

ARIZONA LAW
ENFORCEMENT
ACCREDITATION
PROGRAM

Property and Evidence Accreditation



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ALEAP Property & Evidence Accreditation

Version 1.4 - September 15, 2024

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Chapter 1 – PERSONNEL

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1.1 ROLES AND RESPONSIBILITIES

The agency has a written directive outlining the roles and responsibilities of personnel involved in handling property and evidence, including their duties, authorities, and reporting requirements.

Clarification Statement: None

Written Directive Required: YES

Proof Requirement: 1 proof each year

1.2 CRIMINAL BACKGROUND CHECK REQUIRED

A written directive shall outline the background investigation requirements of potential new hire property & evidence employees to include a complete review of criminal history.

Clarification Statement: This standard applies to all persons involved with the collection, preservation, processing, and collection of evidence.

Written Directive Required: YES

Proof Requirement: 1 proof each year

1.3 MINIMUM EMPLOYMENT REQUIREMENTS

The agency has a written directive outlining the minimum education and experience desirable to be hired in the Property and Evidence Unit. These requirements shall include:

- a. High School diploma or General Education Development (GED).
- b. Two years of experience in property and evidence work, police work, warehousing, or related work experience preferred.
- c. Must possess and maintain a valid, unrestricted Arizona driver's license.

Clarification Statement: Based on the office and warehouse work required for the position, a minimum amount of education and experience is needed to be successful in this position.

Written Directive Required: YES

Proof Requirement: 1 proof, per bullet, each year

1.4 BASIC PROPERTY AND EVIDENCE TRAINING AND CERTIFICATION

TIME SENSITIVE

The agency has a written directive regarding initial training, annual training and certification requirements, and memberships in associations for the employees of the Property and Evidence Unit. These shall include at a minimum:

- a. IAPE or AAPE Membership
- b. NARCAN training
- c. CPR training
- d. Fire extinguisher training
- e. Eye wash station and/or shower decontamination training, if applicable
- f. Sharps and biohazard disposal training
- g. Ongoing training and education for personnel to stay current with best practices and changes in laws or procedures related to evidence handling.

Clarification Statement: Property Room employees are trained to use work related safety equipment. The requirement for NARCAN and CPR training is intended to prepare employees to render aid to fellow staff (i.e. accidental fentanyl overdose) and does not create a duty for property room staff to render aid to the public, other than calling for assistance from first responders.

Written Directive Required: YES

Proof Requirement: 1 proof, per bullet, each year

1.5 SUPERVISOR LEADERSHIP TRAINING

TIME SENSITIVE

The agency shall have a written directive and timeline for new Supervisors to complete leadership courses, which shall include:

- a. OSHA Safety
- b. IAPE Certification
- c. Human resources-approved training for managing employees
- d. Training in State, Federal, and Tribal retention laws, as applicable

Clarification Statement: None

Written Directive Required: YES

Proof Requirement: 1 proof, per bullet, each year

1.6 NEW EMPLOYEE TRAINING

TIME SENSITIVE

A written directive establishes a training program designed for new property and evidence personnel which includes at a minimum:

- a. Documented evaluation of training needs and expectations to be conducted as required during probationary period.
- b. Review and acknowledgement of property and evidence unit policies and procedures.
- c. Training on specific legal requirements unique to Arizona (e.g., retention schedules)
- d. Safety precautions and safety training in the handling of firearms.
- e. Arizona's laws governing the disposition of property.
- f. Procedures for establishing and maintaining a secure chain of custody for all items of property and evidence, from the point of seizure or recovery to final disposition.
- g. Guidelines for the proper handling, packaging, and transportation of evidence to ensure its integrity and prevent contamination or damage.
- h. Procedures for reporting and documenting any incidents of lost, stolen, damaged, or compromised evidence, along with the required notifications to superiors, internal affairs and/or external oversight agencies.
- i. Protocols for controlling access to evidence storage areas, specifying who is authorized to enter and under what circumstances, and require sign in/out procedures.
- j. Requirements for secure storage of evidence, including the use of designated storage areas, lockers, access controls, and security measures to prevent tampering or theft.

Clarification Statement: None

Written Directive Required: YES

Proof Requirement: 1 proof, per bullet, each year

1.7 USE OF OTHER AGENCY PERSONNEL

The agency has a written directive regarding the utilization of agency personnel, who are not employees within the property and evidence unit. The written directive shall include:

- a. Agency personnel temporarily assigned to the Property and Evidence Unit must undergo specific training and supervision outlined by the department.
- b. Authorization for entry into restricted high-security areas within the evidence section.
- c. Guidelines for agency personnel involved in ongoing investigations shall be established.
- d. Clear roles and responsibilities for agency personnel handling property and evidence, including duties, authorities, and reporting requirements.
- e. Agency personnel temporarily assigned to the Property and Evidence Unit acknowledge an understanding of the policy regarding accreditation audit requirements.

