

PROPERTY DISPOSITION SHEET

Case Number / Tag Number: _____

Item Number: _____

Detective: _____

Dispose:

- Destroy**
- Divert to official use**
- Release To:**

Retain:

- Warrant Issued**
- Court Appeal**
- Case Pending**
- Other** _____

Date _____ **Approved** _____

Generally speaking property room personnel should not make final decision regarding the final disposition of any property. The property officer is the keeper, not the decision maker.

In order for the property and evidence inventory to be minimized a routine review of the property needs to be scheduled on a regular basis. The time schedule is a decision that needs to be set on an individual departments. A suggested review may be as follows:

MISDEMEANORS	6 MONTHS
FELONIES	1 YEAR
FOUND PROPERTY	90 DAYS
SAFEKEEPING	60 DAYS
HOMICIDES	2 YEARS*

The above form needs to be routinely distributed to investigative personnel from the property room to insure the property / evidence is regularly reviewed after the cases has been adjudicated.

* Consider routinely running the criminal history of incarcerated defendants on old homicides - has the defendant died, been released? Is there a need to continue keeping evidence on case where the