



PROPERTY MANAGEMENT

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I. Purpose

The purpose of this directive is to establish guidelines and procedures for the management and control of property; that which is owned or used by our agency; that which is in the custody of our agency; and that which is acquired as found, recovered, seized, abandoned, and evidentiary property.

II. Policy

It shall be the policy of the University of Maryland, Baltimore Police Force (UMBPF) that all property that comes under the control of Agency members, shall be handled as established in this Written Directive.

III. Acquired/In-Custody Property

A. Authority

The Chief of Police shall designate the Quartermaster and the Property Custodian. The Technical Services and Records Lieutenant is responsible for the property management function which includes the Quartermaster and the Property Custodian who manages the day-to-day operations of property and equipment control. The Technical Services and Records Lieutenant is accountable for UMBPF owned property, expendable items, installed property, uninstalled property, equipment, vehicles, munitions and personal wear items, and is responsible for the physical items under the control of the organization. The Property Custodian is accountable for seized, recovered, found, and abandoned property and evidence. The Quartermaster is accountable for property issued to UMBPF personnel, such as uniforms, weapons, leather equipment, citations, etc. The Technical Service and Records Lieutenant is the designated backup to the Quartermaster and Property Custodian.

B. Property Management System

The property management system of the UMBPF is structured to provide for the identification, recording, management and control of lost, found, abandoned, recovered, seized and evidentiary property. UMBPF personnel shall ensure that proper procedures are followed with respect to the handling, security and disposition of property in custody of the organization. Training on the

property management system for new custodians shall be coordinated through the Education and Training Lieutenant and shall occur within ninety (90) days of appointment of the custodian.

C. Photographic Evidence

1. Photographic inventories of perishables and explosives will be conducted when safety risks exist or deterioration of these items will occur as a result of storage (See WD11.3 - Perishable and Hazardous Materials of the Police and Procedure Manual).
2. Photographs may be beneficial to the prosecution of a case and should be included in the case file (See WD 11.2 Collection and Preservation of Evidence).
3. Photographic inventories of large or bulky items or items that are pertinent to the operation of businesses, hospitals, schools, shall be returned immediately with permission of the Patrol Supervisor. When photographs are taken, they will be identified by case number, date, time, location and signed by the officer taking custody of the property.

D. Stored Property

1. All designated property and evidence storage areas utilized by the UMBPF will be kept secured at all times. The Property Custodian will maintain in a secure location, the combination to the evidence safe and a set of keys to the property and evidence storage areas. In the absence of the Property Custodian, the Technical Services and Records Lieutenant will have access to the keys and combination for the evidence safe and property storage and evidence areas. Only those individuals directly related to the control and management of evidence/property held by the UMBPF and individuals authorized by the Chief of Police will have access to the evidence/property storage areas.
2. No person is permitted to enter the property storage or evidence areas located in the Pine Street Station or Pine Street Annex (Police Operations Center) except the Property Custodian and the Technical Services and Records Lieutenant and persons designated to conduct inventories and/or inspections.
3. Whenever there is a need for the retrieval of property or evidence from the property and/or evidence storage areas, the Property Custodian will retrieve the property/evidence. The Property Custodian will ensure the chain of custody section of the Property Record form is completed before the release of any evidence or other property. Property and/or evidence will only be released or signed out for the purposes of releasing it to the owner, lab testing or for presentation in court.
4. Locks and safe combinations for each evidence/property storage area will be changed whenever a new property custodian is appointed or when the security of these areas has been compromised.

E. Semi-Annual Inspection/Property Room

The Technical Services and Records Lieutenant or designee will conduct a semi-annual inspection of the Property Room to ensure that procedures relative to the control of evidence or

found, abandoned, recovered, or seized property are being adhered to. During the semi-annual inspection, the Technical Services and Records Lieutenant or designee will ensure the Property Room and other property storage areas are clean and orderly, that property is protected from damage or deterioration, and that property having no evidentiary value is disposed of in accordance with the laws of the State of Maryland (See Appendix 11.1.1 and 11.1.2). The Technical Services and Records Lieutenant or designee will document the semi-annual Property Room/Property Storage Area inspection and will forward a copy of the report to the Chief of Police for approval and distribution (see Appendix 8.4.1 – Administrative Reports).

