

Section 200.000 **Fire Scene Investigations**

201.000 **Arrival At The Scene**

Notify the Incident Commander upon arrival and obtain details of the fire or incident. The Incident Commander and Investigator will treat the fire scene as if it were a crime scene to help preserve evidence of what may have caused the fire. The Investigator will ensure that the Incident Commander knows what investigative steps the Investigator will begin to undertake.

202.000 **Fire Scene Security**

A common entry and exit point from the structure should be established by the Investigator. All personnel entering and exiting the structure should utilize the same entry/exit point. The identify and times of personnel entry and exit of the building should be logged. The purpose of their entry should also be recorded. No person should be allowed into the fire scene if they are not members of the fire investigation team. Firefighters, crime scene investigators and police detectives may be considered part of the fire investigative team. The Investigator will be responsible for establishing the boundaries for the exterior search.

203.000 **Initial Observations**

The Investigator, in accordance with established guidelines, will conduct a walk around of the structure or vehicle involved if possible. The Investigator will note any pertinent information about the incident.

204.000 **Interviewing Witnesses**

All witnesses should be interviewed. Firefighters on the scene may also need to be interviewed. If there are several witnesses at the scene that need to be interviewed the Investigator may decide to request additional assistance. The Investigator may request a Police Officer or Detective to assist with the interview process. If this is not an option, then the Investigator should contact the Unit Commander to facilitate additional Fire Investigators being assigned to the incident. Interviews should include the name, date of birth, address, telephone number and numeric identifier of the person being interviewed. All information should be recorded, either through written or tape-recorded form.

205.000 **Scene Examination**

The Investigator should begin the scene examination of the structure by establishing the least damaged area. Notes should be made as to smoke/soot concentration in these areas and direction of travel of the material. The Investigator should follow

the path of travel towards the most heavily damaged area. The Investigator will determine the area and if possible the point of origin of the fire. This will include clearing all burn debris off the floor. The Investigator may take samples of the burn debris for laboratory testing. The taking of debris or evidence will be done with established and approved methods. Any damage caused at the scene by Fire personnel should be explained or accounted for. Any damage caused prior to the arrival of emergency responders should be accounted for.

206.000 **Evidence Procedures**

All evidence recovered by members of this unit will be turned into the Property and Evidence Section of the DeKalb Police Department or taken to the State Crime Lab. In all cases where evidence has been obtained a Property and Evidence Sheet will be completed. In cases where the evidence is going to be submitted to the State Crime Lab for analysis, an Evidence Submission Form should be completed, accompanied by a copy of the Incident Report. Because of the nature of fire debris evidence, the sample should be submitted to the State Crime Lab as soon as practical, but not to exceed 3 days. Fire debris taken to the State Crime Lab shall be submitted in accordance with Georgia Crime Laboratory requirements for evidence submission. If the evidence is going to be delayed before it is analyzed, then the sample should be turned into the Property and Evidence Section to ensure chain of custody. Evidence that is going to be turned into the DeKalb County Crime Scene Unit for processing should be done as soon as practical, accompanied by a Property and Evidence Sheet.

207.000 **Documenting the Scene**

The Fire Investigator will document the entire fire scene including but not limited to photographs, video recordings, and drawings. Photographs should be taken to document and record the fire scene adequately. A 35mm camera shall be used to document the fire scene. Digital photographs may be taken in conjunction with 35mm but should not replace using 35mm. All film will be submitted to the Crime Scene Unit for processing utilizing a completed film submission envelope. Digital photographs will also be submitted in their original format to the Crime Scene Unit. Each piece of evidence should be photographed in place prior to collection and then photographed after collection. A photographic log should be utilized when practical. A drawing of the structure including measurements of overall size, room size and location of heat generating sources should be noted. Location of electrical and gas service, if utilized, should be noted. The drawing should indicate the burn patterns that show the most concentration of fire, items involved with fire and a general description of damage. A point of reference indicating north should be identified on the drawing. A case number, address, and date of loss should also be included on the drawing.

