

 <p style="text-align: center;">YALE UNIVERSITY POLICE DEPARTMENT GENERAL ORDERS <i>Serving with Integrity, Trust, Commitment and Courage Since 1894</i></p>	ORDER TYPE: NEED TO REFER	
	414 PROPERTY AND EVIDENCE	
	EFFECTIVE DATE: <p style="text-align: center;">05 MAR 2019</p>	REVIEW DATE: <p style="text-align: center;">ANNUAL</p>

PURPOSE

The purpose of this General Order is to establish a uniform procedure for the documentation, handling, storage, and disposition of property and evidence coming into the possession of the Yale Police Department.

POLICY

It is the policy of the Yale University Police Department to identify, collect, and preserve evidence in order to ensure its integrity, as well as maintain strict control over and accountability for evidence and property.

The New Haven Police Department is the custodian of evidence and property collected by members of the Yale University Police Department. As a general rule, all evidence will be properly tagged and secured in the NHPD evidence room.

Officers will not hold or store property outside of the listed storage facilities for any reason. Without exception, they will log in and place all evidence/contraband, found property, or property held for safekeeping in the appropriate storage facility as soon as possible and prior to the end of the shift in which it was seized or recovered. The personal retention of property or evidence by a member of the department is expressly prohibited.

DEFINITIONS

Contraband	A substance or item, the mere possession of which is illegal.
Evidence	Anything that does or may have probative value in a criminal proceeding.
Found Property	Any property, regardless of its nature, that has been found by any person and is being held for safekeeping until the owner can be identified.
Evidence/Property Storage Facility:	Secure rooms and areas designated for the storage of evidence/property until final disposition of the evidence or property.
Locker	The facility designated by the department for temporary storage of evidence and other property.
Recovered	Stolen property that has been recovered

GENERAL

Property held by the Department will be regulated and controlled by an organized management system. The Department's property control function is under the direction of the OIC of Investigative Services. A Detective assigned as Property Custodian manages the daily operations of the system. The OIC or XO of Investigative Services or their designee is authorized to perform daily operation functions in the absence of the Property Custodian. All property under the control of the Department will be handled in a manner consistent with these property control guidelines. **CTLEA 1.3.47b**

Entry to the Department's property storage areas will be restricted to ISU personnel, the Assistant Chiefs of Police and the Chief of Police and will be by card access. No other personnel are allowed access to the evidence room unless they have permission from the Chief of Police. **CTLEA 1.3.47m**

All property received or delivered into the custody of the Yale University Police Department will be received by a sworn member. Civilian employees will not accept any property turned over to the department.

All property and evidence in the possession of the Yale University Police Department will be barcoded by the Investigative Services Unit to ensure proper tracking, chain of custody, and disposition.

GENERAL PROCEDURES

- A written report will be generated whenever property is taken into the possession of department members describing the property, how it came into the officer's possession and its disposition. **CTLEA 1.3.47a**
- All evidence/property taken by a member of this department shall be brought to NHPD or YPD evidence storage as soon as possible after taking possession, but before going off duty for the day. **CTLEA 1.3.47b**
- The officer receiving evidence/property shall:
 - Fill out the necessary property receipt (JD-CR-18).
 - Package the evidence/property for storage
- The officer shall then show the evidence/property and the completed forms to the shift supervisor prior to storage in the evidence locker.

Found Property

Found property will be received by a sworn member of the department. Upon receiving the property, the officer will inventory the property; complete a YPD Found Property Form; try to determine the identity of the owner; make reasonable efforts to contact the owner and arrange for the return of the property; conduct an NCIC and local source check if the owner cannot be identified; draw a complaint number and complete an incident report.

If the owner is known but arrangements to return the property cannot be made by the end of the officer's shift, the property will be secured as follows:

- If the property has an identifiable connection to a member of the Yale community, it may be secured in an evidence locker.
- If the property has no identifiable connection to a member of the Yale community, it will be secured in the NHPD property room.
- Whenever property is secured at YPD, the officer will indicate the storage location on the property form and the supervisor will verify that the property was stored at that location.
- A copy of the completed property form will be attached to the property when it is stored.
- The original form will be forwarded along with the officer's incident report.
- Found property and its final disposition will be in accordance with CT General Statutes.

Prisoner Property

The personal property of person(s) taken into custody will generally remain with the person. Items that could constitute a hazard to the transporting officer or detention center personnel should be removed from the prisoner and given to the wagon driver or entered as found property if the wagon driver will not accept the items. The officer will document this in the incident report.

Evidence

Items that are collected for processing to determine evidentiary value may be held in an evidence locker. If the property is too large for an evidence locker, it may be placed in the department's evidence receiving room or another suitable location. The item will be clearly marked "To Be Processed" along with the case number. Once

processed, a Detective will return the item to the owner or tag it and place it in the NHPD property room, whichever is appropriate. The detective will complete a supplemental report concerning the results of the processing and the location of the item.

- Any extremely large or unusual items that are seized for processing should be secured and stored at the direction of the Investigative Services Unit OIC or Executive Officer.
- All other items of evidence that do not require processing will be secured in the NHPD evidence room.
- Narcotics, controlled substances, contraband, and hazardous or explosive materials will be handled according to established NHPD guidelines.
- The investigating officer is responsible to ensure the completion of the proper evidence forms, requests for examinations, and other related paperwork.
- Copies of evidence forms will be attached to the officer's incident report.
- Evidence developed by Detectives or Crime Scene Technicians will be handled in accordance with these guidelines.

Evidence returned in criminal investigations will be in accordance with CT General Statutes.

