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1789

PROPERTY AND EVIDENCE CONTROL
GENERAL ORDER NO: 2.1.00

Issue Date: March 5, 2020	Effective Date: March 1998
Revision Date: October 1, 2019	NYSLEAP: 7.1,7.2, 7.3
Volume 2: Logistics	Chapter 2: Property & Evidence Control
Distribution: All Personnel	Page: 1 of 17
Issuing Authority: Chief Eric Hawkins	

PURPOSE: The purpose of this policy is to provide for management and control of found, recovered, and evidentiary property which comes into the custody of the Albany Police Department; and to establish an evidence management system which will ensure a traceable chain of evidence and strict accountability with respect to the handling, security, and disposition of evidence.

POLICY: It is the policy of the Albany Police Department that all personnel shall strive to maintain property in the same condition as received, and to preserve the evidentiary integrity of property that has been received for court appearances. Unless property is contraband or must be presented in court, every reasonable effort shall be made to ensure its return to its rightful owner.

DEFINITIONS: **Audit** – An audit means a documented accounting of high-risk items (e.g., cash, precious metals, jewelry, firearms, and drugs) and other evidence and non-agency property to establish that property is accounted for and records can reasonably be assumed correct and in compliance with established controls, policies, and operational procedures.

Chain of Custody – Chain of custody means a written record referring to the continuity of custody of items collected as physical evidence whether at the crime scene or not. The connotation under the law is the item introduced into court at the time of trial must be proven to be the same as obtained initially from the crime scene.

Evidence – Evidence means any property, substance, or matter which may be used during criminal prosecution to establish guilt or innocence, or to prove facts of a crime before a court of law.

Evidence Room(s) – Evidence room(s) means designated secure area(s) that ensures the integrity of all property/evidence that is stored. Only authorized personnel have access to these area(s).

Handling – Handling means used in the broad connotative sense to indicate one or more of the following general actions that may be performed in the course of processing evidence or property: collection, identification, preservation, receipt,

analysis, storage, trial presentation, and eventual disposition or destruction.

Inventory – Inventory means the act or process of cataloging through a full accounting of the quantity of goods or material on hand, unless a standard specifically allows for a partial accounting. A detailed itemized list, report, or record of agency controlled property. The list is electronic and is not certified. There are no values with the exception of cash.

Property – Property means money, valuables, and other objects of personal ownership that has an apparent value which may have been lost, stolen, abandoned, or held for safekeeping.

I. TYPES OF PROPERTY/EVIDENCE

A. Circumstances under which property/evidence may be taken into the custody of this department shall include the following:

1. Found Property;
2. Voluntarily Surrendered/Safekeeping; and
3. Evidence.
 - a. Personal property obtained from a prisoner pursuant to their lawful arrest shall be inventoried and stored in accordance with General Order 5.2.20 - Central Booking: Prisoner Processing.

B. Officers shall deliver, as soon as possible, any of the above mentioned property/evidence to the ██████████ Evidence Room, and shall be responsible for the proper care, labeling, recording, logging, and securing of all property/evidence into department controls.

1. Property/evidence must be inventoried, logged and securely placed in the ██████████ Evidence Room before the end of the officer/detective's tour of duty. Any deviation from this due to exceptional circumstances must be approved by a supervisor.
2. The officer collecting the property/evidence shall be responsible for making a valid attempt to ascertain whom the property belongs to, and for notifying the owner or custodian that said property is in the custody of the department.

C. Found Property:

1. Found property shall be packaged and logged in the same manner as all evidence outlined in this policy.
 - a. Officers should make the finder aware of the Personal Property Law, as it pertains to lost/found property. Facts concerning lost property are printed on the reverse side of the yellow carbon copy of the Property Report.
 - b. Finders should also be advised to contact an Evidence Detective a short time before the waiting period ends to see if the property has been claimed.

