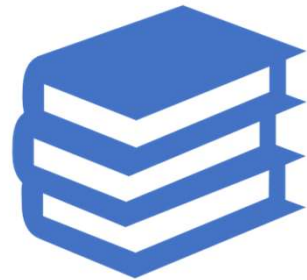




Property Technician Intermediate Certification

Texas Association of Property & Evidence Inventory
Technicians



1

T.A.P.E.I.T. DISCLAIMER

Welcome to the T.A.P.E.I.T. Conference.

T.A.P.E.I.T.'s goals and objectives are to educate, guide, and direct you in working in a Property Room. T.A.P.E.I.T. will provide you with what we believe to be the "BEST PRACTICES" when dealing with property and evidence. T.A.P.E.I.T. will provide you with information on how to process, package, store, maintain chain of custody, inventory, audit and proper ways to dispose of the property and evidence. What we teach is information that can be used as a guideline in creation of Policy and Procedures that work for your department. Each department is unique and must adapt to different courts, prosecutors and follow both Federal and State Laws.



2

Objectives

- Organization and responsibilities
 - To introduce the organization of the property room and the responsibilities within
- Property Types
 - To identify the different property types
- Packaging and Storage
 - To understand the proper materials for packaging and the proper methods of storage



3

Objectives

- General Orders.
 - To understand the purpose of General Orders
- Laws and scenarios.
 - To review the laws and resources pertaining to property and evidence.
- Inventory versus audits.
 - To identify the difference between Audits and Inventories.
- Destruction
 - To discuss methods of destruction



4

Property Classifications

5

Property Classifications

Evidence

Found Property

Abandoned Property

Safekeeping

6

Property Classification

What is Evidence?

- “Physical evidence” means any tangible object, thing, or substance relating to a criminal action.

-Texas Code of Criminal Procedure, Chapter 38.35 (a) (5)



7

Property Classification

- What is SAFEKEEPING?
 - Non-evidentiary property in custody for temporary protection on behalf of the owner.



8

Property Classification

What is ABANDONED PROPERTY?

- Property, including property initially submitted as evidence but is no longer evidentiary, whose owner is known.
- The owner is no longer at the last known address/phone number, or the owner refused to claim the property after sufficient notification.



9

Property Classification

What is FOUND PROPERTY?

- Non-evidentiary property whose owner is unknown or who has not made themselves known.



10

Special Handling

11

Currency

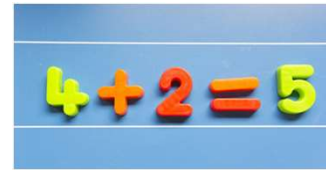
- “Rule of Two”
- Count by denomination
- Sealed in tamper proof bag
- Keep a log, either manually or automated
- Keep seperated from general storage
- Can be deposited in an account



12

Currency

- Based upon audits, direct observations, and feedback from numerous property officers, there is a significantly high error rate in money counts by booking officers.
- Errors can be related to simple arithmetic calculations.
- Method to reduce this error rate
 - document the number and type of coins and bills for each denomination
 - $3 \times .25 = .75$
 - $4 \times \$1 \text{ bill} = \4.00
- Should be a subtotal for each denomination as well as a total for the money within the package.
- Double checking the math will help to reduce error rate.



13

Currency Envelope		<u>MONEY ONLY</u>	
☐ Evidence ☐ Found Property ☐ Recovered Stolen ☐ Safekeeping			
Case # _____	Item # _____		
_____ X \$100 = \$ _____	_____ X \$1.00 = \$ _____		
_____ X \$50 = \$ _____	_____ X \$0.50 = \$ _____		
_____ X \$20 = \$ _____	_____ X \$0.25 = \$ _____		
_____ X \$10 = \$ _____	_____ X \$0.10 = \$ _____		
_____ X \$5 = \$ _____	_____ X \$0.05 = \$ _____		
_____ X \$1 = \$ _____	_____ X \$0.01 = \$ _____		
Subtotal \$ _____	Subtotal \$ _____		
Total Amount \$ _____			
Entered (in envelope) & Sealed by: _____		Date/ Time: _____	
Verified by: _____		(second officer counting money)	
Date/ Time of Collection: _____		Collected By: _____	
Location of Collection: _____		Offense: _____	
Victim: _____		Offender: _____	

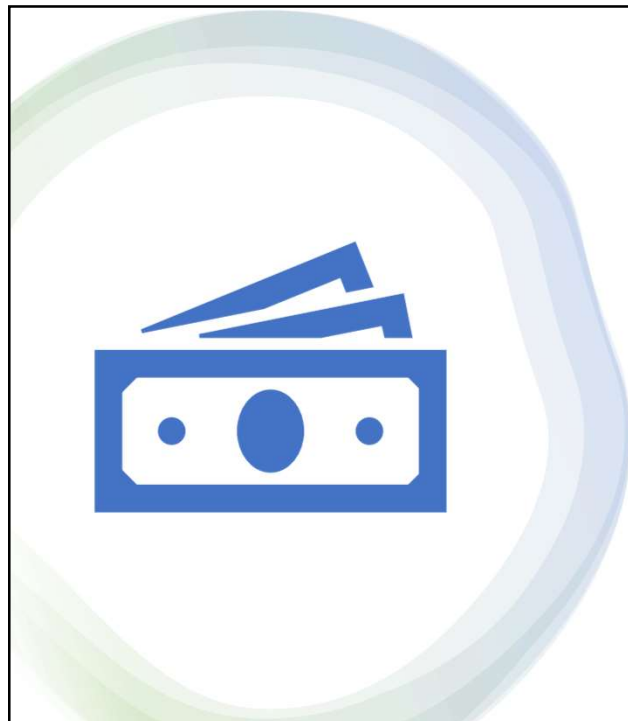
14

Currency Verification

- Verification by a second party should occur regardless of the dollar amount.
- The package or label should contain the booking and verifying officer's name printed in a legible manner along with signatures or initials and employee number.



15



Currency Verification

- Verification of the count is necessary to ensure that the amount of money has been counted correctly, and that a second person is responsible for both a correct count and the sealing of the money in the envelope or bag.

16

Currency

- Money should be sealed in a container that is tamper resistant and can be filed in an easily retrievable manner.
- Money should be stored separately from general evidence items in a location with enhanced security.



17

Jewelry/Valuables

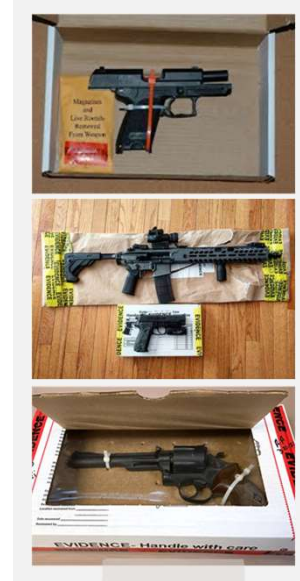
- Valuables
 - Coin Collections
 - Stamp Collections
 - Precious Metals
- Individually documented and packaged
- Enhanced security



18

Firearms

- Packaging
 - protects the employee, protects the evidentiary value of the item, and permits efficient storage.
 - easily identifies the item as a firearm, and permits the reading of identifying make, caliber, model numbers, and serial numbers.
 - should also safeguard the evidence from cross-contamination.
- Firearm safety must be a priority.



