


PINE BLUFF POLICE DEPARTMENT POLICY & PROCEDURES MANUAL

	SUBJECT:	POLICY NUMBER 910
	PROPERTY DISPOSITION	ISSUE DATE 02/19/2008
	CHAPTER: PROPERTY & EVIDENCE	EFFECTIVE DATE 02/19/2008
	ISSUED By: Chief of Police John E. Howell	TOTAL PAGES 1

I. POLICY

Property that has been held by the department as evidence, found, recovered, seized, or stored, must be disposed of in a manner authorized by law. Under no circumstances will an employee convert any property of this type to his/her personal use.

II. DEFINITIONS

- A. **Evidence**: All evidence stored by the department will be held until it has been used in court or a decision has been made that it will not be used in court. When the evidence is to be disposed of, it shall be done in a manner ordered by a court.
- B. **Found Property**: May be held for a period of time authorized by policy and shall be disposed of by public auction or in a manner authorized by the Court.
- C. **Recovered Property**: Property that has been recovered as a result of an investigation and the owners are not known, shall be held for a period of time determined by policy and then disposed of by public auction, or in a manner authorized by law.
- D. **Seized Property**: Property or contraband that has been seized during the execution of a lawful act by an officer and the ownership of the property cannot be established, shall be disposed of in accordance with a court order giving disposition instructions.
- E. **Stored Property**: Property that the identity of the owner is known and the owner has failed to claim, shall be disposed of by public auction, or in another manner authorized by law. All known owners of property found/recovered shall be notified by letter that they may pick up said property at the evidence office.