

LYNN HAVEN DEPARTMENT OF PUBLIC SAFETY
Department Manual

CHAPTER 23
PROPERTY MANAGEMENT

23.1 ACQUIRED AND IN CUSTODY PROPERTY

23.2 SERIALIZED PROPERTY

23.3 AGENCY OWNED PROPERTY

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23.1 - ACQUIRED AND IN CUSTODY PROPERTY

23.1.1 - Property Management

All property that is acquired by the department as found property, recovered property, or evidentiary property, and all property that is in the custody of the department for safekeeping shall be identified, labeled, and recorded on a evidence form prior to being submitted into the property management system.

23.1.2 - Identification

All property shall be identified, described, and documented on an evidence form. Property shall be described by its color, approximate size and approximate weight, as well as any identifying marks. Those items that are serialized shall have their serial number recorded. Acquired property alleged to be a precious metal or have precious stones shall be described as being that color. When describing an item by weight, always use the word "approximate". Be descriptive as possible, using brand names and model numbers, if available.

23.1.3 - Packaging and Labeling

All property submitted shall be appropriately packaged, labeled and initialed for easy identification. Small items may be placed in the small envelopes. Larger items may be placed in the paper bags. Articles too large for a paper bag may be string tagged or directly labeled. Narcotics should be placed in a manilla envelope or paper bag, sealed with colored evidence tape, labeled and initialed. If multiple envelopes are used for the same case, they may all be submitted in one paper bag. The paper bag shall be properly labeled, initialed and sealed. Do not use the colored evidence tape unless you are submitting evidence. Use the clear tape instead if you must use tape.

23.1.4 - Submission

With the exception of motor vehicles, bicycles, and perishable property, all property shall be submitted into evidence via the property room. Items that are too large to fit in the drop box shall be placed into the lab area by the supervisor. Bicycles shall be placed in the impound lot. A brief notation on the incident report stating that the bicycle was placed in the impound lot should be made. The bicycle shall be entered in the bike book located in the Communications Center.

23.1.5 - Perishable Property

Perishable property such as blood samples, urine specimens, and rape kits shall be packaged and labeled as described in 23.1.3. They shall be submitted via the on call investigator who will place the property in the secured refrigerated storage. A brief notation on the property report stating that the property was placed in refrigerated storage should be made.

23.1.6 - Photographing Property

Property involved in retail theft cases may be photographed and returned to the victim without submission. A brief notation on the property report stating that the property was photographed and released to the victim should be made. The victim's signature must also be obtained on the property receipt.

23.1.7 - Accountability

The property custodian is responsible and accountable for all property submitted. Once an item has been submitted into property, it can only be released by the property custodian. The property custodian may authorize a designee to release property on an item by item basis.

Officers that require evidence for a court case are required to notify the property custodian at least two (2) days prior to the date needed.

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23.1.8 - Release of Property

Unless special arrangements are made in advance, property can only be released during normal business hours, 0700 - 1500, Monday through Friday, except on holidays, and can only be released through the Property Custodian or his designee. The person to whom the property is being released must sign a property receipt and should be asked for proof of identification. A copy of the identification used shall accompany the property receipt.

23.1.9 - Storage

Property shall be stored in a secure area when unattended. The drop box in the property room area and main property room can only be opened by the property custodian or his designee.

23.1.10 - Final Disposition / Destruction

After the case has been disposed of in court and approval from the prosecutor's office has been obtained, property shall be disposed of as soon as possible in accordance with the existing municipal ordinance. Property shall be returned to its lawful owner if known. It may be held for public auction or seized if the owner is not known. Contraband shall be destroyed after destruction orders are completed and signed by the proper authority.

23.2 - SERIALIZED PROPERTY

23.2.1 - Definition

For the purpose of this chapter, serialized property shall mean any property that has a serial number, owner applied number, or other number that makes it unique AND can be entered into the FCIC/NCIC system.

23.2.2 - Entry Into FCIC/NCIC

With the exception of vehicles, only serialized property that is stolen may be entered into FCIC/NCIC. Vehicles have additional classifications available.

All serialized property that is reported stolen within the department's law enforcement jurisdiction shall be entered into the FCIC/NCIC system.

When possible, obtain a photograph of the property to be entered. Attach photo to report being turned into Administration. Administration will have the photo scanned and attached to the Missing Property record in FCIC.

23.2.3 - Removal from FCIC/NCIC

When an entry is canceled from FCIC/NCIC, the cancellation information shall be attached to the copy in the confirmation book and both shall be pulled from the book and submitted to the Criminal Investigations Division. After the cancellation has been made, it shall be documented in the validation log.

23.3 - AGENCY OWNED PROPERTY

23.3.1 - Department Vehicles

Transporting Persons

The following classes of persons may be transported in a department vehicle:

1. Prisoners.
2. Law Enforcement Officers.
3. Sick or injured persons, if approved by competent authority.
4. Complainants, when it is necessary in resolving the complaint.
5. Such other persons that may be authorized by competent authority.

Animals of any kind shall not transported in department vehicles unless approved by competent authority

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23.3.2 - Vehicle Equipment

Employees shall not change, interchange, add to, or remove any equipment in or on a patrol vehicle unless authorized by competent authority. Patrol vehicles shall have the following equipment permanently assigned to each vehicle.

1. Registration
2. Insurance card
3. Fire extinguisher
4. First aid kit / CPR mask
5. Fingerprint kit

The following is a list of other equipment that is rotated on a shift basis to each vehicle:

1. Shotgun and ammunition
2. Radar

23.3.3 - Damaged Equipment

Damaged or Worn Equipment

When equipment is found to be damaged, worn, or otherwise in need of service, it is to be removed from service and submitted to the supervisor for proper action.

Vehicular Accident

Employees involved in an accident with a department vehicle that results in injuries or property damage shall immediately notify their supervisor unless notification is not possible due to the extent of injuries to the employee. Depending upon the location of the accident, either an officer of the Florida Highway Patrol or a municipal officer will be called to conduct an investigation.

The employee shall be tested as soon as possible following the guidelines of "The Drug Free Workplace" policy. The employee involved shall submit a written report of the details of the accident to his supervisor. The supervisor will review the report and forward a copy to the Chief. If necessary, the supervisor will write a supplement of his findings or his recommendations and forward a copy to the Chief. The supplement will include his observations as to whether or not the accident is chargeable to the employee.

Employees shall be responsible for damages resulting from accidents involving carelessness, negligence, or a violation of a traffic regulation on the part of the employee. The employee may be subject to disciplinary action up to and including termination.

Employees are prohibited from making oral or written statements to anyone concerning liability in connection with the operation of a department vehicle involved in an accident unless ordered to do so by his supervisor or the city's insurance carrier.

23.3.4 - Vehicle Repair

Whenever a department vehicle is in need of any type of repair, the repairs needed will be logged and referred to the Administrative Assistant in a written communication. The Administrative Assistant will in turn fill out the work order.