19

Firearms

- Firearms may be stored in a variety of containers, such as gun boxes, gun bags, kraft paper, Tyvek bags, paper bags, or manila envelopes.
- Some agencies elect to not package their firearms at all.
 - This is not recommended due to the possibility of cross-contamination of DNA related material.
- TCIC/NCIC check
- Etrace-tracing the firearm ownership by ATF
- NIBIN-National Integrated Ballistic Information Network

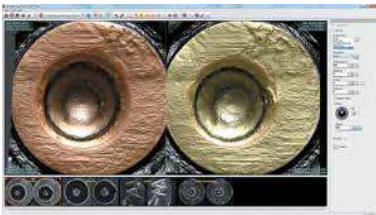
eTrace 4.0



20



- NIBIN is a national database of digital images of spent bullets and cartridge cases that were found at crime scenes or test-fired from confiscated weapons. ATF manages the system and provides the equipment to crime labs around the country.



- When a gun is made, the manufacturing equipment etches microscopic markings — somewhat like fingerprints — onto the gun's metal parts. These markings, called tool marks, are transferred to a bullet or cartridge case when the gun is fired.

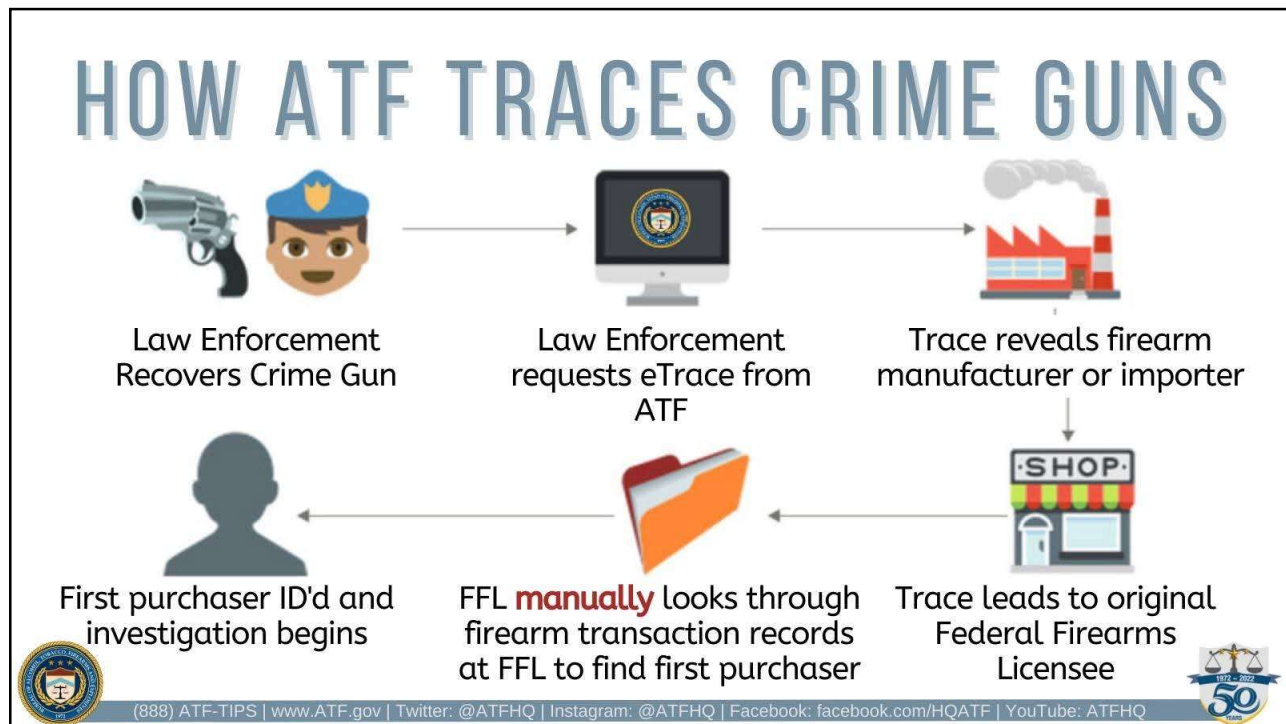
21



eTrace

- eTrace is a web-based application that tracks the purchase and/or use history of firearms used in violent crimes.
- Key in generating investigative leads to help solve violent crimes across the country.
- These leads help law enforcement agencies quickly identify potential firearm traffickers and suspects in criminal investigations.

22



23



24

eTrace

- Etrace.atf.gov
- Have administrator go to POC Administrative Functions and add user
- User will Request eTrace account
- Create a Trace Request
- Follow prompts and complete form
- Always use routine, NEVER urgent



25

Narcotics



Should be packaged/ weighed in a manner consistent with crime lab requirements & department storage requirements.



Should be documented providing a thorough and accurate description & chain of custody.



26

Narcotics

Should be stored separately from general evidence items in a location with enhanced security.

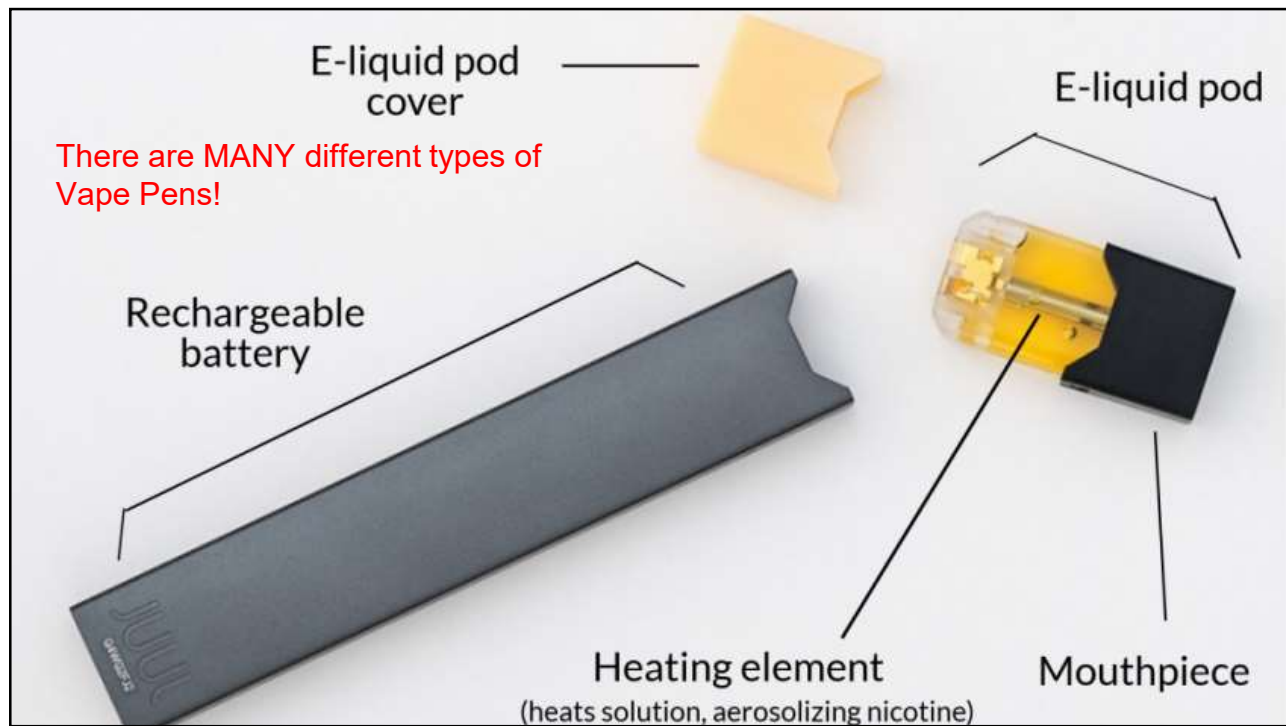
Different types of narcotics should not be packaged together.

