



CSU Bakersfield

Business and Administrative Services

University Police Department

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To: University Police

From: Chief Marty Williamson

Date: January 22, 2014

Subj: Random Property Room Inspections as indicated in P&P 804.8 (b)

Directive: 15-1

In an effort to provide checks and balances for the booking of found property and evidence the following directive will be implemented immediately.

Quarterly inspections (Founds property) Once every three months the Lieutenant will conduct random inspections of found property cases. The inspections will occur at random dates and times with no prior notifications made to anyone. Seven cases of found property will be inspected to assure compliance with Policy and Procedures. Special attention will be given to location, handling, labeling documentation and destruction. Items listed as safekeeping will be handled in the same fashion as found property

Quarterly inspections (Evidence) Once every three months the Lieutenant will conduct random inspections of cases containing evidence. The inspections will occur at random dates and times with no prior notifications made to anyone. Two cases containing evidence will be inspected to assure compliance with Policy and Procedures. Special attention will be given to location, handling, labeling, documentation and destruction. In cases involving narcotics the weight and proper handling procedures will be examined. In addition, the submission process to the District Attorney's Office will be examined for compliance with their guidelines.

Property Room Inspection Logs (PRIL) The Lieutenant will be responsible for completing the property room log. The PRIL will be kept for a period of 5 years and organized by month and year.