition, such as making arrangements to have it turned over to Propertyroom.com®, transfer to a bonded storage company, or destruction.

C. Processing Drugs: Drugs taken into the Property & Evidence System are to be handled in a certain way that distinguishes them from the manner in which other types of property or evidence is handled. The following set of procedures will be observed when processing drugs into the Property & Evidence System:

1. *Evidence Officer:* Drugs in the custody of the Property & Evidence Unit are the responsibility of the Evidence Officer.
 - a. Drugs shall be received, processed, and stored under the supervision of the Evidence Officer.
 - b. Only the Evidence Officer will transport drugs to and from the appropriate state drug laboratory.
2. *Drug Storage:* Drugs shall be stored in the designated secured storage area within the Property Room. The storage area for drugs will remain secured at all times.
3. *Transfer of Custody:* When drugs are being issued from or returned to custody of the Property & Evidence Unit, the Property Technician shall inspect the drug packaging and contents for any evidence of damage or tampering.

¹¹ CALEA Std. 84.1.1 (f)

- a. If the package appears to have been tampered with in any way, the Property Technician shall immediately notify the Evidence Officer.
 - b. The Evidence Officer shall inspect the evidence. If the Evidence Officer believes that the evidence has been compromised:
 - i. The Evidence Officer should count and/or weigh the contents, and verify the listed count/weight against any such count or weight recorded by the testing laboratory or existing evidence record.
 - ii. The sample shall be resubmitted to the laboratory for testing to determine if the contents is the substance noted on the laboratory certificate of analysis.
 - iii. The packaging shall be preserved as evidence.
 - iv. The Police Commissioner shall be advised, and the Evidence Officer and/or Property Technician shall submit a report the Police Commissioner regarding the incident.
 - c. The Police Commissioner will notify the Unit Commander of the Professional Standards Unit to initiate an immediate investigation.
 - d. Additionally, as part of that investigation, the investigator from the Professional Standards Unit will conduct a full inventory and audit of all drugs and drug records.
4. *Destruction of Drugs:* Drugs may be destroyed upon receipt of an order of destruction issued by the court, after adjudication of a case, or when submitted to the Property & Evidence Unit for that purpose.
- a. When drugs are to be destroyed, the Evidence Officer will ensure that the drugs are prepared for destruction in accordance with the guidelines set forth by the Department of Public Health.
 - b. Prior to the destruction of drugs, the following procedures are to be observed:
 - i. All drug cases and reports shall be reviewed by the District Attorney's Office.
 - ii. Drug destructions must be authorized by the Support Services Division Commander.
 - iii. Drug destructions shall be conducted by the Evidence Officer and at least one other employee.

- iv. Upon completion of drug destruction, the activity for each item shall be updated in the Records Management System to reflect the destruction of the item and the closed status of the case.

D. Hypodermic Needles: Hypodermic needles and syringes shall be accepted only when properly packaged to prevent an accidental needle stick. Needles not in factory packaging should be placed into a syringe container prior to being submitted.

1. Laboratory policy prohibits analysis of syringes unless requested by the District Attorney's Office.
2. Needles and syringes which are not to be held as evidence shall be placed in a "sharps container" for collection for eventual disposal and shall be recorded as destroyed in evidence records.

E. Fingerprint Items: Items submitted for processing for latent fingerprints shall be clearly marked to warn Property Technicians. The property and evidence function shall not be responsible for the inadvertent destruction of fingerprints when the submitted item is not clearly marked.

1. Property technicians shall wear gloves when handling such items.
2. Such items shall be handled with care so as to preserve any existing fingerprints.

F. DNA Testing Items: Items submitted for processing for DNA shall not be accepted unless they have been packaged in such a manner as to avoid contamination prior to submission.

1. Such items shall be clearly marked to warn Property Technicians. The property and evidence function shall not be responsible for the inadvertent destruction or contamination of DNA evidence when the submitted item is not properly packaged and clearly marked.
2. Such items shall be handled with care so as not to contaminate the item.

