

GENERAL ORDER, OPERATIONS, NUMBER 5
APRIL 3, 2001
WATERLOO POLICE DEPARTMENT

A. SUBJECT:

Property and Evidence

B. PURPOSE:

To establish a standard procedure for handling, accountability of and disposition of property and evidence.

C. POLICY:

All employees shall comply with the following guidelines for property and evidence.

D. PROCEDURES:

1. All items of property or evidence to be kept in custody or control of this department shall be processed through the Property Section without undue delay.
2. Department property tags shall be completed listing all information requested and shall be attached to all items of property or evidence coming into possession or control of Department personnel as a record of receipt, accountability and disposition of all items received.
3. Evidence to be seized which requires further technical processing by the Crime Laboratory shall be collected, controlled and tagged as evidence by a member of the Crime Laboratory or Crime Scene Investigator, if they are available.
4. If no Crime Laboratory member or Crime Scene Investigator is available, the investigating officer shall seize, control and properly tag the evidence. The investigating officer shall deliver said evidence items to the Crime Laboratory and request needed technical examination by forwarding a memo to the Crime Laboratory detailing requested technical examination or further crime scene examination as needed.
5. If evidence or property is seized but is not to be further processed by the Crime Laboratory the investigating officer shall secure a properly completed Department Property tag (hard copy) on all items and shall:
 - a. Deliver it to the Property Section to be received by the on-duty property officer.

- b. In the absence of Property Section personnel secure said property in the evidence lockers in the basement hallway adjacent to the Property Section. If the evidence needs processing by the Crime Laboratory secure said evidence in the evidence lockers located adjacent to the Crime Lab.
 - c. Seized motor vehicles, motorcycles, motorized equipment of any kind, lawn equipment, batteries or other vehicle parts, gasoline cans or other inflammable or explosive items, furniture, beer kegs, large power tools or other large seized items shall be handled as provided for in General Order, Operations, Number 28, entitled Seized and Forfeitable Vehicles, Large Items, and Flammable Liquids.
 - d. Place seized or abandoned bicycles in the designated bicycle storage area in East Park Avenue parking ramp.
 - e. Place the original white copy and the pink carbon copy in the Property and Evidence file adjacent to the front desk.
6. Department personnel shall not destroy drugs, alcohol or any contraband in the field, but shall bring the same to the department, tag it as property or evidence, attach a copy of a memo or report recording the details of the seizure and shall deliver the same to the Property Section. The original memo or report shall be forwarded to the appropriate division(s) as required.
- a. In the event marijuana is being cultivated and/or growing wild in the field and it is not needed as evidence, officers are allowed, as part of the eradication process, to destroy the marijuana in the field with the authorization of a supervisor. Said destruction shall be documented in a Waterloo Police Department Incident Report,
 - 1. Other documentation such as photographs or video may be considered or necessary depending on the circumstances of each incident.

7. TAGGING OF EVIDENCE

- a. Vehicles shall be tagged with a complete description to include Make, Model, Color, Year and location where vehicle is being stored.
- b. Keys for vehicle will be sent to Property & Evidence Unit with the original tag if stored in back lot.
- c. Keys for vehicles stored at towing companies will be left with vehicle.

- d. Keys of vehicles stored in Waterloo Police Impoundment building will be placed in an envelope and placed under the wiper blade of said vehicle with completed property tag.
 - e. Seizing Officer shall notify the Property & Evidence Unit of the vehicle whereabouts and status via e-mail if completion of paperwork will take several days.
8. When officers determine that property or evidence is no longer needed on an incident where there is no arrest or disposition, the officer shall forward a memo to the Property Section authorizing final disposition of the seized items.
 9. If a department employee effects immediate release of property or evidence in their custody to the proper owner or by release to another law enforcement agency, the officer or employee shall complete the release section of the property tag and obtain the signature, address and date of release by the person to which said property or evidence was released.
 10. Property Section personnel shall properly record, store and release all property and evidence items under their control according to department guidelines.
 11. Disposition of property or evidence in department custody and control shall be in accordance with existing law(s).

By Order of

Thomas J. Jennings
Chief of Police