



MONTGOMERY COUNTY, MARYLAND DEPARTMENT OF POLICE

EVIDENCE/PROPERTY HANDLING

DIRECTIVE NO:

FC 0721

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Property and Evidence Procedures
Manual

ACCREDITATION STANDARDS:

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PROPONENT UNIT:

**Forensic Science and Evidence
Management Division**

AUTHORITY:

Marc R. Yamada, Chief of Police

If a provision of a regulation, departmental directive, rule, or procedure conflicts with a provision of the contract, the contract prevails except where the contract provision conflicts with State law or the Police Collective Bargaining Law. (FOP Contract, Article 61).

I. POLICY

It is the policy of the **Montgomery County Department of Police (MCPD)** that all evidence/property be diligently protected and secured. The procedures for all evidence/property must be followed as outlined in this directive and the Evidence Property Procedures Manual. Employees will log their evidence/property into agency records (e.g., incident report, search warrant return) as soon as possible. Employees must enter all of their evidence/property into the evidence/property **management** system prior to the end of their tour of duty.

II. DEFINITIONS

For purposes of this directive, the following terms have the meanings indicated.

- A. Contraband: Any item which cannot be lawfully in the possession of a citizen.
- B. Designated Evidence/Property Storage Location: A secure area for holding evidence and property.
- C. Disposable Property: Any property that is no longer required to be stored or maintained by any departmental or legal procedure.
- D. Evidence: Any item that may be used in a court proceeding to prove or disprove a fact under consideration.
- E. Evidence Drop Box: Temporary storage located at the **evidence submission** areas where officers temporarily store **controlled dangerous substances**, latent cards, currency, and **general evidence items** prior to **acceptance** into the **designated evidence storage location**.
- F. Evidence Property Custodian (EPC): An employee designated by the District/Division Commander to maintain the designated **evidence storage location**.
- G. Evidence Property Manager (EPM): An employee responsible for the functioning of the Evidence/Property Management System and integration of policies and procedures within the department.
- H. Evidence Submission Area: An area designated within the **District/Division** for **submission of all evidence and** property for storage.
- I. Evidence/Property Management System: A department-designated computer-based records system into which evidence and property coming into the department's custody is documented through entry, bar-coding, storage, tracking, and **final** disposition.
- J. Evidence Unit Personnel: **An employee assigned to the Evidence Unit who receives, records, accounts for, stores, safeguards, transports, releases, and disburses evidence, found, or abandoned property.**
- K. Found Property: Property coming into the custody of the Montgomery County Department of Police, which has been determined to be lost or abandoned and is not known or suspected to be connected with any criminal offense.
- L. Property for Safekeeping: Property which has been placed in the custody of the Montgomery County Department of Police for temporary protection on behalf of the owner. These items are generally personal property that has come into the department's possession due to an arrest, psychiatric evaluation, or other event.
- M. Recovered Property: Any property of an evidentiary nature that comes into the custody of the Montgomery County Department of Police and is associated with a previously reported incident.

- N. Temporary Storage Lockers: A series of locker-type temporary enclosures located at the property processing areas where officers temporarily store evidence/property prior to entry into the evidence/ property room.

III. EVIDENCE/PROPERTY STORAGE LOCATIONS

A. Authorized Evidence/Property Storage Locations

All evidence will be **stored** at one of these locations:

1. Department-**designated** evidence/property storage locations.
2. Retained and signed for by the State's Attorney or court authorities.
3. Received and signed for by an outside laboratory for a forensic examination.

B. All **designated** property/evidence **storage locations** must be approved by the EPM.

C. Evidence/Property Room Access

1. Each district station will have one **primary** EPC and up to three assigned alternates, to be determined by the District/Division Commander. Other locations will have alternates assigned based on the needs of that location. Only these individuals will be allowed access to their respective property rooms without signing in and out of the room.
2. All other personnel must sign in and out of the rooms using the logbook and will be accompanied by an EPC or alternate at all times.
3. District Commanders/Division Directors or designees must notify the EPM before assigning a new EPC or alternates.
4. Interns/volunteers/cadets/police explorers will not be designated as alternate EPCs, nor will they **handle** evidence, unless approved by the EPM.