G. Digital Compact Flash Cards: Whenever an officer is submitting digital compact flash cards into the Property & Evidence System, the officer will fill out the face of the red "Digital Compact Flash Card" envelope (once having secured a Incident Report Number), and submit it to the Property & Evidence Unit by

placing the envelope in temporary storage locker #28 which is dedicated for this purpose.

H. High Value Items:¹² High value items shall be stored within a secured room or container within the property room, apart from other property and evidence.

1. *Cash:* The Property & Evidence Unit will not provide long term storage of cash unless the Support Services Division Commander specifically authorizes such storage for a specific case.
2. Cash received by the property and evidence function shall be promptly forwarded to the treasurer for deposit in a police holding account or returned to the proper owner.
3. Cash will be accepted only if it has been accounted for by the submitting employee and placed in a sealed container. See **Handling Sensitive Items** in this policy. Sealed containers of cash will not be opened by Property Technicians unless such cash is to be returned to the owner or custodian.
 - i. Cash for deposit in a police holding account will be forwarded, as received in a sealed container, to the treasurer's office and the activity updated in the property and evidence system. The sealed container will be delivered to the treasurer by either the Property Custodian or the Evidence Officer. The container will be opened and counted and a receipt will be returned to the Property Office.
 - ii. Cash to be immediately returned to the owner or custodian shall be counted in the presence of the owner or custodian and properly returned.
 - iii. Cash to be returned to the owner or custodian at a later time shall be deposited into a police holding account and the return made by check.

I. Perishable Items: Perishable property or evidence, such as blood or a Sexual Assault Kit, shall be refrigerated in a secure area until such time that it is transported for analysis.

1. Sexual Assault Kits that are turned over to a police officer will be placed into the temporary refrigerator locker, if it cannot be turned directly over to a Property Technician.

¹² CALEA Std. 84.1.1 (e)

- J. Firearms:** Firearms shall be received only after having been unloaded and rendered safe. No loaded firearm shall be accepted or stored by the property and evidence function. For further information, see the department policy regarding *#800 - Collection & Preservation of Evidence*.
1. Firearms shall not be placed in any evidence box or container until the firearm has been checked to ensure that it is unloaded and safe. Upon placing the firearm into the box or bag, the container shall be sealed and the seal initialed by the person who sealed the container.
 2. Any firearm removed from an evidence box or container shall be checked to ensure that it is unloaded and safe.
 3. No firearm shall be stored with a magazine inserted into the magazine well.
 4. Firearms shall be stored in a locked room or container within the property room, which will remain secured and locked when not in use.
- K. Combustible Liquids:** Combustible evidence such as gasoline, toluene, paint thinner, etc., shall be stored in a secure Flammable Liquids Cabinet.
1. Officers should use caution when transporting flammables.
 2. Whenever possible, small samples of the flammable shall be retained as evidence.
 3. For further information, see the department policy regarding *#800 - Collection & Preservation of Evidence*.
- L. Explosive Devices:** No live explosive devices shall be accepted or stored by the property and evidence function.
1. Under no circumstances are explosive devices such as dynamite, hand grenades, blasting caps, etc., to be brought into the station.
 2. When an explosive device or suspected explosive device is located, the officer locating the device shall inform a supervisor, who shall notify the appropriate Bomb Disposal Unit member.
 3. Upon being rendered safe, non-explosive components may be properly received.

M. Computer and Other Electronic Devices: All computers, mobile telephones, texting devices, and other forms of electronic medium that has the capability of storing private data, and is not considered evidentiary will not be offered to for public sale through an auctioning process. If the property cannot be returned to its rightful owner within the allotted time frames, it will be processed for destruction.

X. TEMPORARY RELEASE OF PROPERTY:¹³

A. Primary Release of Property: The temporary release of property or evidence from the custody of the property and evidence function shall be conducted or coordinated by employees assigned to that function.

