

## ADMINISTRATION

### STANDARD 7.1

*Commentary: Nothing in this standard should be construed to indicate the necessity to develop or implement a computer based property management system by any agency. The requirements set forth in the standard are applicable to both handwritten and computerized property management methods. Chain of custody may be maintained without written signatures in computer based evidence management systems.*

*The right of refusal allows an evidence custodian to refuse to accept evidence submissions. It is a tool provided to the evidence custodian by a chief executive to maintain good practices in evidence management. It gives them clear authority to ensure necessary data (chain of custody, location of seizure) is completely documented, evidence is packaged pursuant to procedures, safety is maintained (submission of accelerants for storage in a property room), and provides consistency among agency staff.*

*Agencies may consider developing a Property and Evidence Room manual that outlines the responsibilities and tasks for personnel within the property / evidence room. Other topics that may be included in the manual are staffing, hours of operation, room design, alarms & security, and audits, inventories & inspections.*

### Compliance Verification Strategies

Assessors may seek to verify compliance with this standard by using one or more of the strategies listed below. There may be other strategies identified by the agency which could also be acceptable.

1. A copy of the directive is available for review.
2. Provide records, logs or other documentation used in this system for review by the assessors.
3. Review agency files to verify that the record keeping system is consistent with agency procedures.
4. Random selection and examination of evidentiary items to verify that the procedures are being followed.
5. Interview(s) with personnel responsible for handling, storing and retrieving evidentiary items to verify their knowledge of and compliance with the directive.
6. Observation of the security measures employed.
7. Provide documentation describing any prescription drug "take back" programs the agency participates in. This should include written documentation of the dates of such programs and that the agency complied with the program guidelines.