

SCRANTON POLICE DEPARTMENT POLICY

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08-019

Policy Subject:
**STORAGE AND SECURITY OF EVIDENCE, FOUND OR RECOVERED
PROPERTY**

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I. PURPOSE

- A. The purpose of this regulation is to establish policy and procedures for management, accountability, and control of evidence and found or recovered property.
- B. It is the intent of this regulation to allow evidence to be entered into the property management system through any of the Scranton Police Department Divisions or any outside agency working in conjunction with the Scranton Police Department in order to better meet the needs of a particular investigation. Evidence may be transferred from one division to another or to one agency to another. However, such transfers must be noted on the Property Record at the original storage facility and then transferred to the alternate site. Prior arrangements shall be made with the custodial officer at the new location before transfer of any property is initiated.

NOTE: Personnel assigned to Divisions shall utilize the appropriate property storage area when entering items into the property management system. Divisions may make an exception to storing property in the primary property storage area, provided there are Department directives that document compliance with this regulation.

II. DEFINITIONS

Alternate Custodial Officer – A police officer who assists or replaces the custodial officer in daily activities involving the property management system.

BEAST – Bar Coded Evidence Analysis Statistics and Tracking. See also Personal Computer Property Record System

Contraband – Any item, the possession of which is prohibited by law.

Custodial Officer – A city employee or police officer responsible for property accountability and management control, e.g., storage, security, and final disposition of property, in the property storage areas.

Personal Computer Property Record System – An automated management system used to assist the custodial officer with property accountability and documentation; also referred to as The BEAST. The record system documents and tracks the location and status for all evidence and recovered property held by the Department.

Property – Any item held as evidence or found or recovered, by any person, that comes into the possession of a police officer.
– Found Property is further defined in Section VII.

Property Inventory – A loose-leaf binder labeled in accordance with this regulation and used to store the original copies of property records.

Property Storage Area – An area utilized solely for the storage of property.

Receiving Officer – A police officer holding the rank of Corporal, Sergeant, Lieutenant, Captain and all members of the Detective Division or person(s) acting in those ranks, who is responsible for receiving property when a custodial officer is not available.

Temporary Storage Area – The area immediately adjacent to the permanent storage area including lockers and refrigerator(s); access is restricted to custodial, alternate and receiving officers.

III. DUTIES/RESPONSIBILITIES

- A. Chief of Police, Captain or the Detective Lieutenant, or their designee shall:
1. Designate a person to be the custodial officer for the Scranton Police Department.
 2. Designate alternate custodial officers.
 3. Conduct a joint inventory of all property storage areas with any newly-assigned custodial officer within 30 days.
 4. Conduct at least two annual, unannounced inspections of property storage areas in accordance with this regulation.
 5. Obtain a list of locations to store explosives and hazardous materials from the Hazardous Devices Unit Commander to ensure the proper storage and handling of these items.
- B. Custodial officers shall:
1. Ensure evidence is removed in a timely manner from the appropriate receiving locker and placed into the appropriate property storage area.
 2. Ensure property records are properly prepared by the police officer submitting the records.
 3. Ensure timely entry of information into the Personal Computer Property Record System.
 4. Place the original copy of the Property Record in the appropriate Property Inventory Log. The logs shall be stored in the property room and maintained as follows:

- a. Active Property Records – One or more binders, as required, labeled PROPERTY INVENTORY LOG ACTIVE #1, PROPERTY INVENTORY LOG ACTIVE #2, etc., shall contain the active Property Records for property being stored in the property storage areas. The Property Records shall be maintained in numerical order by department case number. The binder shall also be appropriately labeled with the range of department case numbers contained within.
 - b. Inactive Property Records – One or more binders, as required, labeled PROPERTY INVENTORY LOG INACTIVE #1, PROPERTY INVENTORY LOG INACTIVE #2, etc., shall contain the inactive Property Records for property which has been disposed of. The Property Records shall be maintained in numerical order by department case number. The binder shall also be appropriately labeled with the range of department case numbers contained within.
5. Conduct at least one inspection of property storage areas each week.
 6. Accompany the appropriate Commander performing the line inspection to conduct an annual inventory of property storage areas.
 7. When concerned about security, ensure the Captain, Detective Lieutenant, or their designee, is immediately notified of any seizures of large quantities of drugs or money. The notification shall include the incident number assigned to the investigation, date of seizure, reason for seizing the property, name of the property owner and the submitting officer.