- c. If property has not been claimed, the finder may make arrangements to claim said property.
2. If possible, the release of property back to the owner shall be completed expeditiously and consistent with applicable law.
3. If the owner is located but unable to immediately retrieve their property, the property shall be submitted to the ██████████ Evidence Room and the owner shall be advised to contact the Evidence Detective for retrieval.
4. Officers shall ensure that an eJusticeNY IJ Portal stolen property check is completed to determine if the item has been reported stolen.
 - a. In the event the found property may have been involved in a crime and moving said property might destroy evidentiary value (e.g., a safe, vehicle, etc.), the officer shall contact a supervisor who shall make a determination if a further investigation by the Forensic Investigation Unit (FIU) is warranted.
 - b. If the property was involved in a crime the officer shall complete a Supplemental Report detailing the circumstances, as well as shall complete a Property Report (if needed), Barcode, and Barcode Receipt.

D. Voluntarily Surrendered/Safe Keeping:

1. Property that is voluntarily surrendered or being held for safekeeping (e.g., weapons, etc.) shall be packaged in the same manner as all evidence outlined in this policy.

E. Evidence:

1. Once an item has been determined to be of potential evidentiary value, proper documentation and packaging are essential with regards to its admissibility as evidence in court.
2. Officers shall be responsible for notifying their supervisor when evidence of potential evidentiary value is discovered.
 - a. If it is determined that FIU is needed, the officer's supervisor shall contact FIU and have an FIU detective respond to the scene. The FIU detective shall process the scene and recover the evidence.
 - b. If it is determined that an FIU detective is not needed, the officer shall be responsible for processing and collecting the evidence.
 - i. When handling evidence proper personal protective equipment (PPE) shall be worn (e.g., latex gloves) in order to prevent contamination of said evidence.
3. Whenever possible, all physical evidence should be photographed in the condition in which it is found.
 - a. If it is not possible to photograph the item, the collecting officer should include in his/her notes a description of said item's

appearance and location in reference to the condition in which it is found.

4. After documenting each piece of evidence to be collected, personnel shall process the evidence in accordance with the following procedures.

II. PROCEDURES

- A. The department provides temporary storage areas to secure property/evidence when the Evidence Detective or Narcotic Evidence Detective is unavailable or off-duty. The department's temporary storage areas include:
 1. [REDACTED] Evidence Room; and
 2. [REDACTED] which shall only be utilized for extremely large items, heavy items, combustibles, and bicycles.
 - a. Large items, heavy items, and combustibles shall be secured in the [REDACTED] area located [REDACTED] and
 - b. Bicycles shall be secured via the [REDACTED] located [REDACTED]
- B. Officers shall deliver, as soon as possible, any of the above mentioned property/evidence to the [REDACTED] Evidence Room, and shall be responsible for the proper care, labeling, recording, logging, and securing of all property/evidence into department controls.
 1. Property/evidence must be inventoried, logged and securely placed in the [REDACTED] Evidence Room before the end of the officer/detective's tour of duty. Any deviation from this due to exceptional circumstances must be approved by a supervisor.
 3. All property/evidence being processed by officers/detectives, other than prisoner property, shall be entered into The Crime Fighter BEAST (Bar Coded Evidence Analysis Statistical Tracking) Police Inventory System, from here on out referred to as the Evidence Barcoding System.
 4. An Evidence Barcode shall be affixed properly to each piece of packaged property/evidence. The barcode will contain all pertinent information related to the same (officer's information, owner, person finding, description of each item of property obtained, incident number, temporary placement location, etc.), and a copy of the written report (e.g., SIR, Investigation Report, etc.) detailing the circumstances by which the property came into the department's possession shall accompany each item logged into evidence.
 - a. If a receipt is needed while at the scene, officers shall utilize a Property Report and provide the owner/complainant with the yellow carbon copy of the Property Report. The pink carbon copy shall be filed with the respective station, and the original shall be filed by Central Records.
 - i. When a Property Report is utilized, the property/evidence shall still be entered into the Evidence Barcoding System.