208.000**Scene Examination Completed**

When the Fire Investigator has completed the examination of the fire scene, the Incident Commander should be notified. If the Fire Investigator believes that the fire was accidental in nature and there is evidence at the scene of the cause, the building owner/occupant should be advised of that information. If the fire is determined to be an intentional act, the owner/occupant should be advised, but information critical to the investigation will be kept confidential. If the cause of the fire is undetermined, the owner/occupant will be advised of that finding and that the investigation is pending further investigation.

209.000**Investigation Report**

As of January 1, 2004 all fires investigated by the Fire Investigations Unit will enter available information into the Arson module of the NFRIS 5.0 reporting system. At a minimum a narrative of activities on the scene will be documented. This will be the responsibility of the lead investigator for each case. This also includes incidents that are not initially investigated by the Unit but are later identified, for example vehicle fires.

The Mobile Communications Platform includes all laptop computers, servers, software and miscellaneous hardware required for the proper communication between the Communications Division and the patrol officers in their patrol vehicle. This does not include the Computer Aided Dispatch(CAD) system or radio equipment.

The Paperless Reporting Platform includes all in vehicle printers, software and servers necessary to create a report in the field on a laptop computer and then store it in the department's Record's Management System (RMS).

At the discretion of the Chief of Police or his/her designee, unit personnel will be required to lead or assist in the implementation of new technologies throughout the department.

4-16.17

PROPERTY AND EVIDENCE

A. PURPOSE

In order to provide standardized procedures for the receiving, processing, safeguarding, and disposing of appropriate property or other items of physical evidence acquired by members of the DeKalb County Police Department in the performance of their assigned duties, it shall be the policy of this department through the Property and Evidence Unit, to receive, process, store, safeguard and dispose of all appropriate property seized or found.

B. ADMINISTRATION AND RESPONSIBILITY

The Property and Evidence Unit shall be located within the Public Safety building and shall come under the supervision of the Property and Evidence Unit Commander. The Property and Evidence Unit Commander shall report directly to the Special Operations Section Commander. The Property and Evidence Unit Commander shall be directly responsible for the section and the property management function of the department.

Subordinate to the Property and Evidence Unit Commander shall be Property Custodians, who shall assume the same duties for the operation of the Property and Evidence Section.

2. The Property and Evidence Unit shall be responsible for:

- Insuring that all property of an evidentiary nature is kept in a secured area.
- Insuring that all property found of any value is kept in a secured area, separate from evidence.
- c. Insuring that items of property requiring additional protection, i.e. money, precious metals, jewelry, gemstones, weapons, narcotics and dangerous drugs are stored in separate secured areas within the repository.
- d. Controlling all property and evidence stored in the section.
- Conducting and maintaining a written inventory of all property and evidence stored in the section.
- Conducting, on as needed basis, the county's "Ole Hoss Sale" and the accounting for, securing, and depositing cash collections from this sale.

The Property and Evidence Unit shall be charged with the responsibility of the day-to-day operation of the property and evidence repository. Normal operating

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hours of the Property and Evidence Unit shall be from 8:00 A.M. to 4:30 P.M., Monday through Friday excluding holidays.

Whenever the Property And Evidence Unit is closed, officers may store property and evidence in one of several locations.

Each division and precinct may maintain secured property lockers, vaults or safes to house property and evidence until such property or evidence can be transported to the Property and Evidence Unit. Access to these locations will be restricted to the watch commanders and one other individual designated to transport property to the Property and Evidence Unit. (All rules of maintaining the chain of custody shall apply in those instances)

In the event that all property and evidence lockers are full or items are too large to fit into a locker, the annex will be utilized. The annex can be accessed by contacting a communication supervisor who has the key to the annex and will sign the key out to the submitting officer. Absolutely no property will be left unsecured at any of the designated property drop locations.

Any gasoline-powered equipment will be drained of gasoline before being brought into any precinct or the Public Safety Building.

