

1.1004 PROPERTY RECEIPT RECORDS

- A. Employees will utilize agency Property Receipt Records to list all property and evidentiary articles, excepting CDS that will be analyzed by MSP and motor vehicles, taken into agency custody.
- B. An example of a Property Receipt Record accompanies this directive. Instructions in this directive section that correspond to numbered fields on the Property Receipt Record will be followed by employees completing Property Receipt Records.
 1. Mark either **Receipt for Property** or **Receipt for Evidence**.
 2. Enter the CCN.
 3. Enter the Date and Time that the articles were obtained.
 4. Enter the Tag Number.
 5. Enter the exact location where the articles were obtained or taken into custody or possession.
 6. Enter the name of the person from whom the articles were obtained, if available.
 7. Mark only one Reason for Impoundment.
 - a. Mark **Evidence** if articles are to be retained for probable use in criminal or administrative proceedings.
 - b. Mark **Safekeeping** if articles are being held by the agency in attempt to return them to their owners.
 - c. Mark **Contraband** if the articles are illegal *per se* to possess and will not be utilized in criminal or administrative proceedings.
 - d. Mark **Other** and include a reason if not evidence, safekeeping, or contraband.
 8. Mark only one Property Disposal instruction.
 - a. Mark **For Disposal/Destruction** if articles are no longer needed and may be discarded or destroyed.
 - b. Mark **Evidence for Court** if articles are to be retained for probable use in criminal or administrative proceedings.
 - c. Mark **Hold for Investigations** if the articles are to be submitted to the Investigations Unit.
 - d. Mark **To be Returned to Owner** if articles are no longer needed by the agency for any reason and may be returned to their owners.
 9. Enter date, time, and ID# of agency employee making notifications if property owners have been notified that the agency has their property for safekeeping pending return to them.
10. All articles are to be numbered sequentially.
11. The quantity of each article impounded is to be recorded.
12. Complete descriptions of all articles, including make, model, and serial numbers are to be recorded.
13. Owners or custodians from whom articles are taken should provide their signatures acknowledging listed articles were taken from their possession.
 - a. If they will not sign, impounding officers will enter "REFUSED" in the signature block. In these cases, every effort should be made to accurately complete the **Impounded From** block.
 - b. If owners or custodians are not available, as in situations where officers personally find the articles, impounding officers will enter "NOT AVAILABLE" in the signature block.
14. Impounding officers will enter their signatures & ID#s acknowledging listed articles were taken into agency custody by the agency.
15. Entries in the chain of custody section will be made every time the custody of the articles changes. These entries should match those made on other chain of custody forms, such as MSP 67. Officers will limit the number of personnel taking custody of articles in order to avoid unnecessary complications in the chain of custody.
- C. Copies of Property Receipt Records will be distributed properly.
 1. **Goldenrod** copies will be given to owners or custodians of impounded articles. Goldenrod copies will be discarded by impounding officers if owners or custodians are unknown.
 2. **Pink** copies will be submitted to the Inspections Coordinator by impounding officers. Those copies will be retained for audit and inspection purposes.
 3. **Blue** and **White** copies will be submitted to the Logistics Unit along with the articles.
 - a. **Blue** copies will be given to owners or custodians if articles are released to them.
 - b. **White** copies will be retained by the Logistics Unit in order to track the chain of custody.

University of Maryland Department of Public Safety College Park, MD 20742-6011		1	Receipt for Property	CCN	2	TAG #		4	
		1	Receipt for Evidence	Date & Time	3	-	-		
Location Property Impounded		Impounded From (Name)		Reason for Impoundment					
5		6		7	Evidence	7	Contraband		
				7	Safekeeping	7	Other:		
PROPERTY DISPOSAL		8	Hold for Investigation	Owner Contacted?		9	Yes	9	No
8	For Disposal / Destruction	8	To Be Returned to Owner	Phone Number		9	Date	9	Time
8	Evidence for Court	8	Other:			9		10	
TAG #	Quantity	Description							
10	11	12							
The above list represents all property taken from my possession. I have received a copy of this receipt.				The above list represents all property impounded by me in the official performance of duties as a police officer.					
Signature: 13				Impounding Officer: 14 ID#					
Received By 15				Reason		Date & Time Received			
Received By				Reason		Date & Time Received			
Received By				Reason		Date & Time Received			
Received By				Reason		Date & Time Received			
Received By				Reason		Date & Time Received			
Received By				Reason		Date & Time Received			
Received By				Reason		Date & Time Received			
Received By				Reason		Date & Time Received			
Final Disposition / Released To				Disposed / Released By		Date & Time of Disposition			
Original (White): Logistics Blue: Logistics / Owner Yellow: Inspections Goldenrod: Owner / Finder									