



## ***WEBER COUNTY SHERIFF'S OFFICE***

### **POLICY AND PROCEDURES**

#### **Access to In-Custody Property**

EFFECTIVE DATE: 10/07/03 AMENDS/SUPERCEDES: 56.5 STANDARD NUMBER: 84.1.4	REVIEW DATE: 05/02/05 REVISION DATE: 05/02/05  APPROVED: _____ Sheriff Signature
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##### **56.5.1 Purpose**

To restrict access to stored in-custody property and evidence to only those who are authorized to have such access.

##### **56.5.2 Rationale**

Entry to property areas must be controlled to protect the safety and integrity of property and evidence in Weber County Sheriff's Office custody. Strictly controlled access to these areas prevents theft, compromises to prosecution, abuse and helps to maintain the chain-of-custody.

##### **56.5.3 Policy**

- A. Only assigned evidence personnel will have access to the evidence storage room. Unless otherwise directed the personnel authorized access will occupy the following positions, with specific personnel to be identified in the appropriate Office communication:
  - 1. Evidence Officer/Custodian
  - 2. Evidence Officer Immediate Supervisor
  - 3. Designated Office Specialist
- B. Other office personnel, accompanied by evidence personnel, may enter these areas for specific purposes.

##### **56.5.4 Procedure**

A. All non-evidence personnel:

1. *may* be allowed entry by the evidence custodian for legitimate official purposes.
2. who are allowed entrance *must* sign their names; dates and times of entry and exit to property storage room in the evidence room log book.
3. admitted shall be escorted at all times by the evidence custodian.