1. Property may be released for the purposes of:
 - a. Use as evidence in court or another hearing;
 - b. Laboratory examination;
 - c. Identification of property by the owner, custodian, victim, or witness;
 - d. Investigation; and
 - e. Other law enforcement purposes.
2. Whenever property or evidence is removed from the custody of the property and evidence function, the chain of custody shall be maintained.
 - a. A notation shall be made in the Property and Evidence Log, containing the following information:
 - i. Date and time;
 - ii. Property number(s);
 - iii. Name of person taking custody;
 - iv. Reason for removing the item (court, laboratory processing, investigation, etc.); and
 - v. Initials of the person taking custody.
3. The Property Technician will then initial the Log to indicate the change in custody.

¹³ CALEA Std. 84.1.1 (g)

4. A Property Technician shall update the status of the property in the property and evidence system to reflect the release from custody and to whom the item was released.
5. The person receiving temporary custody of property must return the property promptly.

B. Secondary Temporary Release of Property: Property temporarily released to an employee may be further released to the custody of another, if necessary to fulfill a law enforcement purpose.

1. The reasons for such release are:
 - a. Transfer of evidentiary items to the court or District Attorney's office;
 - b. Release to another investigative agency; or
 - c. Release to another agency for a specialist to examine.
2. Upon such secondary release, the releasing employee shall obtain a written receipt for the property which shall include:
 - a. Date and time;
 - b. Property number(s);
 - c. Name of person taking custody;
 - d. Reason for removing the item (court, laboratory processing, investigation, etc.);
 - e. Signature of the person taking custody; and
 - f. Name and signature of the person relinquishing custody.
3. The receipt shall be forwarded to the property and evidence function for purposes of maintaining the chain of custody, and for personnel to update the property activity in the property and evidence management program.

- C. Property Released for Investigative or Training Purposes:**¹⁴ Weapons, explosives, and controlled substances may be used for investigative or training purpose with the express permission of the Police Commissioner.
1. Firearms and weapons shall be transferred to the custody of the department as follows:
 - a. The property activity for such weapon shall be annotated to indicate such transfer and shall reflect a “closed” status.
 - b. The weapon shall be listed on the department’s Weapons Control Roster.
 2. Small quantities of explosives for training purposes may be stored by the department. (This does not include devices used by special operations teams for diversionary purposes.)
 - a. Training explosives shall be stored in a designated storage area approved by the Police Commissioner.
 - b. Access to the explosives shall be supervised by the Commanding Officer of the department’s Bomb Squad.
 - c. When needed for training purposes, the explosives shall be issued by the Commanding Officer of the department’s Bomb Squad, who will annotate in the Explosives Log the date, time, purpose of issue, and name of the person to whom the explosive was issued.
 - d. The employee receiving the explosive shall initial having received the item.
 - e. The explosive shall be returned to Commanding Officer of the department’s Bomb Squad, who will place the item back into the designated storage and annotate such return in the Explosives Log.
 3. Drugs may be issued for training or investigations.
 - a. Only drugs associated with closed cases or submitted for destruction may be used for such purposes.
 - i. The Evidence Officer shall obtain an incident number which will be associated with each drug item to be used for such training or investigation.

¹⁴ CALEA Std. **84.1.4** – *A written directive establishes procedures to ensure security and accountability for controlled substances, weapons, or explosives used for investigative or training purposes.*

- ii. The Evidence Officer shall submit an incident report identifying each property item by description, property number and state lab number (if applicable).
 - iii. For drugs processed and packaged by a state lab, if the drugs must be removed from the packaging, the original packaging shall be maintained by the Evidence Officer.
 - b. The drugs shall be issued as temporary release of property.
 - c. Drugs not under the immediate control of an authorized person shall be locked in a secure container approved for such purposes by the Police Commissioner.
 - d. In the event that any drugs are lost or damaged during such investigation or training, in addition to any other incident reports, the employee having custody of such drugs shall submit a report explaining the circumstances of such loss or damage.
 - e. Upon return to the custody of the property and evidence function, the Evidence Officer shall:
 - i. Inspect the drugs for loss or damage;
 - ii. Submit an addendum to the initial report; and
 - iii. Re-submit same to the state lab along with the original packaging and certificate.¹⁵

D. Returned Property: When property or evidence is being returned to the custody of the property and evidence function, the returning party may return the item in person, or when no Property Technician is on duty, the item may be placed in the temporary storage lockers. See **Temporary Evidence Storage** in this policy.