27



THC Cartridges

28



29

DPS Crime Laboratory Policy

4. All lithium-ion batteries must be removed from items submitted for seized drugs analysis (e.g., e-cigarettes) prior to submission.
 - a) *If unable to be removed, lithium batteries are treated as a flammable hazard, labeled, and isolated when encountered due to safety, explosion, and fire concerns.*



30

Best Practice

- Remove lithium batteries PRIOR to submission to the property room.
- They are a fire hazard.



31

How to dispose of lithium batteries?

- Lithium and lithium-ion (or Li-ion) batteries are commonly used to power computers, cellphones, digital cameras, watches, and other electronics. Lithium-ion batteries are often rechargeable, while regular lithium batteries are usually single-use.

- Unlike alkaline batteries, lithium batteries are reactive and contain hazardous materials.



32



33

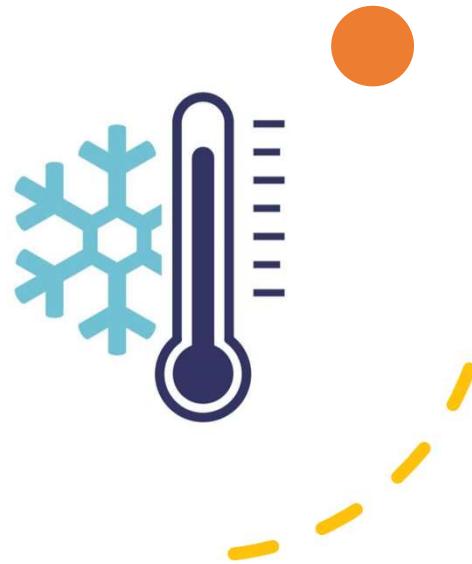
Google where to dispose of Lithium Batteries in “YOUR AREA”

- Galveston-Specific Options
- **Galveston Recycle Center:**
- Located at 702 61st Street, the center accepts rechargeable batteries and other items like appliances and car batteries. The center is open 24/7 for drop-offs, with staff available Monday-Sunday, 8:00 am - 4:45 pm.
- [Call2Recycle:](#)
- You can find a Call2Recycle drop-off location at 702 65th Street for rechargeable battery recycling.
- **Retail Stores:**
- Many major retailers, including Lowe's and Best Buy, partner with Call2Recycle to provide drop-off recycling for rechargeable batteries.
- [Earth911:](#)
- Visit the Earth911 website for more information on electronics collection events and to find other certified recycling locations in your area.
- **Prepare Batteries:**
- For safety, it's often recommended to tape the terminals of lithium batteries before recycling to prevent short circuits.
- **Check Acceptable Items**

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Cold Storage

- Items that need to be refrigerated should be handled as little as possible to help eliminate any damage that would result from changes of temperature.
- Refrigerators without monitoring systems should be checked daily for temperature variations.



35

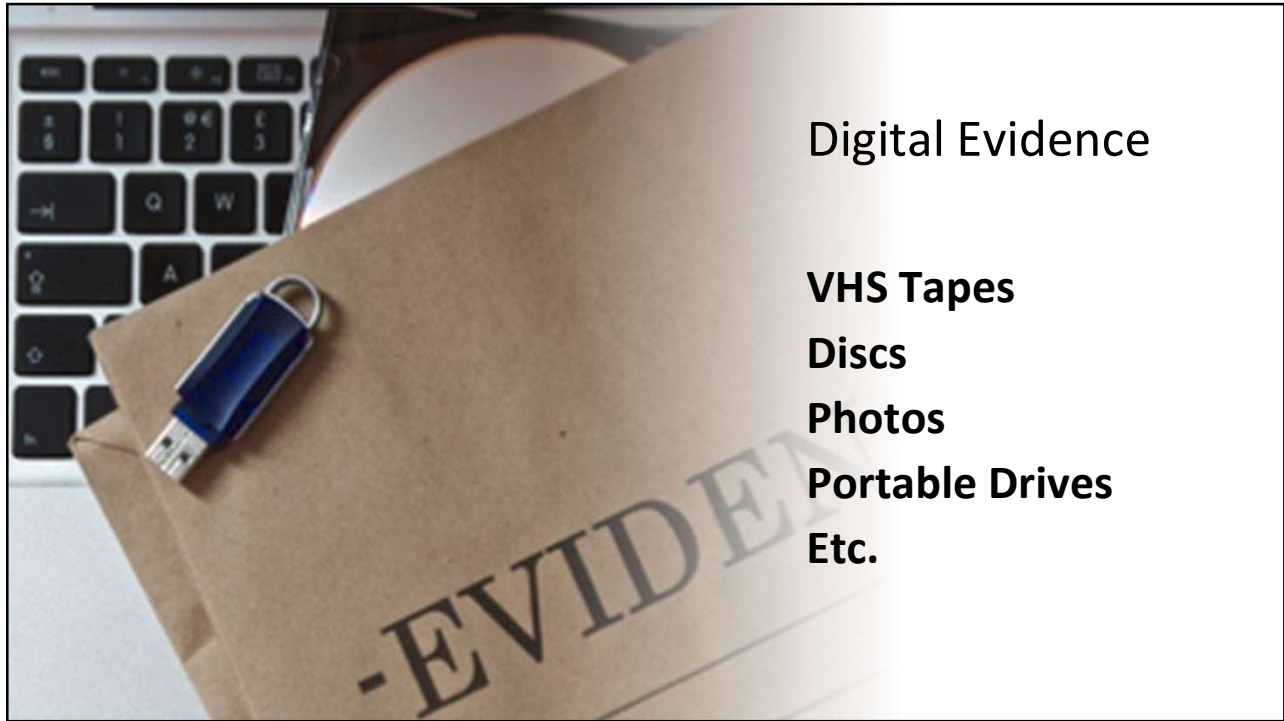


Flammable

- Generally, do not belong in the confines of the property room.
- However, small quantities and samples may be stored in adequate containers in an area designated for such storage.
- Hazardous and flammable storage may be in a specially designed cabinet that is placed in a location where fumes would not pollute the air in the room or the building.



36



37

Media Type	Handling	Storage	Protection / Notes
VHS Tapes	Handle by edges; avoid touching tape surface; minimize playback	Store upright on shelves; cool, dry, low humidity; away from magnets	Avoid stacking; keep away from heat and sunlight
Compact Discs / DVDs	Handle by edges or center hole; avoid scratching; do not use adhesive labels	Store vertically in jewel cases or archival sleeves; cool, dry, dark place	Mark only on non-data side with soft-tip marker; avoid sunlight and heat

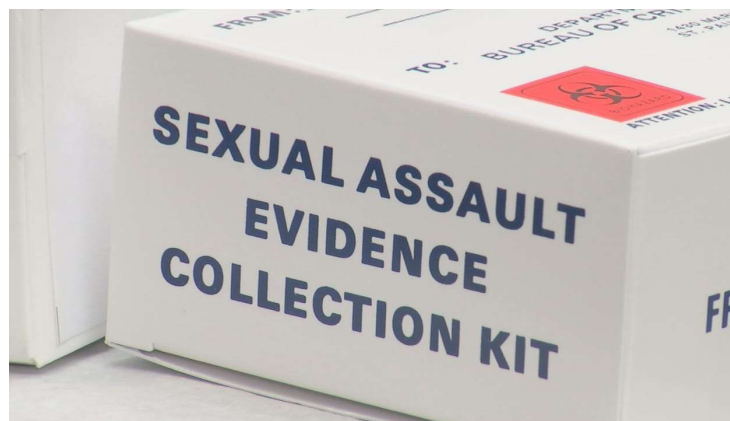
38

Media Type	Handling	Storage	Protection / Notes
Photographs	Avoid bending or folding	Store flat in acid-free sleeves or envelopes; cool, dry, dark place	Avoid plastic sleeves unless archival quality; protect from UV exposure
Portable Devices / Cell Phones	Handle with gloves; airplane mode, avoid connecting or charging; note passcodes	Store in Faraday bags; secure, locked storage	Prevent remote wiping or signal interference; minimize handling; document locks/passwords
Other Digital Media (USBs, SD cards, external drives)	Handle by edges; avoid static discharge; do not format	Store in anti-static bags or containers; cool, dry, secure	Keep labeled; avoid magnetic fields; consider forensic imaging immediately

39

Sexual Assault Kits

- Keep Separate
- Never Combine Items
- No Sunlight
- DPS Track-Kit
- 30 days to submit to the lab



40



41

No one knew number of kits nationwide that had not been submitted for testing.

