

# WEST PALM BEACH POLICE DEPARTMENT

---

## IV-11 PROPERTY AND EVIDENCE MANAGEMENT

**EFFECTIVE: 01/01/2005**

**CALEA Standards: 46.1.3, 83.3.1, 84.1.1, 84.1.2, 84.1.3, 84.1.4, 84.1.5, 84.1.6, 84.1.7**

**CFA Standards: 36.01 through 36.08**

---

**I. POLICY:** The Property and Evidence Section will have a system of control over property in custody to ensure continuity and consistency in its safekeeping and to meet the requirements of the courts. This procedure establishes a system for handling property and evidence taken into police custody and the storage and management of said property.

### **II. DEFINITIONS:**

A. Abandoned Property - All tangible personal property which does not have an identifiable owner and which has been disposed of on public property in a wrecked, inoperative, or partially dismantled condition or which has no apparent intrinsic value to the rightful owner.

B. Confiscated Property - Any item of property that is seized by an officer for the purpose of appropriating the property for government use. This property is usually evidence or contraband which possession and/or use is contrary to law.

C. Evidentiary Property - Any tangible property that is seized by an officer or other Department personnel for use to prove or disprove a fact(s) in a case investigation.

D. Found Property (Lost Property) - All tangible personal property which does or does not have an identifiable owner and which has been mislaid on public property, upon a public conveyance, on premises used for business purposes, in parks, or the places open to the public in a substantially operable or functioning condition and/or has an apparent intrinsic value to the rightful owner.

E. Seized Property - Tangible property which an officer takes possession of for some lawful purpose.

F. Unclaimed Property - Any tangible personal property, including cash, not included within the definition of "a contraband article" as provided in FSS 893.03, which was seized by a law enforcement agency, was intended for use in a criminal or quasi-criminal proceeding, and is retained by the law enforcement agency or the clerk of the county or circuit court for sixty (60) days after the conclusion of the proceeding and to which no claim of ownership has been made.

G. Chain of Custody - The written record of all individuals who have maintained unbroken control and/ or custody of evidence and property.

### **III. PROPERTY AND EVIDENCE FUNCTION:**

A. The Property and Evidence Custodian will be held accountable for all property accepted by, stored in, or under the control of the Property and Evidence Section.

B. All records relating to the Property and Evidence Section, whether computerized or written, will be kept in designated secure areas to prevent removal or manipulation.

C. All property stored by the Department will be stored in a designated secure area to ensure proper control.

D. The Property and Evidence Section will be responsible for the storage of all vehicles, vessels and aircraft that are in-custody for court disposition. The impounding party is responsible for ensuring the vehicle, vessel, or aircraft is disposed of properly.

E. The Property and Evidence Section will accept property and/or evidence twenty-four (24) hours a day, seven (7) days a week.

1. During the Property and Evidence Section operational hours, property and/or evidence can be submitted directly to the property and evidence personnel.
2. At all other times, property and/or evidence will be placed in the appropriate secure storage locker.
3. Large or bulk items will be placed in the locked compound in the basement of the parking garage.
4. Items requiring refrigeration will be placed in the secure refrigerator in the Property and Evidence intake area.
5. Vehicles will be secured in the locked fenced compound on the top of the parking garage. Arrangements will be made for vehicles too large to access the garage on a case by case basis.

**IV. PROPERTY AND EVIDENCE SECTION SECURITY:**

- A. Only authorized personnel will have access to the Property and Evidence Section and designated storage areas.
- B. Any person authorized to enter the property storage area, other than personnel assigned to the area, will sign the Entry Log Book prior to entering the property storage areas and fill in the required information:
1. Date;
  2. Name and I.D. number, if an employee;
  3. If not an employee, the name and the phone number of the business they represent;
  4. Reason for entering; and
  5. Time entered and time exited.
- C. Visitors in the Property and Evidence Section will be monitored by Property and Evidence personnel.
- D. Cameras will be used to monitor entrances of property storage areas to ensure integrity, compliance with procedure and authorized access. The cameras will operate on a twenty-four (24) hour a day basis and will be reviewed if unauthorized entry is detected.
- E. Extra security measures will be taken for the handling of exceptional, valuable or sensitive items of property, i.e., money/negotiable instruments, precious metals, jewelry, weapons, and drugs. These items will be stored in separate, secure areas within the Department's property storage area.

**V. IMPOUNDED PROPERTY AND EVIDENCE:**

- A. When items of property are removed from an individual to be placed in the Property and Evidence Section, a West Palm Beach Police Department Evidence/Property Form (Appendix A) will be completed. The individual will be provided with a copy of this form as a receipt.
- B. Found Property will be separated from Evidence items. Property receipts will be completed for Found Property items and a separate set for Evidence items.
1. Do not fill out separate property receipts for different types of property. Each unique item of property or evidence will be listed separately and fully described on the property receipt. Multiple items of identical description can be listed as a single entry on the form with the quantity (count, volume) in custody.
  2. The property will be listed in groups of similar types of property on the property receipt in the following order:
    - a. Narcotics,
    - b. Money,

- c. Guns,
- d. Precious metals, valuable jewelry or gemstones, then
- d. General property.

C. All property and evidence collected or obtained by Department personnel will be entered in the property control system accompanied by a West Palm Beach Police Department Evidence/Property Form, except for motor vehicles, vessels and airplanes which require a Vehicle Storage Receipt (V.S.R.).

1. The Evidence/Property Form (henceforth referred to as the property receipt) will be completed with all pertinent information including, but not limited to, the reason for submission, type of offenses, case number, date, arrestee's name, location found, etc. Also members will complete a written report detailing the circumstances by which the property came into the agency's possession and describing each item obtained.

2. An incomplete property receipt will be returned to the impounding officer requiring corrective action, in person within one duty day.