NOTE: In the absence of the custodial officer, or when acting in a supplementary capacity to the custodial officer, the alternate custodial officers shall be governed by the provisions of this regulation pertaining to the custodial officer. Alternate custodial officers shall exercise custodial officer duties when the custodial officer is not available or when directed by Captain, Detective Lieutenant or their designee.

C. Receiving officers shall:

1. Control access to the receiving locker during their shift.
2. Inventory property with the submitting officer before it is placed into evidence, sign all reports where required, ensure submitting officer initials the evidence seal used on packaging and ensure Property Records are properly prepared by the police officer submitting the property.
3. Ensure the property and the original generated Property Record from The Beast is placed directly into the receiving locker for subsequent transfer to the appropriate property storage area by the custodial officer.
4. Advise custodial officers, as soon as possible, of property stored elsewhere. The submitting or receiving officer shall forward a supplemental report to the Detective Division when this occurs.

D. Scranton Police Department Officers shall:

1. Ensure the Property Record is accurately prepared and submitted in accordance with this regulation.
2. Ensure items entered into the property management system are properly sealed and submitted as soon as practicable, but no later than the completion of their shift.
3. Remove evidence from property storage areas in accordance with this regulation.

IV. STORAGE PROVISIONS

- A. Property Storage Areas – The following areas are deemed appropriate for the storage of property:
1. Property Room – A securely locked area at a Department installation where property may be stored. Property rooms may have an additional level of security for firearms, drugs, money, jewelry, or other exceptional, valuable, or sensitive items requiring extra security measures. The property room has additional security measures by limiting access via card swipe through 2 doors which log the time, date, and person entering the property room. Access is limited to the custodial officer, alternate custodial officer(s), detective supervisors, the Administrative Lieutenant, Captain, and Chief. In addition, a refrigerator utilized solely for the refrigeration of in custody property or evidence, shall be located in the proximity of a property room.
 2. Receiving locker – A locker, file cabinet, airport or bus station type locker, room, or other area of sufficient size, capable of being securely locked, in which property may be temporarily stored prior to being placed into an appropriate property storage area.
 3. Safety Deposit Box – A safety deposit box rented at a local bank used for storing, large amounts of money, or other valuable items for which the Captain, Detective Lieutenant, or their designee deems extra security measures are necessary. The key to any safety deposit box shall be maintained by the Captain, Detective Lieutenant or their designee. Any monies between \$100.00-\$500.00 shall be placed in a designated safe within the department's evidence room. Any monies greater than \$500.00 shall be deposited in a designated safety deposit box.
 4. Explosives/Hazardous Property – Any property/evidence which comes into the possession of a member of this department, which poses a safety or health threat. This type of property shall be stored in compliance with applicable City, State or Federal regulations. Said items (e.g., fireworks, dynamite, and body fluids) will be stored by direction of the appropriate divisions or unit which specializes in the respective fields, such as the Bomb Unit, Training Division or the Crime Scene Unit.
 5. Non-department Storage Area – A secured off-premises storage area or any secured rental space, utilized to store oversized or large quantities of items. Non-department storage areas shall be designated as part of the property storage area for the Department. The keys to non-department storage areas shall be maintained by the custodial officer, in the property room.
- B. Access to Property Storage Areas – Custodial and alternate, officers shall have access to the following property storage areas.
1. Property Room
 2. Non-department Storage Area
- C. Receiving Locker Access – The custodial officer, alternates, and the designated receiving officer(s) for each shift shall have access to the receiving lockers.
- D. Special Handling – Some property requires special handling because it is explosive or otherwise dangerous, e.g., fireworks, dynamite, syringes, bloody clothing, suspected powder controlled substances, etc. Precautions shall be taken regarding property requiring special handling due to temperature, exposure to light, possibility of

contamination, or inability to replace. All personnel shall ensure that any necessary precautions are taken.

