	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: **G.O. 11.04**
		Issue Date: March 21, 2005
		Revision Date: November 17, 2014
CHAPTER: Operations Support		Related Policy:
SUBJECT: Property/Evidence		Related Laws:

POLICY: It is the policy of the Sheriff's Office to protect the property of the community. When found or recovered property is submitted to the Sheriff's Office, every reasonable effort shall be made to maintain that property in the same condition as it is received and to return it to its rightful owner unless the property is contraband.

RULE: Property that is received or submitted as evidence shall be controlled in accordance with Sheriff's Office Procedures and all applicable laws.

PROCEDURES:

I.   Organization

   A.   The Lane County Sheriff's Office Property/Evidence Unit part of the Administrative Division and falls under the organizational control of the Chief Deputy.

   B.   The Unit is managed by the Administrative Support Services Manager who directly supervises the activities of one or more Public Safety Support Specialists (hereinafter referred to as "Evidence Techs").

   C.   The Evidence Tech is responsible for the intake, preservation, and legal chain of custody of all property/evidence submitted by deputies of the Sheriff's Office and Lane County Parole and Probation Officers.

   D.   Additionally, at the discretion of the Support Services Manager, PSD Captain and Chief Deputy, the Evidence Tech may also be tasked with responding to major crime scenes to assist investigative personnel with the identification and collection of physical evidence.

II.   Property/Evidence Procedures Manual

   A.   The Property/Evidence Procedures manual is located online on the I Drive under "Shared" > "Manuals".

B.   Refer to the Property/Evidence Procedures Manual for more detailed information about property/evidence protocols, submission standards and additional information.

C.   The Support Services Manager shall be responsible to ensure that the Property/Evidence Manual is current.