3. All property will be logged into agency records and turned in as soon as possible, but no later than the end of the duty day. When unique circumstances occur which prohibit submission by the end of the duty day (ie. investigative needs, extended processing needs, etc.), the item must be maintained in a secure location with access limited to the seizing officer. Evidence will be submitted as soon as the unique needs are met.

a. Members must obtain Supervisory approval and notify the Property and Evidence Section that the item(s) are forthcoming. The supervisor's approval must be noted in the body of the report.

b. Crime Scene personnel will submit item(s) to the Property and Evidence Section as soon as they have completed their investigation.

c. Any item(s) seized by an officer for additional processing by a Crime Scene Investigator will be submitted as soon as they have completed their processing and/or investigation.

4. It is the responsibility of the impounding officer, or lead detective (if one is assigned) to ensure the Property and Evidence Section is informed as to the status of every case, inclusive of additional suspects, agencies involved, or having an interest in the evidence or case no files.

D. Packaging property and evidence:

1. Do not permanently mark or damage the item to be impounded, unless the item needs to be marked as evidence, then mark it in an area as not to destroy the value of the item.

2. Non perishable items of **evidence** will be heat sealed into clear plastic evidence bags. The impounding party will write their name, case number, date, and type of case on the bag. The impounding party will place evidence tape over the end of the plastic bag that was sealed and write their initials and I.D. # across the tape onto either side of the plastic.

3. Officers will not take perishable items that require storage, other than evidence, into custody. Perishable items will be photographed and immediately returned to the owner.

4. Perishable items of **evidence** requiring drying (wet blood or fluid on clothing, organic substances such as green marijuana) will be placed into paper bags and sealed with evidence tape. Wet clothing will be submitted to Crime Scene for drying prior to submission to Property and Evidence. The impounding party will write their name, case number, date, and type of case on the bag and their initials and I.D. # across the tape onto the bag.

a. The submitting officer will collect the property from Crime Scene the next duty day and submit it to Property and Evidence.

5. Biohazard stickers will be affixed to the packaging of any biohazardous item.

a. Items marked with biohazard stickers, when cleared for disposal, will be disposed of in a red

biohazard bag.

6. Perishable and non perishable items of **found property** will be placed in plastic bags and packaged as described above. Evidence tape does not have to be placed on found property.

7. Knives and other edged items will have the cutting edge and point covered by cardboard, paper, etc., to protect handlers from injury.

8. Hypodermic needles will be placed in the cylindrical shape plastic tubes located at the desk area of the Property and Evidence section, with a biohazard sticker affixed.

9. An item too large to fit into a plastic bag will be marked utilizing a manila tag and the property receipt will be attached to the item.

10. Bicycles and/or large items will be stored in the locked compound in the basement of the parking garage. This property will be tagged with case number, officer's name, date, and case classification. The property receipt will be prepared noting the storage location and attached to the item.

E. Members submitting any type of evidence which requires refrigeration (i.e., blood and/or urine samples taken in D.U.I. investigations) and analysis by a crime laboratory will be placed and temporarily stored in the refrigerator in the evidence intake area. The refrigerator will then be secured with the lock.

1. Members attempting to turn in evidence which requires refrigeration after the refrigerator has been locked will contact a Crime Scene Investigator and turn the evidence over to a C.S.I. The C.S.I. will secure the evidence in the Crime Scene Section refrigerator.

a. A C.S.I. will turn the evidence over to the Evidence and Property Section when those members report for duty.

2. If no C.S.I. is available, the officer will inform his or her supervisor and the supervisor will call out the Property and Evidence Supervisor or a designated member to take possession of the evidence.

3. All of the appropriate paperwork (property receipt, Sheriff's Office Property Receipt, Toxicology Information form) will be placed in the refrigerator with the sample or given to the C.S.I.

4. Property and Evidence Section personnel will check the refrigerator daily and remove any items to the refrigerator inside the Property and Evidence Section. The evidence will be held in refrigerated storage until it is needed for court, sent out to be analyzed, or can be disposed of.

5. All evidence requiring analysis by a Crime Laboratory will be delivered by Department personnel either in person or by registered mail, keeping the chain of custody intact.

F. Flammable items will not be taken into custody for storage.

1. Flammable materials, such as gasoline, will be photographed and returned to the owner or safely disposed of.

2. If the material presents an imminent hazard, the officer will notify the West Palm Beach Fire Department for assistance.

G. The Bomb Squad will be notified immediately via the appropriate supervisor when evidence or property of an explosive or unstable nature is taken into custody.

H. When narcotics and dangerous drugs are taken into custody by a Department member for the purpose of submission to the Property and Evidence Section, the member will complete the following:

1. Separate the narcotics and dangerous drugs from all other property and group it together as described in V. A (1) on property receipt. **Narcotics are always listed first.**

- a. If the drug is packaged in clear plastic wrap or bag, the packaging can be sealed into the clear plastic evidence bag.
  2. Field test or Valtox Test the narcotics, noting the results of the test on the property receipt.
  3. Weigh each type of narcotic or dangerous drugs separately. Include packaging in the weight, if applicable and indicate the weight listed includes the packaging.
  4. Complete a property receipt listing each type of narcotic or dangerous drugs separately. Include the quantity by weight (metric) and number, if applicable.
    - a. If the narcotic or dangerous drug is evidence and there is a defendant and the property will be sent to the Palm Beach County Crime lab, the impounding member will complete the Sheriff's Office property receipt form and the West Palm Beach property receipt.
    - b. If the narcotic or dangerous drug is found property with no defendant and the property will not be sent to the lab, the impounding member will only complete the West Palm Beach property receipt.
  5. Narcotics or dangerous drugs will be turned into Property Evidence Section personnel or will be placed in the narcotics drop box.
  6. When the size or amount of the narcotic and/or dangerous drug taken into custody is too large to be placed in the narcotic's drop, the Property and Evidence Section Supervisor or a designee will be notified and will take custody of the narcotic and/or dangerous drugs.
  7. Any counterfeit narcotics or dangerous drugs will be turned into the Property and Evidence Section in the same manner used above.
  8. All packages of narcotics and dangerous drugs that leave the Property and Evidence Section will be weighed and inspected for evidence of tampering prior to being returned to storage.
  9. All narcotics in the Property and Evidence Section will be stored in a separately secured room in the Evidence and Property Room.
- I. When firearms are taken into custody, the member will complete the following:
1. In the field, photograph all firearms known to be or believed to be involved in any criminal activity **prior to** removing or disturbing the firearm.
  2. Members will wear latex gloves at all times when handling such firearms to ensure preservation of evidence.
  3. Separate the firearm(s) from all other property and group it together on the property receipt as described in V. A (2).
  4. List the make, model, serial number, caliber, finish, barrel length (if applicable), accessories, damage, and any alterations to the firearm on the property receipt.
    - a. Members will not dismantle the firearm in an attempt to locate make, model, or serial numbers.
  5. **An NCIC/FCIC computer check will be made on the firearm and a copy of the teletype reply attached to the property receipt.**
  6. Members will complete the Alcohol, Tobacco, and Firearms tracing form for each firearm and submit form to evidence. (Appendix C)
    - a. All recovered or found firearms will be entered as recovered/found and control numbers will be obtained from teletype.

