



**COPPIN STATE UNIVERSITY  
POLICE DEPARTMENT**



**S.O.P. 09-17**

<b>COPPIN STATE UNIVERSITY POLICE DEPARTMENT STANDARD OPERATING PROCEDURES</b>	
<b>Chapter 14 &amp; 15</b>	<b>Property and Evidence Control/Lost and Found</b>
<b>Date Initially Effective: 09/30/2017</b>	<b>By The Order Of: Leonard Hamm, Chief of Police</b>
<b>Reviewed: 03/14/2018</b> <b>Amended: 06/08/2018</b>	<b>By The Order Of: Leonard Hamm, Chief of Police</b>

**Purpose**

The purpose of this directive is to establish procedures for the receipt, handling, security and disposition of property and/or evidence in the custody of the Coppin State University Police Department after it has been seized, recovered, abandoned, lost, or found.

It is the policy of the Coppin State University Police Department to maintain and/or dispose of found, recovered, or evidentiary property in accordance with federal, state, and local statutes, and court decisions relating to such properties.

**Property and Evidence Management and Control**  
***IACLEA Standard: 15.1.1***

The Property and Evidence Specialist/Designee are responsible for management activities relating to found, seized, recovered, or evidentiary property in custody of the Department. It is the responsibility of Police Officers to log all property and evidence into agency log sheet, as soon as



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possible. Also, it is the responsibility of the Police Officer to log information into the CAD System and retrieve property number. The Property and Evidence Specialists/Designee will update each entry into the Lost and Found web page ([www.coppin.edu/police/lostandfound](http://www.coppin.edu/police/lostandfound)) and also document the location of each item. The Property and Evidence Unit is a component of the Detectives Division and is under the direct supervision of the Detectives Division Supervisor.

**Property and Evidence Submission**

***IACALEA 14.1.2***

The Property and Evidence Unit serves as a secure facility and control center for the receipt, storage, and release of property and evidence. All evidence or property received by the Property and Evidence Unit is assigned an initial case/property number by the Communications Center. Property and evidence may be received in the following categories:

- Arrest property/evidence
- Investigative property/evidence
- Found property/evidence
- Disposal property/evidence
- Other property/evidence

The police officer who recovers or seizes property or evidence shall:

- Determine whether the property/evidence should be in police custody. Place all property, evidence and corresponding paperwork under the control of the property and evidence function before the police officer ends his/her tour of duty unless exceptional circumstances exist and approval is granted by an on-duty supervisor.



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- Collect, package, and label the property/evidence as outlined in the Evidence and Property Management directive **2.5000** of the **Coppin State University Police Force Manual**
- Ensure the entry of the property/evidence into the CAD system before the officer ends his/her tour of duty unless exceptional circumstances exist and approval is granted by an on-duty supervisor. Property entry must include the details of how the property/evidence came into the agency's possession (**Notes section**) as well as a detailed description of the property: to include make, model, color, serial number, owner applied number and any unique characteristics.
- Attempt to identify and notify the rightful owner of found or recovered property when appropriate. Input all information and attempts into the CAD system. If owner is located, have owner fill out and sign a release to owner form located in mailbox outside of property and evidence room, along with the signature of releasing officer.
- Under no circumstances will police officers destroy, hold, or convert to their personal use seized, found, or recovered property/evidence, with the exception of perishable items noted below.
- Perishable items are not allowed into the property and evidence room and therefore must either be returned to their rightful owner or destroyed. Items returned to their owner should have owner fill out and sign a release to owner form located in mailbox outside of property and evidence room, along with the signature of releasing officer.



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- Items that need to be destroyed must be documented with either photographs or video which can be uploaded into CAD to the associated case number. The Property and Evidence Specialist/Designee along with the Detectives Division Supervisor will be responsible for all destruction of property that comes into the custody of this Department.