Most kits that had not been tested were in police custody, not in crime labs.

One first step to knowing the number and nature of unsubmitted kits is for local agencies to conduct audits.

42

Even if the police have a suspect, testing a kit can be useful for several reasons.

In most sexual assault cases, the victim knows the perpetrator, which may be one reason police might not have sent the kit to the lab — they do not need to confirm the identity of the suspect.

But DNA collected in cases with known suspects and entered into the national DNA database could link suspects to other crimes, including other sexual assaults.

43

Why

The Sexual Assault Evidence Tracking Program was created by the Crime Laboratory Service after the 85th Texas Legislature passed [House Bill 281](#), which added Section 420.034 to the Texas Government Code

Requiring DPS to develop and implement a statewide electronic tracking system for evidence collected in cases involving sexual assault or other sex offenses.

Texas Government Code 420.034 (h) requires the Department to publish the "Statewide Electronic Tracking System Report" by December 1st of each year.

44

Texas Government Code 420.034 (h) requires the Department to publish the "Statewide Electronic Tracking System Report" by December 1st of each year.



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COMMISSION
STEVEN P. MACH, CHAIRMAN
NELDA L. BLAIR
LARRY B. LONG
STEVE H. STODGHILL
DALE WAINWRIGHT

Statewide Electronic Tracking System Report December 1, 2023

Texas Government Code 420.034 (h) requires the Department to publish the "Statewide Electronic Tracking System Report" by December 1st of each year. The report will use Track-Kit data to identify the number of kits that have not yet been submitted for laboratory analysis or for which laboratory analysis has not yet been completed. **Track-Kit only tracks evidence kits collected on or after September 1, 2019.**

The information below represents data available in Track-Kit.

September 1, 2019 - November 27, 2023	
Total Number of Kits	42,561
Unsubmitted Kits Within Statutory Time Frame	358
Unsubmitted Kits Past Due to Lab	293
Total Number of Unsubmitted Kits	651
Unanalyzed Kits Within Statutory Time Frame	1,919
Unanalyzed Kits Over 90 Days	2,011
Total Number of Unanalyzed Kits	3,930

Of the 2,011 kits which have been submitted and are beyond 90 days, 0 are in DPS inventory.

45



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Statewide Electronic Tracking System Report November 30, 2024

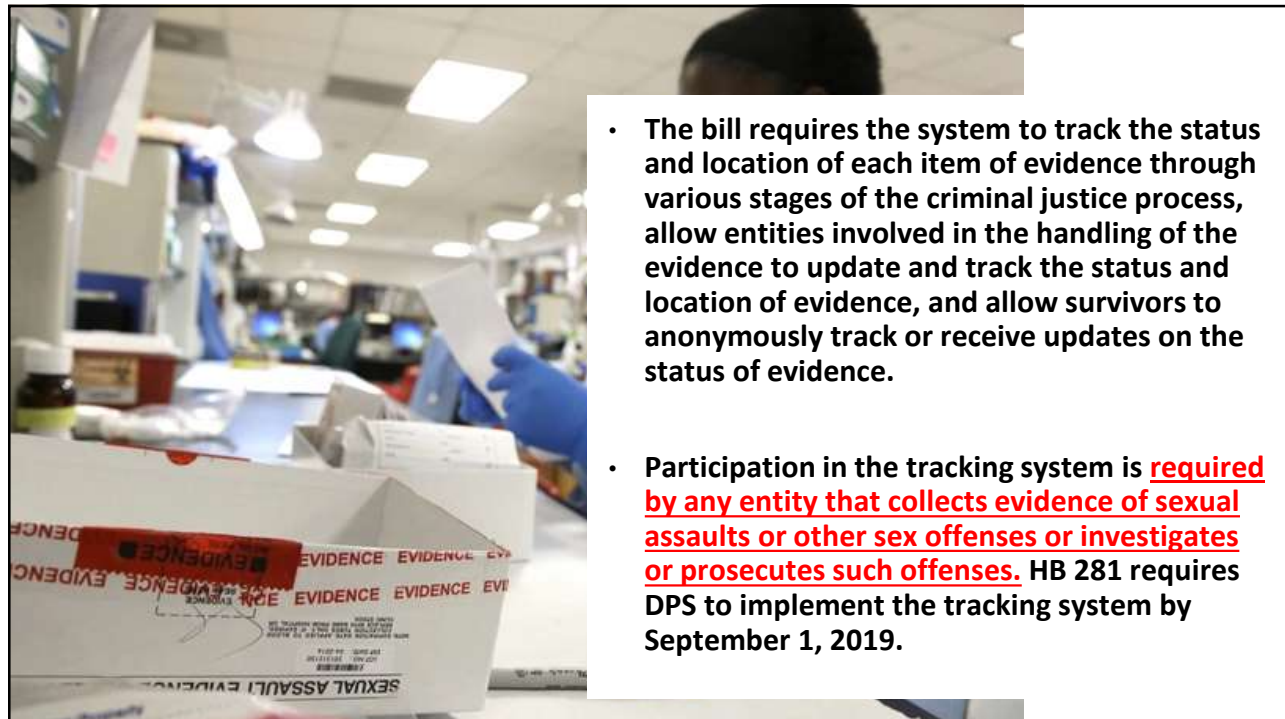
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The information below represents data available in Track-Kit.

September 1, 2019 - November 25, 2024	
Total Number of Kits	53,208
Unsubmitted Kits Within Statutory Time Frame	280
Unsubmitted Kits Past Due to Lab	277
Total Number of Unsubmitted Kits	557
Unanalyzed Kits Within Statutory Time Frame	2,056
Unanalyzed Kits Over 90 Days	889
Total Number of Unanalyzed Kits	2,945

Of the 889 kits which have been submitted and are beyond 90 days, 138 are in DPS inventory.

46



49

- Track-Kit is a secure, web-based SAK tracking system that is easily accessible to all users state-wide.
- Each user has their own secure portal :
 - medical facility
 - law enforcement agency
 - Laboratory
 - outsourcing/private laboratory
 - Prosecutor
 - compliance oversight team
 - policy (admin) center
 - kit distributor
 - survivor
- Track-Kit provides start-to-finish sexual assault kit and inventory tracking to deliver accountability, transparency and information-sharing among all stakeholders.



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Bottom Line

ALL Sexual Assault Kits are tracked- starting with medical facility

Stakeholders will know where the kit is located

Went into Effect: September 01, 2019

Training was provided April-September 2019 by DPS

51



Dispositions & Destruction

52



What does your property room look like?



53



- Organization is KEY!
- We must dispose and destroy to maintain order and space.



54



When was the last time your agency...

- Disposed of items?
- Auctioned items?
- Completed a destruction order?
- Burned or destroyed narcotics?
- Mailed a certified letter?