Clarification Statement: None

Written Directive Required: YES

Proof Requirement: 1 proof, per bullet, each year

1.8 USE OF INTERNS AND VOLUNTEERS

If the agency uses interns or other volunteers within the Property & Evidence Unit, a written directive outlines their roles and responsibilities including:

- a. Minimum hiring requirements.
- b. Training requirements for interns and volunteers.
- c. Access to evidence and related areas is based on specific security protocols as outlined in the department's written directive.
- d. Clear roles and responsibilities for interns and volunteers that include duties, authorities, and reporting requirements.

Clarification Statement: None.

Written Directive Required: YES

Proof Requirement: 1 proof, per bullet, each year

Proof Requirement: 1 proof, per bullet, each year

1.9 CHAIN OF COMMAND

A written directive establishes the chain of command for the property and evidence unit, specifying authority both within the unit and at the higher levels of the agency.

Clarification Statement: Essential operational command requires clear lines of authority during the absence of any supervisor.

Written Directive Required: YES

Proof Requirement: 1 proof each year

1.10 COMMAND PROTOCOL

A written directive establishes command protocol in situations involving personnel of different organizational components of the agency engaged in a single operation.

Clarification Statement: Written procedures should include provisions for command and supervision upon the absence of the person(s) normally responsible for such responsibility. Furthermore, procedures that authorize personnel with specialized skill or abilities to assume command in certain situations should be defined. Exceptions noted would apply to large-scale operations with a unified command structure.

Written Directive Required: YES

Proof Requirement: 1 proof each year

1.11 TERMINATION OF EMPLOYMENT

A written directive establishes the protocol for termination of security access, both physical and digital access, for employees who have resigned or been terminated.

Clarification Statement: Physical access involves items like access cards, department-issued keys, and identification cards, while digital access pertains to alarm security codes, RMS logins, video retention programs, and other digital tools used by the department.

Written Directive Required: YES

Proof Requirement: 1 proof each year

1.12 POLICIES AND PROCEDURES

TIME SENSITIVE

The agency has a written policies and procedures manual for the Property & Evidence Unit available to all employees. These policies and procedures shall be reviewed and updated, as necessary, annually.

Clarification Statement: To safeguard property and evidence integrity, law enforcement agencies must establish, adopt, and enforce handling and disposition protocols. Annual reviews allow for policy updates, adapting to personnel changes, and staying current with legal amendments.

Written Directive Required: YES

Proof Requirement: 1 proof each year

Chapter 2 – PROPERTY INTAKE, CHAIN OF CUSTODY, AND DISPOSITIONS

2.1 INTAKE OF PROPERTY AND EVIDENCE

2.2 DRUGS AND NARCOTICS **HIGH RISK**

2.3 CURRENCY **HIGH RISK**

2.4 FIREARMS **HIGH RISK**

2.5 CHAIN OF CUSTODY **TIME SENSITIVE**

2.6 STORAGE OF PROPERTY AND EVIDENCE

2.7 DIGITAL EVIDENCE

2.8 PROPERTY OWNERSHIP

2.9 PROPERTY RELEASE

2.10 UNCLAIMED AND ABANDONED PROPERTY **TIME SENSITIVE**

2.11 RELEASE OF PROPERTY SUBJECT TO FORFEITURE

2.12 RELEASE OF RECOVERED STOLEN PROPERTY

2.13 TEMPORARY RELEASE

2.14 DESTRUCTION **TIME SENSITIVE**

2.15 PROPERTY CLEARANCE **TIME SENSITIVE**

2.16 FINAL DISPOSITION **TIME SENSITIVE**

2.1 INTAKE OF PROPERTY AND EVIDENCE

The agency has a written directive addressing intake procedures that includes:

- a. Use of temporary storage or evidence lockers.
- b. Utilization of integrity seals on evidentiary items, to include at a minimum the employees initials and employee number.
- c. All submitted property or evidence shall be examined by property and evidence personnel to ensure compliance with agency packaging requirements.
- d. Evidence shall be assigned a unique identifier.
- e. Drugs shall be uniquely packaged and sealed with proper hazardous labeling, as necessary.
- f. Safety protocols are in place for biohazard items.
- g. Protocol for completion of intake of property and evidence prior to the Officer's completion of their shift.