5. The Evidence Barcoding System shall continue to be used for evidence and any desired processing (e.g., latent prints, lab work, etc.).

C. An officer or detective processing and securing evidence has the legal obligation to ensure that the proper chain of custody remains intact. The chain of custody starts at the point of collection.

1. After an item has been identified, documented, and packaged it should be maintained in the custody of the collecting officer.
2. The collecting officer/detective should transport the evidence to [REDACTED] as soon possible after being collected.
3. The collecting officer/detective shall ensure that any transfer of custody is logged into the Evidence Barcoding System to include all pertinent information (i.e., incident number, time and date, description, owner, person collecting, storage location etc.)

D. Evidence Barcoding Stations are located in [REDACTED] and the [REDACTED] which is located [REDACTED]

1. The primary Evidence Barcoding station for non-detective personnel shall be the [REDACTED]
2. The primary Evidence Barcoding station for non-FIU personnel shall be [REDACTED]
3. The primary Evidence Barcoding station for FIU detective personnel shall [REDACTED]
4. With prior authorization of a supervisor, department members are authorized to utilize any of the designated Evidence Barcoding stations.
 - a. Personnel shall enter all known pertinent information into the fields within the program.
 - b. Once all the information is entered, a Barcoding Sticker will print from the Barcoding Printer next to the processing computer.
 - c. The Barcoding Sticker shall be affixed to the evidence package, as per current procedures.
 - d. The Barcode Receipt will print from the desk area [REDACTED]
 - i. Training on the Evidence Barcoding System is available via PowerDMS course FIU 101 – Evidence Barcoding.

E. Property/evidence shall be properly packaged, labeled, and sealed prior to storage, as outlined below to prevent evidence tampering and/or contamination:

1. Plastic evidence bags are in three sizes: 6" x 10," 12" x 15," and 16" x 30." Each bag is actually two bags joined together; one clear and one tinted blue.
 - a. The clear bag is stamped "evidence" and has an identifying label. This label includes space for the incident number, case number (for units where case numbers apply), and the name of the collecting

officer, description of the property/evidence, date of collection, and a brief description of the evidence placed in the bag.

b. The item of property/evidence is placed in the clear bag. At the top of the clear bag is a self-sealing strip. Once the item of property/evidence is inside the bag, the officer, following the instructions printed on the bag, shall peel the white strip off, and fold the flap over onto the bag so that the bag opening is closed, and press to seal. This will securely seal the property/evidence inside the bag.

c. Reports must be stored in an attached pouch and not placed inside the evidence bag itself.

i. In the case of the large 16" x 30" bags, officers shall use a peel and stick pouch to place paperwork in. After the property/evidence is enclosed in the bag, the pouch should be applied with the open end up.

2. If the property/evidence is too large to be bagged, officers shall place the paperwork in a small evidence bag and place with the item.

a. Reports should not be taped directly onto the item of property/evidence.

3. An exception to the above would be packaging items which may be soiled by blood or other bodily fluids, etc.

a. In cases where items seized as property/evidence are wet with blood, body fluids, etc., these items are to be collected separately in paper evidence bags. Personnel shall not put these items in the same bag; each item must be packaged separately in its own separate paper evidence bag. Items of this nature should be collected by FIU Detectives only.

i. Paper evidence bags are supplied in three (3) sizes and shall be sealed with clear packaging tape only.

ii. The Evidence Barcode, containing all case related information, shall be attached to the outside of the evidence bag.

4. Cardboard tubes shall be used to store knives or pointed objects.

5. Needles shall be stored in a sharps container.

6. In the event that an object is extremely large, heavy, or combustible it shall be secured in the [REDACTED] [REDACTED], accompanied with a completed barcode.

a. This option can only be used if the item absolutely cannot be placed in the [REDACTED] Evidence Room.

b. This area shall be secured at all times.