1. The Property Technician will examine the item to ensure that it is the same item that was released and that it is in the same condition.
 - a. If all is in order, the item will be received and the activity updated in the property and evidence program.
 - b. Any unexpected or unexplained change or alteration of the item shall be immediately reported to the Property & Evidence Custodian for further action.

¹⁵ Department of Public Health, Drug Destruction Protocol, III. c.

XI. FINAL DISPOSITION OF PROPERTY:

- A. Releasing Property:**¹⁶All property permanently released from the custody of the property and evidence function shall be documented and accounted for.
1. A receipt shall be obtained for each item. The receipt shall contain:
 - i. The date and time of release;
 - ii. The property number of each item released;
 - iii. A brief description of the property item;
 - iv. Name, address, and date of birth of person to whom the property is released -- if multiple property sheets are used, this information need only be captured on one sheet;
 - v. Signature of the person to whom the property is released; and
 - vi. Name and signature of employee releasing the property.
 2. The property record for each released property item shall be updated to reflect the return of the property and the change of the status of the property item to “closed.”
- B. Discarded or Destroyed Property:** All property in the custody of the Property & Evidence Unit which is discarded or destroyed shall be documented and accounted for. Upon the property’s being discarded or destroyed, the property record for each discarded or destroyed property item shall be updated to reflect the return of the property and the change of the status of the property item to “closed.”
- C. Property Submitted for Destruction:** When receipt is received of property submitted for destruction, such property shall be processed and held for destruction or destroyed. Drugs submitted for destruction shall be processed in accordance with the guidelines set forth by the Department of Public Health.
- D. Evidence No Longer Needed:** It is the responsibility of the case officer to notify the Property & Evidence Unit when evidence is no longer needed.
1. Such evidence will be promptly returned to the owner whenever possible.
 2. The property and evidence function shall make a diligent effort to notify the owner. Such notification may be made by telephone, e-mail or U.S. Mail.
 3. If the owner or custodian cannot be located, such item may be disposed of.

¹⁶ CALEA Std. 84.1.1 (g)

- E. Photograph of Evidence, Return of Property to Owner:** Evidence may be returned to the owner or custodian, at the discretion of the case officer or District Attorney's Office, after having been photographed. The photograph may be admitted in judicial proceedings as competent evidence.
1. The property may then be released to the victim prior to trial, provided that the return does not compromise prosecution of the case.
 2. In determining whether or not to return the property to the victim, the case officer must weigh the hardship created for the victim against the value of the evidence in future court proceedings.
 3. Return of property in superior court cases must be approved by the District Attorney's Office.
 4. Before impounded property is returned, it will be photographed in a manner that clearly identifies the property and may be admissible in court as competent evidence.
 - a. When applicable, a readily identifiable object should be used for size comparison.
 - b. The person to whom the property is to be returned shall be asked if the property in the photograph is the same property as that being returned. The person shall then sign and date the photograph.
 5. The item(s) shall be returned and the return documented in accordance with this policy.
 6. The signed property return receipt and photograph(s) shall be turned in to the Property & Evidence Unit.
 7. Property released from the custody of the property and evidence function shall be annotated to reflect the return of such property and the entry of a photograph into custody, in place of the true item.
- F. Found Property – Right of Claim by Finder:** The finder of money or property may request that such property be turned over to him/her after one year has passed since the property or money was found and turned in to the police.¹⁷
1. If the owner becomes known and makes a claim to such property within one year, the property shall be returned to the owner.¹⁸