Clarification Statement: This standard applies to all persons involved with the collection, preservation, processing, and disposal of property and evidence. High risk items are addressed in standard 2.3.

Written Directive Required: YES

Proof Requirement: 1 proof, per bullet, each year

2.2 DRUGS AND NARCOTICS

HIGH RISK

The agency has a written directive outlining:

- a. Safe packaging and labeling of narcotics and narcotic paraphernalia.
- b. Drugs shall be uniquely packaged and sealed with proper hazardous labeling, as necessary.
- c. Additional special security and control measures safeguard the storage of drugs and narcotics.

Clarification Statement: Some examples of extra levels of security are locked containers/areas within the evidence repository, cameras, motion sensors, etc. Restrictions on access of additional locked storage areas may also be used to satisfy the standard. The standard does not require or imply that each evidence/property item classified as requiring an extra level of security, have its own separate secure area. Audit requirements are outlined in Chapter 4.

Written Directive Required: YES

Proof Requirement: 1 proof each year

2.3 CURRENCY

HIGH RISK

The agency has a written directive outlining the requirements for handling, packaging, storage, and disposition of currency to include the following:

- a. Currency shall be uniquely packaged and sealed with appropriate documentation concerning denomination and count.
- b. The two-person rule shall be employed when counting, opening, or transferring money.
- c. Additional special security is provided for storage of currency.
- d. The written directive addresses the movement of currency from intake to final disposition.

Clarification Statement: *Because of the liability associated with currency and valuables, additional special handling is recommended. Specific procedures should be established that include the use of the two-person rule in the inventory and counting system. To assist in eliminating counting errors, currency should be identified by denomination and placed in specially designed currency envelopes. Audit requirements are outlined in Chapter 4.*

Some examples of extra levels of security are locked containers/areas within the evidence repository, cameras, motion sensors, etc. Restrictions on access of additional locked storage areas may also be used to satisfy the standard. The standard does not require or imply that each evidence/property item classified as requiring an extra level of security, have its own separate secure area.

Currency shall be deposited or transferred out of the property and evidence room as soon as practical once it no longer has evidentiary value. All currency releases should be authorized in writing by the investigating officer or prosecutor to the custody of a specific person, entity, or financial institution. The person making the deposit should be required to return a deposit receipt to the property and evidence room to document that the currency was deposited.

Written Directive Required: YES

Proof Requirement: 1 proof, per bullet, each year

2.4 FIREARMS

HIGH RISK

The agency has a written directive regarding the safety and storage of firearms that includes:

- a. Firearms must be rendered unloaded and safe with the action open and placed in a specifically designed firearms storage container (e.g., cardboard gun box or similar container).
- b. Ammunition is separated and packaged separately from the firearm.
- c. Biohazard and NIBIN stickers applied, as applicable.
- d. Additional special security and control measures safeguard all firearms.

Clarification Statement: Some examples of extra levels of security are locked containers/areas within the evidence repository, cameras, motion sensors, etc. restrictions on access of additional locked storage areas may also be used to satisfy the standard. The standard does not require or imply that each evidence/property item classified as requiring an extra level of security, have its own separate secure area.

Written Directive Required: YES

Proof Requirement: 1 proof, per bullet, each year

2.5 CHAIN OF CUSTODY

TIME SENSITIVE

The property and evidence unit shall maintain a comprehensive chain of custody protocol in accordance with nationally recognized standards and best practices. A written directive outlines the procedures established to include at a minimum:

- a. Procedures for establishing and maintaining a secure chain of custody for all items of property and evidence, from the point of seizure or recovery to final disposition.
- b. Guidelines for the proper handling, packaging, and transportation of evidence to ensure its integrity and prevent contamination or damage.
- c. Procedures for documenting and recording information related to each piece of property or evidence, including descriptions, unique identifiers, dates, times, and personnel involved.
- d. Procedures shall be established for the transfer of custody between different personnel or agencies, including documentation requirements, verification procedures, and methods for ensuring the continuity of evidence.
- e. Regular audits and inspections shall be conducted to verify the integrity of the chain of custody records and storage facilities.
- f. Corrective actions outlined with the implementation process to address any identified chain of custody deficiencies.
- g. Chain of custody documentation shall be maintained in a secure, tamper-evident manner, with restricted access limited to authorized personnel only.