In unusual situations, such as large drug seizures, money in the amount of over \$10,000.00, etc., a property custodian will be called in to open the Property and Evidence Unit and immediately process and store the evidence or property.

There may also be other designated locations predetermined for large items taken in after hours. These locations must also meet security requirements and limited access.

At no time will property and evidence be left at any locations other than the property room between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. (exceptions will be county observed Holidays)

Use of lockers and annex location will be restricted after hours to Criminal Investigation Detectives, Uniform Officers, Special Services Division and Arson Officers.

Access to the Property and Evidence Unit shall be strictly limited to those individuals employed as Property Custodians and their superior officers up the chain-of-command to the Chief of Police. Any time an individual not mentioned above enters the Property and Evidence Unit, for any reason, they must sign "in" and "out" on a log book or sheet posted at the door.

C. PROPERTY AND EVIDENCE DEFINED

Property - Any tangible item or article that has come into the possession of a Police officer through their normal duties. Officers are to use discretion as to the appropriateness of these items to determine whether they should be taken into custody as property. (consider value, sensitivity, etc.)

Evidence - Any piece of property that will be or may be used in any criminal/civil/administrative hearing. Once a disposition has been rendered, said evidence shall be disposed of by the officer.

D. PROCESSING OF EVIDENCE

1. Identification of Evidence

All physical evidence must be carefully identified and suitably marked for identification as soon as possible by the Police officer initially assuming custody of the evidence to insure that it can be later identified in a court of law. The mark will include the initials of the individual who obtained the item, date, and time; i.e., "ABC" August 29, 1988, 1:10 a.m. The marks must be placed in an area least likely to affect the physical appearance, monetary value, or evidentiary value of the item. If this is not possible, the item will be placed in a suitable container, sealed, and the markings placed on the container. If the original container is subsequently changed for any reason, it will be retained since its production may be required at some later date relative to proper identification of the evidence and change of custody.

2. Recording and Accountability of Evidence

The receipt of physical evidence, regardless of how obtained, will be recorded at the time of receipt on a Property and Evidence Sheet. The evidence will be recorded by the most accurate description. Each officer/employee concerned in any manner with the handling or processing of evidence, from the moment of its acquisition to the time of final disposition shall be accountable for its care, preservation and safe keeping while that evidence is under their control. Each change in the custody of evidence shall be reflected on the Property and Evidence Sheet "Chain of Custody" portion. **THIS IS OF PARAMOUNT IMPORTANCE!** A copy of the Property and Evidence Sheet shall be maintained in the Records Section, filed with the Incident Report under the incident case number. The Property and Evidence Sheet shall contain the following information:

a. Date

Date which the Property and Evidence Unit receives the property. This date may not be the same as the date the property was originally obtained because the Property and Evidence Section is not open 24 hours a day 7 days a week. Once property comes under the custody of a Police officer, the officer should relinquish this property to the Property and Evidence Unit as soon as possible. (This will be during or at the completion of the officer's shift)

b. Property Number

This number (only to be assigned by the Property and Evidence Unit) is the next number in sequence from the last property number on file. The number is pre fixed by the first letter of the last name of the owner, victim or arrested individual the property was taken from, i.e., Roche = R-2117.

c. Case Number

Number affixed to the officer's incident report.

d. Misdemeanor/Felony Block

If the property turned in is evidence in a crime, the officer shall check the block indicating whether the crime is a felony or a misdemeanor.

e. Offense Block

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If the misdemeanor/felony block is checked, then the officer shall indicate the crime.

f. Release Block

If the property/evidence can be released, then the officer shall check the "can be released" block. If the property/evidence cannot be released without approval, then the "must be approved" block must be checked and the name of the officer to grant approval must be listed. Officers are reminded not to advise citizens to come pick up their property/evidence, if they mark "Hold" on the property sheet. Be reminded that ATF regulations require the State Crime Lab to run ballistics on all handguns .25 cal. and larger; therefore, citizens cannot claim weapons even held for safekeeping until this requirement has been met.