F. Property Custodian Appointment

1. A complete audit of property will occur whenever a property and evidence custodian is assigned and/or transferred from the position and will be conducted jointly by the outgoing and newly designated property and evidence custodian, and a designee of the Chief of Police, to ensure that records are correct and property annotated. The following requirements also apply:
 - a. The audit will be completed within 30 days of the appointment of the new Property Custodian;
 - b. Once the audit has been completed, the outgoing and incoming Property Custodians will submit to the Chief of Police through the chain of command, documentation of the results of the audit, identifying any discrepancies;
 - c. The audit will contain a sampling of the total amount of high-risk property (money, firearms, and precious metals) under the agency's care or the care of another agency to whom evidence or property is submitted, and must include a review of documentation and accountability;
 - d. An error rate of more than 4% will require a full inventory of high risk items;
 - e. For general property, the audit associated with the evidence custodian transfer should be sufficient to ensure that records are current and properly annotated; and
 - f. All discrepancies should be recorded prior to the assumption of property accountability by the newly appointed custodian.
2. The following inspections and audits are also required:
 - a. Audit: An annual audit to ensure continuity of custody is required, although the purpose is not to account for every item of property. The audit should be sufficient to ensure the integrity of the system and the accountability of property. The annual audit should be a significant representative sampling of property including high risk items. The audit shall be conducted by a designee of the Professional Standards Bureau staff.

- b. Unannounced Inspection: An unannounced inspection is not meant to be a time-consuming task. It can be as simple as a Professional Standards Bureau designee entering the Property Room and evidence area and inspecting for cleanliness, orderliness and tracking a few pieces of property and evidence to ensure that they are in the proper place as stated in the area's records.

G. Property Custodian Daily Procedures

1. Members tasked with the functions of the Property Custodian will log into ARMS, checking the ARMS Case by Date/Time Report, or similar report, for any evidence / property incident reports that may involve cash funds.
2. The Custodian will then check the temporary storage bins to see if any property or evidence was stored, especially cash funds, no later than 0900 hours each business day.
 - a. If cash funds have been temporarily stored, the Custodian or designee will log the information into the agency property data base;
 - b. The Custodian will complete two (2) copies of the Cashier's Deposit Slip;
 - c. The Custodian or designee will deposit the monies no later than 1300 hours by:
 - i. Notifying the Communications Center and requesting an escort and CAD number; and
 - ii. Transport the money to be deposited to the UMB Cashier's Office.
 - d. A deposit receipt must be received for each deposit;
 - e. The receipt will be attached to the deposit summary form and scanned by the custodian into the ARMS system for the respective incident report; and
 - f. The hard copy will be kept at the Property Custodian's office in a file system for such records. The CAD number assigned to the escort will be noted on the deposit summary form.
3. The Property Custodian shall check the temporary storage bins a second time, no later than 1530 hours on the same day to see if any cash funds or any other evidence items were submitted. The cash funds may remain in temporary storage until the next business day.

H. Property Requiring Additional Security

1. Sensitive items of evidence/property such as weapons, precious metals, jewelry and money will be stored in the following separate secure areas:

- a. Weapons - Property Room Safe or Baltimore Police Department (BPD) Evidence Control Unit (ECU).
 - b. Precious Metals - Property Room Safe.
 - c. Jewelry - Property Room Safe.
2. No currency will be secured in the evidence/property storage areas. All currency, whether evidence, recovered, found, seized or abandoned will be deposited by the Property Custodian with the University of Maryland, Baltimore Cashier Office by the close of the next business day for safekeeping. The only exceptions to this procedure will be in cases of currency used in undercover sting operations and “marked” by serial number for evidence and lost/found currency where the owner is readily identifiable and the owner has been promptly contacted for disposition.
 3. United States currency that is used as an immediate container of CDS or for directly administering the substance, for example, CDS that is wrapped in the currency or the currency that has been used as a snorting tube has CDS residue on it, submit to the Baltimore Police Department (BPD) Evidence Control Unit (ECU) laboratory analysis and hold as evidence.
 4. Currency that is evidence and might have been contaminated by blood or other bodily fluids shall be photographed using bio-hazard safety precautions. The Currency shall then be placed in a paper bag and sealed with red bio-hazard tape. Then, it will be placed in a bio-hazard bag and again sealed with red bio-hazard tape. The evidence shall be transported to the BPD ECU for analysis and storage.
 5. Found currency that may be contaminated with blood, other bodily fluids, or other substances, shall be placed in a UMB Cashier’s Office deposit bag and sealed. The Property Custodian shall also complete a Bank of America deposit ticket that will be submitted with the deposit bag. The money shall then be deposited using the procedures outlined in **Section III, G** of this directive.

IV. Controlled Dangerous Substances (CDS)

A. Seized Evidence

1. Whenever Controlled Dangerous Substances (CDS) are seized as evidence, they will be taken to the Baltimore Police Department’s Evidence Control Unit (ECU) for submission for analysis. The following procedures will apply:
 - a. The submitting officer will inventory and weigh the CDS and complete the Property Record form;
 - b. The submitting officer will respond to the Baltimore Police Department’s ECU with the CDS;

- c. Upon releasing the CDS to the Baltimore Police Department's ECU the CDS will again be weighed, inventoried and counted by the receiving technician;
 - d. The Baltimore Police Department's ECU Personnel will photograph the CDS, assign a control number, evidence number and a central complaint number and complete a Baltimore Police Department Property Receipt form;
 - e. The Baltimore Police Department's ECU Personnel will then provide the submitting officer with a CDS envelope. The submitting officer will then place the CDS into the envelope and seal it with evidence tape. The officer will then place their initials onto the tape and envelope. The evidence envelope is then returned to the Baltimore Police Department's ECU Personnel who will then provide the submitting officer with a copy of the property receipt. Officers take their own pictures.
 - f. The submitting officer will submit the property receipt, photograph and other appropriate reports through the chain of command to the Records Section; and
 - g. The Records Section will photo copy all property receipts and will attach the copies of the receipts to the field report. The Records Section will then forward to the Property Custodian the original property receipts. The Property Custodian will maintain on file copies of all property/evidence receipts.
 - h. Prior to submitting CDS to the BPD – ECU, UMBPF officers will photograph the CDS.
2. The Baltimore Police Department Crime Lab will forward a copy of the lab analysis report of all submitted CDS to the Criminal Investigations Section upon written request. The Criminal Investigations Section will forward the original copy of the report to the Records Section. The Records Section will attach the original copy to the field report and will forward a photocopy of the report to the Property Custodian.

B. Recovered CDS

1. The UMBPF does not maintain seized, found or forfeited controlled dangerous substances, weapons, or explosives for investigative or training purposes due to their inherent hazardous nature.
2. Whenever controlled dangerous substances are found or turned-in to the UMBPF, the following procedures will be adhered to:
 - a. The investigating officer will inventory and count the CDS and complete the UMBPF Property Record form;
 - b. The investigating officer will then complete an ARMS Incident Report;

- c. The investigating officer will respond to the BPD ECU with the CDS and release it to the BPD ECU.;
 - d. Upon releasing the CDS to the BPD ECU, the CDS will again be counted, inventoried and weighed by the receiving custodian;
 - e. The BPD Property Custodian will assign a control number, a central complaint number, and complete a Baltimore Police Department Property Receipt form;
 - f. The BPD Property Custodian will provide the investigating officer with a CDS envelope and the officer will seal it with tape. The officer will then place their initials onto the tape and envelope;
 - g. The CDS envelope is returned to the BPD Property Custodian who will then provide the investigating officer with a copy of the property receipt for the submitted CDS; and
 - h. The investigating officer will submit the property receipt and other appropriate reports through the chain of command to the Records Section. The Records Section will photo copy all recovered CDS property receipts and will attach the copies of the receipts to the field report. The original property receipts will then be forwarded to the UMBPF Property Custodian. The Property Custodian will maintain on file copies of all recovered CDS property receipts.
3. All recovered controlled dangerous substances submitted to the BPD Property Room will be automatically destroyed if there is no identified suspect associated with the CDS.