Clarification Statement: *By adhering to these accreditation standards, property and evidence departments can effectively maintain the integrity and reliability of the chain of custody process, thereby enhancing public trust and confidence in the criminal justice system.*

Written Directive Required: YES

Proof Requirement: 1 proof, per bullet, each year

2.6 STORAGE OF PROPERTY AND EVIDENCE

The agency has a written directive that addresses storage protocol that shall include:

- a. Tracking system that identifies the location and legal status of the property and evidence within the storage facility.
- b. Separate, secure storage of high-risk items.
- c. Homicide evidence shall be stored in areas used for long term storage.
- d. Found property, and property held for safekeeping, is stored separately from general evidence.
- e. Electronic media devices shall be stored in an area that is free from magnetic fields or other environmental conditions that could damage the items.
- f. Temperature controlled environments (e.g. refrigeration and freezing) are available for biological evidence retention.
- g. Procedures and labeling are in place for the storage of hazardous materials such as flammables, combustibles, or caustic materials.
- h. Transport and storage of evidentiary vehicles.

Clarification Statement: Some examples of extra levels of security are locked containers/areas within the evidence repository, cameras, motion sensors, etc. Restrictions on access of additional locked storage areas may also be used to satisfy the standard. The standard does not require or imply that each evidence/property item classified as requiring an extra level of security, have its own separate secure area.

Written Directive Required: YES

Proof Requirement: 1 proof, per bullet, each year

2.7 DIGITAL EVIDENCE

The agency has a written directive outlining the intake and management of digital evidence to include a log of any activity that shall include:

- a. Accessing
- b. Downloading
- c. Copying
- d. Moving
- e. Sharing
- f. Disposition

Clarification Statement: None.

Written Directive Required: YES

Proof Requirement: 1 proof, per bullet, each year

2.8 PROPERTY OWNERSHIP

The agency has a written directive requiring efforts be made to identify and notify the owners, or custodians, of property and evidence in the agency's custody.

Clarification Statement: None.

Written Directive Required: YES

Proof Requirement: 1 proof each year

2.9 PROPERTY RELEASE

The agency has a written directive to ensure property personnel are safe while releasing property to the public. At a minimum, the safety precautions shall include:

- a. An observable space where property personnel are visible to other department members.
- b. A designated space that provides a barrier or a safe distance between property personnel and property recipients, yet facilitates communication and property release.

Clarification Statement: None.

Written Directive Required: YES

Proof Requirement: 1 proof, per bullet, each year

2.10 UNCLAIMED AND ABANDONED PROPERTY

TIME SENSITIVE

The agency has a written directive that details the reasonable efforts the agency will take to locate the unclaimed or abandoned property's owner. These procedures shall include:

- a. A listing of unclaimed property with the value of \$150 or more will be published on a monthly basis and expire 30-days after publication (ARS 12-941) or in accordance with established tribal laws and regulations.
- b. Procedures for establishing the identity of the owner.
- c. Signature requirements by the owner acknowledging receipt of the property.
- d. A record of all transactions shall be maintained for at least 24-months (ARS12-941), or in accordance with tribal retention laws and regulations.
- e. Procedures outlining the steps to be taken for the sale of unclaimed property after the publishing and waiting periods have expired.

Clarification Statement None.

Written Directive Required: YES

Proof Requirement: 1 proof, per bullet, each year

2.11 RELEASE OF PROPERTY SUBJECT TO FORFEITURE

The agency has a written directive that specifies the release and disposition of forfeited property, in accordance with Arizona Revised Statutes or established tribal law or regulations.

Clarification Statement: None.

Written Directive Required: YES.

Proof Requirement: 1 proof each year

2.12 RELEASE OF RECOVERED STOLEN PROPERTY

The agency has a written directive that requires recovered stolen property to be returned to the owner in accordance with Arizona Revised Statutes or established tribal laws or regulations.

Clarification Statement: None.

Written Directive Required: YES

Proof Requirement: 1 proof each year

2.13 TEMPORARY RELEASE

The agency has a written directive on temporary releases that encompasses:

- a. Keeping a record of item transfers, along with their designated locations.
- b. Returning items to the Property & Evidence department.
- c. Employing a tickler system for accurate tracking of released items.

Clarification Statement: Property that has been temporarily released should be returned to the Property and Evidence Unit as soon as practical to prevent damage, theft, contamination, or destruction of the item. The documentation procedures shall describe the tickler system that will be used to obtain the quick return of items to the property and evidence room.

Written Directive Required: YES

Proof Requirement: 1 proof, per bullet, each year

2.14 DESTRUCTION

TIME SENSITIVE

The agency has a written directive based on the State retention schedule, State or local health regulations, or tribal laws or regulations. This written directive shall include when and how the following types of items will be destroyed:

- a. Illegal drugs, contraband and other illegal items by methods that are safe.
- b. Property containing hazardous materials, biological hazards or other materials restricted by State or tribal health regulations.

Clarification Statement: Documentation of destruction is maintained according to the State or tribal retention schedule.