¹⁷ M.G.L. c. 134, § 4

¹⁸ M.G.L. c. 134, § 3

2. If the owner remains unknown or does not make arrangement to obtain the property within one year of the date of finding, the property may at that point be turned over to the finder.¹⁹
3. If the finder does not claim the property, such property may be disposed of at auction.²⁰

G. Other Lost, Stolen, Abandoned, or Unclaimed Property: Lost, stolen, abandoned property, or property taken from a person under arrest (excepting prisoner property to be returned upon release), shall be forwarded to the Property & Evidence Unit. Such property shall also include: 1) property left behind by arrested persons; and 2) safekeeping property not reclaimed by the owner after notice or attempt of notice.²¹

1. All such property shall be retained for a period of at least one month.
2. The property may be sold at auction (transferred to Propertyroom.com®, provided that:²²
 - a. The owner or owner’s abode or place of business is unknown;
 - b. If the owner, owner’s place of abode or business is known, the owner shall be notified by registered mail; and
 - c. If the owner refuses or fails to take possession of the property within ten days of receiving notice, the property may be sold at auction.
3. Owner’s Claim to Property:
 - a. The owner may make claim to the property:
 - i. Within two years and two months after the property came into the possession of the police department; or
 - ii. Within two years of the sale of such items.
 - b. If the owner can prove ownership of the property, the owner may receive proceeds of the sale of the property, less any incurred expenses.

¹⁹ M.G.L. c. 134, § 4

²⁰ M.G.L. c. 135, § 8

²¹ M.G.L. c. 135, § 7

²² M.G.L. c. 135, § 7

- c. If property is not clearly identifiable, and an individual claims ownership, the property shall be released only when that individual establishes ownership rights to such property.
- d. Any property that becomes the subject of controversy as to the rightful owner shall not be released to any person, except by written order of the Police Commissioner or by a court order.

H. Property from Search Warrants: Property or articles stolen, embezzled or obtained by false pretenses, or otherwise obtained in the commission of a crime shall be returned to the rightful owners.²³

1. All other property seized in execution of a search warrant shall be disposed of as the court or justice orders.
2. Rifles, shotguns, knives, or other dangerous weapons which have been found to have been kept, concealed or used unlawfully or for an unlawful purpose shall be delivered to the State Police for destruction.

XII. DISPOSITION OF FIREARMS:

A. Firearms Turned in for Disposition: Unwanted firearms turned in to the police department for purposes of disposing of said firearms will be transferred to the State Police for destruction. Prior to transferring these firearms for destruction, the following steps will be taken:

1. They will be checked through E-TRACE, NCIC, and other related databases to be sure that the weapon is not implicated in an investigation or wanted by law enforcement.
2. In the event that a firearm is wanted by another law enforcement agency or is implicated in some other investigation, the Support Services Division Commander will be notified to ascertain the proper disposition of the firearm.

B. Firearms Held for Safekeeping: Firearms being held for safekeeping by the police department shall be held for a period of less than thirty days (30) days. Any firearms being held in excess of thirty days may be transferred to a bonded warehouse for storage.

²³ M.G.L. c. 276, § 3

- C. Gun License Suspension or Revocation; Transfer of Firearms by Owner – Firearms Surrendered Pursuant to Suspension or Revocation of License:**²⁴ The owner or his/her legal representative may transfer firearms, rifles, shotguns, machine guns, and ammunition to anyone lawfully permitted to take possession.
1. The purchaser or transferee and the former owner shall notify the licensing authority in writing of the intended transfer.
 2. Within ten days of the receipt of such notice, the firearms shall be transferred.
- D. Bonded Warehouse:** Firearms held in police custody may be transferred to a bonded warehouse for storage. This shall apply to all firearms with the exception of firearms being held as evidence in any pending case dealing with a firearms violation.²⁵
- E. Firearms, Violation of M.G.L. c. 265, § 10:** A firearm shall be returned to the person from whom it was lost or stolen if that person was lawfully in possession of it.²⁶ Otherwise, unless directed by the court, firearms shall be forwarded to the State Police for proper disposition.²⁷ Prior to returning a lost or stolen firearm, a computer records check of the weapon will be made to accomplish the following:
1. Determine if the firearm is wanted by another law enforcement agency or implicated in another investigation; or
 2. If not wanted, to be sure any records concerning the loss or theft of the firearm have been cleared from the NCIC files.
- F. Firearms, Serial Number Removed or Mutilated:** All firearms that have been recovered or seized where the serial number of the weapon has been removed or mutilated will be submitted to State Police for further processing, prior to the weapon being destroyed.²⁸
- G. Silencers:** Unlawfully possessed silencers shall be delivered to the State Police once the device is no longer needed for any court proceedings.²⁹