7. Bicycles shall be stored in the [REDACTED] securely chained together, accompanied with a completed barcode.

- a. Extra locks will be attached to the main securing cable for use when an Evidence Detective is not available.
- b. The [REDACTED] shall be secured at all times.

F. An officer or detective that places evidence in the [REDACTED] Evidence Room or the [REDACTED] must be accompanied by the on-duty Central Booking Supervisor.

1. [REDACTED]
2. [REDACTED]
3. No other personnel, other than the Central Booking Supervisor, shall be authorized to accept property/evidence into the department's [REDACTED] Evidence Storage areas.

G. The Central Booking Supervisor shall be responsible for checking all property/evidence related paperwork and then accompanying the officer/detective to the [REDACTED] Evidence Room or [REDACTED] for storage and logging of said property/evidence.

1. Upon the Central Booking Supervisor's inspection and approval of the packaging methodology of the property/evidence to be placed into Temporary Evidence.
2. If during the inspection by the Central Booking supervisor it is determined that the item(s) being submitted into property/evidence is not properly packaged, documented, and/or is otherwise incorrectly submitted, as identified by the Central Booking Supervisor, the Central Booking supervisor has the right of refusal of the item(s) until noted errors are corrected and resubmitted.
 - a. In the event that property/evidence is placed into the [REDACTED] Evidence Room or [REDACTED] that was not completed in its entirety or incorrectly submitted, the Evidence Detective/Narcotic Evidence Detective shall contact the employee that collected and placed the item into temporary evidence storage and have those errors corrected prior to taking custody of said item(s) and securing them in the applicable evidence room.
3. The Central Booking Supervisor shall allow the requesting officer/detective access to the [REDACTED] Evidence Room, according to below:
 - a. The Central Booking Supervisor shall monitor the officer/detective's written entry into the Temporary Evidence Log Book.
 - i. Items secured in the [REDACTED] must also be blotterized in the Temporary Evidence Log Book within the [REDACTED] Temporary Evidence Room.

- b. The officer/detective shall then place the property/evidence inside an appropriate unlocked locker and then lock same.
 - i. If the property/evidence is too large, it may be left inside the [REDACTED] Evidence Room on the floor next to the lockers.
 - ii. Evidence items needing refrigeration (e.g., sexual assault evidence collection kits, blood samples, etc.) shall be placed in the refrigerator in the [REDACTED] Evidence Room.
 - c. The Central Booking Supervisor shall acknowledge the officer/detective's written entry into the Temporary Evidence Log Book by signing next to the officer/detective's entry.
 - i. By signing the entry line, the supervisor is also indicating that the Temporary Evidence Room was locked prior to entry, that the supervisor was present when the room was unlocked, and that the Temporary Evidence Room will be properly secured upon exiting the room.

- H. All vehicles seized or held for processing shall be recorded and secured in accordance with GO 3.4.30 - Towing Policy.
- I. Photographs taken at a crime scene/auto accident shall be handled in the same manner as other evidence.
 - 1. Digital camera photographs shall be transferred to a CD or DVD.
 - 2. The CD/DVD shall then be placed in a CD/DVD envelope with the required Barcoding Sticker being placed on the front upper left corner of the envelope.
 - a. When placing a CD/DVD into evidence, the CD/DVD envelope flap shall be folded over and tucked in. The envelope does not need to be sealed.
 - b. Personnel, other than FIU Detectives, shall place all CD/DVDs in the labeled CD/DVD container, located in the [REDACTED] Temporary Evidence Room.

- J. License plates that are being placed into property/evidence do not need to be placed inside an evidence bag. Personnel shall simply place the barcode sticker on the rear of the plate.

K. Original Documents

- 1. All original statements, affidavits, consent forms and photo arrays must be sealed in a medium plastic evidence bag, with bar code affixed to the outside of the bag and submitted to the [REDACTED] Temporary Evidence Room.