C. Perishable Items

All perishable evidence items (i.e., blood and urine specimens) requiring refrigeration will be taken to the Baltimore Police Department ECU for storage (See Article 11 Section 3, Perishable and Hazardous Materials of the Policy and Procedure Manual).

V. Disposition of Property

A. Procedures

1. When the Property Custodian is not available to receive evidence, found property, abandoned property, or recovered property, the officer will be required to follow a prescribed protocol.
2. The Evidence Protocol requires:
 - a. The officer recovering evidence will inventory the evidence and complete the Property Record form;
 - b. Complete an ARMS electronic Incident Report;

- c. Package or attach a property tag to the evidence and submit the evidence, Property Record form and electronic incident report to the Patrol Supervisor for inspection and review;
 - d. After the evidence has been packaged and labeled, the Patrol Supervisor will inspect the documents, the packaging, sign the property record and review the electronic incident report. The original copy of the property record shall be attached to the evidence package after it is scanned and attached to the electronic incident report. The Patrol Supervisor will also ensure that the evidence is properly secured; and
 - e. Recovered evidence will be stored in the Evidence / Property temporary storage lockers located in the Pine Street Annex. If property has been submitted to the Baltimore Police Department ECU, documentation for the submission shall be scanned and attached to the ARMS electronic incident report. A copy shall be provided to the Property Custodian and the original document(s) shall be placed in the case file (see WD 11.1, 11.2 and 1.11).
 3. Recovered/Found/Abandoned/Seized Property Protocol requires:
 - a. Completing a Property Record form;
 - b. Completing an ARMS Incident Report;
 - c. Packaging or attaching a property tag and submitting the property, property report and incident report to the Patrol Supervisor for inspection review, and approval; and
 - d. After the property has been packaged and labeled, the Patrol Supervisor will inspect the documents, the packaging and sign the property record and ensure the scanned copy of the property record is attached to the electronic incident report. The Patrol Supervisor will attach the original copy of the property record to the property package and secure all small to medium sized property (other than firearms, controlled dangerous substance and perishables) in the temporary property storage lockers located in the Pine Street Annex. The property will be retrieved by the Property Custodian on the next business day. All property that is cash must be submitted for deposit to the Cashiers office by the end of the next business day.
- B. Disposition of Property
1. The Property Custodian will ensure that final disposition of recovered, found, abandoned, seized and evidentiary property will be accomplished within six months after all legal requirements have been satisfied.
 2. It is the policy of the UMBPF to dispose of all firearms received as evidence or as found property in a proper manner. All firearms that come into the possession of this Agency

for any reason are submitted to BPD ECU. Firearms shall be returned to the rightful owner or destroyed in accordance with state and federal law.

