



WEBER COUNTY SHERIFF'S OFFICE

POLICY AND PROCEDURES

Evidence, Personal and Found Property

EFFECTIVE DATE: 10/07/03 AMENDS/SUPERCEDES: 56.3 STANDARD NUMBER: 84.1.2	REVIEW DATE: 05/02/05 REVISION DATE: 05/02/05 APPROVED: _____ Sheriff Signature
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56.3.1 Purpose

To safely and securely store all evidence and stored property.

56.3.2 Rationale

Administrative and physical security procedures ensure that all property taken into custody is properly stored, controlled and protected to prevent loss, damage or corruption of the evidence or property.

56.3.3 Policy

- A. The property custodian is accountable for control of all property accepted by or stored in the agency's property and evidence rooms or facilities.
- B. In-custody property shall be stored within designated secure areas, with limited access to department personnel. Specifically, the bulk or bicycle storage areas and department evidence room.
- C. Property which may require extra protection or security, such as money, jewelry, guns, drugs, etc., should be stored separately.
- D. Perishable items such as whole blood, rape kits, etc., shall be stored in a refrigerated appliance within the secured evidence area.