



WEBER COUNTY SHERIFF'S OFFICE

POLICY AND PROCEDURES

Initial Property Security

EFFECTIVE DATE: 10/07/03 AMENDS/SUPERCEDES: 56.4 STANDARD NUMBER: 84.1.3	REVIEW DATE: 05/02/05 REVISION DATE: 05/02/05 APPROVED: _____ Sheriff Signature
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56.4.1 Purpose

To provide for safe and secure temporary storage of all evidence and recovered property when the evidence custodian is not on-duty.

56.4.2 Rationale

There are many occasions when deputies must deposit recovered evidence and other property after normal workday hours, when there is no evidence custodian to receive the property. However, even when there is no evidence custodian available, all of the policies and procedures regarding the chain of custody, documentation and physical security must be adhered to. As such, secured temporary facilities are available as a temporary repository of such evidence and property - which begins the receiving and tracking process.

56.4.3 Policy

- A. Secure storage facilities for the temporary storage of found, recovered, or evidentiary property shall be accomplished through the use of evidence holding lockers located outside of the evidence storage room.

56.4.4 Procedure

- A. Deputies will place all property he/she obtains in an evidence storage locker by the end of his/her shift.
 - 1. Deputies will not leave any property, to be booked into evidence, in their

vehicles, desks or other office areas while they are off duty.

2. Evidence too large for the evidence lockers, but must be secured, may require notifying the evidence custodian to respond to place the evidence inside the evidence room, **OR** may be placed into the temporary outdoor storage unit.
3. Oversized property, such as beer kegs, bicycles, backpacks etc., submitted after hours will be placed in the temporary outdoor storage unit located east of the Office Annex build