Evidence/Found/Safekeeping Block

If the property is evidence, the evidence block must be checked. If the property is not evidence and is either found or stored for safekeeping purposes, then the appropriate block shall be checked.

Victim/Owner

This should indicate from whom the property/evidence was taken from or belongs to.

i. Description

Property is listed in detail (description, quantity, serial number, bin number).

j. Chain of Custody

When property is checked out or checked in, the Property and Evidence Sheet shall be signed by a Property Custodian and the officer/individual checking the property in or out along with the date and the reason for checking the property in or out. It is very important that the property be accounted for from the time it is acquired by the officer until it is permanently removed. The chain of custody portion of the Property and Evidence Sheet shall reflect every time the property changes hands.

k. Copy Distribution of Property and Evidence Sheet

White - Property And Evidence Unit; White/Green Stripe - Records Section; Blue - Detective (C.I.D.); Yellow - Officer turning in property

After the Property and Evidence Sheet is prepared, the Property Custodian shall then enter all formatted information on the property room computer.

E. PROCESSING OF PROPERTY (NOT EVIDENCE)

1. Recording and Accountability of Property

All items or articles not considered evidence in an incident/investigation which are found by a Police officer or turned into the Property And Evidence Unit, will be accounted for in the form of the incident report from the time of initial acquisition. Any officer finding items not considered evidence, or having items released to them by a member of the civilian community will prepare an incident report for the item(s) obtained. At the earliest possible date, the officer will release the item(s) to the Property And Evidence Unit.

2. Property and Evidence Sheet

All Police officers acquiring property that is to be placed in the Property and Evidence Section shall also complete a Property and Evidence Sheet following the same procedures set out in this section. Property taken from arrestees for safekeeping and not placed in the Property And Evidence Unit will be inventoried on the original jail docket and signed for by jail personnel.

3. Processing/Storage of Property

Property will be stored in the Property And Evidence Unit. Every effort will be made by the officer to identify and locate the rightful owner of the property and return the item(s) to the rightful owner. In the event the rightful owner of the property cannot be identified or located and the item(s) cannot be returned, the property will be disposed of in accordance with the provisions of this policy and applicable State Law. When owners are located, they will be required to sign the Property and Evidence Sheet as a receipt.

F. RELEASE OF PROPERTY AND EVIDENCE

Property and evidence may be removed from the Property And Evidence Unit for permanent disposition or for temporary release for a specific purpose.

Reasons for the temporary removal of property and evidence shall include but not be limited to:

Transmittal to the State Crime Lab or other crime laboratory for examination.

b. Examination by the prosecutor.

c. Presentation in a criminal/civil/administrative hearing.

d. Released to an officer for inspection prior to, and for, court appearance. (all property/evidence to be removed for this purpose requires an Authorization for Release of Evidence Form, signed by an officer of the Court or the rank of Captain or higher.)

e. Release to an officer in order to be shown to a victim or possible owner.

f. Released to an officer from another Police agency (This shall only be done with the assistance of a DeKalb Police detective and the Police detective shall co-sign the Property and Evidence Sheet.).

Reasons for the permanent removal of property and evidence shall include but not be limited to:

Transmittal to the State Crime Lab or other crime laboratory for examination and permanent storage.

b. Examination by the prosecutor and permanent storage. (see 1d above.)

c. Presentation in a criminal/civil/administrative hearing and permanent storage.

d. Released permanently to the owner or the person claiming ownership.

e. Destruction pursuant to this policy.

f. Sold at the "Ole Hoss Sale".

Whenever property and evidence is either temporarily or permanently released from the Property And Evidence Unit, the Property Custodian will insure that all

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records, documents, files and Property and Evidence Sheets reflect accurately the release.

Prior to checking out any property of value for this agency, the employee must first obtain written authorization from the rank of Captain or higher. (or section/division commander outside police) This written authorization shall be taken to the property room by the employee prior to receiving any property or evidence, and this documentation shall be filed by the property room custodian.

