

TEXARKANA, TEXAS POLICE DEPARTMENT  
GENERAL ORDERS MANUAL

<i>Effective Date</i> <b>February 1, 2008</b>		<i>Amended Date</i>		<i>Directive</i> <b>12.08.1</b>	
<i>Subject</i> <b>Inventory of Property/Evidence</b>					
<i>Reference</i>					
<i>Distribution</i> <b>All Personnel City Manager City Attorney</b>		<i>TPCA Best Practices Recognition Program Reference</i> <b>12.08.1 Inventory of Property/Evidence</b>		<i>Review Date</i> <b>November 30, 2023</b>	
				<i>Pages</i> <b>1</b>	

**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 partial inventory of the Property and Evidence Section at least annually.

**SECTION 2 POLICY**

It is the policy of the Department to conduct at least a partial inventory of the Property and Evidence Section at least annually to ensure the integrity of the Department’s property and evidence inventory system.

**SECTION 3 PROCEDURES**

- A. The Property and Evidence Manager shall ensure that an inventory or a partial inventory is conducted at least annually to ensure the integrity of the Department’s property and evidence inventory system.
  - 1. The inventory must include a significant number of individual items sufficient to provide an indication of the integrity and accuracy of the inventory system.
  - 2. The partial inventory must be documented, and the documentation must be maintained for future reference.
  
- B. An inventory or a partial inventory shall be conducted anytime there is a change in personnel in the Property and Evidence Section.
  
- C. 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.