D. Temporary Evidence Storage

When evidence is stored in a temporary storage locker, the key to the locker will be **stored** in a designated, secure, key drop location that the District/Division Commander has approved.

IV. SUBMISSION OF EVIDENCE/PROPERTY

A. Authenticate – MCP Form 724

All evidence/property containers will be labeled to identify the contents of the package, including collection, seizure, and/or recovery information, using the printed MCP Form 724, "Evidence/Property Label." The MCP Form 724 label will be filled out as completely as possible. Pre-printed MCP Form 724 adhesive labels are available for oversized items and self-contained items and will be completed and affixed to the item or container. The pre-printed MCP Form 724 label shall be used on pre-printed

customized packaging. Latent Print evidence and Sexual Assault Evidence Kits (SAEK) are excluded from this requirement (see Section VII.E&L).

B. Chain of Custody

All evidence/property will be accounted for on the evidence container from the time of seizure until the release of the items to a recognized evidence/property facility. Any personnel taking control or possession of evidence/property shall record their name, ID number, date, and time in the designated space on the MCP Form 724 until the item is entered into the evidence/property management system. Employees taking control of evidence/property will enter the item(s) into the Evidence/Property Management System as soon as possible but no later than the end of the employee's tour of duty. The last person whose name appears on the MCP Form 724 should be the same person who is entering the item in the Evidence/Property Management System.

C. Temporary Storage Lockers

All evidence/property will be submitted to the EPC using temporary storage lockers in the evidence processing area. Personnel will record the locker number with the information in the Evidence/Property Management System. In the event the evidence/property cannot be secured in an evidence/property holding facility, an appropriate location at the station that can be secured may be used if the chain of custody can be maintained. When officers anticipate a large seizure of evidence resulting from a search warrant or the seizure of large items that will not fit into the temporary storage lockers, arrangements for the EPC to be available to secure the evidence in the property room should be made with the District/Division Executive Staff.

V. EVIDENCE/PROPERTY MANAGEMENT SYSTEM

A. To log into the Evidence/Property **Management** System, employees must use their own identification information. An employee will not use another employee's identification information for this purpose.

B. When the Evidence System is Offline

1. When the Evidence/Property Management System is not working, an MCP Form 526, "Evidence/Property Transfer Report," must be completed by hand for all evidence/recovered property that is to be entered into the evidence system. The required forms must be filled out completely, including the signature block. The chain of custody cannot be tracked without a signature on the MCP Form 526. Once the Evidence/Property Management System is operational, the station/unit EPC will enter the information into the computer from the MCP Form 526.
2. List each piece of property separately, noting identifying numbers/letters, etc., in the description block (avoid generic terms such as clothing/jewelry). For like items, such as swabs, individualize each item by listing the location recovered (i.e., swab-front entrance, swab-kitchen floor).

3. Place all copies of the MCP Form 526 with the evidence/property in the temporary storage locker. The EPC will return a copy of the MCP Form 526 to the submitting officer.
4. Officers/EPC must complete the chain of custody block on the MCP Form 526 each time the evidence/property is taken to a different location or is turned over to someone else.
5. All other procedures, including any additional forms that are required, will be followed.

VI. EVIDENCE/PROPERTY HANDLING

A. Contamination

1. Items seized for forensic examination **must be handled with care to prevent cross-contamination.**
2. All items being submitted should have all the holes in the packaging sealed with evidence tape, with initials and the date over the seals.