L. Firearms Seized:

1. When a firearm is recovered and there is a suspect, it is recommended that FIU be notified to recover said firearm and if possible the firearm not be touched.
 - a. FIU will attempt to acquire fingerprints and DNA from outer portions of the firearm, as well as from magazines and ammunition.
 - i. Ammunition should never be removed by anyone other than an FIU Detective. This includes ammunition from semi-automatic magazines.
 - ii. Ammunition will be counted and noted by FIU detectives.
2. When a firearm is recovered, officers/detectives shall complete the Evidence Barcode and enter the following information into the Evidence Barcoding System:
 - a. Manufacturer;
 - b. Serial Number;
 - c. Model;
 - d. Caliber/Gauge;
 - e. Barrel Length; and
 - f. Importer.
 - i. Since some of this information may be difficult to collect, such as differentiating serial numbers from part numbers, officers should seek the advice of any available firearms instructors or FIU member when further information is needed.
 - ii. Personnel shall also seek assistance from one of the above department members regarding making the firearm safe, if needed.
3. Handguns shall be placed in the proper handgun boxes prior to submission.
4. Long guns do not need to be packaged. The Barcode Sticker may be placed on the stock of the firearm and secured in a Temporary Evidence Locker.

M. Monies Seized:

1. Any money that does not meet seizure requirements or evidentiary standards will be placed in the defendant's personal property.
2. Money needed for its physical evidence (e.g., marked money, stolen valuable coins, etc.) shall be secured and kept in evidence.
3. Any question about monies relative to a narcotics case should be directed to the CIU Detective/Sergeant.
4. Any money evidence related to narcotic evidence shall be packaged separately from the narcotics in order to avoid contamination and facilitate proper evidence room handling.

- a. If money seized is potentially drug contaminated, the Narcotics Evidence Detective shall provide a written description of the potential contaminates on Albany Police Department letterhead, along with an accounting of amount of currency. The money is to be contained in a clear, sealed plastic bag.
- 5. Monies shall be itemized in the Evidence Barcoding System by denomination (e.g., 5 - ones, 2 - fives, 3 - tens etc.).
- 6. The Chief of Police is the only person who may authorize expenditures from the seizure account. There will be no use of seizure money without prior written permission of the Chief of Police.

N. Narcotics Seized:

- 1. Narcotics evidence must be packaged exclusively from any other evidence, including money, so as to avoid contamination.
- 2. All narcotics seized as evidence or confiscated shall be submitted with a Barcode, Barcode Receipt, and a Lab Submission Form.
 - a. Lab Submission Forms (in duplicate) shall be completed for controlled substances (heroin, cocaine, etc.).
 - b. Marijuana in misdemeanor or less amounts will not be submitted to the lab without first conferencing the case with personnel from the DA's office; therefore, they do not require a Lab Submission Form.
- 3. When requesting that a controlled substance be submitted to the lab for analysis, the officer/detective must first complete a drug field test of the substance and complete an Albany Police Department Drug Test Affidavit, APD Form [REDACTED] shown on page 15 of this order.
 - a. There must be a defendant or known perpetrator for a drug to be submitted to the lab.
 - b. Incidents without a defendant, or other special circumstance cases, must be evaluated by CRU if submission is requested (see Lab Submission Form).
 - c. The decision concerning whether evidence shall be submitted to the lab for further analysis does not affect the guideline for submitting the same to FIU.
- 4. All narcotics seized as evidence or confiscated shall also contain an Arrest Record Report and/or Standard Incident Report (both when possible) when submitted.
 - a. Officers shall package different substances separately.
 - b. Powders or liquids shall be appropriately contained in the original container, whenever possible.
 - c. If original container is insufficient to contain the material, the original container shall also be saved and submitted. Documentation of the container change shall also be attached.
 - d. Any needles shall be placed in a plastic sharps container with a hard foam protective plug prior to submission. Caution shall be

used when handling needles so that hand or body parts do not come into contact with the needle.