**SECURITY AND ACCOUNTABILITY**

***IACALEA Standard: 15.1.2, 15.1.3***

To ensure accountability, all property/evidence stored by the Department shall be maintained in a designated secure area **[Room 275 A]**. Access to the property/evidence room shall be limited to the Detectives Division Supervisor and authorized Property and Evidence personnel. A visitor log (located inside the Property & Evidence room) shall be maintained by the Property and Evidence Specialist/Designee of all persons who enter the Property and Evidence Room. All visitors must be accompanied by the Property and Evidence Specialist/Designee, and or the Detectives Division Supervisor.

**Items Requiring Added Security**

Property/evidence items that require added protection shall be stored in safe, separate, locked, secure areas within the Property Room. These items include:

- Money **\*(Photos of money should show all serial numbers)\***
- Jewelry
- Weapons
- Controlled Substances (CDS for destruction only)



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- CDS for evidence to Baltimore City Police Department @ 601 E. Fayette Street Baltimore, Maryland 21202

**PROPERTY AND EVIDENCE STORAGE AFTER BUSINESS HOURS (Mon-Fri 0900-1500 hours) IACALEA *Standard: 15.1.4***

When the Property and Evidence Unit is closed, property (size permitting) shall be placed in the evidence drop. The evidence drop is located in the hallway of the shift commanders [**Room 275 A**]. Police officers shall use the following procedures for storing property or evidence in the evidence drop:

- The police officer shall process evidence or property in accordance with Departmental policy. The police officer shall place the evidence or property in an evidence drop.
- When extenuating circumstances exist, (e.g., bulk items, large quantities,) The police Officer shall secure items in the storage file cabinet marked "Lost and Found/Evidence" located in the roll call area. Officers will ensure the securing and locking of cabinet with the pad lock.
- When these circumstances exist and items are secured, the police officer shall notify the Property and Evidence Unit via email informing them of the storage, along with description; property number; and CAD report number. Deposit all paperwork inside property room.
- In the event seized or recovered property cannot be properly secured in the evidence drop or the property and evidence cabinet, the Property and Evidence Specialist/Designee shall be contacted. If the Property and



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Evidence Specialist/Designee cannot be contacted, the Detectives Division Commander shall be contacted.

- If no one from the Property and Evidence Unit/Detectives Division is available, shift commanders shall inventory property and record all steps used to secure items until the proper personnel can be contacted.

**DOCUMENTATION OF PROPERTY/EVIDENCE ROOM CONTENTS**  
***IACALEA Standard: 15.1.6***

**Property/Evidence Management Records**

The Property and Evidence Unit of the Coppin State University Police Department shall maintain a records system reflecting the status of all property held by the Department. This system shall include a list of property for each case, original chain of custody reports and original court orders involving property/evidence which will be maintained by the Property and Evidence Specialist.

The Property and Evidence Specialist shall maintain a record keeping system that reflects the status of all property held by the Department to include:

- The current location of the property/evidence
- The date and time the property/evidence was received and released or disposed of.
- The chain of custody for each item



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**Destruction of Property/Evidence (For Lost & Found Personnel Only)**

The Property and Evidence Specialist/Designee will attest to the destruction of property and evidence by recording the date, time, and place of destruction in the CAD system and on a disposal form. (**CSUPD Authorization for Disposition of Property**) The manner of destruction will be as follows:

- The Property and Evidence Specialist/Designee shall insure the proper disposal of property or evidence in cases where no charges have been filed and the Police Officer indicates that the property is no longer of evidentiary value
- Appropriate methods of disposal shall include returning to rightful owner, incinerating, crushing, shredding, trade or other approved method of destruction.
- Destruction of any property in departmental custody will be conducted by the Property and Evidence Specialist/Designee and shall be witnessed and documented by the Detectives Division Supervisor or selected designee.



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**Recovered or Found Property (Non-Contraband)**

Recovered or found property (non-contraband) that is submitted/recovered by Coppin State Police is property in the custody of the Department's Property and Evidence Specialist/Designee that can be legally possessed.

Illegal contraband will be destroyed of according to Coppin State University Police Policy.