B. Handling Damp/Wet Items

1. All damp or wet items must be air-dried; do not apply heat to the item(s). **If the item(s) is soaked, place the item(s) into a plastic biohazard bag to contain any leakage while transporting it to the Crime Scene Unit. A biohazard bag that is NOT sealed or tied shut can still air-dry during transport. The damp/wet items should be transported within a few hours to CSU for placement in the drying cabinets.** Do not place damp/wet items in plastic bags **for long-term storage** as they may mold or decay, creating a biohazard and destroying evidence.
2. Perishable food items require Crime Scene Unit (CSU) **to ensure the food item is refrigerated or frozen.**
3. Because all condoms must be submitted by CSU to the **Forensic** Biology Unit immediately or placed in a CSU drying cabinet if it is after-hours, CSU shall be contacted by the investigating officer so a Forensic **Scientist** can appropriately submit the item(s). The investigating officer shall also contact CSU for items considered wet (e.g., blood, etc.) that need to be submitted for analysis or further processing. If after-hours, CSU shall be contacted through **the Public Safety Communications Center (PSCC).**
4. All other items that will not require forensic testing shall be photographed for evidentiary purposes and released back to the owner if known or emptied and disposed of immediately.

C. Serialized Items

Serialized items (e.g., electronic items like cell phones, laptop computers, tablet computers, etc.) must be packaged separately and entered individually into the Evidence/Property **Management System**.

D. Packaging of Items

1. **All items of evidence will be individually packaged; however, items that are found comingled may be packaged together. Please note that packaging items together may limit certain forensic examinations.**
2. The smallest packaging possible should be used, particularly when using boxes, to make the best use of space.

E. Sealing Containers

1. Employees will seal all evidence/property containers and write their initials and the date over the seal to ensure chain of custody.
2. Containers used to transport multiple sealed items of evidence/property **are for convenience only and will not be sealed as they are for transport only.**
3. **All exposed or perforated holes in packaging must be sealed with evidence tape along with the date and initials.**
4. Staples will not be used to seal evidence packages.

VII. **TYPES OF EVIDENCE/PROPERTY**

A. Hazardous or Flammable Materials

Hazardous or flammable materials (e.g., gasoline, fireworks) cannot be safely stored in a police facility. **Officers will:**

1. **Coordinate with the** designated member of Montgomery County Fire/Rescue Service (MCFRS). MCFR will respond and take custody of any of this type of property. **MCFR can be contacted at 240-777-2276 to coordinate the transfer (if there is no response, the officer will contact PSCC to dispatch an on-call fire marshal).**
2. All such evidence will be packaged, labeled, and entered into the Evidence/Property **Management System** prior to **the** transfer of custody to the MCFRS representative.
3. No evidence/property containing gasoline, etc., will be stored in any police department evidence/property room.

B. Digital Media Evidence

1. One original copy of all **physical** visual/audio media evidence must be entered into **the** Evidence/Property **Management System**.

2. All digital **photos, video, and audio statements** will be uploaded into the **Axon Evidence.com** Digital Management System.
3. **Users or Units with digital single-lens reflex cameras may continue to upload to Digital TraQ with permission of the Assistant Chief, Investigative Services Bureau.**
4. Additional copies **may** be retained in officers' case files.

C. **Firearms**

1. Only sworn officers will receive weapons turned in at a police facility. When a person wants to turn in a weapon/**firearm**, **professional staff** employees/volunteers/cadets/police explorers will promptly contact an officer, who will make best efforts to ensure the weapon/**firearm** is safe. **Professional staff** employees/volunteers/cadets/police explorers will not handle any weapon/**firearm** unless absolutely necessary to prevent injury or death. **Professional staff** may handle weapons/**firearms** that are evidence/property once they are properly packaged.
2. All firearms will be made safe prior to being packaged.
3. Firearms will be packaged and secured individually in a:
 - a. Box specifically designed for long guns or handguns,
 - b. Box that is appropriately sized to accommodate a firearm, or
 - c. Sealed self-contained firearms case **with a non-releasable zip tie, evidence tape, and initials and date.**
4. Boxes containing firearms must be fully sealed with tape (all holes and flaps) before they will be accepted. Firearms will not be placed in plastic or paper bags.
5. The firearm's magazine(s) may be packaged in the same box or container with the firearm as long as the magazine(s) does not contain ammunition, and the magazine(s) is secured in the same manner as the firearm.
6. All ammunition expended projectiles and cartridge casings will be packaged and labeled separately from the firearm.

