



The Aberdeen Police Department Policies & Procedures Manual



Chapter 14 Inspections
Section 04 Evidence & Property Inspections

GO 21-012, 06/04/2021
Supersedes 20-011

A. Policy

1. Regular audits, inspections, and inventories of evidence and Department-controlled property, including CDS and oversized property, shall be conducted to maintain a high degree of evidentiary integrity.

B. Definitions

1. **Audit** - A documented accounting of high-risk items (e.g., cash, precious metals, jewelry, firearms, and drugs) and other evidence and non-Department property to establish that all property is accounted for, and records can reasonably be assumed correct.
2. **Inspection** - A careful and critical examination; a formal review of all components of a particular requirement and an examination of their application.
3. **Inventory** - A detailed itemized list of Department-owned or controlled property in possession of the Department, which includes a definition (or value) of what is to be itemized, and a written certification by the person conducting the listing.

C. Procedures and Responsibilities

1. The Accreditation Manager shall schedule the inspections, inventories, and audits and notify the Chief of Police when each is due.
2. The Chief of Police shall notify persons responsible for the inspections, inventories, and audits when they are to be conducted.
3. Inspectors shall be responsible to:
 - a. Notify the Evidence Custodian about the inspection;
 - b. Meet the Evidence Custodian at the assigned location and conduct the inspection;
 - c. Record detailed findings on the designated inspection form; and
 - d. Submit the form to the Chief of Police through the chain of command for Administrative Review and approval.

D. Evidence Inspections, Inventories, and Audits (CALEA-Required)

1. **Semi-Annual Inspection (84.1.6a)**
 - a. (#1) Conducted during first half of the calendar year and (#2) Conducted during last half of the calendar year.
 - 1) **Determines** adherence to procedures.
 - b. Conducted by two persons:
 - 1) The Evidence Custodian or CID Supervisor (person responsible for the evidence and control of the function); *and*
 - 2) A person appointed by the Chief of Police.
 - c. Documentation:
 - 1) **Form 130** – Semi-Annual Inspection Report – Evidence Room; and
 - 2) **Form 131** – Semi-Annual Inspection Report – CDS Evidence Room.



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2. **Changeover of Custodian Inventory** (84.1.6b)

- a. Conducted within 5 days after Changeover.
 - 1) **Examines** the integrity of the system;
 - 2) **Inventories** 100% of evidence and property; and
 - 3) **Ensures** that records are correct and properly annotated.
- b. Conducted jointly by:
 - 1) The retiring Evidence Custodian;
 - 2) The newly designated Evidence Custodian; and
 - 3) A designee of the Chief.
- c. Documentation:
 - 1) **Form 132** – Changeover Joint Inventory Report – Evidence Room;
 - 2) **Form 133** – Changeover Joint Inventory Report – CDS Evidence Room;
 - 3) **Form 217** – 100% Inventory Report – Evidence Room; and
 - 4) **Form 218** – 100% Inventory Report – CDS Evidence Room

3. **Annual Audit** (84.1.6c)

- a. Scheduled by the Chief of Police.
- b. **Examines** a significant representative sampling of property and evidence for continuity of custody and integrity of the system.
- c. Conducted by two persons who are not routinely or directly connected with property and evidence, appointed by the Chief of Police.
- d. Documentation:
 - 1) **Form 134** – Annual Audit Report – Evidence Room; and
 - 2) **Form 135** – Annual Audit Report – CDS Evidence Room.

4. **Unannounced Annual Inspection** (84.1.6d)

- a. Scheduled by the Chief of Police.
- b. **Ensures** orderliness, cleanliness, and accuracy of records.
- c. Conducted by two persons appointed by the Chief of Police.
- d. Documentation:
 - 1) **Form 136** – Unannounced Inspection Report – Evidence Room; and
 - 2) **Form 137** – Unannounced Inspection Report – CDS Evidence Room.

E. 100% Inventory

1. The Chief of Police may schedule a 100% inventory of all Property Room and CDS Evidence Room items.
 - 1) **Ensures** that records are correct and properly annotated; and



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- 2) **Verifies** the location of each item.
2. Conducted by two persons appointed by the Chief of Police.
3. Documentation:
 - a. **Form 217** – 100% Inventory Report – Evidence Room; and
 - b. **Form 218** – 100% Inventory Report – CDS Evidence Room .

F. Record-Keeping

1. The Inspectors shall:
 - a. Complete, sign, and date the reports and inventories; and
 - b. Submit the reports through the chain of command to the Chief of Police.
2. Chain of Command personnel shall:
 - a. Receive, review, sign, and date the reports and inventories; and
 - b. Submit them to the Chief of Police.
3. The Chief of Police shall:
 - a. Review, sign, and date the reports; and
 - b. Forward them to the Sr. Administrative Specialist.
4. The Sr. Administrative Specialist shall:
 - a. Receive and record the reports; and
 - b. Submit them to the Records Section.
5. The Records Clerk shall:
 - a. Receive the original reports;
 - b. Send scanned copies of the reports to:
 - 1) The Property & Evidence Custodian; and
 - 2) The Accreditation Manager; and
 - c. File the reports in the Records Section.

G. Follow-Up Reports

1. The Evidence Custodian shall:
 - a. Review the results of the inspections;
 - b. Note on the form any corrections and recommendations;
 - c. Correct any deficiencies in recordkeeping, physical packaging, or any other discrepancies by a date determined by the Chief of Police;
 - d. Document and date the corrections on the original report or other document (Form 37); and
 - e. Submit the documented corrections to the CID Supervisor for signed/initialed approval.



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2. The CID Supervisor shall forward a scanned copy of the documented corrections to the Deputy Chief.
3. The Deputy Chief shall review and acknowledge the follow-up report and submit the report to the Chief of Police.
4. The Chief of Police shall:
 - a. Review the inspection results;
 - b. Determine a due date for corrections, if any or indicated; and
 - c. Review and approve the follow-up report; and
 - d. Forward the approved report to the Evidence Custodian.
5. The Evidence Custodian shall send a scanned copy of any follow-up report to the Accreditation Manager.