- a. Firearms may not be destroyed until all judicial proceedings are complete and a reasonable attempt has been made to identify the owner. The owner shall be notified by mail of the intent to dispose of the weapon. The UMBPF will also give the owner at least 30 days in which to appeal the decision to dispose of the weapon or to reclaim the weapon. The Baltimore Police Department will manage the destruction of firearms in accordance with state and local laws.
 - b. At the conclusion of all judicial proceedings and after a reasonable attempt has been made to identify and/or contact the owners of recovered/seized firearms, the firearms will be released to the Baltimore Police Department along with a written authorization that the weapon(s) be destroyed.
 - c. When the requested firearms have been destroyed, the Baltimore Police Department will forward to the Criminal Investigation Unit a written disposition on each firearm that was destroyed. A copy of this disposition will be forwarded to the Records Section and to the Property Custodian for file and data base update.
 - d. All firearms that have been destroyed or returned to the rightful owner will be entered on a MSP Form #20-5, "Notification of Disposition of Handgun and/or Ammunition". Form #20-5 will be completed and dated the day of the transaction. One copy of the completed form will be mailed to the Maryland State Police at Pikesville, one copy will be kept on file in the Records Section, and a copy forwarded to the Director of Public Safety.
 - e. Separate MSP Form #20-5's will be used for firearms that have been returned to the rightful owner and firearms that have been destroyed. All information pertaining to the firearm will be entered on the form including the serial number. If a serial number cannot be found, then a complete description of the firearm will be entered on the form.
3. All controlled dangerous substances will be disposed of in accordance with the Criminal Procedure Article 12-101 of the Annotated Code of Maryland. The Property Custodian will maintain inventory records relative to the submission and destruction of controlled dangerous substances. The custodian shall maintain a scanned or hard copy of all relevant forms along with data base entries. The BPD shall manage the destruction of controlled dangerous substances for the UMBPF.
 4. Unclaimed Evidence will be destroyed according to state law or subject to public sale to ensure disposal within six (6) months after all judicial proceedings have been satisfied. Sales will be held annually three (3) weeks after public notice has been made.
 5. Perishable properties which are not evidence may be released to their lawful owners by the seizing officer as soon as practical and upon conclusion of the initial inventory

procedure. A Property Record form must be completed and signed by the person who will be receiving the property. The signed property record will be submitted to the Patrol Supervisor, who will review it for accuracy and completeness. The property record shall be attached, via scanned document, to the ARMS incident report. The original Property Record shall be forwarded to the Property Custodian, who will log the property into the Property database with a notation that the property has been released.

C. Status of Property Held by the UMBPF

1. All evidence, recovered, seized, found or abandoned property shall be listed on the Property Record form.
2. The Property Custodian shall maintain an updated computer database of all property held by the UMBPF. The database will reflect the case number, name of the owner (if known) or finder, name of the investigating officer, date of recovery, date of release and disposition. The chain of custody shall be documented on the Property Record, which shall also be maintained by the Custodian.
3. The Property Custodian will ensure that all property removed from the Evidence/Property Room is noted in the Property database and the Property Record. The Property Record shall be signed by the individual taking possession of the property. Property that has been signed out for court purposes, for instance, will be returned to the Evidence/Property Room daily when court concludes for the day.
4. Property that has been taken to court, but returned after normal business hours when the Evidence/Property Room has closed will be given to the Patrol Supervisor. The Patrol Supervisor will inventory the property/evidence and will complete the Property Record form. The Patrol Supervisor will secure the property in the temporary property storage locker located in the Pine Street Annex. On the next business day, the Property Custodian will retrieve the property and return it to the evidence storage. The Custodian shall maintain a record of the final disposition of all property in the electronic database. The Property Record form shall be retained in accordance with the Records Retention and Disposal Schedule. If evidence is taken from the BPD – ECU for court purposes, the evidence will be submitted back to the BPD – ECU immediately after court.

VI. Agency Owned Property

A. Procurement and Requisitioning of UMBPF Property

Each employee, who is authorized by duty position, shall be issued high quality uniforms and equipment, so that they may perform more effectively and project an image of professionalism. UMBPF property will be requisitioned and procured according to procedures of the State of Maryland and the University of Maryland, Baltimore Office of Procurement Services.

1. All requisitions of merchandise for the UMBPF must be approved by the Chief of Police or designee.

2. Upon receipt of any merchandise, the Office Manager, the Technical Services and Records Lieutenant, and the Quartermaster personnel must be notified to ensure the proper accountability, recording and issuance of the received merchandise.