Written Directive Required: YES

Proof Requirement: 1 proof, per bullet, each year

2.15 PROPERTY CLEARANCE

TIME SENSITIVE

The agency has a written directive regarding the removal of eligible property and evidence from the property room, and annually, a written report is to be submitted to the CEO, summarizing the number of items cleared in the previous year.

Clarification Statement: None.

Written Directive Required: YES

Proof Requirement: 1 proof each year

2.16 FINAL DISPOSITION

TIME SENSITIVE

The agency has a written directive for conducting periodic reviews to determine when final disposition is appropriate. This shall include:

- a. Individuals responsible for performing the review and research needed to determine final dispositions and time frames allotted.
- b. Disposition documentation should include the authorizing entity, authorization date, and verification of proper disposition as approved.
- c. Detailed records are maintained that include the status of each item and the reason for its disposition.
- d. When a review is completed, a report is submitted through the chain of command to the CEO.

Clarification Statement: *Overcrowding of a property and evidence room leads to disorganization and the potential loss, damage, or contamination of property and evidence. Timely and legal disposition of property and evidence helps avoid these problems. Disposition may include returning the property to the owner, selling the property, retaining the property for agency use, destroying the property, or forwarding the property to another entity.*

Written Directive Required: YES

Proof Requirement: 1 proof, per bullet, each year

Chapter 3 – ACCESS AND SECURITY

3.1 EVIDENCE SECTION SECURITY

3.2 ANNUAL REVIEW OF SECURE ACCESS **TIME SENSITIVE**

3.3 FACILITY ALARMS AND VIDEO SURVEILLANCE **TIME SENSITIVE**

3.4 EVIDENCE UNIT VISITATION

3.5 HIGH-RISK STORAGE **HIGH RISK**

3.6 REPACKAGING HIGH-RISK OR COMPROMISED ITEMS **HIGH RISK**

3.7 TRANSFERRING HIGH RISK ITEMS **HIGH RISK**

3.8 IMPOUNDS

3.9 IMPOUND VEHICLE BAYS

3.1 EVIDENCE SECTION SECURITY

The agency has a written directive that ensures the security of the evidence storage facilities, including:

- a. The evidence section is a secure area with controlled access.
- b. Defining authorized employees by job title.
- c. Protocols for controlling access to evidence storage areas, including sign in/out procedures.
- d. Security protocols implemented to safeguard items stored in the evidence section.
- e. Protocol for emergency access in case of medical or fire emergencies.

Clarification Statement: None.

Written Directive Required: YES

Proof Requirement: 1 proof, per bullet, each year

3.2 ANNUAL REVIEW OF SECURE ACCESS

TIME SENSITIVE

An annual review of access to secure evidence areas are reviewed shall be completed and a final report submitted through the chain of command to the CEO. This review shall include:

- a. An up-to-date log of active, and assigned keys and/or access cards.
- b. Current documentation accounting for all deactivated access cards and/or returned keys.
- c. If the access controls are controlled by an outside security contractor, or the IT department serving the agency, a semi-annual access report will be provided to the Evidence Supervisor to verify who retains access to the evidence rooms.
- d. The log documenting the entry of personnel not assigned to the property room shall be maintained for at least three (3) years and reviewed as part of the annual access review.

Clarification Statement: None.

Written Directive Required: YES

Proof Requirement: 1 proof each year

3.3 FACILITY ALARMS AND VIDEO SURVEILLANCE

TIME SENSITIVE

If the agency utilizes video surveillance and/or a facility alarm, a written directive outlines the operational protocols for these systems. These protocols encompass:

- a. The process for notifying authorized personnel in case of intrusion or alarm deactivation outside regular operational hours.
- b. Notification procedures for supervisors when property and evidence personnel work outside normal operating hours.
- c. Documented scheduled testing of alarm and video systems
- d. Designation of personnel authorized to access alarm systems and video surveillance.
- e. Procedures for the retention schedule and permissions for deleting video surveillance footage.

Clarification Statement: The agency should adopt policies and security protocols that ensure the security, sanctity and chain-of-custody of all property under its control.

Written Directive Required: YES

Proof Requirement: 1 proof, per bullet, each year

3.4 EVIDENCE UNIT VISITATION

The evidence unit utilizes a visitor's log into secure evidence unit areas, including vehicle lots. At a minimum, the visitors log shall include:

- a. Date and time of entry and exit.
- b. Visitor name and employee number (when applicable)
- c. Purpose of visit
- d. Name of evidence unit escort and employee number

Clarification Statement: The agency has a legal obligation to maintain the integrity and security of evidence and property in its possession. Access to designated storage areas must be controlled to mitigate the potential for theft, alteration, or contamination to maintain the chain of custody.

