

TEXARKANA, TEXAS POLICE DEPARTMENT
GENERAL ORDERS MANUAL

<i>Effective Date</i> February 1, 2008		<i>Amended Date</i>		<i>Directive</i> 12.04.1	
<i>Subject</i> Property and Evidence Storage Area Security					
<i>Reference</i>					
<i>Distribution</i> All Personnel City Manager City Attorney		<i>TPCA Best Practices Recognition Program Reference</i> 12.04.1 Property and Evidence Storage Area Security		<i>Review Date</i> November 30, 2023	
				<i>Pages</i> 2	

This Operations Directive is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department, and only in a non-judicial administrative setting.

SECTION 1 PURPOSE

The purpose of this policy is to require strict security and limited access to the Property and Evidence Section area.

SECTION 2 POLICY

It is the policy of the Department that only authorized persons will be allowed into the Property and Evidence area. It is also the policy of the Department that all others will be escorted by Property and Evidence Section personnel and will be required to sign a log documenting their entrance and exit.

SECTION 3 PROCEDURES

A. PROPERTY AND EVIDENCE STORAGE AREAS ENTRY DOCUMENTATION

1. No person shall enter the Property and Evidence office or the property storage areas except with expressed consent of the Chief of Police.
2. The Property and Evidence Controllers, the Property and Evidence Manager, Services Division Coordinator and the Support Services Division Commander have the consent of the Chief of Police to enter the Property and Evidence office and the property storage area until said consent is withdrawn.
3. Persons who the Chief of Police has given expressed consent to enter the property and evidence office and the property or the evidence storage area shall do so only under the supervision of a Property and Evidence Controller or the Property and Evidence Manager.
4. Entry logs shall be maintained to document the entry of every one who enters into the Property and Evidence office or the property storage areas. The logs shall detail the name of the person who entered the areas, the date and time of entry, the date and time of exit and the purpose for such entry.

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5. All activations of the property storage areas' alarm system shall be promptly reported to the Property and Evidence Manager who will be responsible for documenting the event. Such notations shall include the date, time and circumstances causing the alarm to activate.
6. Any unusual circumstances involving the Property and Evidence office or property storage areas shall be reported verbally and in writing immediately to the Chief of Police via the Support Service Commander.

B. RESPONSIBILITY

1. All members of the Department shall know and comply with all aspects of this directive.
2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.