B. Biennially, as directed by UMB Financial Services (FS), a capital and sensitive/non-capital asset inventory shall be conducted based on the itemized list provided by the UMB FS. The inventory and report shall be completed by the Professional Standards Bureau Inspection Unit, forwarded through the chain of command to the Chief of Police or designee for review and approval, and subsequently provided to the UMB FS office. Further information on the asset inventory and accountability requirement can be found in **USM Policy VIII-1.10, Policy for Capitalization and Inventory control, USM Policy VIII-1.10A, UMB Non-Capital Assets, and FS Standard Operating Procedure No. 2132.**

C. Operational Readiness

1. The Quartermaster Section will maintain agency-owned stored items in a state of operational readiness. The condition and readiness status of equipment shall be inspected at regular intervals by Professional Standards Bureau personnel.
2. The Quartermaster Section is accountable for all physical items under their control, such as uniforms, leather goods, and ammunition. The Quartermaster Section shall conduct semi-annual audits of all items under their control and will submit a report to the Support Services Commander noting any shortages or discrepancies.
3. Personnel will be responsible for all items that have been issued to them. They will notify the Quartermaster Section of any loss or shortage by submitting written documentation of the loss or shortage.
4. If replacements are needed for clothing or equipment, the Quartermaster Section shall inspect the clothing or equipment to determine serviceability. If found to be unserviceable, the Quartermaster Section shall issue and/or order new clothing or equipment.
5. If clothing is damaged, the uniformed member shall bring the damaged clothing to the Quartermaster Section for replacement.
6. Assigned sergeants will be responsible for the operational readiness of physical items under their control such as radios, weapons and in-car cameras. The sergeant will be responsible for submitting monthly inspection reports on the status of the items.
7. The officers assigned to the Criminal Investigations Division will be responsible for the operational readiness of physical items under their control.

D. Clothing and Equipment Issue

1. When lateral police officers are hired, the Quartermaster Section will issue each a complete uniform with the exception of a firearm and ammunition. The Quartermaster

Section will complete and sign the Uniform and Issued Equipment form and maintain these forms in a secured file.

2. When police officer recruits are hired, the above shall also apply. In addition, the Quartermaster shall procure such clothing and equipment items as needed for Police Academy attendance.
3. When non-sworn uniformed members are hired, the Quartermaster Section shall issue each a complete uniform and equipment based on their duty position.
4. Agency members who require specialized or “soft” uniforms such as bicycle patrol members, firearms instructors and other in need of “soft” uniforms shall be issued such uniform and equipment parts.
5. The Quartermaster Section shall issue all initial and replacement uniforms and equipment and record it on a Uniform and Issued Equipment form that will be signed by the recipient.
6. The Quartermaster Section shall issue uniforms to affected agency members as indicated in **WD 10.1, Uniforms, Insignias, and Equipment – Sworn** and **WD 10.1A, Uniforms, Insignias, and Equipment – Non- Sworn**.
7. The Quartermaster Section will reissue equipment as it is needed. Information on this process is found in **WD 10.1, Uniforms, Insignias, and Equipment – Sworn** and **WD 10.1A, Uniforms, Insignias, and Equipment – Non- Sworn**.
8. The Education and Training Lieutenant shall manage the issuance of the service pistol, ammunition and magazines to police officers upon graduation from a certified police academy. Lateral police officers shall be issued their equipment upon completing required qualification. The Police Officer will acknowledge receipt of this equipment by signing the Uniform and Issued Equipment form prepared by the Agency Firearms Instructor or the Quartermaster Section.
9. CID is responsible for issuing cameras and surveillance equipment. Police personnel will request equipment by completing a written request and submitting it to the CID manager. The CID manager shall authorize the issuance of the requested equipment and shall require a completed inventory sheet indicating that the equipment has been issued. Once the equipment is returned, the return shall be noted on the inventory sheet.

Written Directive System Impact

Upon approval and publication, this edition of WD 11.5 supersedes all previous editions.

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Interim Chief of Police

CALEA Standard (s): 4.3.1; 17.5.2; 84.1.1; 84.1.6