55



56

When to purge...



Law enforcement agencies should have a systematic review process assuring that each item of property and evidence is evaluated for possible purging.



The property room inventory should be kept free of items that are no longer needed to avoid the need for additional storage space and staffing.

57

When to purge...

Most common review system used in property rooms utilizes the statutes of limitations as a review date.

After establishing the time limits that are most suitable for the department, a system needs to be developed to add a review date to every item of evidence.

58

In general, the property officer should not be making final decisions on the disposition of *evidence*.

The property officer should be considered the guardian of the items and not the decision-maker of its final disposition.

Such procedures provides for a good internal control by separating responsibilities and duties.

59



Dispositions and Purging

- Establish time limits
 - Found/Abandoned
 - 30-90 days
 - Safekeeping
 - immediately
 - Prisoner property
 - immediately
 - Class C & Juvenile
 - Short term

60

Dispositions and Purging

- Identify items that may be released
 - Is the case disposed?
 - Do you have an officer disposition signed?
 - Does your DNA need notifications to case parties?
 - Do you have a court order?



61

Dispositions and Purging

- Obtain authorization to release
 - Send officer dispositions/get authorization from your DA
- Follow up on requested authorizations
- Follow up on cases where owners are waiting for release
 - A “release to owner” refers to the return of property or evidence to its rightful owner or designee.
 - Releases should be signed by the receiving person along with government issued photo ID. In addition, a photograph of the person while receiving the article should be considered when items of high value are released.

62

Dispositions and Purging

- Homicides
 - Indefinite
 - Defendant dies
 - Long term storage
 - DNA
- Suicide evidence is unique in its potential for being reclassified as a homicide if new evidence is discovered. Any suicide evidence that is reviewed for possible purging should be considered on a case-by-case basis.

63

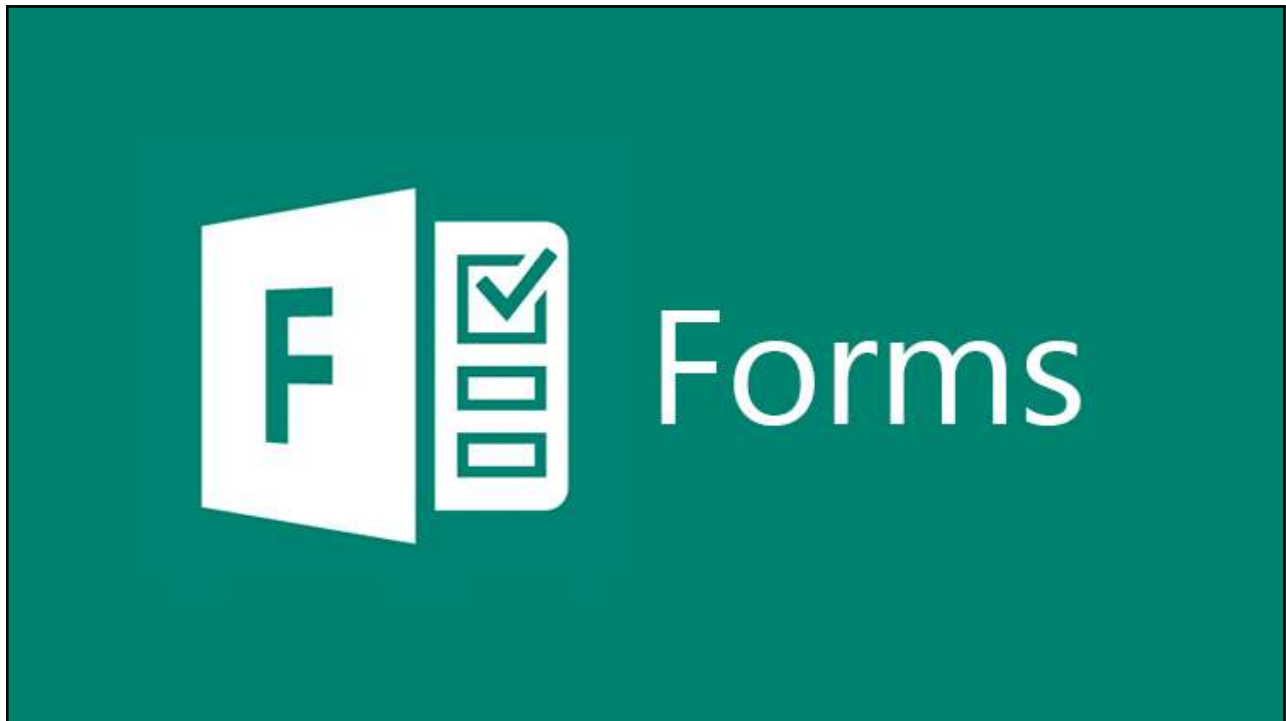
Dispositions and Purging

- Court Orders
 - Keep all copies of your court orders with your original paperwork.
 - Seizures will also require court orders so that you are clear on what evidence is being acquired by your department.

64



65



66

Forms



- Forms are used to properly track movement, provide disposition notices and approvals, provide pickup notifications to property owners, document access to restricted areas and document property releases.

67

Forms provided to include:

- Release of Property
- Court Orders
- 90-day letters
- Abandoned Property
- Firearm Questionnaire
- Firearm Release
- AND MORE!!!

MAKE these YOUR OWN!!!

68



69

Destruction

- Evidence items that are not released to owner, diverted for government use, or sold at auction should be destroyed.
- Destruction is the act of breaking apart, melting, crushing, or making an item of property unusable prior to discarding.



70

Destruction/Disposals

- Shred personal/sensitive documentation.
- Burn biohazard, narcotics and pornographic material.
- Burn/erase digital media.
- Crush, chop, melt firearms/weapons.
 - Make unusable and serial number not legible.
- Small agency option: combine burns with neighboring agency.



71

Disposals

- Throw away
 - Heavy Duty trash bags
- Return to Owner
 - Get DL/ID information and check for Criminal Histories when releasing firearms.
 - Court orders are required for release of ALL firearms collected as evidence.

72

Disposals

- Auction
 - Use your City/County Facilities for Auction, Online Auction services, etc.

73



Diversion

- You will either have a Seizure/Court order for property awarded to your dept. or you will need some type of Diversion Form for your agency that goes up the Chain for Approval, along with a memo from the Unit requesting the property that states for what the actual property will be used.
-

74

Diversion

- Your Quartermaster should tag the property and from that point on, they will be responsible for tracking it, through the disposal stage. Make sure you document your paperwork.
 - Court Orders are optional for diversions.
-

75

Disposals

- Donation
 - Your agency may allow you to donate Abandoned/Found Bicycles.
 - New clothing that cannot be returned to a store can be donated to shelters.
 - Ammo can go to your Range Masters for destruction.
 - Some labs may also take it for test firing.



76

Disposals

- Expunction/Sealing Order
 - All original paperwork/hard copies are to be forwarded to the open records specialist.
 - Delete all names and add “expunged per court order”
 - Active evidence
 - Send disposition authorization with “expunged/sealed” stamped on it.
 - Check for co-defendants before disposing
 - Make copies
 - Make sure to eliminate the names

77

Documentation

- Retain any paper with an original signature
 - This includes all paperwork that relates to each piece of property.
 - This is your chain of custody.
 - Includes Court Orders, Owner notifications, dispositions, etc.
 - Digital records are acceptable.



78

Documentation

- Retain the original court orders sent to your department
- Retain certified letters that have been returned
- Keep good documentation on your Seizures. These are usually narcotics cases, and most will have property awarded to your department.
 - If you send this property to Auction, it will require a separate account, so make sure that you label the property itself as a Seizure and put it on a separate list.