Detectives may only retrieve items for the purpose of identification by victims/witnesses. If this is to occur, the detective must follow the same procedures as above. If property is to be identified or claimed, the detective will return it to the property room for the owner to retrieve there. The property custodian will obtain written authorization from the owner (or their designee) prior to release. This also applies to the release of property belonging to an individual under arrest. (i.e. personal belongings, impounded vehicles, etc.) Proper identification must be presented to obtain a release. All written receipts and authorization will be maintained in the case file in the property room.

Previously, officers have been able to call the Property Room and release items to other law enforcement agencies or individuals. Due to the high volume of property officers will now have to fax their request or forward a memo to the property room. Phone calls will no longer be accepted. If the officer or detective is going to release all the items listed, this is not a problem. However, if some of the items are to be held and others released, that officer/detective shall come to the Property Room in person, and authorize the release of the items they are approving for release. This will insure that no items are inadvertently released. When items to be released are to be sent to an owner who does not reside in the local area, it is that officer's/detective's responsibility to ship said items.

In addition to the Authorization to Property Custodian for Release of Evidence form, employees will still be required to complete the bottom portion of the property and evidence sheet so the chain of custody can be maintained.

Representatives from agencies within or outside of DeKalb County will abide by the same procedures established in this policy. A written receipt must be given to the property custodian prior to the release of any property or evidence. This can be in the form of the agency property sheet to maintain the chain of custody.

Attorneys or legal representatives representing owners of claimed property may only receive said property after producing written authorization from the owner in the form of a court order or power of attorney.

G. STORAGE AND MAINTENANCE OF PROPERTY AND EVIDENCE

1. Location of Storage

All property and evidence placed with the Property And Evidence Unit will be stored in either a safe, or bins located in the Property And Evidence Unit facilities. All of these locations will be secured with either key or combination locks and alarm systems, and only the Property Custodians will have control of these areas

and access to the keys, combinations and alarm codes, with exceptions noted in this policy.

2. General Property and Evidence

All general property and evidence stored by the Property And Evidence Unit will be boxed, labeled or tagged and stored in a neat and orderly manner. The property and evidence will be marked with a property number, date received in the Property and Evidence Section, Incident Report Number and bin location. Property that is considered evidence will be marked in red and cannot be released without permission of the Police officer responsible for the evidence. Property, not evidence, will be marked in black.

3. Money and Jewelry

All monies turned over the Property And Evidence Unit will be counted and approved in the presence of the officer relinquishing the money. If money is placed in an evidence locker, a superior officer will witness the count and placement of the money in a tamperproof container. Once a disposition has been rendered in those particular cases, these funds will be deposited into a special account at Revenue Collections.

4. Weapons

It will be the responsibility of each officer, who turns in any weapon to the Property and Evidence Section, to insure that all ammunition is separated from the weapon. Any loaded weapon other than those mentioned (jammed or malfunctioning) shall be carefully placed in a locker, with the property sheet conspicuously marked, "Loaded Weapon/Jammed/Could Not Unload", etc.) Any other loaded weapon placed in the property room or lockers that do not fit the criteria set above shall be cause for disciplinary action.

5. Dangerous Drugs and Narcotics

Dangerous drugs and narcotics will be transported to the State Crime Lab by Property Custodians on a weekly basis to be analyzed and stored. Two Property Custodians will be required for any transport of drugs to the State Crime Lab.

Officers/detectives placing dangerous drugs or narcotics in the Property and Evidence Section will weigh (when scales available) or count all items and will clearly mark on the Property Sheet whether or not the items are to be transported to the State Crime Lab.

In the event that dangerous drugs and narcotics are to be stored with the Property and Evidence Section, the Property Custodian, in the presence of the officer, will again count and weigh each item (pills, capsules, powders, liquids, etc.). All drugs and narcotics shall be placed in evidence bags during storage and strictly accounted for and inventoried.

