



# CLEVELAND DIVISION OF POLICE

## GENERAL POLICE ORDER



<b>EFFECTIVE DATE:</b> NOVEMBER 9, 2020	<b>CHAPTER:</b> 6 - Property	<b>PAGE:</b> 1 of 2	<b>NUMBER:</b> 6.01.02
<b>SUBJECT:</b> PROPERTY BOOK FORMAT			
<b>CHIEF:</b> <i>Calvin D. Williams, Chief</i>			

**PURPOSE:** To establish guidelines which ensure a clear chain of custody for receiving and disposing of property and evidence.

**POLICY:** *It is the policy of the Cleveland Division of Police* to ensure a clear chain of custody. The Division shall maintain separate books for property and for drugs.

**PROCEDURES:**

I. Property Book Format

A. Officers shall include the following information when entering property/evidence into a property book:

1. Date.
2. Description of property.
3. Owner's name, if known.
4. With whom the property was found.
5. Recovered by (the officer's name and badge number).
6. Remarks (the incident report number).
7. Transporting officer's signature.
8. Delivered to whom (signature of the member to whom the property is delivered).
9. Date the property is disposed of or delivered to another administrative unit.

B. The Officer-in-Charge shall:

1. Ensure the property book entries are properly completed with the above information.
2. Sign or initial properly completed entries.

C. Officers assigned to the Property Unit shall sign or initial property book entries when receiving property.

II. Drug Evidence Book Format

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- A. Officers shall include the following information when entering drug evidence into a drug book:
1. Date.
  2. Description of evidence.
  3. Owner's name, if known.
  4. With whom the property was found.
  5. Recovered by (the officer's name and badge number).
  6. Remarks (the drug bag number and incident number).
  7. Transporting officer's signature.
  8. Delivered to whom (signature of the member to whom the drug evidence is delivered).
  9. Delivered to whom (signature of the member to whom the property is delivered).
- B. The Officer-in-Charge shall:
1. Ensure the drug evidence book entries are properly completed with the above information.
  2. Sign or initial properly completed entries.

**THIS ORDER SUPERSEDES ANY PREVIOUSLY ISSUED DIRECTIVE OR POLICY FOR THIS SUBJECT AND WILL REMAIN EFFECTIVE UNTIL RESCINDED OR SUPERSEDED.**