- E. Vehicle Storage – After processing, personnel shall store vehicles in a Department-designated storage area.
 - 1. The incident number of the investigation shall be displayed on the vehicle, on the inside of the windshield on the driver’s side if possible, or the vehicle shall be otherwise appropriately tagged.
 - 2. It shall be the responsibility of the officer impounding the vehicle to notify the crime scene unit and additionally file a Scranton Police Department Impound Vehicle Report Form #08-036. When processing is required, it is also the responsibility of the officer impounding the vehicle to notify the owner when the vehicle is released.

V. ENTERING AND REMOVING ITEMS IN PROPERTY STORAGE AREAS

A. Entering Items into the Property Management

Police officers submitting items into the property management system shall:

- 1. Include in an initial or supplemental report a description of each item collected as evidence/property and the circumstances by which the evidence/property was collected, recovered, or came into the possession of the officer.
- 2. Submit the property, along with a completed Property Record, to the custodial officer. Completed Property Report, when entered on The BEAST, includes at a minimum:
 - a. Date/time and location of collection of items.
 - b. Person collecting the items.
 - c. Date/time of entry into Evidence.
 - d. Person entering item(s) into Evidence.
- 3. Submit the items to the receiving officer for entry into the receiving locker when a custodial officer is not available.

B. Identifying, Packaging, and Tagging Evidence

All property shall be properly identified, packaged, or tagged in accordance with State Police Crime Laboratory Regulations, prior to being placed into any property storage area.

- 1. Special attention is required for drugs, money, or other exceptional, valuable, or sensitive property received by custodial and receiving officers, e.g., accurately counting monies, capsules, pills, etc.
 - a. All monies shall be packaged separately from other evidence.
 - b. All drugs shall be packaged separately from other evidence.
 - c. All other evidence requiring laboratory analysis, where practical, shall be packaged separately from other evidence.
 - d. Sexual Assault Kits

Sexual assault testing and evidence collection shall comply with the Sexual Assault Testing and Collection Act 27 of 2015. Sexual assault examination kits shall be entered into evidence as follows:

- 1) Sexual Assault Kits shall be taken possession of within 72 hours of the Department being notified of its existence.
 - 2) All procedures outlined in this policy apply to the entry of sexual assault kits except when contradictory to as follows:
 - a) If the kit has been sealed prior to inventory of items or steps it shall stay sealed.
 - b) If the kit has not been sealed an inventory shall be done and each step that has been completed shall be listed on the property report.
 - 3) A Pennsylvania State Police Laboratory Analysis Request and Rape information sheet will be completed and submitted to the custodial/alternate officer with the property report. Rape information sheet must be completed during interview of the victim. The Lab will not accept and cannot process kits without this information sheet.
 - 4) Kits shall be stored in compliance with Act 27 according to guidelines set by the Pennsylvania State Police Crime Lab-Wyoming. The kit will be placed into a refrigerated storage facility until transport to the Lab. Either the permanent refrigerator will be used during normal working hours, or the temporary refrigerator.
 - 5) When a victim or a victim advocate acting at the victim's direction has provided written notice of consent for forensic testing, sexual assault kits must be submitted to the Crime Lab within 15 days.
 - 6) When the victim has not provided consent for testing, sexual assault kits must be preserved and stored for a period of no less than two years, unless consent is provided before that period.
 - 7) Annual reports must be filed each year as per requirements of the Pennsylvania State Police. Reports shall be submitted by the Evidence Custodian.
- e. Bicycles recovered as evidence shall be entered as outlined in this policy and will be stored at the headquarters facility.
 - f. Street signs, parking meters and traffic control devices, seized as evidence, by definition within this policy, shall be entered into the property storage facility at police headquarters.
2. Whenever practicable, Evidence Packaging Bags, Syringe Tubes, Cutting Instrument Tubes, etc., as supplied by the Crime Scene Unit, shall be utilized.

Syringes cannot be submitted for analysis to the PA. State Police Crime Lab unless they are accompanied with a letter from the District Attorney's Office stating said analysis is needed for a specific crime/investigation.

