



Maryland-National Capital Park Police
Prince George's County Division



DIVISION DIRECTIVE

TITLE PROPERTY PROCEDURES		PROCEDURE NUMBER PG1201.0	
SECTION Property Procedures	DISTRIBUTION A	EFFECTIVE DATE 09/01/19	REVIEW DATE 05/01/21
REPLACES PG1201.0 "Property Procedures", issued 05/01/02			
RELATED DIRECTIVES PG1200.0, 1200.1	REFERENCES CALEA	AUTHORITY <i>S.R. Johnson</i> Chief Stanley R. Johnson	

I. STORAGE FACILITY

The evidence room located at Headquarters shall be the exclusive facility for storage of found and seized property of the Division.

- A. Entry keys for the room shall be held by:
1. Property Specialist
 2. Manager, Support Operations, or designee
- B. An entry ledger shall be maintained by the Property Specialist noting date, time, and reason for entering the room by persons other than the Property Specialist and the designated Lieutenant.

II. SEIZED MONEY/CURRENCY

Under the following circumstances:

- A. May be seized as evidence.
- B. May be seized for safekeeping.
- C. May be seized as found property.

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III. EVIDENCE CONTROL

- A. All property coming into the custody of officers shall be handled in the following manner.
- B. Logged on the approved record.
- C. Property that may be devalued by scribing the below information shall be tagged or labeled noting:
 - 1. date
 - 2. case number
 - 3. officer's name and I.D. number
- D. CDS and currency will be accepted only if heat-sealed in a polyester pouch.
- E. Deposited in the designated drop boxes.
- F. When the Property Specialist is not available rifles/shotguns will be submitted to a supervisor prior to the end of the officer's tour of duty. The supervisor will secure the weapon inside the Long Gun Locker and forward the attached original property report to the Property Specialist.
- G. Seizures of weapons shall be recorded separately.
- H. Seizures of Controlled Dangerous Substances (CDS) or currency shall be recorded separately, weighed or counted, witnessed by the officer's supervisor who shall initial the upper left corner of the property report certifying to the authenticity of the weight or count.
- I. Supervisors shall witness the depositing of narcotic and currency evidence by officers and initial the evidence drop log.

IV. RESPONSIBILITIES

- A. Property Specialist
 - 1. On a daily basis:

Logging evidence, bagging of evidence, maintaining an entry log, transporting evidence to and from analysis labs, testifying in court, receiving property from the satellite stations.

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2. Disposal of property:

Found property after ninety days, contraband monthly, evidence after disposition of court proceedings.

3. Disposition of property reports/copies:

Officers will ensure that a copy of the completed computerized property record is attached and forwarded to the Property Division, as this Agency no longer incorporates colorized carbons. The originally submitted property record will be retained by the Property Custodian.

4. Ensure that persons taking custody of any property sign the property report.

5. Bulk items (i.e., bicycles) shall be stored at the Southern Station and/or designated storage vault.

6. Upon receipt of a firearm:

Within three working days, notify the Manager of Support Operations or designee, via memorandum, of the case number, weapon type, and serial number.

B. Officers

1. Completing all forms at the time of seizure.

2. Requesting evidence 72 hours prior to need at court, utilizing the evidence request form.

3. Filing the notification of the evidence/destruction form.

4. If the officer indicates a condition of release on the property report, the officer shall notify the property officer in writing when to release the property.

C. Key Holders

1. In the absence of the property specialist follow the above procedure.

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V. AUDITS

Audits of the storage facility shall be conducted as needed periodically by the Manager of Support Operations or designee.

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