5. All narcotics seized as evidence or confiscated shall be inventoried and properly packaged prior to being placed in the [REDACTED] Evidence Room.
 - a. All narcotics shall be placed in the narcotics evidence mailbox, located within the [REDACTED] Evidence Room, ensuring the narcotics are kept separate from all other types of property/evidence.
6. Live marijuana plants are to be placed in paper evidence bags only. Using plastic bags would cause mold to form from trapped moisture, causing destruction to the evidence.

O. Seized/Forfeited Evidence Utilized for Investigative or Training Purposes:

1. The department does not utilize seized or forfeited weapons or explosives for investigative or training purposes.
2. The department does utilize seized controlled substances/drugs for the purpose of training department K-9s. Said controlled substances/drugs consist of cocaine, heroin, ecstasy and marijuana. Authorized personnel are to follow the below procedures for utilizing items in this manner:
 - a. Said controlled substances/drugs shall only involve cases that have been adjudicated and destruction orders have been issued;
 - b. An FIU supervisor will notify members of the K-9 unit when controlled substances/drugs are available for training purposes;
 - c. Authorized members of FIU and K-9 officers shall weigh each available controlled substance/drug individually, concur the weight, and then sign the same out.
 - i. If another destruction order is issued for additional controlled substances/drugs, then authorized members or FIU and K-9 will weigh the drugs from the new order, along with any controlled substances/drugs that the K-9 unit has already signed out and is in possession of, for a combined weight.
3. Security of the controlled substances/drugs in possession of the K-9 unit will be as follows:
 - a. Controlled substances/drugs will be stored in a secure Narcotics Locker located [REDACTED]

III. EVIDENCE OPERATIONS

A. Each morning while on duty, the Evidence Detective/Narcotic Evidence Detective shall unlock the evidence lockers, sign the appropriate chain of custody sheets, enter the transfer of custody into the Evidence Barcoding System, and take possession of said property/evidence.

1. The property/evidence shall then be secured in the applicable Evidence Room by the applicable Evidence Detective until called upon for temporary release to the District Attorney's Office or crime lab, or until property/evidence documentation for final release is received by the proper authority to destroy the property/evidence or return the property/evidence to its rightful owner.
- B. The Evidence Detective is responsible for the proper handling of all evidence, firearms, or other property coming into the department's possession until disposition, with the exception of drug evidence or evidence taken for seizure, which shall be the responsibility of the Narcotic Evidence Detective.
 1. The Evidence Detective is responsible for maintaining proper inventory and security of all such property/evidence.
 2. The Evidence Detective is required to make an effort to identify and notify the rightful owner or custodian of property/evidence which may be released.
- C. The Narcotics Evidence Detective will handle all matters pertaining to drug substance evidence including accounting for, maintaining, testing, destruction, court related matters, etc., for the same, as well as evidence taken for seizure.
 1. The Narcotics Evidence Detective is responsible for maintaining proper inventory and security of all such property/evidence.
- D. All property/evidence shall be stored within designated, authorized secured areas. Only authorized personnel assigned to each area of responsibility, and as outlined in this policy, shall have access to these facilities.

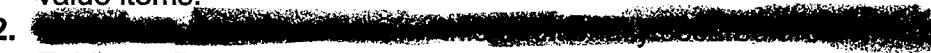
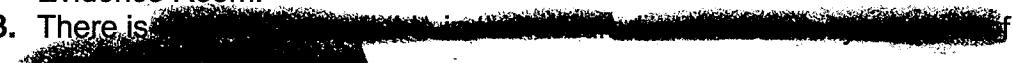
1. Areas include:

- a.
- b.
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E. An area in the back of the Evidence Room

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1. This area was designed to provide an additional layer of security for high value items.
2.  Evidence Room.
3. There is 

4. No other property/evidence shall be stored in this [REDACTED]
5. This area shall remain locked at all times, unless property/evidence is being moved in to or out of the [REDACTED]

F. The narcotic evidence room is [REDACTED] in place to provide an extra layer of security for all controlled substances and related money evidence which is contained within.