3. Bar Coded Evidence Labels, generated by the BEAST, must be properly completed, listing item numbers and descriptions of items exactly as entered on the Property Record. Evidence Labels shall be used to identify those items which will not fit into any Evidence Envelope.
4. Custodial or receiving officers shall view the property and witness the proper sealing of any package with evidence tape. The submitting officer shall sign, date, and note the time directly on the evidence tape.
5. Whenever an incident should arise where an accountability or discrepancy of property/evidence should occur, the Captain, Detective Lieutenant, or their designee, shall order an immediate inventory and/or investigation of the incident.

Any packages which require evidence seals to be broken or packaging to be opened shall be done by the person conducting the investigation/inventory and another officer assigned by the Captain, Detective Lieutenant or their designee.

C. Removing Items from Property Storage Areas

1. No item shall be removed from property storage areas without permission of the custodial officer/alternate. For each item removed, the required information must be entered on the Property Record, e.g., property-in/out, date and time, etc. The officer removing property will be provided with a Property Disposition Report. ***No evidence will be returned to storage without the return of the Disposition Report Form (08-019).***

Property placed into the evidence room after the implementation of the BEAST shall be entered and tracked using the barcode scanning system.

2. Evidence shall be removed only when necessary and appropriate for an investigation and only for the time necessary to accomplish the purpose. Custodial officers/alternates shall be responsible for strict adherence to these procedures, particularly when property is of a sensitive nature.

D. Laboratory Analysis Requests

Any property which has been submitted and requires analysis will be accompanied by a laboratory analysis report or request. The lab sheet will be generated by the Beast System. **The submitting officer will write a detailed request for analysis in the case comments section when the evidence is initially submitted.** The evidence custodian will generate the lab analysis report from that request.

1. While certain analysis will be done by the Scranton Police Department Crime Scene Unit, other laboratories are often used for specific types of testing. All evidence for analysis whether done in house or not shall be accompanied by a Pennsylvania State Police Laboratory Analysis Request.
2. Under no circumstances is any officer to possess evidence or store Evidence in any facility other than outlined in this policy.
3. Under no circumstances is any officer to transport or cause the transport of any evidence to any facility for analysis other than outlined in this policy, unless prior approval by the Captain, Detective Lieutenant, or their designee.

E. Resubmission of Evidence to Property Storage Areas

Evidence resubmitted shall be accepted as is, if the original evidence tape is still intact and complete. If the seal has been broken or removed, the custodial or receiving officer, along with the resubmitting officer, shall follow the procedures outlined in this regulation. Special notice should be made to section C. 1 above.

EXCEPTION: An exception is made when evidence is being resubmitted which has been properly sealed by a crime laboratory and is accompanied by a list of contents. In that case, evidence shall be accepted without being viewed by the custodial or receiving officer; however, the signature of the crime laboratory personnel, and the date and time shall be noted on the evidence tape.

VI. INVENTORIES/INSPECTIONS

A. Inventory

An inventory shall be conducted by doing a comparison of a reasonable, representative group of stored property with the active Property Records, the Personal Computer Property Record System generated printout, and a sequential verification of active and inactive Property Records to ensure the integrity of the property management system, including the continuity of custody and the accountability of property.

1. Upon assignment of a new custodial officer, an inventory of all property storage areas shall be made by the new custodial officer and the appropriate commander within a reasonable amount of time.
2. Persons conducting inventories shall determine the status of all evidence signed out of the property storage areas by reviewing the appropriate Property Record.
3. During an inventory, audit, or inspection properly sealed Evidence Envelopes ***shall not be opened***. However, any Evidence Envelope improperly sealed or signed shall be opened and inspected, in the presence of the persons conducting the inventory. If found to be in order, the envelope shall then be resealed and signed in accordance with this regulation.
4. During any inventory, audit, or inspection when a need arises to open a sealed package to verify the contents of that package or when the package may have been submitted in violation of this policy, the evidence tape or seal may be broken to verify the contents. ***Before the package is opened it shall be with the approval of the Detective Lieutenant. Any time a package must be accessed, it shall be done so in the presence of the persons conducting the inventory.***
5. The person conducting the inventory ***shall immediately*** notify the Detective Lieutenant of any discrepancies discovered, e.g., items or Property Records missing or unaccounted for.
6. The Detective Lieutenant ***shall immediately*** conduct an investigation to resolve any discrepancies. Results of the investigation shall be documented. Upon completion of the investigation, if the property is still not accounted for, a notation shall be made in the Property Record.

