

Recommended Standards Revisions – Requires Approval from Commissions

2.03 Use of Force Training and Proficiency for Intermediate Weapons

The Agency has a written directive that requires all personnel authorized to use intermediate weapons (including Electronic Control Devices, pepper spray, batons, etc.) to be trained annually and demonstrate the legal use and proficiency with those weapons. The required training ~~should~~ shall be conducted by instructors certified to teach the specific devices used by the agency.

11.08 Annual Unannounced Inspection of Property and Evidence

The Agency has a written directive in place for a documented unannounced inspection of property and evidence at least annually, to be conducted by someone not assigned to the property and evidence function-

11.09 Annual Audit of Property and Evidence

The Agency has a written directive that requires an annual written audit (as required by Appendix B) of property and evidence, to be conducted by someone not assigned to the property and evidence function.

11.10 Change of Assignment Inventory of Property and Evidence

The Agency has a written directive requiring a written audit to be conducted by someone not assigned to the property and evidence function (as required by Appendix B) ~~of Property and Evidence~~ when a new property and evidence custodian is assigned to oversee the property and evidence room. The Agency shall also conduct an audit of high-risk items when a new CEO is assigned to lead the Agency.

Recommend Replacement of Appendix B – Requires Approval from Commissions

APPENDIX B – PROPERTY AND EVIDENCE AUDITS

A random representative sample of general evidence and property items held by the Agency in the minimum and maximum numbers listed below must be audited annually. These numbers represent a minimum standard that can be exceeded by the individual agency if desired by the Agency CEO.

High-Risk Items:

- Drugs – 10% of all drugs or 25 items, whichever is less
- Guns – 10% of all guns or 25 items, whichever is less
- Money – 10% of total money held or 25 items, whichever is less
- High-value or sensitive – 10% of high-value/sensitive items or 25 items, whichever is less

Remaining General Property and Evidence:

- 20% of total remaining property and evidence or 50 items, whichever is less

~~Minimum sample sizes for audits of all general items shall be as follows:~~

- ~~• 1-100 items = 100%~~
- ~~• 101-500 items = 100 items or 90%, whichever is greater~~
- ~~• 501-1,000 items = 450 items or 85%, whichever is greater~~
- ~~• 1,001-2,500 items = 850 items or 75%, whichever is greater~~
- ~~• 2,501-5,000 items = 1,875 items or 50%, whichever is greater~~
- ~~• 5,001-7,500 items = 2,500 items or 40%, whichever is greater~~
- ~~• 7,501-25,000 items = 3,000 items or 16%, whichever is greater~~
- ~~• 25,001-100,000 items = 4,000 items or 5%, whichever is greater~~
- ~~• 100,001+ items = 5,000 items or 3%, whichever is greater~~

If during the audit an error rate of more than five-ten percent (~~105~~) of the audited items is discovered, a complete inventory of all property items must be performed.

~~*Note – The below chart represents total items in custody of agency and the maximum number of general evidence items to be audited for that agency.*~~

CHANGE IN EVIDENCE CUSTODIAN OR CEO

A random representative sample of high-risk evidence and property items held by the Agency in the minimum and maximum numbers listed below must be audited when there is a change of Evidence Custodian or Agency CEO. This table only applies only to those circumstances when there is a change in Evidence Custodian or Agency CEO and represents a minimum standard that can be exceeded by the individual agency if desired by the Agency CEO.

High Risk Items:

- Drugs – 75% of all drugs or 100 items, whichever is less
- Guns – 75% of all guns or 100 items, whichever is less
- Money – 75% of total money held or 100 items, whichever is less
- High-value or sensitive – 75% of high-value/sensitive items or 100 items, whichever is less

Remaining General Property and Evidence:

- 40% of the total remaining property and evidence or 100 items, whichever is less.

~~Minimum sample sizes for audits of all general items shall be as follows:~~

- ~~• 1-100 items = 100%~~
- ~~• 101-500 items = 100 items or 90%, whichever is greater~~
- ~~• 501-1,000 items = 450 items or 85%, whichever is greater~~
- ~~• 1,001-2,500 items = 850 items or 75%, whichever is greater~~
- ~~• 2,501-5,000 items = 1,875 items or 50%, whichever is greater~~
- ~~• 5,001-7,500 items = 2,500 items or 40%, whichever is greater~~
- ~~• 7,501-25,000 items = 3,000 items or 16%, whichever is greater~~
- ~~• 25,001-100,000 items = 4,000 items or 5%, whichever is greater~~
- ~~• 100,001+ items = 5,000 items or 3%, whichever is greater~~

If during the audit an error rate of more than five percent (5%) of the audited items is discovered, a complete inventory of all high-risk property items must be performed.