b. The control number will be entered in the narrative of the Offense-Incident Report and on the Evidence/Property Form.

7. If the firearm is loaded, the member taking it into custody will attempt to unload it and make it safe. This condition will also be annotated in the narrative portion of the original report.

a. If a firearm is loaded and cannot be unloaded because of a jam or lack of knowledge on how to unload it on the part of the member taking it into custody, the Range Master or officer's Supervisor should be contacted to assist in the unloading.

b. If the firearm must remain loaded for evidentiary purposes, such as in the case of a homicide, police shooting, or serious aggravated battery, the loaded firearm will be turned over to a Crime Scene Investigator in person.

c. If the firearm must remain loaded for evidentiary purposes and Crime Scene is not available, the firearm will be placed in the evidence locker designated for loaded firearms.

d. If a firearm is taken into custody which cannot be unloaded and it is after normal business hours, the loaded firearm will be placed in the designated locker for loaded firearms. If the loaded firearm is too large to be placed in the locker provided for this purpose, the firearm will be placed in a regular locker and a note will be taped to the door of the locker advising there is a loaded firearm inside. The property receipt will be marked "Loaded Firearm."

8. Each firearm will be secured to the bottom of a firearm evidence box with the use of tie wraps. Each box will be marked with the item and case number

9. Firearms will be stored in a separately secured section within the Property and Evidence Section.

J. When money is taken into custody by a Department member to be turned into the Property and Evidence Section, that member will:

1. Separate the currency from all other property and group it together as described in V. A (1) on the property receipt. Complete a Currency/Coin Inventory slip (Appendix B) for the currency.

2. The currency will be counted by the member who has taken it into custody. If the amount of the currency is more than \$5.00 (five dollars), another member must verify the amount and sign the property receipt and currency slip. The verifying party **cannot** be a member of the Property and Evidence Section.

3. The currency will be grouped in separate denominations (i.e., all 10's together, all 20's together), turned in the same direction and listed on the property receipt and currency slip. The amount of the money will be totaled and noted in the appropriate space.

4. After counting and verification, the currency will be placed in a plastic evidence bag then heat sealed. Each denomination will be sealed separately. The currency slip will be sealed inside, face up. The impounding officer will place evidence tape across the seal and initial across the tape onto the plastic.

5. The appropriate copy of the property receipt will be attached to the currency and the package dropped into the money locker at the Property and Evidence Section.

6. The impounding officer will respond within five (5) working days to verify the amount of currency with Property and Evidence Section personnel if the amount is more than \$1,000.

7. If the total amount of money is \$10,000 or more and it is after normal business hours, the Property and Evidence Section Supervisor or a designee will respond to the Police Department and personally verify the amount of the currency with the impounding officer then place the currency in the safe.

8. Currency will be stored in a separately secured section of the Property and Evidence Room.

K. When precious metals, valuable jewelry or gemstones are taken into custody to be turned into the Property

and Evidence Section, the member will complete the following:

1. Separate the jewelry/precious metals from all other property and group it together as described in V. A (1) on property receipt.
2. List each item individually on a property receipt, describing each by color and not by type of stone or specific type of metal. (Example: red stone as opposed to ruby, or gold colored chain as opposed to a gold chain).
3. The property will be sealed in a clear plastic envelope of the proper size. The envelope will be sealed with evidence tape across the seal. The member will write his or her initials across the envelope and the tape.
4. Jewelry will be stored in the separately secured section within the Property and Evidence Section.

L. All members involved in the collection of evidence and found property should use discretion in collecting the items. Storage space is limited. Therefore, only items of sound evidentiary value should be collected. Property reported as abandoned that has no evidentiary, monetary or serviceable value should not be collected.

1. Members may photograph an item of evidence which will be returned to the owner pursuant to F.S.S. 90.91. Members will meet all guidelines set forth in the statute.

M. Members will seize property reported stolen or the member reasonably believes to be stolen. The seizing member will determine who the true owner of the property is and notify them of the recovery when possible.

N. Property Seized for Forfeiture:

1. Any property seized as contraband articles for the purpose of forfeiture will be handled in the same manner as evidentiary property (SOP # IV-10, Seizures and Forfeiture).

**VI. PROPERTY/EVIDENCE HELD BY THE DEPARTMENT:**

A. Property held by this Department will be classified as follows:

1. Property belonging to the Department for operational use;
2. Property acquired by the Department through conversion of evidence or found property;
3. Property being held as evidence in an active criminal investigation or property being held in an inactive case pending expiration of the statute of limitations, appeals or other circumstances.
4. Property being held as found pending identification of the legal owner, claiming by the finder, or disposition through public sale or conversion in accordance with applicable law.

B. All property held by the Department will be so classified and separated to ensure integrity of each item and non-contamination of evidentiary property. The recording system will provide:

1. The date and time the property was received/released;
2. The location of the property;
3. The description of the property;
4. The chain of custody from time of receipt until final disposition; and
5. The date and results of all inspections, inventories and audits.

