

TEXARKANA, TEXAS POLICE DEPARTMENT
GENERAL ORDERS MANUAL

<i>Effective Date</i> February 1, 2008		<i>Amended Date</i>		<i>Directive</i> 12.07.1	
<i>Subject</i> Inspection of Property/Evidence					
<i>Reference</i>					
<i>Distribution</i> All Personnel City Manager City Attorney		<i>TPCA Best Practices Recognition Program Reference</i> 12.07.1 Inspection of Property/Evidence		<i>Review Date</i> November 30, 2023	
				<i>Pages</i> 3	

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 a documented inspection of the Property and Evidence Section at least every six months.

SECTION 2 POLICY

It is the policy of the Department that all property regardless of its character that comes into the custody of an employee of this agency will be properly packaged, handled, preserved, stored, accounted for and disposed of in accordance with the procedures set forth in this directive. It is also the policy of the Department that the Property and Evidence Section will be inspected at least every six months to ensure the integrity of the Department's property and evidence processes.

SECTION 3 PROCEDURES

- A. The Property and Evidence Unit is organized under the Support Services Division and directly supervised by the Property and Evidence Manager. Additional oversight and quality control of evidence handling procedures is accomplished through both routine and unannounced inspections conducted in accordance with this policy.
- B. RESPONSIBILITIES OF THE PROPERTY AND EVIDENCE MANAGER
 - 1. Supervise the processing of property and evidence once it is transferred to the Property and Evidence Unit for storage.
 - 2. Be accountable for the direct control, inventory and security of all property accepted or stored by the Property and Evidence Unit.
 - 3. Ensure that the Property Controller complies with the policies set forth by the Department. At least once monthly the Property and Evidence Manager will conduct an inspection of adherence to the policy.
 - 4. Ensure that procedures for processing property/evidence are documented, organized, and consistent with this Directive.

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5. Ensure that all Property and Evidence Unit personnel are properly trained, equipped and supervised.
6. Offer guidance and assistance to Property and Evidence Controllers when necessary.
7. Ensure that appropriate property/evidence packaging materials are procured and available for employees who submit items for storage by the Property and Evidence Unit.
8. Furnish documentation to the Division Commander and the Chief of Police concerning unusual situations or activities that occur within the Property and Evidence Unit.

C. SUPERVISOR'S INSPECTION OF PROPERTY AND EVIDENCE

1. A Support Services Division supervisor – other than the Property and Evidence Manager - shall conduct an inspection of the Property and Evidence Section at least once every six months.
2. The inspection must focus on the adherence to all directives related to the proper intake, storage, documentation, and organization of all items in the Property and Evidence section as well as all related Property and Evidence procedures.
3. The inspection must include a random spot check of individual items in the Property and Evidence Section.
4. The inspection must be documented, and the documentation must be maintained for future review.

D. RESPONSIBILITIES OF THE PROPERTY AND EVIDENCE CONTROLLERS

1. Take control of, properly identify, log, store and be accountable for all property/evidence transferred to the Property and Evidence Unit.
2. Make entries in the appropriate control logs, files, and computer databases regarding property/evidence that is received or released.
3. Exercise administrative control over all property/evidence received by the Property and Evidence Unit until a final disposition of the property/evidence is made.
4. Complete a Chain of Custody Affidavit when requested by the prosecuting attorney in a criminal prosecution. (Art. 38.42 of the Code of Criminal Procedure)
5. Properly store property/evidence within designated, secure areas.
6. Monitor offense disposition for evidence being held and check court dispositions on evidence in which cases have been filed.
7. Make final disposition of found, recovered, and evidentiary property within six months after legal requirements have been satisfied.
8. Properly complete the documentation that is necessary when property/evidence is disposed of or transferred from the Property and Evidence Unit.
9. Actively solicit guidance from the Manager when necessary.

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10. Furnish documentation to the Property and Evidence Manager concerning unusual situations or activities that occur within the Property and Evidence Unit.

E. 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.