B. Audit

1. An annual audit of selected individual records shall be conducted by the Detective Lieutenant or designee and the custodial officer adequate to ensure policy compliance.
2. An audit of high risk property must be completed when there is reason to believe that evidence has been tampered with, or if the evidence custodian has been removed for any irregularities. The audit shall be in compliance with the Evidence Irregularity Audit Table attached in Appendix A.

C. Inspection

Inspections shall be conducted to survey property storage areas and records to determine that the integrity of stored property is being maintained in a clean, orderly

manner and that the property management system is being applied in compliance with this regulation.

1. A quarterly inspection, 2 of which are unannounced, of all property storage areas shall be conducted in accordance with this regulation by the Captain, Detective Lieutenant or his/her designee.
2. Monthly inspection of all storage areas shall be conducted by evidence custodian.

D. Documentation of Inventories, Audits, and Inspections

Results of all inventories, audits and inspections shall be recorded on the appropriate forms. The results shall be forwarded to the Captain or Detective Lieutenant.

VII. DISPOSITION OF PROPERTY

A. Evidence or Recovered Property

Upon completion of an investigation involving evidence or recovered property, it shall be the responsibility of the police officer who conducted the investigation to immediately notify the custodial officer. The custodial officer shall ensure the final disposition of property as provided in this regulation. Custodial officers shall ensure disposition of property within six months after legal requirements have been satisfied.

1. A SPD Court Disposition Form (#08-015) shall be completed by each and every defendant on all court appearances. Officers shall indicate on this Court Disposition form whether evidence was seized in the case, whether it must be retained, whether it can be returned to the owner and/or whether it can be destroyed (via court order).
2. Final evidence dispositions, when appropriate, should be supported by authorization from the court or Attorney for the Commonwealth. Destruction of contraband shall be witnessed by at least one other Detective supervisor in addition to the custodial officer conducting the destruction. The Property Record shall be signed by the custodial officer and all witnesses when property is not accompanied by a destruction order.
3. When requested, evidence may be relinquished to the control of the Attorney for the Commonwealth or the court of record, for future prosecution and final disposition. When this occurs, police officers shall arrange for the Property Record to be signed by the appropriate court official accepting responsibility for the evidence.
4. When the return of property to the owner is authorized and ownership of the property is known, the police officer submitting the property or the evidence custodian shall notify the owner of the property's status. When ownership is unknown, the police officer submitting the property or the evidence custodian shall make a reasonable effort to identify and notify the owner of the property's status. Disposition of all property shall be made in accordance with this regulation. The submitting officer or the evidence custodian shall document all information, including contact or attempts to contact, and forward to the Detective Division.
5. Evidence in cleared cases shall not be disposed of until the court proceedings and appeal periods of all known accused have expired, or upon prior approval from

the Attorney for the Commonwealth. For convictions of criminal homicide, the appeal period shall be deemed to extend until the conclusion of the sentence or the death of all convicted accused in the same case.

6. Evidence in un-cleared cases shall be retained until the appropriate statute of limitations has expired. The Captain or Detective Lieutenant may make exceptions to this policy upon consideration of the following:
 - a. Evidence is from a summary case.
 - b. Solvability indicators or lack thereof.
 - c. Severity of the crime.
 - d. Opinion of the investigator.
 - e. Any potential liability involved by prematurely destroying evidence.

NOTE: When investigations are terminated in accordance with existing regulations and disposition of evidence is pending, the appropriate investigative report may be closed. When the statute of limitations expires, the custodial officer shall subsequently dispose of the evidence in accordance with this regulation.