C. A record of the chain of custody and records reflecting the status of all property and/or evidence by the Department is maintained in the Property and Evidence Section files.

**VII. RELEASING PROPERTY/EVIDENCE:**

A. Property may be released from the Property and Evidence Section for the following reasons:

1. Presentation in court;
2. Return to the owner;
3. Investigative purposes;
4. Use in reverses or sting operations;
5. Submission for processing to a crime lab or the Crime Scene Section;
6. Viewing by defense and/or prosecution attorneys accompanied by the assigned investigator.
7. Final disposition of the property may be authorized in writing by the State Attorney's Office, the Clerk of the Court's Office, or other court(s) of jurisdiction, or authorization from the lead detective, or impounding officer if no detective is assigned.

B. Anytime property is released, the person receiving the property will sign the property receipt the Property and Evidence Section has on file. The reason the property is being removed and the date and time the property is removed will be written on the receipt.

C. Property will be returned to the Property and Evidence Section as soon as possible. If property is to be out in excess of twenty-four (24) hours, the person who removed the property will notify the Property and Evidence Section Supervisor of the location of the property and the reason for keeping it for an extended time.

D. If the property is returned to the Property and Evidence Section after normal business hours, the property will be placed in a temporary property storage locker.

E. When releasing evidence or other property on a court order, whether on file with the Police Department or presented by the person requesting the release, the court order must be read completely and understood before the release of any property or evidence. A court order must have an official court seal and signature of a judge of the county or circuit court.

**VIII. RELEASE OF PROPERTY/EVIDENCE TO OTHER THAN DEPARTMENTAL PERSONNEL:**

A. Property to be released to persons other than Department personnel will be released under the following conditions:

1. The person to whom the property is to be released must have photo identification or other official and/or verifiable identification which is acceptable to the Property and Evidence Section Commander.
2. The property is found property and the person has provided proof of ownership.
3. The person has a certified letter from the State Attorney's Office specifically identifying the property to be returned and the person to whom the property is to be returned.
4. The person has a court order specifically identifying the property to be returned and the person to whom the property is to be returned.
5. If the property is recovered stolen property that may be used as evidence in a case, the State Attorney's Office or appropriate prosecutor having jurisdiction will be contacted for written authorization to photograph the property and return it to the owner according to Florida State Statutes.

B. Property and/or evidence obtained by Department personnel which is released in the field will be done so in the following manner:

1. The property and/or evidence will be itemized and listed on a property receipt;
2. The person receiving the property will sign and date the property receipt acknowledging receipt of the property, for each item received; and
3. If evidentiary in nature, a photograph of the item(s) will be taken.

**IX. DISPOSAL OF EVIDENCE/PROPERTY:**

A. Under no circumstances will any evidence and/or property be destroyed by any personnel except for those individuals assigned to the Property and Evidence Section. The Property and Evidence personnel will be responsible for the disposition of all unidentified, unclaimed, or contraband property after all legal requirements have been satisfied.

B. The Property and Evidence Section Supervisor will be responsible for ensuring that records reflect the status of all property held by the Department and the final disposition of all property. Final disposition of the property may be authorized in writing by the State Attorney's Office, the Clerk of the Court's Office, or other court(s) of jurisdiction, or authorization from the lead detective, or impounding officer if no detective is assigned

C. All property will be disposed of by one of the following means and in compliance with all applicable laws and court rulings:

1. Returned to the owner;
2. Sold at public sale;
3. Converted to department use;
4. Donated to a charitable organization;
5. Reclaimed by the finder; or
6. Destroyed.

D. Confiscated property (contraband articles) will be handled pursuant to F.S.S. Chapter 932.701

E. Found/abandoned property and unclaimed evidence will be handled pursuant to F.S.S. Chapter 705.

F. Firearms will be disposed of pursuant to F.S.S. Chapter 790. Those firearms which are determined by the Range Master to be of use to the Department may be retained upon completion of the required paperwork and the written approval of the Chief of Police. When these firearms are no longer needed, the Range Master will return them to the Property and Evidence Section for disposal.

1. Confiscated ammunition, loose or in boxes, set for disposal will be reviewed by the Crime Scene Supervisor for unusual specimens to be placed in the Departmental Ammunition Reference Data Bank for forensic comparison purposes.

G. Narcotics will be disposed of pursuant to F.S.S. 893.12 and under the supervision of the Internal Affairs Division personnel.

H. All property will be disposed of in the prescribed manner within six (6) months after legal requirements have been satisfied.

**X. RELEASE OF PROPERTY/EVIDENCE FOR DEPARTMENTAL USE:**

A. Requesting Property:

1. Requests for property will be made in writing on a request form (See Appendix D). Forms will be available in the Property and Evidence Section during normal business hours.

2. Property and Evidence will not accept requests made by telephone or memorandum for property.
3. The general type of property requested must be described.
  - a. Property and Evidence will not consider requests that specify brand names, models, colors, or other specific criteria.
  - b. If a general criterion, such as size, is necessary to meet a need, the request will be accepted.
  - c. Only one item or type of property may be requested per form.
4. The projected usage and the justification for the property are required to be on the form or the request will not be considered.
5. The form shall be signed by the requesting employee, his or her supervisor, and the appropriate Bureau Commander.

**B. Filling of Requests:**

1. When the request is received in Property and Evidence, it will be placed in order received with all other requests for similar equipment.
2. When functional property becomes available that meets a request, the requestor will be notified to pick it up.
3. All property will be accepted by the requestor in an "as-is" condition. There will be no "pick and choose" on requested items, nor will "shopping" be allowed in any evidence/found property storage area.
4. Property & Evidence will identify property that, although not specifically requested, may be useful and will offer it to Department and City units for City use.