79

Texas Code of Criminal Procedure 18.17 (abandoned/unclaimed property)

Before: If the police had abandoned or unclaimed property (like lost items, evidence, or seized goods not picked up), the law required them to notify people by **certified mail** or by publishing a notice in a **newspaper**.

Now: Instead of sending letters or paying for newspaper ads, they can legally post the **same information** on the **city/county's official website** *and* on their **official social media page**.

80

Texas Code of Criminal Procedure 18.17 (abandoned/unclaimed property)

- Rules stay the same:
 - The **content** of the notice is the same as before.
 - The **timelines** (like how long someone has to claim the property) are the same.
 - It's just a **new, cheaper, digital alternative** to letters and newspapers.
- 👉 In short: Cities/counties in Texas can now handle unclaimed property notices online (website + social media) instead of through certified mail or newspapers.

81

Abandoned/ Unclaimed Property



Where Owner is NOT Known



No contact or attempt to claim within 30 days



Value < \$500



Donate/Auction/Destroy

82

Abandoned/ Unclaimed Property



Where Owner is NOT Known



Value > \$500



Must Advertise on social media and website.



Hold for 90 days from date of publication then...Donate/Auction/Destroy

83

Seized Weapons

- Weapon was used in an offense
 - If convicted, if order not received after the 61st day of disposition from the court of jurisdiction, you may request an order for destruction (CCP 18.19(e))
- Weapon was not used in an offense
 - Can be returned to owner with authorization from officer/detective



84

Returning Firearms

- Run a thorough check on person and firearm prior to release.
 - Criminal History
 - Domestic Violence
 - Felonies
 - Mental Illness
 - Dishonorable discharge

85

Prohibited Weapon

- Define
 - Penal Code 46.05
 - Explosive weapon; machine gun; short-barrel firearm; firearm silence; armor-piercing ammunition; chemical dispensing device; zip gun
- No release without court order

86



87

Bio-Hazard	 Items should be stored in a container that will protect anyone handling it from accidental exposure.
	 The package should be marked in a manner to indicate that it possibly contains bio-hazardous materials.
	 Any wet items should be dried before packaging.
	 Sharp items should be put in puncture proof packaging.

88



89

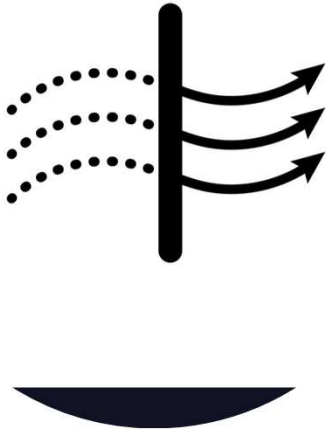
Personal Protection

There are many types of personal safety equipment that can be used. Most common among these are good latex or nitrile gloves.

Respirators are recommended for any item that tends to shed particulate matter.

Eye protection should be used when there is a likelihood of foreign items getting in your eyes.

90

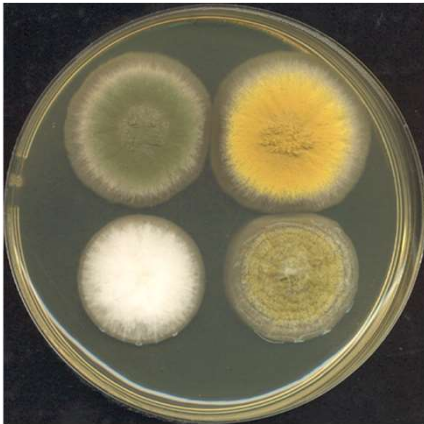


Air Purification

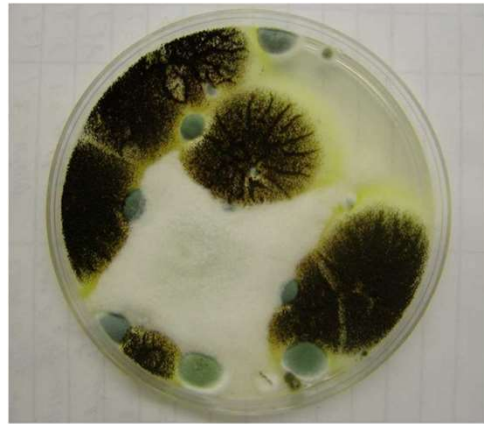
Needs a HEPA and Carbon filter

Must clean the air

91



Aspergillus



Black Mold

Mold Exposure

92



93



94

Standard Operating Procedure

A written directive which
specifies how Agency
activities are carried out.

-Texas Police Chiefs Association,
Best Practices

95

Standard Operating Procedure

- **Who should write, update:**

- Typically written by a unit member and based on unit experience and local conditions
- Normally approved by the unit's commander
- Should give the property person the "Right of Refusal"

96



97

Stolen guns and missing drugs: investigation finds thousands of potential thefts inside a North Texas police department

June 26th, 2024



DESOTO, Texas — Police are supposed to solve crimes, but the CBS News Texas I-Team found thefts may have been happening inside one department for years, without anyone noticing.

It began in January 2022, when a man was shot to death in a parking garage home, located just south of Dallas. Police collected several items, including marijuana that became evidence in a capital murder case. But four months later, the drugs could not be found.

According to internal records, Desoto police discovered the disappearance during an audit of the evidence room that began in April 2022.

'Breach of trust': Former state trooper strikes plea deal in evidence room theft case

April 5th, 2024



CHESHAM, N.J. — A former state trooper, who resigned his position last year, received a probationary sentence Friday after admitting to five criminal charges, including a felony grand larceny count for the theft of a \$14,000 gold Rolex watch.

BURLINGTON — A former Vermont State Police trooper received a probationary sentence and was ordered to take part in a restorative justice program Friday after pleading guilty to five criminal charges related to his stealing from an evidence room while still on the force.

Another Chief convicted of theft from the evidence room!

Illinois · 361 Hits

Ex-Tilton police chief sentenced to probation for stealing weapons from evidence locker



August 26th, 2024

DANVILLE — A former Tilton police chief has been sentenced to two years of probation for stealing handguns from the city police department in 2021.

David Cornett, 68, pleaded guilty on Friday to three counts of theft from a law enforcement agency. Vermilion County Judge Robert McIntire accepted the sentence negotiated between the State Appellate Prosecutor's Office and Cornett's defense attorney Aaron Weiner.

In exchange for his plea, the state dismissed three counts of official misconduct and one additional count of theft — all misdemeanors.

Another New Jersey Scandal

Northeast, New Jersey · 422 Hits

NJ police lieutenant arrested for stealing cocaine, fentanyl from evidence room: 'Brazen disregard of the law'