**Procedures**

A. Lost & Found items:

1. Reasonable attempts will be made **and documented** to locate the property's owner
2. Discretion shall be used in cases where the found property has significant value.
3. **Known owner:** Must attempt notification within three days of receiving the property. Serialized property or property with owner applied numbers will be checked through NCIC, Meters and other available databases for law enforcement. **Members will note the efforts they take to return property in their property/lost and found report.**
4. **Abandoned property:** (unknown owner) the receiving employee will obtain the name, address, and telephone number of the person turning in that property, in addition to the





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circumstances surrounding the recovery in lost and found report. Again, discretion must be used in cases where the abandoned property has significant value.

**B. Disposal**

**Note:** Disposal of any type of property will be accomplished in the following manner:

**Procedures for ALL property/evidence:**

- 1) **In writing:** A disposition of property form is prepared for authorized signature.
- 2) **A receipt:** will be obtained from appropriate Department (i.e. BPD, MSP, etc...)
- 3) **The "Rule of Two" is followed:** two or more members are used to destroy any property or evidence upon adjudication and all appeals exhausted.
- 4) **Deposit/receipt:** Any money or check received in payment/sale is taken to the University's Business Office for deposit.

**C. Lost & Found/abandoned property disposal:**

**Money:** All currency is taken to the Coppin State University Business Office by the Property and Evidence Specialist/Designee for deposit. If an owner is later found, and makes claim for the money; they will be issued a check from Coppin State University Office of the Comptroller.



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**Exception:** a wallet is found; the owner is immediately determined, and they are notified and respond in a reasonable period of time to pick up their wallet and cash.

**Precious metals** (i.e.: gold) jewelry and gemstones: The Department shall obtain a CSU Administrator- outside of the police department, and take the items to at least (3) licensed precious metal traders. Two CSU employees are used for this transaction. They will determine the value, and the highest bidder will be sold the goods. The check will be deposited in the CSU Comptroller's Office.

**CDS: Comes in two forms – Suspected CDS for Evidentiary Value or Found Property**

1. All suspected CDS – Found Property recovered by CSU Police Officers shall be submitted into the Property/Evidence room via the evidence mail shoot adjacent to the Property/Evidence room with applicable completed form/ documents.
2. All suspected CDS – Evidentiary Value shall be transported directly to the Baltimore Police Department (BPD) Evidence Control Section, located in the basement of the BPD Headquarters, at 601 East Fayette Street Baltimore, MD. 21202. Police Officers shall complete all BPD and CSU documentation



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and submit the applicable documentation (copies) into the evidence mail shoot. Police Officers shall ensure that all applicable information regarding the case is entered into the CAD System accordingly.

3. The Property and Evidence Specialist/Designee shall store all forms related to all suspected CDS – Evidentiary Value in its proper designation, according to departmental policy.
  
4. The Property and Evidence Specialist/Designee shall store all suspected CDS – Found Property throughout the business week (Monday-Friday) in the appropriate location/designation until Friday of that week. On Friday, respond to the BPD to submit the suspected CDS – Found Property to be destroyed. Complete the applicable documents and store/file accordingly with the department.

**Electronics:** These items can be computers, tablets, cellular phones etc. If an owner cannot be located, these items can be either converted to agency use, or destroyed in accordance with the CSUPD policy.



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If the item(s) are converted to agency use, a letter must be approved by the Chief of Police. The items are then entered into the Coppin State University Property Inventory system, and receive a Coppin State University Inventory identification sticker from the Comptroller's Office.

**RESPONSIBILITIES OF THE ON- DUTY SUPERVISOR**

- Ensure that all seized/found property has been documented in the CAD system and a property number issued to the officer for each seized or found item.
- Ensure the property tagging and numbering of each seized/found property by officer
- Ensure that all property has been properly tagged and deposited into the evidence drop as indicated above.

A handwritten signature in black ink that reads "Chief Leonard Hamm". The signature is written in a cursive style.

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Chief Leonard Hamm