D. **Bicycles**

The Vehicle Recovery Section (VRS) is responsible for handling all abandoned/recovered bicycles. The VRS will ensure that bicycles are picked up within 72 hours of notification. Notification will be made Monday through Friday, 0800 to 1600 hours.

E. Latent Prints

1. When latent evidence is lifted from an item, employees will note on the back of the latent lift card the case number, date, and time the latent was lifted, the employee's name, and the specific location the latent was lifted.
2. Latent prints will **be packaged as evidence with the proper seal in an envelope with the preprinted MCP Form 623 form.**
3. When an item needs to be **processed** for both latent **impressions** and DNA, the submitting officer must select "**Latents & DNA swab**" at the top of the MCP Form 41, "Request for Evidence Examination" **or electronic equivalent.**

F. Sharps (Needles, Syringes, Razor Blades)

1. Place all sharps in a biohazard safety tube prior to packaging for submission into evidence.
2. If the item will not fit in a safety tube, place it in between two pieces of hard cardboard and tape the edges of the cardboard prior to packaging.
3. Place broken glass or items with fragmented edges in a protective covering.
4. Syringes are not analyzed by the lab unless there is justification. The lab should be contacted for guidance in this regard. (See FC 0731 – "Crime Laboratory Submissions")
5. **No bubble wrap should be used for any item needing DNA or latent print processing.**

G. Motor Vehicles

1. At the direction of a supervisor or investigator, vehicles involved in 0100 through 0400 series crimes, and some involved in fatal or life-threatening crashes, may be taken to a Vehicle Processing Facility. Officers will:
 - a. Contact the Crime Scene Unit (CSU) at (240) 773-5150 or, when CSU personnel are not available, have **PSCC** contact a Forensic **Scientist** and arrange to meet them at the facility CSU personnel designated for processing.
 - b. Enter all recovered/seized crime-related vehicles into the Evidence/Property **Management** System (the vehicle will not be processed until it is entered into the system).
 - c. Escort the tow and maintain custody of the vehicle until **CSU personnel** arrive.
 - d. Sign in and out of the facility. All personnel entering the bay **that does not have independent key card access** must sign in.

- e. Complete both sides of the MCP **Form 529**, “Vehicle Processing Form”.
 - f. Upon completion of the processing, the investigating officer will be notified by CSU when the vehicle may be released. If the vehicle is already at VRS or is going there, the investigating officer will coordinate with VRS regarding the release of the vehicle.
 - g. Officers having vehicles towed directly to the Vehicle Recovery Section will follow VRS procedures regarding towing, storage, and documentation.
- 2. For motor vehicles placed on hold and towed to a district station (ex: latent processing, held for a search warrant, etc.) officers will:**
- a. Complete the MCP **Form 60 (Impounded Vehicle Report)** and MCP **Form 162 (Impounded Vehicle Envelope)**. Refer to **FC 1060 – Towing of Motor Vehicles**
 - b. Enter the motor vehicle into the Evidence Management System.

H. Controlled Dangerous Substances (CDS)

- 1. All CDS will be properly sealed in plastic evidence bags. Multiple plastic bags should be used if the CDS has multiple item numbers.
- 2. All CDS items have the potential to be toxic. Care must be taken to ensure the items are contained in the evidence container and not leaking.

I. Currency

- 1. All currency including foreign and counterfeit will be placed in plastic evidence bags and properly sealed. The currency must be submitted in an original tamper-proof plastic bag with no heat seals or taped openings in the bag. If the item must be opened, the original bag will then be placed in a new plastic evidence bag with the MCP **Form 724** completed and a new proper seal.
- 2. All US Currency submissions require a recount or second verification of the amount and bill denominations.

J. Liquid Blood & Urine

- 1. Shall be placed in an approved container provided by the hospital.
- 2. Transport directly to the Evidence Unit for continued long-term storage.