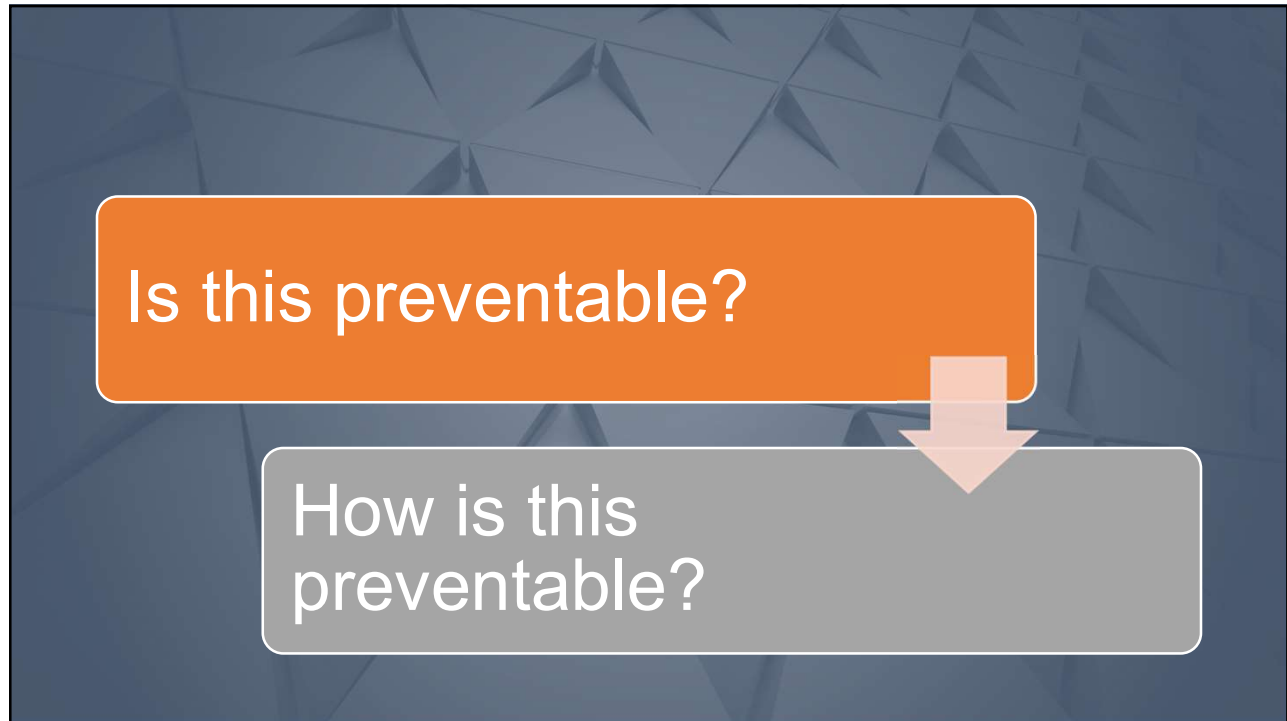
December 19th, 2023

A New Jersey police lieutenant swiped cocaine and fentanyl from the county prosecutor's evidence room — then tried to return the drugs in "substantially different" condition after higher-ups began asking questions about what he was doing, state authorities alleged Tuesday.

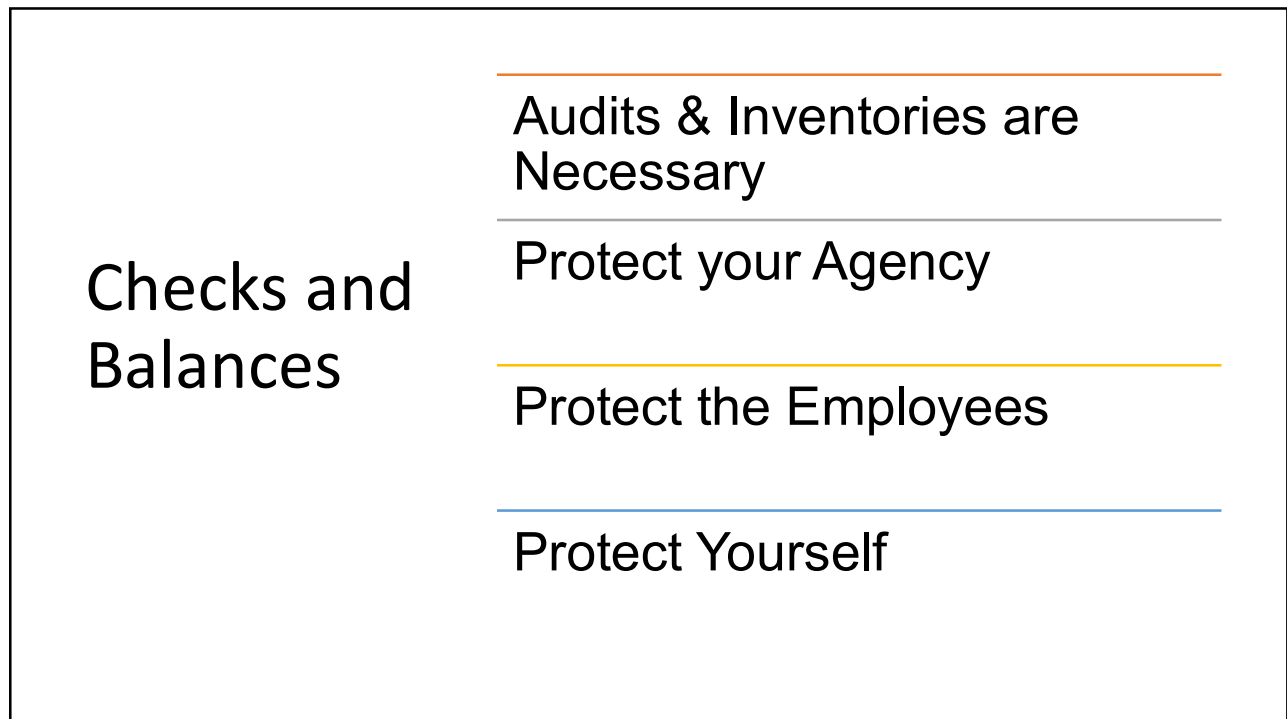
Kevin T. Matthew, 47, of Cedar Grove, also allegedly made a "series of cash deposits" at several banks on different days to avoid the financial institutions' federal requirement to report transactions of more than \$10,000, the New Jersey Attorney General's Office said in a statement.

Two razor blades were found in his office at the Bergen County Prosecutor's Office and later tested positive for cocaine, state prosecutors alleged.

98



99



100



101



Ethics

Doing the _____ thing
when _____ is _____.

102



Ethics

Doing the right thing
when no one is looking.

103

Ethics- MYTHS

- We're so ethical we don't need attention to ethics.
- Business ethics is a matter of the good guys preaching to the bad guys.
- Ethics can't be managed.
- Our organization is not in trouble with the law, so we're ethical.

104

Ethics



- Character Traits
 - Integrity – firm adherence to a code of especially moral or artistic values
 - Conscience -moral goodness or blameworthiness of one's own conduct, intentions, or character together with a feeling of obligation to do right or be good
 - Morals - of or relating to principles of right and wrong in behavior

105

Ethics

"Leadership is a combination of strategy and character. If you must be without one, be without the strategy."

- General Norman Schwarzkopf

106

TAPEIT'S Code of Ethics

“We, the members of TAPEIT, in carrying out our role of providing complete accountability of all evidence and property that comes into our possession, recognize the need to perform those functions in a professional, unbiased manner, and with the highest degree of integrity. The manner in which we perform those functions extends beyond the bounds of our own agency to other law enforcement agencies, the legal system and our respective publics.”



107

As Members, We Shall...

- adhere to the professional standards as set forth by the Association;
- work towards advancing the Association's goals and objectives;
- conduct all assigned duties with the highest degree of integrity and morally sound actions in an open and direct manner;
- act with integrity in all dealings with the public, law enforcements agencies and all others with whom we may interact;



108

As Members, We Shall...

- conduct our duties in a safe manner in protecting ourselves, our colleagues and all others with whom we are engaged;
- work to cultivate confidence in our profession among our supervisors, chiefs, directors, attorneys and judges throughout the State of Texas; and,
- avoid any action which will bring discredit, disfavor or otherwise negative reflection upon ourselves, our agency and our Association.



109



Question/Answer



110



Question

- You have just taken over the property section and your department does not/will not do an inventory.
- What should you do?