**C. Tracking and Accounting of Property Turned Over to City Use:**

1. Any property that is turned over to City use will be permanently assigned to the receiving Department/Division/Unit.
2. Disposal of any property turned over to City use will be the responsibility of the Department/Division/Unit the property is assigned to.
  - a. If the property becomes unserviceable, it may be destroyed as allowed by Florida State Statutes.
  - b. If the property is still serviceable but no longer needed, it may be transferred to another City Department for use or it may be transferred to City Purchasing for disposal as surplus.
3. In January of each calendar year, a report of property turned over to City use during the prior calendar year will be sent for review to each receiving Department/ Division/Unit. This schedule is designed so the report may provide information for use in the annual budget preparation process.

**XI. INSPECTIONS OF EVIDENCE/PROPERTY STORAGE AREAS:**

- A. The Property and Evidence Supervisor will conduct inspections semi-annually. These audits will ensure adherence to procedures used for the control of property. The inspection will be conducted to determine the following:
1. Property storage areas are being maintained in an orderly manner;
  2. The location of property is properly documented and can be located easily;

3. Property is being protected from damage or deterioration; and
4. Property having no further evidentiary value is being disposed of.

B. The Staff Inspections Unit will perform an annual inspection of the Property and Evidence Section. This inspection is to ensure the integrity of the system and not to account for every item of property.

1. The Staff Inspections Unit will conduct at least one random unannounced inspection biennially of the Property and Evidence Section to ensure accountability.

C. Whenever a new Property and Evidence Section Supervisor is assigned, a joint examination of property will be required to ensure continuity of custody. Samples to be examined must be sufficient to ensure records are correct and properly annotated. The former custodian, if available, or an agency designee and the new custodian will conduct the examination jointly. All discrepancies will be documented prior to assumption of property accountability by the new custodian.

1. The purpose of the examination is not to require the accounting of every single item of property, but to ensure the continuity of custody by verifying the integrity of the system and the accountability of the property.

D. At any time the Chief of Police may order an audit, inventory, or inspection of all or any part of the property management activities of the Police Department by the City Auditor(s) or by an outside agency or firm.

E. Reports of any and all audits, inventories or inspections of any or all of the property management activities of the Police Department will be submitted to the Chief of Police with a copy to the Policy Officer.

## **XII. REFERENCE:**

- SOP # III-14 Weapons and Ammunition
- SOP # IV-10 Forfeiture.
- SOP # IV-19 Terrorism/Weapons of Mass Destruction Response.
- FSS 90.91 Photographs of property wrongfully taken; use in prosecution, procedure; return of property to owner.
- FSS Chapter 705 Lost or abandoned property.
- FSS Chapter 790 Firearms disposed.
- FSS 893.12 Contraband; seizure, forfeiture, sale.
- F.S.S. 932.701-932.707 "Florida Contraband Forfeiture Act".
- Crime Laboratory Evidence Submission Manual, Palm Beach County Sheriff's Office 2002

---

**Delsa R. Bush, Chief of Police**

Original issue: 07/03/89  
Revised: 01/01/2005  
I.D. # 1337

History: SOP # changed to # IV-11 on 01/01/2005, SOP # 36.01 changed on 02/15/99  
Old SOP # combined (6.230.021 Property and Evidence Management 07/03/89 and 6.230.022 Handling of Acquired Property/Evidence 07/30/89  
Revision Dates: 03/01/1999, 12/15/1999, 10/15/2001, 12/07/2001, 04/14/2002, 11/15/2002, 01/01/2005

Job Title Task Files: A/C Support Operations, Crime Scene Investigator, Range Master, Supervisor