K. Lithium Batteries

- 1. Inspect all items for damage that contain lithium batteries for example cameras, cell phones, laptops, and electronic cigarettes.

2. When possible and if it will not affect the evidentiary value remove any battery from an item when storing long-term.
3. Batteries should not have direct contact with other batteries in packaging.
4. All vape pens and electronic cigarettes should be turned off, the battery removed, and electrical tape placed on the connections.

L. Sexual Assault Evidence Kits (SAEK)

1. Items will be packaged separately and not commingled with other items to prevent cross-contamination.
2. Medical facility personnel will provide the Financial Identification Number (FIN) which is a unique identifier for each. The FIN should be entered into the SERIAL NUMBER field in the evidence/property management system. This will help identify a kit if a victim requests an investigation.
3. Police personnel will pick up all SAEK's directly from the medical facility and will enter them into the MD TrackKit and evidence/property management system.

VIII. CONTRABAND

- A. The recovering officer will document the recovery/seizure of any contraband in an appropriate report and enter it into the Evidence/Property **Management** System.
- B. Contraband shall be entered into the Evidence/Property **Management** System after the contraband is packaged, **counted**, labeled, and secured in a temporary storage locker pending receipt by the EPC.

IX. FOUND PROPERTY

- A. The recovering/investigating officer will make a reasonable attempt to identify and contact the owner. This will be documented in an appropriate report.
- B. When found property (not evidence or contraband), is turned over to the police, the finder will be advised they may be entitled to the property, including currency but excluding firearms and bicycles if the owner is not identified.
 1. The finder must contact the district of occurrence after 90 days and before 120 days to claim the item(s) in question.
 2. If the finder requests the property, the officer will initiate a memorandum to the Evidence **Property Manager**, via the officer's bureau chain of command, the department's legal advisor, and the Chief of Police. The memo will include the property that is being requested, the recipient's name and current address, and all pertinent details surrounding the recovery and subsequent details of the release. A copy of all related reports will be attached to the memorandum. The officer will coordinate the release of **the** found

property with the finder once the release of the property has been authorized by members of the officer's chain of command. (See FC 0722 – "Seizure, Storage, and Forfeiture of Money".)

- C. The recovery will be documented in the appropriate department report and the property will be entered into the Evidence/Property **Management** System.
- D. Found property will be kept at the district station/unit evidence/property room for 120 days. If not claimed by the owner or requested by the finder, the property will be transferred to the Evidence Unit for disposal after 120 days. **Currency** will be picked up by the **Evidence Unit Personnel** and transported to the Evidence Unit during the district station's/unit's next regularly scheduled pick-up. The station EPC will initiate an electronic **notification** for disposal to the investigator/seizing officer for approval.

X. PROPERTY FOR SAFEKEEPING

- A. Property for safekeeping will be inventoried, labeled, and secured in a manner consistent with evidence/ property handling protocols.
- B. Property of significant value will be itemized and serial numbers, when available, will be recorded and entered into the Evidence/Property **Management** System.
- C. The collection/seizure will be documented in the appropriate department report and entered into the Evidence/Property **Management** System.
- D. At the time of recovery/seizure, or in a timely manner thereafter, officers will provide the owner with the procedures to retake possession of the property.

XI. TRANSPORTING EVIDENCE/PROPERTY

- A. **Designated Evidence Property Custodians (EPC's)**, or any sworn officer will be the only authorized personnel to transport evidence/property to the Evidence Unit, or the Crime Laboratory Section. **Evidence that has not been submitted into the Evidence/Property Management System will not be transported by the EPC's or any sworn officer**, except:
 - 1. Items secured by CSU at crime scenes.

XII. EVIDENCE/PROPERTY REQUESTS AND PICK-UPS

- A. The investigating officer shall make notification to the Evidence Unit/EPC and allow at least 24 hours for all evidence requests.
- B. Evidence and property stored in the Evidence Unit will only be released to the investigating officer(s) that are listed within the report/evidence system, except for items requested by the lab or forensic personnel so that additional evidence gathering or processing can take place. In the event, **that** an officer who is not listed as the investigator requests the evidence/property, an email from the investigating officer will be needed for **the** release of property to another departmental member.