Seized and inventoried evidence may be released to the owner under the following conditions:

- By written order of the court upon disposition of a criminal case;
- By written order of the court granting an owner's request for return of property prior to the disposition of a criminal case.
- By notification in writing by a State's Attorney (54-36a C.G.S.).
- By order of the Examiner of Seized Property with the consent of a judge and prosecuting official of the court (54-36c C.G.S.).

Whenever personal property is seized in connection with a criminal arrest, the arresting officer must give a copy of Seized Property Form 3D-CR-53 to the person from whom the property was seized, specifically listing the property seized and signed by the officer seizing the property. This information will also be included in the incident report.

All instrumentalities and fruits of a crime will be secured in the NHPD evidence room when an arrest has been made, except perishable items and items shoplifted having a value of less than \$250. These items may be returned to the owner after being photographed.

Alcohol

The evidentiary value of alcohol varies depending on the type of incident and the seriousness of an incident. Alcohol seized as evidence should be handled as follows:

- Alcohol seized during an investigation in which an infraction is issued may be properly disposed of with supervisor authorization. The manner in which the alcohol was disposed of will be documented in the officer's incident report.
- Alcohol seized during an investigation in which a person is charged with a misdemeanor should be photographed and then may be properly disposed of with supervisor authorization. The manner in which the alcohol was disposed of will be documented in the officer's incident report.
- Alcohol seized during a felony investigation should be photographed, processed if necessary, and held as evidence in the same manner as any other evidence in a criminal investigation. The alcohol and/or any empty alcohol container should be entered into the NHPD evidence room and documented in the officer's incident report.

- Alcohol should be seized, photographed, and processed in any case in which the officer believes the alcohol may hold evidentiary value. The alcohol will be secured in the NHPD evidence room and documented in the officer's incident report. These types of cases may include untimely deaths, falls resulting in serious physical injury, sex assaults, and severe intoxication in which an individual suffers serious physical injury or death from alcohol consumption.

Photographs

At the completion of digital photography, the memory card will be submitted to the Investigative Services Unit by placing it in an evidence locker. The memory card will be in an envelope that includes the date, case number, and officer's name. In addition, an email will be sent to the Investigative Services Unit OIC and Executive Officer indicating a memory card was deposited.

Once received by the Investigative Services Unit, the photographs will be downloaded and then burned to a CD. The CD will be tagged as evidence and placed in the NHPD evidence room. A second CD will be maintained by the Investigative Services Unit, and a supplemental report will be completed by a detective.

SUPERVISOR RESPONSIBILITIES

- Ensure compliance with this general order.
- Provide access to storage areas and verify the disposition of property.
- Ensure that copies of property and evidence forms are attached to incident reports.

AUDITS AND CONTROLS

On a monthly basis the Property Custodian will submit to the Investigative Services OIC a report listing all of the property under the control of the Department. It will identify those items which have come under control within the last month and will also contain a list of all items which have been released from the property control area and all items which had been disposed of along with the method of their disposal.

At least semi-annually, the Assistant Chief of Support Services or designee shall conduct an inspection to confirm adherence to procedures used for property control. This inspection will further ensure that the property areas are being maintained in a clean and orderly fashion, that property is being protected from damage or deterioration, and that proper accountability procedures are being maintained. This inspection shall also consist of verifying the property of at least five (5) separate incidents and accompanying documentation.

The Chief of Police or designee will conduct unannounced inspections of the property storage areas at least once a year. These inspections will be done by persons not directly responsible for property control functions. These inspections will consist of the checking of the actual property of at least ten (10) separate selected incidents and all accompanying documentation.

The OIC of Investigations will conduct an annual inventory of property held by the Department. This inventory is to ensure the integrity of the system and does not require an accounting for each item of property. This inspection will at a minimum, consist of verifying the actual property of a significant representative sampling (10% is recommended) of separately selected incidents and all accompanying documentation. This inspection should also ensure that the integrity of the property area is being maintained pertaining to security and the condition of the property being held by the department. This inventory shall include a list of all property which is under the control of the Department, all of the items which have come under the control of the Department within the past year and all of the items that had been released or disposed of by the Department along with the method of their disposal.

In the event that a piece of property cannot be accounted for, the Property Custodian shall notify the Assistant Chief of Support Services and the Captain of Support Services, who shall assign a supervisor to work with the Property Custodian to clarify the status of the property. If the status cannot be resolved, an internal investigation relating to the property in question will be conducted. The results of this investigation shall be forwarded to the Chief of Police, Assistant Chief of Support Services and the Captain of Support Services. Upon completion of the investigation, the status of the property shall be entered in the case file.

Upon the appointment of a new property custodian, an inventory of the property in control of the Department shall be conducted to ensure the integrity of the property and that records are complete. The inventory shall be conducted by the outgoing property custodian, the newly appointed property custodian and a supervisor designated by the Chief of Police or his/her designee. All high-risk items such as money, precious metals, jewelry, firearms, and drugs and a sufficient number of other records will be reviewed to ensure the integrity of the system. Any discrepancies should be recorded prior to the newly appointed property custodian assuming responsibility.

Discrepancies shall be handled in the manner mentioned above. A written report documenting the change of custodian inventory shall include a listing of all property in control of the Department upon the departure of the outgoing property custodian. All property control inspection reports shall be submitted to the Chief of Police with a copy to the Assistant Chief of Support Services and the Captain of Support Services.

PER ORDER OF

A handwritten signature in black ink, appearing to read "Ronnell A. Higgins", is written over a white rectangular background.

RONNELL A. HIGGINS
DIRECTOR OF PUBLIC SAFETY AND CHIEF OF POLICE

THIS GENERAL ORDER SUPERSEDES GENERAL ORDER 414 PROPERTY AND EVIDENCE, ISSUED ON 1/21/2013.