B. Found Property

1. Any property or item that is found or that has been turned over to any member of the Scranton Police Department that has no evidentiary value is considered to be found property. Found property, as defined, will be placed into the property storage facility under the following circumstances:
 - a. It can be traced to an owner due to a serial number, or other identifying marks.
 - b. It poses a danger to public safety if left unattended and not confiscated by the police.
 - c. Valuables as determined by a Command Officer.

NOTE: Found property entered that is included in the above definition will be marked as “FOUND PROPERTY” on the evidence label/tag and on the property report. No found property will be placed into the property storage facility that does not meet the above criteria.

2. The police officer who entered the found property into the property management system shall make a reasonable effort to determine the owner of the property and notify them of the pending disposition. This shall be documented in a Case Police Report and forwarded to the Evidence Custodian.
 - a. Found property, if unclaimed by the owner, shall be retained in the appropriate property storage area for a period of 90 days. Upon expiration of the 90 days, the finder shall be notified to present a claim for the property. The notification shall advise the finder that if the property is not claimed within 30 days of this notification, it will be relinquished to the City of Scranton or otherwise disposed of in accordance with the provisions of this regulation. Contraband, or any other property, shall be un-claimable if the Captain, Detective Lieutenant or their designee determine the property should not be released to the finder.
 - b. Found property with a value of \$50.00 or less may be disposed of within 90 days, if not claimed, with approval of the Captain, Detective Lieutenant, or their designee.
 - c. Exceptions
 - 1) Bicycles –

- a) Bicycles which are found property shall be stored at a designated location at the Scranton Police Department.
 - b) Found bicycles shall be entered as found property in the Beast evidence system.
 - c) Unclaimed bicycles held for more than 30 days shall be donated to charitable, nonprofit organizations. Attempts shall be made to distribute the bicycles in a fair and equitable manner to all such organizations in Department's area.
- 2) Traffic Control Devices – Street signs, parking meters and traffic control devices entered as **found property** will be taken to the Department of Public Works facility.
 - a) The recovering officer shall submit an Initial Police Report.
 - b) The initial officer or the communications center shall notify Traffic Maintenance or ABM Parking so the property can be removed as soon as possible.
 - 3) Contraband – Found contraband, without any evidentiary value, shall be destroyed using the most practicable means.
 - a) Prior to entrance into temporary evidence, destruction of the contraband shall be witnessed by a supervisor and documented in an initial report indicating type of contraband, where and how it was destroyed and who witnessed said destruction.
 - b) For contraband, without any evidentiary value, which has already been entered into evidence, the destruction shall be witnessed by the Detective Lieutenant, or their designee in addition to the custodial officer conducting the destruction. The corresponding property record shall be signed by the custodial officer and any witnesses.
 - d. Weapons – Found weapons shall be handled as follows:
 - 1) The retrieving officer shall ensure computer checks are made of the serial number, if any, to determine ownership and whether the weapon has been reported as stolen. The officer shall complete an ATF form 3312.1 National Tracing Center Trace Request Form and fax the form to the ATF National Tracing Center. A copy of the form shall be attached to the firearm. A copy of the tracing form report shall be forwarded to the evidence custodian once it has been received from ATF.
 - 2) If not stolen or used in a crime, the submitting officer shall make contact with the custodial officer to arrange for disposal of firearms not to be held as evidence.
 - 3) Prior to authorizing the return of a firearm to the owner, the custodial officer shall ensure that an EPICS Instant Records Check is made of the claimant to determine that they may legally own or possess the firearm. No firearms will be returned to a claimant if he/she is not the owner.
 - 4) Any weapon, which has been received as contraband or found property will not be returned until the Captain, Detective Lieutenant, or their designee, determine the weapon can be returned and a proper transfer is done when applicable.
3. Property found by a Scranton Police Officer may not be claimed by the police officer.
- C. Other Dispositions
1. Required Destruction of Non-Evidentiary Property

In certain unusual cases, some property (e.g., explosives and fireworks) may be or become so unstable that it cannot be stored safely. The Senior Bomb technician or his/her designee shall be contacted to arrange for storage or disposal of this evidence.