G. All property/evidence acquired through the civil process or asset forfeiture proceeding shall be accounted for in department records.

1. Personnel shall follow policies and procedures outlined in GO 2.6.15 – Asset Seizure and Forfeiture Procedures.

H. All property/evidence available for release or disposition, including property acquired through the civil process or asset forfeiture proceedings, shall be released or disposed of by the Evidence Detective/Narcotics Evidence Detective at the earliest available opportunity, in accordance with the law and in recognition of appeal timelines.

1. Positions that are approved to authorize evidence disposal are:
 - a. FIU Lieutenant;
 - b. Evidence Detective; and or
 - c. Narcotics Evidence Detective
2. The department follows below in regards to property retention schedules.
 - a. Found items are disposed of in relation to New York State Personal Property Law section 253 – Duties of Police
 - b. Criminal property is disposed of in relation to NYS Penal Law article 450 – Disposal of Stolen Property
 - c. Prior to any destruction of narcotics which the department takes custody of as the result of a criminal charge, a court order for destruction is acquired from the District Attorney's office.
 - d. All items will be retained that are specifically requested by the District Attorney's office.
 - e. Evidentiary items related to any unsolved homicide investigations shall not be disposed of.
 - f. As a general rule in relation to all other evidence, an inquiry will be conducted with the District Attorney's office to determine if the case pertaining to the evidence in question has been adjudicated and not subject to an appeal.
3. During the destruction of evidence, the process shall be witnessed by at least two FIU detectives and a detective from the Office of Professional Standards.
4. The department authorizes the below methods of evidence destruction.
 - a. Firearms shall be brought to a local scrap metal facility where the

firearms will be broken into numerous pieces.

- b. Narcotic evidence shall be brought to a large commercial incinerator and the narcotics will be placed inside and burned.
- c. Miscellaneous items, including contraband (i.e., illegally imported or exported goods), which are unable to be returned to prior owners may be broken apart by FIU detectives and disposed of via municipal waste. In the case items that are too large, the items will be delivered by city truck to the city landfill and witnessed bulldozed underground.
- d. Some items of value, including non-contraband evidence and non-agency property contraband, which are unable to be returned to prior owners, are sent to propertyroom.com for online auction. This is done under a contractual agreement.

- 5. Due diligence is used in attempts to contact rightful owners, via mail, telephone, internet, and representative attorneys.
- 6. The department does not transfer any property to other law enforcement agencies unless items were stolen out of their jurisdiction.

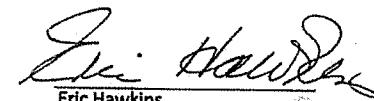
- I. The Evidence Detective/Narcotics Evidence Detective shall maintain records and statuses of each piece of property/evidence that is received, released, or disposed of, via the Evidence Barcoding System.
- J. Personnel assigned to the role of Evidence Detective/Narcotic Evidence Detective shall successfully complete a course in property/evidence room management within one year of being assigned such duties.

IV. INSPECTIONS, INVENTORIES AND AUDITS

- A. In order to maintain a high degree of evidentiary integrity over department controlled property and evidence, the following documented inspections, inventories, and audits shall be completed according to the below procedures:
 - 1. An inspection to determine adherence to procedures used for the control of property/evidence shall be conducted semi-annually by the FIU Lieutenant or his/her designee, verifying the following:
 - a. Evidence rooms are being maintained in a clean and orderly fashion;
 - b. Integrity of the property/evidence are being maintained;
 - c. Department orders or directives concerning property/evidence are being followed;
 - d. Property/evidence are being protected from damage or deterioration;
 - e. Proper accountability procedures are being maintained; and
 - f. Property/evidence having no further evidentiary value are being disposed of promptly.
 - i. A written report documenting each semi-annual inspection and its findings shall be submitted to the Chief of Police.