XIII. EVIDENCE/PROPERTY RETURNING FROM SAO/COURT

- A. The investigating officer shall make arrangements to pick up all of the items for their case and transport them back to an Evidence/Property room location. If the Evidence/Property room at a given location is closed, the items can be deposited into an evidence drop box. Unless CDS evidence is being taken back to the **Forensic Chemistry Unit**, officers may deposit it into a district station evidence drop box.
- B. It is the responsibility of the officer picking up the item(s) to ensure that the item(s) are properly packaged to meet the departmental standards outlined in the department's written directives and the Evidence Property Procedures Manual.

XIV. EPC RESPONSIBILITIES

- A. The duties of the EPC will be described in the respective district/unit SOP. The EPM must be notified of any proposed changes to the SOP regarding the EPC/evidence rooms prior to the change.
- B. EPCs **duties**:
 - 1. Ensure that all evidence/property is packaged in accordance with department written directives and the Evidence/ Recovered Property Procedures Manual.
 - 2. Acknowledge receipt of an item **to accept the submission** as soon as possible after receiving it.
 - 3. Enter any evidence/property that was not previously entered due to the system being down.
 - 4. Store items of evidence/property, which by their very nature, require extra security or handling precautions separately from other items in the evidence/property room. (For example: **currency** and firearms.)
 - 5. Maintain all evidence/property to be sent to the Evidence Unit and prepare evidence/property for weekly **transports**.
 - 6. Review the evidence drop boxes on a weekly basis. The EPC will send electronic **disposition** notifications monthly. Exceptions can be granted by the District/Division Commander.
 - 7. Ensure that the Evidence/Property **Management** System is used to document the movement of any evidence/property within or out of the evidence/property room.
 - 8. Ensure that all evidence/property adheres to proper packaging requirements to include the date sealed and the initials of the sealing employee over the seal. If items or packaging do not meet the requirements for submission, the EPC will notify the submitting employee for corrections.

XV. EVIDENCE UNIT (EU) PERSONNEL RESPONSIBILITIES

- A. **Evidence Unit personnel** will ensure compliance with packaging requirements when receiving evidence/property.
- B. Process all evidence/property entries as soon as possible after receiving them, to include verifying the accuracy of the entries (matching case numbers to bar codes).
- C. Maintain the EU storage locations according to department policy.
- D. Monitor the Evidence/Property **Management** System for all evidence/property held by the department and check inventory reports against the system.
- E. Provide storage and maintain records for evidence/property brought to the EU areas.
- F. Dispose of property by auction, destruction, conversion, or by returning it to the owner via the unit/district EPC or investigating officer.
- G. Conduct inventories/audits of the EU.

XVI. ELECTRONIC DISPOSITION NOTIFICATIONS – REVIEW REQUESTS

- A. Electronic (computer-generated) **disposition** requests will be sent to the investigating officer/employee.
- B. Employees receiving the disposition request will complete the request **in the Evidence/Property Management System within sixty (60) days, or another notification will be generated.**
- C. If the officer would like the item to be retained, the reason must be noted in the Evidence/Property **Management** System.
- D. Prior to requesting disposal of evidence from cases where convictions have been obtained, officers should contact the assigned Assistant State's Attorney (ASA) to determine if an appeal is possible or pending. If the ASA is no longer available, contact the appropriate supervisor in the State's Attorney's Office. Officers must note the name of the person contacted on the request.
- E. If an officer has retired or is on extended leave, the District/Division Commander, or designee, will ensure that the information requested above is **completed in the Evidence/Property Management System or reassigned properly.**

XVII. DISPOSITION OF PROPERTY

- A. The department may dispose of property by any of the following methods:
 - 1. Release to owner:

- a. After it has been determined that all legal requirements have been met, the investigating officer will promptly make arrangements for the release of the item(s) to the owner and/or next of kin with proper documentation.
 - b. Whenever an item is released to the owner, next-of-kin, or a person acceptable to the department who is acting on behalf of the owner (attorney), an MCP **Form 525**, “Receipt for Property Returned to Owner”, should be completed. The original should be retained by the investigating officer for the case file, **a copy should be attached in the Evidence/Property Management System, or** a copy should be sent to the Evidence Unit, and a copy can be given to the recipient.
 - c. Once the item(s) has been released, it is the EPC’s responsibility to ensure the Evidence/Property **Management System** is updated to reflect the property’s status. A copy of the completed MCP **Form 525** should be attached **in the Evidence/Property Management System**.
 - d. Regardless of the circumstances, any individual from whom any cannabis product(s) **or prescription drugs** was/were seized, even if it is verified at a later time that it was legally obtained medical cannabis or **prescription drugs**, will not have the cannabis products **or prescription drugs** returned.
2. Conversion or diversion to county use pursuant to the provisions of §3-505, Public Safety Article, Annotated Code of Maryland, by following the guidelines below:
 - a. Determine if the item is authorized for release (no court/post-conviction review, ownership claims, etc.)
 - b. Identify the purpose of the conversion and the value to the department (investigation-pawn sting, training-educational tool, etc.)
 - c. Preliminary review and approval by immediate supervisor.
 - d. Submission of a memorandum through the requestor’s chain of command to the Assistant Chief, **Investigative Services Bureau**. Include with the memorandum an attachment that fully describes the item(s) for conversion, along with case numbers and any bar codes associated with the items to include any accessories.
 - e. A copy will be sent to the EPM, the supervisor of the Evidence Unit.
 - f. After approval, a copy of the request will be presented at the time of release.
3. Selling the property at auction.
4. Destruction.
5. Found property release to finder.

B. If an item(s) is authorized for disposal:

1. In all cases, the EPC will document in the Evidence/Property **Management** System any transfers or changes in the disposition of disposable property.
2. The Evidence Unit will destroy items that have no environmental, safety, or security risk and there is no monetary value.
3. The Evidence Unit will destroy items that pose a potential environmental, safety, or security risk in a controlled manner (i.e., ammunition or biohazardous materials).
4. Items that do not contain any inherent risks and are of monetary value will be auctioned at the discretion of the Evidence Unit.

C. Refer to the following directives for disposition of firearms, currency, and **CDS**:

1. FC 0640, "Investigations of Firearms Violations"
2. FC 0722, "Seizure, Storage, and Forfeiture of Money"
3. FC 0731, "Crime Laboratory Section"

D. Final disposition of evidence and property will be completed within six **(6)** months, or as soon as possible, after legal requirements have been satisfied.

E. Claims involving damage, destruction, or missing property should be directed to the Montgomery County Department of Finance, Division of Risk Management.

XVII. INSPECTIONS/INVENTORIES/AUDITS

A. Inspections

Evidence/property stored in any evidence/property room will be inspected as follows:

1. Semi-Annual - a semi-annual spot inspection of each evidence/property room by the District/Division Commander, or designee, is required. The results of the inspection are to be documented on the MCP **Form** 725, "Semi-Annual Evidence Room Inspection Report." The form should be forwarded to the Professional Accountability Division.
2. Annual - All of the evidence/property rooms will be inspected annually **by the Professional Accountability Division**. During the annual inspections, an audit will be conducted of the evidence/property within each evidence/property facility.
3. Unannounced Inspections – At least annually, the EPM, or designee, shall conduct unannounced spot inspections of all of the evidence/property room sites. The focus of the inspection will be on any deficiencies identified in previous audits, security practices, and a sampling of items in the inventory of the evidence/property room site.

B. **Change of Custodian Inventories/Audits**

The EPM, along with the incoming **Primary** EPC (and outgoing **Primary** EPC, if available), shall jointly conduct an inventory/audit of the evidence/property facility that meets or exceeds the requirements of CALEA standards whenever a change of personnel occurs within their location.