## Appendix A

|   |                |  |        |   |                       |  |           |   |                     |                              |                      |   |     |                  |  |                                 |  |  |  |
|---|----------------|--|--------|---|-----------------------|--|-----------|---|---------------------|------------------------------|----------------------|---|-----|------------------|--|---------------------------------|--|--|--|
| AGENCY ORI NUMBER<br>FLO 500800<br>PROPERTY & EVIDENCE<br>FORM PD004; REVISED 9/9/94      |                | <b>WEST PALM BEACH POLICE DEPARTMENT</b><br><b>PROPERTY &amp; EVIDENCE SECTION - SUBMISSION FORM</b> |        |   |                       |  |           | AGENCY CASE #<br>(94) - ____ - ____                     |                     |                              |                      |   |     |                  |  |                                 |  |  |  |
| ORIGINAL DATE OF INCIDENT   |                | CASE CLASSIFICATION  |        |   | ADDRESS OF OCCURRENCE |  |           |   | OTHER WPBPD CASE #s |                              |                      |   |     |                  |  |                                 |  |  |  |
| VICTIM/OWNER  |                | AGE  |        | ADDRESS   |                       |  |           | PHONE   |                     | CRIMINAL COURT CASE #        |                      |   |     |                  |  |                                 |  |  |  |
| OTHER AGENCY RELATED CASES: TYPE - CASE # - NAME OF AGENCY - CONTACT PERSON - TELEPHONE # |                |  |        |   |                       |  |           |   |                     | CIVIL COURT CASE #           |                      |   |     |                  |  |                                 |  |  |  |
| OFFICER NOTATIONS   |                |  |        |   |                       |  |           |   |                     | LAB NAME & CASE #            |                      |   |     |                  |  |                                 |  |  |  |
|   |                |  |        |   |                       |  |           |   |                     | FEDERAL AGENCY NAME & CASE # |                      |   |     |                  |  |                                 |  |  |  |
|   |                |  |        |   |                       |  |           |   |                     | LEAD WPBPD OFFICER/DETECTIVE |                      |   |     |                  |  |                                 |  |  |  |
| <input type="checkbox"/> EVIDENCE:  |                | ARRESTS: MADE _____  |        | PENDING WARRANT _____   |                       | PENDING REVIEW ASA _____                               |           |   |                     | CIVIL FORFEITURE             |                      |   |     |                  |  |                                 |  |  |  |
| <input type="checkbox"/> FOUND PROPERTY:  |                | OWNERS: CONTACTED (HOW & BY WHOM?) _____   |        | REASON: MYERS/BAKER ACT _____   |                       | PROPERTY OF DECEASED, HOSPITALIZED, INCARCERATED _____ |           |   |                     | PENDING                      |                      |   |     |                  |  |                                 |  |  |  |
| <input type="checkbox"/> CONTRABAND:  |                | NO VALUE - DESTROY NOW _____   |        | TAG - RETURN TO DMV _____   |                       | OTHER _____  |           |   |                     | FEDERAL CHARGES              |                      |   |     |                  |  |                                 |  |  |  |
|   |                |  |        |   |                       |  |           | PENDING   |                     |                              |                      |   |     |                  |  |                                 |  |  |  |
| ARRESTEE/SUSPECT: COMPLETE NAME   |                |  | RACE   | SEX   | DOB                   | OBTS #   |           | ARRESTEE/SUSPECT: COMPLETE NAME                         |                     |                              | RACE                 | SEX   | DOB | OBTS #           |  |                                 |  |  |  |
|   |                |  |        |   |                       |  |           |   |                     |                              |                      |   |     |                  |  |                                 |  |  |  |
| ITEM #  | PERSON CODE/ # | STATUS   | DAMAGE | PROP. TYPE  | DRUG ACTIVITY         | DRUG TYPE  | DRUG WGT. | DRUG UNIT   | STREET VALUE        | VALTOX                       | ITEM BEING IMPOUNDED |   |     |                  |  |                                 |  |  |  |
| 1   |                |  |        |   |                       |  |           |   |                     |                              |                      |   |     |                  |  |                                 |  |  |  |
| DESCRIBE ITEM FULLY:  |                |  |        |   |                       |  |           |   |                     | SERIAL #                     |                      | NCIC/FCIC<br>HIT <input type="checkbox"/> NEG. <input type="checkbox"/> |     |                  |  |                                 |  |  |  |
| TAKEN FROM/BELONGS TO (NAME)  |                |  |        | SIGNATURE   |                       |  |           |   |                     | DATE RECOVERED               |                      | CRIME SCENE RESULTS   |     |                  |  |                                 |  |  |  |
| FINAL DISPOSITION THIS ITEM:  |                |  |        | NAME/SIGNATURE/RELATIONSHIP OF PERSON ITEM RELEASED TO                      |                       |  |           |   |                     | P & E INT./D.                |                      | DATE DISPOSED   |     | STORAGE LOCATION |  |                                 |  |  |  |
| ITEM #  | PERSON CODE/ # | STATUS   | DAMAGE | PROP. TYPE  | DRUG ACTIVITY         | DRUG TYPE  | DRUG WGT. | DRUG UNIT   | STREET VALUE        | VALTOX                       | ITEM BEING IMPOUNDED |   |     |                  |  |                                 |  |  |  |
| 2   |                |  |        |   |                       |  |           |   |                     |                              |                      |   |     |                  |  |                                 |  |  |  |
| DESCRIBE ITEM FULLY:  |                |  |        |   |                       |  |           |   |                     | SERIAL #                     |                      | NCIC/FCIC<br>HIT <input type="checkbox"/> NEG. <input type="checkbox"/> |     |                  |  |                                 |  |  |  |
| TAKEN FROM/BELONGS TO (NAME)  |                |  |        | SIGNATURE   |                       |  |           |   |                     | DATE RECOVERED               |                      | CRIME SCENE RESULTS   |     |                  |  |                                 |  |  |  |
| FINAL DISPOSITION THIS ITEM:  |                |  |        | NAME/SIGNATURE/RELATIONSHIP OF PERSON ITEM RELEASED TO                      |                       |  |           |   |                     | P & E INT./D.                |                      | DATE DISPOSED   |     | STORAGE LOCATION |  |                                 |  |  |  |
| ITEM #  | PERSON CODE/ # | STATUS   | DAMAGE | PROP. TYPE  | DRUG ACTIVITY         | DRUG TYPE  | DRUG WGT. | DRUG UNIT   | STREET VALUE        | VALTOX                       | ITEM BEING IMPOUNDED |   |     |                  |  |                                 |  |  |  |
| 3   |                |  |        |   |                       |  |           |   |                     |                              |                      |   |     |                  |  |                                 |  |  |  |
| DESCRIBE ITEM FULLY:  |                |  |        |   |                       |  |           |   |                     | SERIAL #                     |                      | NCIC/FCIC<br>HIT <input type="checkbox"/> NEG. <input type="checkbox"/> |     |                  |  |                                 |  |  |  |
| TAKEN FROM/BELONGS TO (NAME)  |                |  |        | SIGNATURE   |                       |  |           |   |                     | DATE RECOVERED               |                      | CRIME SCENE RESULTS   |     |                  |  |                                 |  |  |  |
| FINAL DISPOSITION THIS ITEM:  |                |  |        | NAME/SIGNATURE/RELATIONSHIP OF PERSON ITEM RELEASED TO                      |                       |  |           |   |                     | P & E INT./D.                |                      | DATE DISPOSED   |     | STORAGE LOCATION |  |                                 |  |  |  |
| ITEM #  | PERSON CODE/ # | STATUS   | DAMAGE | PROP. TYPE  | DRUG ACTIVITY         | DRUG TYPE  | DRUG WGT. | DRUG UNIT   | STREET VALUE        | VALTOX                       | ITEM BEING IMPOUNDED |   |     |                  |  |                                 |  |  |  |
| 4   |                |  |        |   |                       |  |           |   |                     |                              |                      |   |     |                  |  |                                 |  |  |  |
| DESCRIBE ITEM FULLY:  |                |  |        |   |                       |  |           |   |                     | SERIAL #                     |                      | NCIC/FCIC<br>HIT <input type="checkbox"/> NEG. <input type="checkbox"/> |     |                  |  |                                 |  |  |  |
| TAKEN FROM/BELONGS TO (NAME)  |                |  |        | SIGNATURE   |                       |  |           |   |                     | DATE RECOVERED               |                      | CRIME SCENE RESULTS   |     |                  |  |                                 |  |  |  |
| FINAL DISPOSITION THIS ITEM:  |                |  |        | NAME/SIGNATURE/RELATIONSHIP OF PERSON ITEM RELEASED TO                      |                       |  |           |   |                     | P & E INT./D.                |                      | DATE DISPOSED   |     | STORAGE LOCATION |  |                                 |  |  |  |
| ITEM #  | PERSON CODE/ # | STATUS   | DAMAGE | PROP. TYPE  | DRUG ACTIVITY         | DRUG TYPE  | DRUG WGT. | DRUG UNIT   | STREET VALUE        | VALTOX                       | ITEM BEING IMPOUNDED |   |     |                  |  |                                 |  |  |  |
| 5   |                |  |        |   |                       |  |           |   |                     |                              |                      |   |     |                  |  |                                 |  |  |  |
| DESCRIBE ITEM FULLY:  |                |  |        |   |                       |  |           |   |                     | SERIAL #                     |                      | NCIC/FCIC<br>HIT <input type="checkbox"/> NEG. <input type="checkbox"/> |     |                  |  |                                 |  |  |  |
| TAKEN FROM/BELONGS TO (NAME)  |                |  |        | SIGNATURE   |                       |  |           |   |                     | DATE RECOVERED               |                      | CRIME SCENE RESULTS   |     |                  |  |                                 |  |  |  |
| FINAL DISPOSITION THIS ITEM:  |                |  |        | NAME/SIGNATURE/RELATIONSHIP OF PERSON ITEM RELEASED TO                      |                       |  |           |   |                     | P & E INT./D.                |                      | DATE DISPOSED   |     | STORAGE LOCATION |  |                                 |  |  |  |
| INVENTORY #   |                | # OF BAGS  |        | TRACKING: GUN TRACK IN OUT NARC TRACK IN OUT MONEY TRACK IN OUT MAIN IN OUT |                       |  |           |   |                     |                              |                      |   |     |                  |  |                                 |  |  |  |
| P & E USE ONLY:<br>DATE RECEIVED & INITIALS   |                | IMPOUNDING OFFICER: PRINT _____ SIGN _____ ID. _____ DT. _____                                       |        |   |                       |  |           | P & E USE ONLY:<br>DRUG - WEIGHT W/BAG<br>AND PACKAGING |                     |                              |                      |   |     |                  |  |                                 |  |  |  |
|   |                | VERIFYING OFFICER: PRINT _____ SIGN _____ ID. _____ DT. _____  |        |   |                       |  |           |   |                     |                              |                      |   |     |                  |  |                                 |  |  |  |
|   |                | VERIFYING OFFICER: PRINT _____ SIGN _____ ID. _____ DT. _____  |        |   |                       |  |           |   |                     |                              |                      |   |     |                  |  |                                 |  |  |  |
|   |                | LIST ITEMS VERIFIED _____  |        |   |                       |  |           |   |                     |                              |                      |   |     |                  |  |                                 |  |  |  |
| DISTRIBUTION: WHITE & GREEN, Evidence   |                |  |        |   |                       |  |           |   |                     |                              |                      | YELLOW, Original Report   |     | PINK, CID        |  | GOLDENROD, Owner/receipt finder |  |  |  |
| Officer Reviewing (If Applicable)   |                |  |        | ID. Number  |                       |  |           | Logged/Indexed  |                     |                              |                      | Recorded  |     | By CMS           |  | Date                            |  |  |  |