- ii. For the purposes of this policy, an inspection shall mean a careful and critical examination; a formal review of all components of a particular requirement and an examination of their application.
- 2. An unannounced inspection of property and evidence shall be conducted, as directed by the Chief of Police or his designee, at least once a year for the purpose of inspecting the property/evidence room for cleanliness, orderliness and tracing a few pieces of property and evidence to assure they are in the proper place as stated in records.
 - a. A written report documenting the unannounced inspection and its findings shall be submitted to the Chief of Police.
- 3. An audit of property and evidence, in compliance with Appendix I of the CALEA Law Enforcement Standards Manual, shall occur whenever an Evidence Detective is assigned to and/or transferred from the position, according to the following:
 - a. Such audit shall be conducted jointly by the newly designated Property/Evidence Detective and a designee assigned by the Chief of Police to ensure that records are correct and properly annotated;
 - b. Such audit shall include a sample of high risk property/evidence, in compliance with Appendix I of the CALEA Law Enforcement Standards Manual;
 - c. An error rate greater than four percent (4%) shall require a full inventory of high risk items;
 - d. For all other property/evidence, the sample size shall be sufficient to ensure the integrity of the system and accountability of property/evidence;
 - e. The person assuming custody of the property/evidence shall ensure that records are current and properly annotated;
 - f. All discrepancies shall be recorded prior to the assumption of property/evidence accountability by the newly appointed Evidence Detective; and
 - g. A written report documenting the audit and its findings shall be submitted to the Chief of Police.
- 4. An annual audit of property/evidence, in compliance with Appendix K of the CALEA Law Enforcement Standards Manual, shall be conducted by a supervisor not routinely or directly connected with the control of property and evidence, according to the following:
 - a. The annual audit shall include a significant representative sampling of property/evidence, including a sampling of money, firearms, controlled substances, and high value items; and
 - b. The annual audit shall be conducted as outlined in Appendix K of the CALEA Law Enforcement Standards Manual
 - c. An annual audit shall be completed for each calendar year and a written report documenting the annual audit and its findings shall be submitted to the Chief of Police by January 31st of each year.

5. An annual inventory of property/evidence shall be conducted by a supervisor not routinely or directly connected with the control or property and evidence, according to the following:
 - a. The property and evidence inventory shall consist of eyes on inspection of items to ensure accountability. The minimum amount of items to be sampled during the inventory shall be ten (10) percent of the departments total evidence room or one hundred (100) items, whichever is less.
 - b. The inventory must include a sampling of money, firearms, controlled substances, and high value items.
 - c. An annual inventory shall be completed for each calendar year and a written report documenting the annual inventory and its findings shall be submitted to the Chief of Police by July 31st of each year..
6. The annual property and evidence audit and the annual property and evidence inventory must be conducted at least four (4) months apart and the property/evidence sampled in the audit may not be included in the inventory.



Eric Hawkins
Eric Hawkins
Chief of Police

ALBANY POLICE DEPARTMENT

STATE OF NEW YORK)
COUNTY OF ALBANY)
CITY OF ALBANY)

S.S.

Incident # _____
Date _____

_____, a Police Officer in the City of Albany,
New York being duly sworn deposes and says:

On _____ at _____ (A.M./P.M., I performed a field test on a
substance believed to be _____ using a NARCOTEST/NarcoPouch
Test Kit(s). The respondent in this case is _____
DOB _____, Race/Sex _____.

The Test Results are as follows:

Test #	Color or Colors	Conclusions
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Based on my training in the use of the NARCOTEST/NarcoPouch Test Kit(s) and
the results of the above test(s), I have concluded that the suspect substance is:

False statements made herein are punishable as a Class "A" misdemeanor,
pursuant to section 210.45 of the Penal Law of the State of New York.

Signed

Subscribed and sworn to before me this

day of _____, 20 _____

Commissioner of Deeds/Notary Public, State of New York
No. _____
Qualified in _____ County
Commission Expires _____