Pursuant to the Georgia State Crime Lab, all drug evidence that the Crime Lab will accept will be submitted to the Crime Lab in a sealed outer plastic bag and a secured inner plastic bag. This shall be a standard bag that is provided to the department from the supply section. The bag is a 12 ½ by 9 ½ clear zip lock bag. It is the responsibility of each precinct to ensure that all supplies needed be made available to the officer at the precinct. The county submittal form must be sealed inside the bag with the narcotics, placed flat inside

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and readable through the bag. The state submittal form OPS 1 (revised 4-1-2000) shall be attached to the outside of the bag. Both forms must accompany all drug submittals. The outer bag must be clear on at least one side and must be sealed with tamper-proof evidence tape, evidence seal, or heat-sealed. The initials of the sealing officer will be written on or directly under the seal. The name of the suspect(s), officer(s), the agency, and an inventory of the items contained within that bag must be clearly written on the bag, or on an inventory sheet that is clearly visible through the bag. If ziplock bags are to be used, they are to be of thicker material (such as freezer bags, not sandwich-type bags). Do not include paperwork (i.e. property sheets, etc.) inside the bags that needs to be signed by Crime Lab personnel. The secured inner bag must be zip locked, taped, or stapled so that the contents will not escape. This inner bag must be clear on both sides. Like items should be grouped and placed in one inner bag. Different types of evidence must be packaged so that cross-contamination does not occur.

Exceptions to this procedure are:

- a) Any wet plant material must be submitted in a **paper bag** to allow moisture to escape. Trapped moisture will cause the evidence to deteriorate.

Any large bales of marijuana, kilos of cocaine, or large items may be submitted in large bags or as packaged.

Liquids must be submitted in a leak-proof screw capped bottle, and then placed in a sealed plastic outer bag.

LSD is a light sensitive drug. When submitting suspected LSD samples, package them in a small manila envelope or small paper bag before placing in the outer plastic bag.

The following items will not be accepted by the Crime Lab because of biological, chemical or physical safety hazards:

- e) Used presumptive field ID test kits.
- f) Large amounts of chemicals. (submit only small samples)
- g) Razor blades.

Syringes or the contents from syringes (contents may be submitted to the Toxicology Section)

- i) Any other biohazards determined to be hazardous by lab personnel.
- j) Jet water pipes.

Additional instructions:

Do not overfill the outer plastic bag. Use additional outer plastic bags if necessary. The Crime Lab must be able to reseal the outer bag after completion of the scientific tests.

Evidence should be separated for individual cases prior to entering the lab and date/time of seizure. For example, each undercover "buy" should be submitted as a separate case. The items seized from search warrants should be separated from previous "buy" cases. Seizures at the same location from a specific individual suspect should be packaged separate from other suspects' evidence.

If submitting 10 or more drug cases, the Crime Lab Multiple Drug case Entry Log must be prepared prior to entering the lab. (Only one county per form) The

name on the form must agree with that on the outer bag. If possible, have the sequential numbers from the entry log form marked on the plastic bags of evidence corresponding to that number on the Crime Lab form.

Label if evidence was obtained from any area of possible contamination such as toilets, mouth, etc.

Write, "Attention D.I." on all outer packages that are mailed to the crime Lab.

6. Large Items and Articles

Security for any facility outside the Police building that is used for storage of property and evidence shall be the same as the security required of the Property and Evidence Section facilities. All vehicles, riding lawn mowers, motorcycles or similar items shall be stored at impound lots predetermined by the County. It shall not be necessary to involve the Property and Evidence Section with non-evidence items placed at impound lots.