**Appendix B**

CASE TYPE: \_\_\_\_\_ DATE \_\_\_\_\_

CASE #: \_\_\_\_\_

**--U. S. CURRENCY ONLYB  
CURRENCY/COIN INVENTORY**

| QUAN. | DENOM.       | AMOUNT |
|-------|--------------|--------|
|       | <b>COINS</b> |        |
| _____ | \$1.00       | _____. |
| _____ | \$0.50       | _____. |
| _____ | \$0.25       | _____. |
| _____ | \$0.10       | _____. |
| _____ | \$0.05       | _____. |
| _____ | \$0.01       | _____. |
|       | <b>BILLS</b> |        |
| _____ | \$100        | _____. |
| _____ | \$ 50        | _____. |
| _____ | \$ 20        | _____. |
| _____ | \$ 10        | _____. |
| _____ | \$ 5         | _____. |
| _____ | \$ 1         | _____. |

TOTAL AMOUNT: \_\_\_\_\_.

IMPOUNDING OFFICER \_\_\_\_\_.

SIGNATURE: \_\_\_\_\_.

VERIFYING OFFICER: \_\_\_\_\_.

SIGNATURE: \_\_\_\_\_.

Appendix C

OMB No. 1512-0541

FOR NTC DATA ENTRY ONLY

DEPARTMENT OF THE TREASURY  
BUREAU OF ALCOHOL, TOBACCO AND FIREARMS  
**CRIME GUN INFORMATION REFERRAL/REQUEST FORM**

(FAX completed form to 800-578-7223 or telephone 800-788-7133 to speak to an ATF employee)

**PART I - DESIGNATION OF REQUEST/REFERRAL (Check one block)**

FIREARMS TRACE REQUEST (PARTS II, III, IV, V, VIII)     STOLEN FIREARMS INFORMATION REFERRAL (PARTS II, III, IV, V, VI, VIII)     OBLITERATED SERIAL NUMBER FIREARMS INFORMATION REFERRAL (PARTS II, III, IV, V, VII, VIII)     SUSPECT GUN ENTRY (PARTS II, III, IV)

CHECK THE APPROPRIATE PRIORITY IF THIS IS A FIREARMS TRACE REQUEST     URGENT     ROUTINE

CHECK THIS BLOCK IF THIS IS A FIREARMS TRACE REQUEST ON A FIREARM WHERE THE SERIAL NUMBER HAD BEEN OBLITERATED BUT WAS RECOVERED. IF THIS BLOCK IS CHECKED, PLEASE COMPLETE PART VII AS TO THE METHOD OF OBLITERATION.

