

BLOOMINGTON POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

CONFISCATED PROPERTY

Reviewed by: Sgt. Brad Ficek	Effective Date: June 28, 1995
Authorized by: Chief Daniel Donath	Revision Date: November 20, 2019

PURPOSE

The purpose of this SOP is to establish guidelines for the reception, storage, disposal, and chain of custody of non-evidentiary property coming into control of the Department. All items which do not have the potential to be used in any type of judicial hearing must be properly accounted for, no different than evidentiary items would be, in order for those items to be returned to their lawful owner. Such items include property seized by officers or property turned in to the Police Department. Examples include an air gun taken from a youth who has not been cited but told to have his parents come to the station and pick up the weapon, or a knife removed from a person with no resulting arrest.

PROCEDURE

An EJS report will be generated that explains the circumstances under which the property was seized, or otherwise obtained, such as found property being turned into the front desk. The report shall include enough detail that an officer could easily understand and explain to the owner, or parent, the reason the property was seized or how it was obtained. The seized/obtained property will be included in the property section of the report and a property label will be created. The property will be packaged in the same manner and with the same care as items of evidentiary value. The property tag will be affixed to the property and the property secured in an evidence locker, or directly submitted to the evidence custodian. The owner will be required to sign a release of property form before obtaining their property. A supplemental report will be generated to document the release of the property and include the personally identifiable information of the person to whom the property was released.

For additional information refer to Rule 7-1 and 7-5 of the Department's Rules and Regulations Article III Section 7.