²⁴ M.G.L. c. 140, § 129D

²⁵ M.G.L. c. 140, § 129D

²⁶ M.G.L. c. 269, § 10(f)

²⁷ M.G.L. c. 269, § 10(e)

²⁸ M.G.L. c. 269, § 1B; M.G.L. c. 269, § 11C

²⁹ M.G.L. c. 269, § 10A

XIII. ASSET FORFEITURE:³⁰

- A. Documentation:** Whenever the department is seeking a forfeiture application, a separate File Number will be created for the purpose of tracking the property while it goes through the forfeiture process.
1. Items seized for possible asset forfeiture shall be documented and turned into the Property & Evidence Unit as would an evidence item of a similar type.
 2. A report shall be filed documenting:³¹
 - a. The exact kinds, quantities and forms of property;
 - b. From whom the property was received;
 - c. Under what authority it was held, received, or disposed of;
 - d. To whom it was delivered; and
 - e. The manner of destruction or disposition.
- B. Asset Storage:** Such item shall be stored pending the outcome of such action.
1. Vehicles shall be immobilized, locked, and stored in a secure area.
 2. Cash shall be forwarded to the treasurer for deposit in a police holding account.
 3. Other items shall be stored in the custody of the property and evidence function.
- C. Application for Asset Forfeiture:** Asset forfeiture actions should be initiated promptly. The following documents shall be forwarded to the District Attorney's Office Seizure Unit:
1. Request for Asset Forfeiture Form; and
 2. A copy of the police report. The report must contain necessary probable cause for seizure.

³⁰ CALEA Std. **84.1.8** – *All property acquired through the civil process function or asset forfeiture proceedings are accounted for in agency records and are disposed of by the agency pursuant to legal authority.*

³¹ M.G.L. c. 94C, § 47(e)

- D. Final Disposition:** The District Attorney’s Office will notify the police department of the award.
1. Funds awarded to this department shall be deposited in a police holding account specifically designated for drug asset forfeiture funds only.
 2. All funds shall be disbursed as directed by the forfeiture judgment. Such funds may be used for the following purposes:³²
 - a. To defray the cost of protracted investigations;
 - b. To provide additional technical equipment or expertise;
 - c. To provide matching funds to obtain federal grants; or
 - d. To accomplish such other law enforcement purposes as the Police Commissioner deems appropriate.
 3. Such funds shall not be considered a source of revenue to meet the operating needs of the department.
 4. The disposition of all vehicles, real property, and items of value shall be in accordance with the final order of forfeiture. Such disposition may include:
 - a. Official use by the department or other public agency; or
 - b. Sale at public auction or competitive bidding.
 5. Funds from the sale of vehicles or property shall be disbursed in accordance with M.G.L. c. 94C, §47.
- E. Federal Asset Forfeiture:** Federal asset forfeitures will be conducted in conjunction with the federal agency involved with the asset seizure.
1. Funds received shall be deposited in a police holding account for federal asset forfeiture funds only.
 2. Such funds shall be used only for purposes lawfully allowed by the federal asset forfeiture program.
 3. The Support Services Division Commander shall maintain records of all asset forfeiture funds received and disbursed and shall comply with annual reporting requirements.