CHECK THIS BLOCK IF THIS FIREARM HAS ALREADY BEEN SUBMITTED FOR INTEGRATED BALLISTIC IDENTIFICATION SYSTEM (IBIS) TESTING.

**PART II - REQUESTER/REFERRER INFORMATION**

1. REQUESTING SPECIAL AGENT/OFFICER'S NAME    2. CASE NUMBER    3. ORI NUMBER    4. BADGE NUMBER    5. BOC CODE (ATF only)

FL 500801

6. TELEPHONE NUMBER    7. FAX NUMBER    8. ADDRESS (Field office/Department, street, city, State, ZIP Code)

(561) 653-3600

(561) 653-3615

West Palm Beach Police Dept  
600 Banyan BLVD West Palm Beach, Fla. 33401

8. REMARKS:     DO NOT TRACE BEYOND RETAIL DEALER     DO NOT TRACE BEYOND WHOLESALE/DISTRIBUTOR     THIS IS A TRACE STUDY     INFORMATION ONLY/ RESULTS NOT NEEDED

OTHER INSTRUCTIONS:

**PART III - FIREARMS DESCRIPTION (\*\*Required Field)**

1. MANUFACTURER\*\*\*    2. TYPE\*\*\*    3. MODEL\*\*\*    4. CALIBER\*\*\*    5. SERIAL NUMBER

6. COUNTRY OF ORIGIN\*\*\*    7. IMPORTER\*\*\*    8. OTHER MARKINGS OR INFORMATION

**PART IV - FIREARMS POSSESSOR/ASSOCIATE INFORMATION**

1. NAME OF FIREARM POSSESSOR (Last, First, Middle)    2. DATE OF BIRTH    3. IDENTIFICATION NUMBER    4. PLACE OF BIRTH    5. SEX    6. RACE

7. ADDRESS (Street, apartment no., city, State, ZIP Code)

1. NAME OF ASSOCIATE (Last, First, Middle)    2. DATE OF BIRTH    3. IDENTIFICATION NUMBER    4. PLACE OF BIRTH    5. SEX    6. RACE

7. ADDRESS (Street, apartment no., city, State, ZIP Code)

**PART V - FIREARM RECOVERY LOCATION INFORMATION**

1. RECOVERY DATE    2. RECOVERY LOCATION (Street, apartment no., city, State, ZIP Code)

**PART VI - STOLEN FIREARM SOURCE LOCATION INFORMATION**

1. DATE OF THEFT/LOSS    2. INDIVIDUAL REPORTING THEFT/LOSS (Name/Date of Birth)    3. CHECK HERE IF FEDERAL FIREARMS LICENSEE

4. LOCATION OF THEFT/LOSS (Street, apartment no., city, State, ZIP Code)

**PART VII - METHOD OF SERIAL NUMBER OBLITERATION (Circle codes that apply. See instructions on back for definitions.)**

1. GRV    2. GRC    3. GRS    4. SCN    5. SCB    6. DRI    7. ELS    8. PUN    9. PND    10. TCH    11. MAN    12. OTHER \_\_\_\_\_

**PART VIII - TYPE OF CRIME INVOLVEMENT (Circle one applicable NCIC Code)**

|                                   |                                       |                      |   |
|-----------------------------------|---------------------------------------|----------------------|---|
| 0301 IMMIGRATION                  | 1201 ROBBERY                          | 2299 BURGLARY        | 5212 WEAPON/POSSESSION                    |
| 0907 HOMICIDE (On Police Officer) | 1212 CARJACKING                       | 2499 STOLEN VEHICLE  | 5299 WEAPON/OFFENSE                       |
| 0999 HOMICIDE                     | 1301 AGG. ASSAULT (Family)            | 2899 STOLEN PROPERTY | OTHER (Provide NCIC Code and description) |
| 1099 KIDNAPPING                   | 1399 AGG. ASSAULT (On Police Officer) | 3599 DANGEROUS DRUGS | _____                                     |
| 1199 SEX ASSAULT                  | 1602 THREAT                           | 3803 CRUELTY/SPOUSE  |   |

Designate if firearms trafficking, gang and/or juvenile involvement; circle yes or no and designate the project code.

FIREARMS TRAFFICKING    YES    NO (Circle one if known)    JUVENILE INVOLVEMENT    YES    NO (Circle one if known)

GANG INVOLVEMENT    YES    NO (Circle one if known)    PROJECT CODE: \_\_\_\_\_ (Enter Code if applicable)

ATF F 3312.1 (6-97) (Formerly ATF F 7520.5)



# West Palm Beach Police Department



## REQUEST FOR CONFISCATED/ABANDONED PROPERTY FOR CITY USE

**REQUESTING EMPLOYEE:** \_\_\_\_\_ **ID:** \_\_\_\_\_

**DIVISION:** \_\_\_\_\_ **UNIT:** \_\_\_\_\_

**PROPERTY REQUESTED:** \_\_\_\_\_  
\_\_\_\_\_

**JUSTIFICATION:** \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE (REQUESTING EMPLOYEE)** **DATE**

Requests for property will be considered based upon availability and in the order that requests are received. All requests will be processed pursuant to S.O.P. 36.01.

**NO REQUEST WILL BE CONSIDERED WITHOUT ALL SIGNATURES.**

**EMPLOYEE'S SUPERVISOR:** \_\_\_\_\_ **ID:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**BUREAU CMDR OR DESIGNEE(CAPT):** \_\_\_\_\_ **ID:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**P&E USE ONLY**

**RECEIVED**  
**BY:** \_\_\_\_\_ **ID:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FILLED**  
**BY:** \_\_\_\_\_ **ID:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ITEM (S) PROVIDED (Describe fully)** \_\_\_\_\_  
\_\_\_\_\_

(attach separate sheet if required)

\_\_\_\_\_  
**SIGNATURE OF RECEIVING EMPLOYEE:** **ID:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

FORM BBB