



City of Racine Police Department
Policy and Procedure

Number: 334

Subject: Duties and Responsibilities - Clerk – Evidence/Property		
Date Issued: 03-24-00	Effective Date: 11-13-12	Revision Number: 4

1. The Chief of Police shall appoint the Evidence/Property Clerk in accordance with the Personnel Department rules and related contractual stipulations.
2. The Evidence/Property Clerk shall:
 - a. Report to the Sergeant of Police - Courts
 - b. Maintain the City Hall (Mon-Fri) work schedule.
 - c. Have knowledge of and obey all policies, procedures, S.O.P.'s, rules, regulations, orders and directives pertaining in general or specifically to Evidence/Property.
 - d. Report for work on time, and maintain a regular and predictable attendance history.
 - e. Check E-mail, Voice Mail, and any assigned mailboxes periodically each workday.
 - f. Maintain a valid Wisconsin Drivers License.
 - g. Receive and properly store all evidence/property obtained by Department personnel.
 - h. Coordinate with investigators, criminalists and other members as required to facilitate the timely transmittal of evidence to and from the State Crime Lab (drugs, firearms, ballistic testing, etc.).
 - i. Properly release all evidence (after adjudication) and/or property to the rightful owners as required by the court system.
 - j. Properly dispose of property that remains unclaimed by its owner.
 - k. Properly dispose of all firearms and drugs previously held as evidence according to the rules set forth in the Unit SOP.
 - l. Maintain accurate and reliable records as to the receipt, transfer and disposal of evidence/property.
 - m. Ensure that the packaging room is stocked with all the necessary supplies to ensure that members can properly package all property/evidence received.
 - n. Be responsible for control of the evidence lockers and keys, the storage room and its contents.
 - o. Ensure that the vehicle equipment supply cabinets are kept stocked so that members can restock their vehicles as needed.
 - p. Check the supply of bins and fire extinguishers at least once each work day.
 - 1) Replace missing items and seal the bins.
 - 2) Label the bins with a list of the contents.
 - 3) Have the fire extinguishers recharged or replaced as needed to maintain an adequate supply.
 - q. Answer questions that arise from contact with the public, on the procedural aspects of evidence storage and disposal.
 - r. Be prepared to testify in court on the storage and handling procedures as necessary.
 - s. Organize and process items to be sent to the Property Room.com auction when recovered and unclaimed property has been deemed authorized for disposal through sale.
 - t. Become and remain proficient in the use and administration of the BEAST Property Inventory System.
 - u. Prepare and send out property disposal forms to Department members.
 - v. Maintain a TIME system certification.
 - w. Perform other duties as assigned.

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