³² M.G.L. c. 94C, § 47

XIV: PROPERTY ROOM INTEGRITY INSPECTIONS:

- A. Inspections, Inventories, and Audits:** The department shall conduct scheduled and unscheduled inspections, inventories, and audits of the property and evidence function to maintain a high degree of evidentiary integrity over agency controlled property and evidence.
- B. Inspections:**³³ Inspections to determine adherence to the procedures used for the control of property and evidence shall be conducted by the Property Custodian or an employee designate by the Property Manager to conduct such an inspection.
1. The inspection shall determine if:
 - a. Property and evidence, and drugs in custody, and the records relating thereto, are being maintained in full compliance with the procedures outlined in this directive, and proper accountability procedures are being maintained;
 - b. Property is properly stored and protected from damage and/or deterioration;
 - c. Property having no further evidentiary value is being disposed of promptly; and
 - d. The evidence/property rooms are being maintained in a clean and orderly condition.
 4. Inspections shall be conducted semi-annually at the direction of the Support Services Division Commander.
 5. The inspection report shall be filed with the Support Services Division Commander, with a copy forwarded to the Professional Standards Unit Commander.

³³ CALEA Std. **84.1.6** – *In order to maintain a high degree of evidentiary integrity over agency controlled property and evidence, the following documented inspections, inventory, and audits shall be completed:*

- a. *An inspection to determine adherence to procedures used for the control of property is conducted semi-annually by the person responsible for the property and evidence control function or his/her designee;*
 - b. *An inventory of property occurs whenever the property and evidence custodian is assigned to and/or transferred from the position and is conducted jointly by the newly designated property and evidence custodian and a designee of the CEO to ensure that records are correct and properly annotated;*
 - c. *An annual audit of property and evidence held by the agency is conducted by a supervisor not routinely or directly connected with control of property and evidence; and*
 - d. *Unannounced inspections of property storage areas are conducted, as directed by the agency's chief executive officer, at least once a year.*
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- C. Inventory:**³⁴ An inventory of all property under the control of the property and evidence function shall be conducted as follows:
1. Whenever the Property Custodian is assigned to or transferred from the position, an inventory shall be conducted by the newly assigned Property Custodian, jointly, with an employee designated by the Support Services Division Commander. The inventory shall ensure that records are correct and properly annotated.
 2. An inventory shall also be conducted when directed by the Police Commissioner.
 3. The purpose of the inventory is to ensure the continuity of custody and not to require the accounting of every single item of property.
 4. The inventory shall be sufficient to ensure the integrity of the system.
 5. The inventory shall include all high risk items:
 - i. Cash;
 - ii. Precious metals;
 - iii. Jewelry;
 - iv. Firearms; and
 - v. Drugs.
 6. A sufficient sample of property records relative to the volume of property under the care of the Property & Evidence Unit shall be reviewed carefully with respect to proper documentation and accountability.
 7. All discrepancies should be recorded prior to the assumption of property accountability by the new custodian.
 8. The inventory report shall be filed with the Support Services Division Commander, with a copy of the report forwarded to the Professional Standards Unit Commander.
- D. Audit:**³⁵ An audit of property and evidence in the custody of the Property & Evidence Unit shall be conducted annually, or as directed by the Police Commissioner.
1. Such audit shall be conducted by a supervisor assigned to that task by the Police Commissioner. The supervisor assigned shall not be routinely or

³⁴ CALEA Std. **84.1.6 (b)**

³⁵ CALEA Std. **84.1.6 (c)**

directly connected with the control of property and evidence. Under no circumstances should the inspector designated by supervisory or command officers have the property function under his/her control.

2. The audit report shall be filed with the Professional Standards Unit Commander, with a copy of the report forwarded to the Police Commissioner and the Support Services Division Commander.

E. Unannounced Inspections:³⁶ Unannounced inspections of the property storage areas shall be conducted as directed by the Police Commissioner, but at least annually.

1. Accountability and security procedures will be the primary focus of this type of inspections.
2. The inspection report shall be filed with the Professional Standard Unit Commander, with a copy of the report forwarded to the attention of the Police Commissioner and Support Services Division Commander.

³⁶ CALEA Std. 84.1.6 (d)