Written Directive Required: YES

Proof Requirement: 1 proof, per bullet, each year

3.5 HIGH-RISK STORAGE

HIGH RISK

The agency's property system includes extra security and control measures designed to protect high-risk items, such as money, firearms, controlled substances, and high-value items, while under the agency's custody.

Clarification Statement: Some items of evidence/property require enhanced security measures including, but not limited to: currency, jewelry and precious metals, controlled substances, firearms, ammunition, explosives (including fireworks), flammables, vehicles, etc. This standard does not require or imply that each evidence/property item classified as requiring an extra level of security, has its own separate secure area.

Written Directive Required: YES (See 2.2, 2.3, and 2.4)

Proof Requirement: 1 proof each year

3.6 REPACKAGING HIGH-RISK OR COMPROMISED ITEMS

HIGH RISK

The agency has a written directive that delineates procedures for maintaining security during the repackaging of high-risk or compromised property. This should at a minimum include:

- a. Original packaging, with all the resulting cut offs, will be retained and placed inside the new packaging, along with the evidence.
- b. The original seal and initials, along with the original barcode ID label, shall be retained and placed inside the new packaging.
- c. Every seal must include sealer's initial and date. When using Evidence tape, initial and date across the tape and onto the package.
- d. When resealing a box, initial and date the new seal with a permanent marker, half on the tape and half on the box, avoiding the previous initials and date.

Clarification Statement: *The repackaging of high-risk property is a high-liability activity of the evidence function, and agencies are encouraged to adopt procedures to ensure security and safeguards that prevent unnecessary risk during this activity.*

Written Directive Required: YES

Proof Requirement: 1 proof, per bullet, each year

3.7 TRANSFERRING HIGH RISK ITEMS

HIGH RISK

The agency has a written directive that outlines the circumstances and requirements under which high-risk property can be transferred and subsequently checked-in upon return. The directive shall include the following transfer conditions:

- a. Subpoena
- b. Crime lab transfer for analysis
- c. Items on legal hold or items being held during an active internal investigation
- d. Items utilized by the department for training (i.e. K9 training)
- e. Procedures for items that have not been returned and/or loss of court receipt documenting release of evidence to the court.

Clarification Statement: *The agency should limit the transfer of high-risk property to predictable circumstances, and employ extra measures to prevent unnecessary risk during this activity.*

Written Directive Required: YES

Proof Requirement: 1 proof, per bullet, each year

3.8 IMPOUNDS

The agency has a written directive that details minimum security requirements for property and evidence being held or stored under the following:

- a. Agency-owned impound storage
- b. Impound storage owned by a third-party
- c. Long-term warehouse storage

Clarification Statement: This standard applies to vehicles deemed as evidence in the same manner as that of all other items of evidence. The agency has a legal obligation to maintain the integrity and security of evidence and property within its possession. Access to the designated storage areas must be controlled and limited to only those who are authorized to maintain the chain of custody. This may also be supported through the use of video recording and alarm systems. Agencies are encouraged to address all required security parameters within contracts, etc. held with third-party providers.

Written Directive Required: YES

Proof Requirement: 1 proof, per bullet, each year

3.9 IMPOUND VEHICLE BAYS

If the agency possesses a vehicle bay for processing, it must adhere to a written directive outlining procedures that cover the following:

- a. Once a vehicle is secured in the bay, access to it is restricted solely to Property and Evidence Unit employees and/or Crime Scene Personnel for processing purposes.
- b. Following processing, the vehicles will be relocated to long-term storage.

Clarification Statement: None.

Written Directive Required: YES

Proof Requirement: 1 proof, per bullet, each year

Chapter 4 – INSPECTIONS, AUDITS, AND INVENTORIES

4.1 INSPECTIONS AND AUDITS **TIME SENSITIVE**

4.2 INSPECTIONS, AUDITS, AND INVENTORY REPORT FORMAT

4.1 INSPECTIONS AND AUDITS

TIME SENSITIVE

Personnel not charged with the custody of property or evidence perform inspections and audits of both properties owned and used by the agency and property/evidence placed within the protective custody of the agency.

- a. Semi-annually conduct an unannounced inspection of the property and evidence function. Prepared report is submitted via the chain of command to the agency CEO.
- b. Annually conduct a documented audit of the property and evidence function (at a minimum, 100 high risk items and 150 other items, for a total of 250 items). Prepared report is submitted via the chain of command to the agency CEO.
- c. Complete an audit of all high-risk items as specified by Appendix A, to include an additional 150 other items of property and evidence, whenever there is a change of Property and Evidence Custodian or CEO. Prepared report is submitted via the chain of command to the agency CEO.