7. Perishable Items

All property and evidence that is perishable in nature shall be photographed by the officer having custody of the perishable item and then destroyed or returned to the owner. The Property And Evidence Unit is not set up to handle perishable items. Any evidence that requires immediate refrigeration prior to being transported to the State Crime Lab shall be turned over to the Crime Scene Investigation Unit of C.I.D. for storage in a secured refrigerator. **No food or other perishable items will be placed in the property room without a property custodian first properly sealing said items. Officers are also reminded that open containers of alcohol (such as open beer cans in a DUI case) are not to be placed in the property room. If those items are an integral part of the case, photos are to be taken of said evidence and the containers and their contents disposed of properly. Photos of this evidence is then to be placed in the Property Room, as any other piece of evidentiary property would be. (This includes foods) Unless a container of alcoholic beverage was used in a crime (such as a weapon or instrument in a crime, such as aggravated assault, etc.), alcohol is not to be placed in the Property Room. Personnel are to take a photograph of said evidence and attach to the Property Sheet.**

H. DISPOSITION OF PROPERTY AND EVIDENCE

Property and evidence that is not maintained and kept within the Property And Evidence Unit or relinquished to the courts or owner shall either be destroyed or sold.

To prevent an overload of property and evidence storage space, each officer who is responsible for placing property that is marked evidence in the Property And Evidence Unit, shall periodically receive a copy of the Property and Evidence Sheet for disposition. The Property And Evidence Unit Commander shall periodically receive a listing from the courts indicating the final disposition of criminal cases. This list shall be checked against the Property and Evidence Sheets marked "evidence" and the officer shall be sent a copy of the Property and Evidence Sheet for final disposition.

If the Property and Evidence Sheet is marked "found" or "safekeeping" and the officer additionally marks the "can be released" box, the Property Custodian shall either destroy or sell the property, after ninety days, without advising the officer.

Even though the DeKalb Code states that property must be held for a minimum of sixty days, it shall be the policy of this department to hold all property a minimum of ninety (90) days.

DeKalb County Code sets out the provisions for the DeKalb County Police Department to sell, at public outcry, to the highest bidder for cash any and all property designated to be sold. The property to be sold must have remained, unclaimed, in the Property And Evidence Unit for a minimum of 90 days, and an effort must have been made to ascertain the true owner. Four weeks prior to the next "Ole Hoss Sale", all property cleared for sale shall be collected, boxed, listed and then placed in the Property And Evidence Unit basement until sale date. Boxes of items are then numbered in order of sale on the sale listing.

b. Date of Sale

The DeKalb County Code provides for the "Ole Hoss Sale" to occur when the Property and Evidence Commander determines it appropriate.

Property (bicycles) shall be placed in the sales area at the rear of the Police Building one hour prior to designated sale time of the sale day for viewing by prospective bidders. At sale time, the sale starts by auction, beginning with item one and continuing until all items have been made available for sale.

1) The auctioneer shall auction item(s) until final bid is made.

When the final bid is made and received for an item, the auctioneer and the cashier shall write down the bid price on their respective sales listings.

Bidder comes to the cashier's table and pays for the item (cash only). Receipts should be issued in numerical order. Only after cash has been taken by the cashier does the auctioneer continue with the next item on the sales list.

A pre-numbered cash receipt ticket will be issued for each item sold at auction. The receipt shall reflect the lot number of the item in the auction, along with the amount the item sold for. These receipts shall be reconciled to the cash received from the auctioneer.

When all property on the sales list has been sold, the auctioneer and cashier take the cash received and the sales list to the Property And Evidence Unit for reconciliation.

6) The auctioneer shall total the sales amount on the sales list.

7) The cashier should total cash received and receipts issued.

When the sales list total matches total cash and receipts, the cash is turned over to the Property And Evidence Unit Commander.

The Property And Evidence Unit Commander then distributes pay to the auction personnel from the sale proceeds.

The remainder of the cash received is placed in the Property And Evidence Unit safe along with the reconciled sales list and receipts. The Property And Evidence Unit Commander then prepares a letter to the Chief of Police and the Director of Finance stating the amount of gross revenue received from the sale and reflecting the amount paid to the auction personnel for their labor. A daily report is prepared and hand carried to the Revenue Collections Division for deposit of cash and validation. Copy of the daily report is then filed in the Property And Evidence Unit by date.

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Additional procedures regarding the "Ole Hoss" sale may be found in Section 2-131 of the DeKalb County Code.

