

**Policy
705**

**EFFECTIVE
DATE
5-8-19**

**Eugene
Police Department**



Temporary Property Lockers – Downtown

705.1 PURPOSE AND SCOPE

These procedures are in place to allow members of the Downtown Team the ability to temporarily store limited property/evidence in approved temporary property lockers in the downtown substation with the primary purpose of minimizing the amount of time spent by the officers outside of the downtown boundaries as it relates to lodging of property/evidence at the Evidence Control Unit (ECU.) This policy should be used in conjunction with *Policy 702 – Searches and Inventories of Detained Persons*, and *Policy 703 – Searches of Prisoner Property*.

705.2 RESPONSIBILITIES AND PROCEDURES

- a. All property stored in a Temporary Property Locker shall be inventoried in compliance with *Policy 703 – Searches of Prisoner Property*.
- b. The following items shall not be stored in Temporary Property lockers:
 1. Drugs or paraphernalia, except for less than one ounce of marijuana and related paraphernalia
 2. Firearms
 3. Hazardous Materials
 4. Bio-hazards
 5. Flammables
 6. Explosives
 7. Perishables
 8. Currency (unless specifically authorized in writing by a supervisor)
 9. Wet Items

With the exception of Found Property as described in 1104.4.1, no other evidence/property is permitted to remain in the Downtown Substation Property Lockers past the officers secure time. Any property stored longer must be approved in writing by a supervisor.

- c. To preserve the chain of custody the transporting officer must document on the Evidence Property Report (EPR) the date and time they received the property and time stamp the EPR again upon submission to ECU.

- d. If the property was not checked out of ECU, a property receipt shall be completed.
- e. All items that are placed into a temporary property locker must be recorded on an EPR and the EPR must be placed inside the locker with the item. The date and time of the submission must be recorded on the EPR along with the name of the submitting officer.
- f. Note the locker number on the receipt and affix a copy to the face of the involved locker(s).
- g. The key to the locker will be kept by the employee booking the property. The key will be retained in a locked location to maintain the chain of custody. Employees will retain the key until the property is removed.
- h. If the locker is dirty and/or contaminated, the employee shall secure the locker and notify facilities for maintenance.
- i. If the locker is possibly contaminated with a bio-hazard, the employee will place the locker out of operation using a bio-hazard warning sticker. The employee will notify facilities to have the locker decontaminated and will notify the Investigations Lieutenant of the status of the locker.
- j. For security reasons, on a random basis locker cores will be changed as directed by the downtown supervisor, downtown commander or ECU supervisor.
- k. Items stored for Court purposes may only be stored for a MAXIMUM of one day and must be secured within a locker.
 - 1. Any transfer or location changes must be updated on the receipt and a copy affixed to the front of the locker.
 - 2. At the conclusion of the court case, the property must be returned and lodged into ECU.
 - 3. Items stored for investigative purposes may only be stored for a MAXIMUM of one calendar day and must be secured within a locker. Any property stored longer must be approved in writing by a supervisor.

705.3 Security

a. Building Security

The Downtown Substation is video monitored by Lane Community College.

b. Locker Room Security

- 1. The single door to the Temporary Property Lockers will be secured with a combination lock. Only members of the Downtown Team will have access to this room. The combination to this lock must be replaced anytime there are staffing changes to the Downtown Team. The interior door to the Temporary Property Locker room must be closed at all times to prohibit unauthorized access by anyone outside of the Downtown Team.
- 2. The Downtown Substation manager will only have access to one designated locker.

705.4 Management of Temporary Storage Processes

- a. The Administration/Facilities Lieutenant will retain a master key for the Temporary Storage lockers.
- b. The Downtown supervisor or the Watch Commander who receives notification that property has remained in the Temporary Storage Locker in excess of one day will work with the employee(s) to move the property to ECU or return it to the owner as soon as possible. The employee is responsible for transporting all property to ECU.
- c. The Downtown Team commander or designee, shall conduct both random and periodic audits (minimum of one per quarter) with assistance from the EPD Quality and Assurance Manager to ensure compliance with policies relating to temporary storage of property and track the random core changes on the temporary lockers.

Chris Skinner
Chief of Police