



WEBER COUNTY SHERIFF'S OFFICE

POLICY AND PROCEDURES

Property Records

EFFECTIVE DATE: 10/07/03 AMENDS/SUPERCEDES: 56.6 STANDARD NUMBER: 84.1.5	REVIEW DATE: 05/02/05 REVISION DATE: 05/02/05 APPROVED: _____ Sheriff Signature
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56.6.1 Purpose

To keep track of, and account for, all evidence and other property received by the Evidence custodian.

56.6.2 Rationale

A comprehensive and complete evidence and property management records system is a requirement in order to be able to account for each and every item at any given time. Lost or misplaced items can compromise criminal prosecutions, can cast doubt on the Sheriff's Office and affect overall operations.

56.6.3 Policy

- A. The sheriff's office shall maintain accurate hard-copy records of all evidence, personal and found property transactions, including such duplicate records as may be maintained in the applicable case files.

56.6.4 Procedure

- A. Hard-copy records shall be maintained by the evidence custodian inside the secure evidence facility within close proximity to his/her desk.
 - 1. These files should include, but not be limited to the following:
 - a. Date and time property was received or released,
 - b. Copy of property report submitted with the property,
 - c. All records pertaining to property chain of custody.

B. Temporary Release of Evidence

1. When property is released to a deputy for the purpose of court or other investigative requirements, the property will be signed out and signed back in when the property is returned.
 - a. When possible, the deputy will give the evidence custodian prior notice (preferably 24 hours notice) of the time the evidence will be needed. Failure to give prior notice may result in an inability for the evidence custodian to provide the evidence when needed.
 - b. When applicable, the deputy will present a subpoena or other requesting document to the evidence custodian. A copy of the document will be retained by the evidence custodian and kept with other records pertaining to the evidence.
2. If the property is retained by the court, the court clerk will sign for the property on a court evidence receipt and the deputy will return the receipt to the evidence custodian as soon as possible.
3. When the property is taken to the State Crime Lab, the tracking sheet generated by the Lab will be attached to the original evidence sheet. A second sheet will also be attached upon the return of the property.