3. RELEASE OF PROPERTY

In order for property to be released person(s) must have a valid state approved photo identification.

For all guns proof of ownership is required to obtain a gun.

I. INSPECTIONS

An inspection of adherence to procedures used for the control of property will be made at least once each month by the Special Operations Commander. This inspection will be conducted to:

Determine that the Property Section is being maintained in a clean and orderly fashion.

That provisions of departmental orders or other directives concerning the property management function are being followed.

3. That property and evidence is being protected from damage or deterioration.

4. That proper accountability procedures are being maintained.

5. That property having no further evidentiary value is being disposed of promptly.

Unannounced inspections, inventories, and/or audits of the Property And Evidence Unit shall be conducted annually by a supervisor not routinely or directly connected with the property and evidence function. These unannounced inspections may also indirectly involve the Fiscal Management Section.

Property and evidence accountability and security procedures should receive primary attention during spot inspections.

A random comparison of records on file and the actual property and evidence should consume most of the time allotted to the spot inspection.

These inspections are in addition to and in support of other regularly scheduled inspections.

J. INVENTORIES

A spot inventory of the Property And Evidence Unit shall be conducted at least monthly by the Property And Evidence Unit Commander and will include items reflected in the Property and Evidence file. A separate spot inventory is also conducted at least monthly by the Special Operations Commander. During this inventory, the Property And Evidence Unit Commander will:

Verify that property and evidence in the Property And Evidence Unit corresponds with that shown in the Property and Evidence file.

Determine that entries in the Property and Evidence file are correct and indicate that the proper chain of custody has been maintained.

Insure that individual Property and Evidence files are properly annotated to reflect

the correct location of items of property and evidence in the Property And Evidence Unit.

To insure the integrity of the property management function, an annual inventory of the Property And Evidence Unit shall be conducted by the Inspections Unit.

K. JOINT INVENTORIES

At times, personnel changes may be made in the Property And Evidence Unit and if this occurs, the following procedures shall be adhered to:

A joint physical inventory of property and evidence in the Property and Evidence Section shall be conducted by the incoming and outgoing Property Custodians whenever a permanent change is made of Property Custodians. At this time, records pertaining to property and evidence will be carefully examined to insure that proper documentation and recording is being accomplished. Any and all discrepancies concerning evidence accountability in the Property And Evidence Unit will be resolved at this time by the person relinquishing custody of the evidence, prior to the transfer of accountability to the incoming Property Custodian.

L. RECORDING INSPECTIONS AND INVENTORIES

Each inspection and inventory shall be documented. An "Inspection and Inventory" file will be maintained in the Property And Evidence Unit by the Property And Evidence Unit Commander. This file will contain copies of all inspection and inventory documents. The file may be maintained indefinitely; however, it will be screened periodically and any document over five years old may be destroyed.

RESPONSIBILITY OF ALL PERSONNEL SUBMITTING ITEMS TO THE PROPERTY ROOM

All officers who submit items to be held in the Property and Evidence Room have the absolute responsibility as to the disposition of such items. When officers and detectives receive disposition forms from Property Room personnel, it is that officer's responsibility to contact the appropriate court of jurisdiction, and verify the status of that case. If the case has been disposed of, the officer must mark the sheet, "Sale", "Destroy", "County Use", or "Revenue Collection". That officer is not to mark it, "Hold" unless that case is still active.

It is not the responsibility of property room personnel to determine case status. Officers failing to comply with this policy will be subject to disciplinary action. For further clarification, refer to "A" Disposition of Property and Evidence on previous pages in this section. If an officer is unclear how to determine case status, they are to ask a supervisor, detective, or property room personnel for instructions on how to do so.

In order to provide standardized procedures for the receiving, processing, safeguarding, and disposing of appropriate property or other items of physical evidence acquired by members of the DeKalb County Police Department in the performance of their assigned duties, it shall be the policy of this department through the Property and Evidence Unit, to receive, process, store, safeguard and dispose of all appropriate property seized or found.