2. Evidence Which Poses a Health/Safety Hazard
 - a. Whenever the custodial officers receive items of Evidence which may pose a health or safety hazard, they shall immediately advise the Captain, Detective Lieutenant or their designee, who shall contact the appropriate attorney for the Commonwealth and request they obtain an order from the Court of Record for destruction of the hazardous materials as soon as possible.
 - b. No such evidence shall be destroyed without proper documentation.
 - c. The Scranton Police Crime Scene Unit or the Senior Bomb Technician shall be contacted for proper procedure for the destruction.
 - d. The destruction shall be videotaped and/or photographed when applicable. The recording(s) shall be stored in the property room and labeled with the date, location, incident number, and inventory number.
 - e. Certain items of found property may pose a health and/or safety hazard and cannot be stored at a departmental facility. Such items shall be destroyed immediately and the Property Record so notated. When entering information into the Personal Computer Property Record System, the appropriate notation should be made indicating the disposition.
3. Beer/Soda Kegs

Beer/soda kegs, not being held as evidence, shall be disposed of immediately.

 - a. The Chief of Police and or/his designee, within 30 days, shall locate a local distributor who will issue a check, payable to the "City of Scranton" in the amount of the security deposit on the kegs. Checks will be deposited into a designated Scranton Police account.
 - b. Other refundable containers of reasonable value, not being held as evidence, shall be emptied and disposed of in the same manner as kegs.
 - c. Beer kegs, case beer, six packs, and loose bottles, cans etc., which is seized as evidence, shall not be entered into the property storage facilities. Rather than entry of entire container, a sample of the contents shall be retained for prosecution purposes. After photographing the container(s), they will be handled as follows:
 - 1) Kegs will be taken to the Scranton Police Department and disposed of as outlined in section 3.a., above.
 - 2) Loose items, such as cans and bottles will be emptied on scene and disposed of in an appropriate manner. Sample will be drawn for prosecution purposes, if necessary.
4. Oversized Items

When the submitting/receiving officer receives an oversized item which causes a storage problem, they may store the item in the secured temporary evidence room which is limited access to the receiving and custodial officers. Items too large to be placed into the evidence room shall be stored in an approved secure storage facility outside of Police Headquarters.
5. Property that has Serviceable Value to the Department

The custodial officer may obtain serviceable escheats property for collective use within the Department. The Detective Lieutenant shall submit correspondence to the Superintendent of Police requesting authorization to retain the property.

Evidence that has serviceable value to the Department shall be court ordered for Department use.

6. Property that is eligible for disposition in accordance with this Regulation shall be handled as follows:
 - a. Valueless property shall be destroyed and shall be witnessed by the Captain, Detective Lieutenant or their designee in addition to the custodial officer conducting the destruction. Police officers witnessing the destruction of evidence shall document same on the Property Record.
 - b. Property may be donated to charitable, nonprofit organizations within the city, in a fair and equitable manner. This property may also be obtained for collective use within the Department by following the procedures described above for obtaining serviceable escheats property.

By Order Of:

Chief Carl R. Graziano
Superintendent of Police
Scranton Police Department

Appendix A

Evidence Irregularity Audit Table (04/16)

The below table should be used by agencies when determining the appropriate sample size for conducting audits of high risk property as required by PLEAC Standard 3.6.6 (c). This table only applies to high risk property and only for those circumstances when there is an irregularity in the evidence process. The sample sizes in this table have been calculated based on a 95 percent confidence level and a confidence interval of +/- 3 percent.

When using this table, agencies should determine the total amount of high risk property they currently possess and find that number under "Pieces of High Risk Evidence/Property". The corresponding "Required Sample Size" should be applied when conducting the respective audit. If the exact number for "Pieces of High Risk Evidence/Property" is not listed, the next higher number should be used.

If an error rate of more than 3 percent is discovered when conducting the audit, a complete inventory of the high risk property must be performed.

Pieces of High Risk Evidence/Property	+/- 3% Required Sample Size
100	92
250	203
500	341
1000	516
1500	624
2000	696
2500	748
3000	787
3500	818
4000	843
4500	863
5000	880
5500	894
6000	906
6500	917
7000	926
7500	934
8000	942
8500	948
9000	959
10000	964
15000	996
20000	1013
25000	1023
50000	1045
100000	1056