Clarification Statement: Inspection and audit processes are essential to maintaining the integrity of the property function. There should be a complete audit of stored property as well as selected or random audits of completed transactions on a routine basis.

The semi-annual inspection is conducted to determine if the evidence/property storage areas are being maintained in a neat and organized manner, protecting the integrity of property and evidence.

The semi-annual inspection does not require an audit of property or evidence. This must be a separate inspection separate from (B) and (C).

Written Directive Required: YES

Proof Requirement: 1 proof, per bullet, each year

4.2 INSPECTIONS, AUDITS, AND INVENTORY REPORT FORMAT

Reports shall include, but are not limited to, the following information:

- a. Date(s) the inspection/audit/inventory was performed
- b. Names of agency personnel/third-party personnel participating
- c. Explanation of the scope, processes and procedures followed
- d. Issues and discrepancies observed
- e. Suggestions/recommendations for addressing observed issues/discrepancies

Clarification Statement: None.

Written Directive Required: YES

Proof Requirement: 1 proof, per bullet, each year

Chapter 5 – FACILITIES AND SAFETY STANDARDS

5.1 FACILITY STORAGE REQUIREMENTS

5.2 FACILITY HOURS

5.3 AFTER-HOURS ACCESS

5.4 PERSONAL PROTECTIVE EQUIPMENT (PPE)

5.5 PACKAGING SUPPLIES

5.6 PROPERTY AND EVIDENCE SIGNAGE

5.7 SAFETY DATA SHEETS (SDS)

5.8 WAREHOUSE EQUIPMENT TRAINING

5.9 PROPERTY TRANSPORT

5.1 FACILITY STORAGE REQUIREMENTS

The agency has a written directive that outlines the availability and proper usage of the following:

- a. Cold storage
- b. Permanent retention
- c. High-risk items
- d. Hazardous materials

Clarification Statement: None.

Written Directive Required: YES

Proof Requirement: 1 proof, per bullet, each year

5.2 FACILITY HOURS

The agency posts in public view the hours during which the property and evidence function is available to the public.

Clarification Statement: None.

Written Directive Required: NO

Proof Requirement: 1 proof per reaccreditation cycle unless there is a change.

5.3 AFTER-HOURS ACCESS

A written directive outlines call-out procedures for property and evidence personnel.

Clarification Statement: The agency should ensure that evidence can be properly collected at all hours of the day.

Written Directive Required: YES

Proof Requirement: 1 proof each year

5.4 PERSONAL PROTECTIVE EQUIPMENT (PPE)

The agency makes the following PPE available to property and evidence personnel:

- a. Masks, gloves, eye protection
- b. Boots/closed toed shoes and Tyvek suits (or equivalent)
- c. Narcan
- d. Sharps disposal
- e. AED
- f. Biohazard placards

Clarification Statement: PPE is available to all employees in the Property Room.

Written Directive Required: NO

Proof Requirement: 1 proof, per bullet, each year

5.5 PACKAGING SUPPLIES

The agency has a written directive outlining how to safely package potentially dangerous items. Proper packaging and storage supplies will be provided to Property and Evidence personnel. Potentially dangerous items include:

- a. Firearms; availability of packaging supplies to include zip ties and boxes or firearm bags.
- b. Narcotics
- c. Flammables
- d. Biohazards
- e. Drugs and drug paraphernalia
- f. Knives
- g. Needles and syringes
- h. Other potentially dangerous substances or items.

Clarification Statement: Narcotic and narcotic paraphernalia require special handling.

Written Directive Required: YES

Proof Requirement: 1 proof, per bullet, each year

5.6 PROPERTY AND EVIDENCE SIGNAGE

The agency has posted signage to ensure a safe working environment, to include:

- a. No smoking signs
- b. Biological storage
- c. No eating, uncovered drinking containers, or applying cosmetics in and around intake areas
- d. Eyewash signage and location
- e. NARCAN
- f. Fire Extinguishers
- g. Exit signs
- h. Primary and secondary emergency evacuation

Clarification Statement: None.

Written Directive Required: YES

Proof Requirement: 1 proof, per bullet, each year

5.7 SAFETY DATA SHEETS (SDS)

A SDS manual, binder or electronic access, is available to all personnel.

Clarification Statement: None.

Written Directive Required: NO

Proof Requirement: 1 proof each year

5.8 WAREHOUSE EQUIPMENT TRAINING

The agency has written directives and provides training to property personnel on all facets of the warehouse. If the Property and Evidence Unit has the items listed below, they will be included in the training.

- a. Ladders
- b. Step Ladders
- c. Pickers
- d. Lifts or forklifts (special training required)
- e. Shelving
- f. Freezers and coolers
- g. Phones
- h. Proper lighting
- i. Security system, alarm, cameras
- j. Inspection sign-in sheets
- k. Computer equipment and accessories (i.e. barcode scanner, signature capture pad)

Clarification Statement: Ladders, shelving and lighting are routinely inspected to make sure they are in working order. Freezers and coolers are monitored by qualified personnel to ensure they are in working order. Phone and emergency exits are clearly marked in the warehouse. If lifts and forklifts are used, routine inspection and training is required.

Written Directive Required: YES

Proof Requirement: 1 proof, per bullet, each year

5.9 PROPERTY TRANSPORT

A written directive ensures personnel and evidence are secure and safe while transporting evidence, to include:

- a. Box, tote, and/or cooler with a secure lid
- b. Radio and/or cell phone
- c. Vehicles that can be secured and locked
- d. Notification to the communication center of the transport.

Clarification Statement: Dispatch should be aware of the departure and arrival of personnel transporting evidence, to include locations and any other special considerations.

Written Directive Required: YES

Proof Requirement: 1 proof, per bullet, each year

APPENDIX A: PROPERTY INVENTORY CHART

Population Size:
Number of high-risk items

Sample Size:
Number of items to be audited

Less Than 200	All
200 – 1,000	200 + 50% of remainder
1,001 – 5,000	600 + 20% of remainder
5,001 – 25,000	1,400 + 10% of remainder
25,001 – 100,000	3,900 + 5% of remainder
100,001 or more	7,700 + 2.5% of remainder

Example #1: An agency's CEO has changed/is changing, and is compelled to complete an audit pursuant to ALEAP 27.4.C. The agency determines that it has 4,500 high-risk items in its inventory. Using the chart above, the agency would have to audit 1,380 high-risk items using the following methodology:

4,500 items: $600 + 780 \{20\% \text{ of the remainder, or } 4,500 - 600 = 3,900 * 20\% \} = \underline{1,380 \text{ items to audit}}$

Example #2: An agency's Property and Evidence Custodian has changed/is changing, and is compelled to complete an audit pursuant to ALEAP 27.4.C. The agency determines that it has 45,000 high-risk items in its inventory. Using the chart above, the agency would have to audit 5,955 high-risk items using the following methodology:

45,000 items: $3,900 + 2,055 \{5\% \text{ of the remainder, or } 45,000 - 3,900 = 41,100 * 5\% \} = \underline{5,955 \text{ items to audit}}$

Example #3: An agency's CEO has changed/is changing, and is compelled to complete an audit pursuant to ALEAP 27.4.C. The agency determines that it has 450 high-risk items in its inventory. Using the chart above, the agency would have to audit 325 high-risk items using the following methodology:

450 items: $200 + 125 \{50\% \text{ of the remainder, or } 450 - 200 = 250 * 50\% \} = \underline{325 \text{ items to audit}}$

Appendix B: TIME SENSITIVE STANDARDS

Semi-Annually

4.1 INSPECTIONS AND AUDITS

Annually

1.4 BASIC PROPERTY AND EVIDENCE TRAINING AND CERTIFICATION

1.12 POLICIES AND PROCEDURES

2.15 PROPERTY CLEARANCE

3.2 ANNUAL REVIEW OF SECURE ACCESS

2.10 UNCLAIMED AND ABANDONED PROPERTY

4.1 INSPECTIONS AND AUDITS

Monthly

2.10 UNCLAIMED AND ABANDONED PROPERTY

Retention Schedule

2.14 DESTRUCTION

Timeline Set by Agency

1.5 SUPERVISOR LEADERSHIP TRAINING

1.6 NEW EMPLOYEE TRAINING

2.5 CHAIN OF CUSTODY

2.16 FINAL DISPOSITION

3.3 FACILITY ALARMS AND VIDEO SURVEILLANCE

ALEAP Property & Evidence Accreditation

Version 1.4 - September 15, 2024

Chapter 1 – PERSONNEL

Chapter 2 – PROPERTY INTAKE, CHAIN OF CUSTODY, AND DISPOSITIONS

Chapter 3 – ACCESS AND SECURITY

Chapter 4 – INSPECTIONS, AUDITS, AND INVENTORIES

Chapter 5 – FACILITIES AND SAFETY STANDARDS

Definitions

Appendix A: PROPERTY INVENTORY CHART

Appendix B: TIME SENSITIVE STANDARDS

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