111



Answers

- Written statement that an inventory has not been done, signed by you and the Chief/Sheriff placed in your personal file and keep a copy for you personally
- Photograph the room paying special attention to weapons, drugs, currency, jewelry
- Inventory weapons, currency, drugs and jewelry as soon as possible
- KNOW WHAT YOU ARE RESPONSIBLE FOR

112



Question

- What is an Inventory?

113



Answer: Inventory

- Provides for the accountability of all items submitted to the care, custody and control of the department
- Putting your hands **on each piece of property**
- Matching items to evidence records

114



Answer:
Inventory

- Who should be involved in the inventory?
- Property Personnel
- Property Supervisor
- Impartial 3rd party

115



Answer:
Inventory

- When to conduct
 - Change of Chief/Sheriff
 - Property Personnel changes
 - Suspected issues
 - Annually

116



Question

- What is an Audit?

117



Answer

Audit

- Impartial review of the policies, procedures and actions of an operation to determine whether they meet the recognized standards and the agency's own policies.

118

Types of Audits



Basic

Legal requirements are being met



Procedural

Examines and evaluates the efficient and effective use of resources



Organizational

Examines and evaluates an agency's structure and encompasses plans, policies and systems

119



120

New Laws 2023



- Art. 56A.306 (a-1) CCP, which sets a retention time of five years on SANE kits turned over to LE where no police report was made.
- Sec. 420.0432 GC, which sets a five-business day victim notification for DNA hits related to SANE kits unless it interferes with prosecution or investigation

121

New Laws 2025



In Texas, House Bill 1261, which went into effect on September 1, 2025, changed the way law enforcement agencies notify the public about unclaimed and abandoned property. The law allows agencies to post notices online, including on their social media accounts, to help reunite owners with their property.

122

Texas Code of Criminal Procedure 18.17 (abandoned/unclaimed property)

Before: If the police had abandoned or unclaimed property (like lost items, evidence, or seized goods not picked up), the law required them to notify people by **certified mail** or by publishing a notice in a **newspaper**.

Now: Instead of sending letters or paying for newspaper ads, they can legally post the **same information** on the **city/county's official website** *and* on their **official social media page**.

123

Laws

- Code of Criminal Procedure
 - Chapter 12
 - Statute of Limitations
 - Chapter 18
 - Art. 18.17 - Disposition of abandoned or unclaimed property
 - Art. 18.18 - Disposition of gambling paraphernalia, prohibited weapon, criminal instruments and other contraband
 - Art. 18.181 - Disposition of explosive weapons and chemical dispensing devices
 - Art. 18.183 - Disposition of money pending disposition
 - Art. 18.19 - Disposition of seized weapons
 - Art. 18.191 – Weapons involved with Mental Health Cases



124

Laws

- Code of Criminal Procedure
 - Chapter 38
 - Art. 38.34—Photographic Evidence in Theft cases
 - Art. 38.43—Biological Evidence
 - Art. 38.50—Retention & Preservation of Toxicological Evidence of certain Intoxication Offenses
 - Chapter 47
 - Art. 47.06—Property sold
 - Art. 47.07—Owner may recover
 - Chapter 59
 - Art. 59.06—Disposition of Forfeited Property
 - Chapter 64
 - Motion for forensic DNA Testing



125

Laws

- Health and Safety Code
 - Chapter 481
 - 481.152 - seizure and summary forfeiture and destruction of controlled substance plants
 - 481.153 - seizure and summary forfeiture and destruction of controlled substance property
 - 481.154 - Rules
 - 481.159 - Disposition of controlled substance property or plant
 - 481.160 - Destruction of excess quantities



126

Laws

- Alcoholic Beverage Code
 - Chapter 103
 - 103.03 - seizure of illicit beverages
 - 103.04 - arrest of person in possession
 - 103.05 - report of seizure
 - 103.06 - beverage delivered to commission

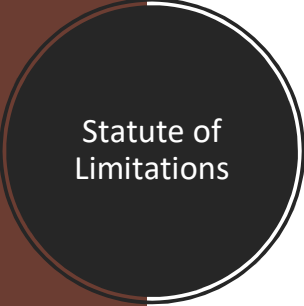


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Statute of Limitations

- Statute assigning a certain time after which rights cannot be enforced by legal action or offenses cannot be punished.

128

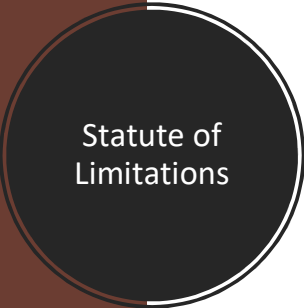


Statute of Limitations

NO LIMITATION

- Murder or Manslaughter
- Sexual assault (PC 22.011 (a)(2) & PC 22.021 (a) (1) (B))
 - where DNA is present but does not match the victim or any Known individual
 - Continuous sexual abuse of child (PC 21.11)
- Indecency w/Child (PC 21.11)
- Fail to Stop Render Aid Fatality (TC 550.021)
- Trafficking of Persons (PC 20A.02 (a)(7) or (8) or PC 20A.03)
- Compelling Prostitution (PC 43.05 (a)(2))

129

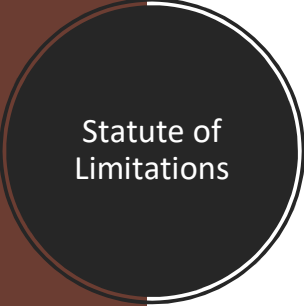


Statute of Limitations

10 YEARS

- Theft of Estate by executor with intent to defraud
- Theft by Public Servant of Government Property
- Forgery
- F-1 Injury to Elderly or Disabled (PC 22.04)
- Sexual Assault (where table A or E Does not apply)
- Arson
- Human Trafficking (PC 20A.02 (a) (1), (2), (3), or (4))
- Compelling Prostitution (PC 43.05(a)(1))

130

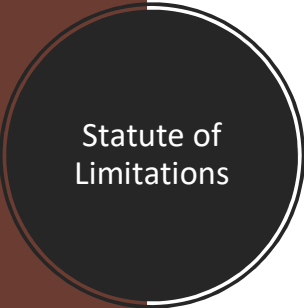


Statute of Limitations

7 YEARS

- Misapplication of fiduciary property
- Securing execution of document by deception
- Felony Violation under Tax Code Chapter 162
- False Statement to obtain property or credit (PC 32.32)
- Money Laundering
- Credit Card Abuse (PC 32.31)
- Fraudulent use or possession of identifying information (PC 32.51)
- Medicaid Fraud (PC 35A.02)
- Bigamy (PC 25.01)

131

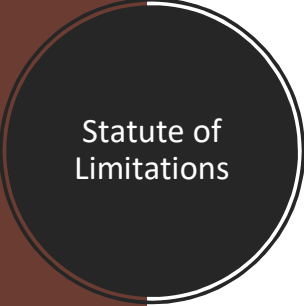


Statute of Limitations

5 YEARS

- Felony Theft or Robbery
- Kidnapping or Felony Burglary
- Injury to Elderly or Disabled (Less than F-1)
- Abandoned / Endangering a Child
- Insurance Fraud

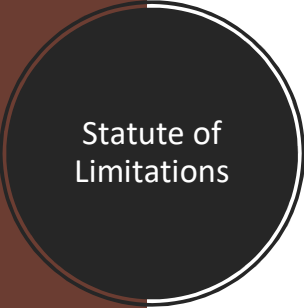
132

A dark blue circle with a white border containing the text "Statute of Limitations".

20 Years from the 18th Birthday of Victim

- Sexual performance by a child (PC 43.25)
- Aggravated kidnapping (PC 22.04 (a)(4))
- Burglary (see statute for requirements)

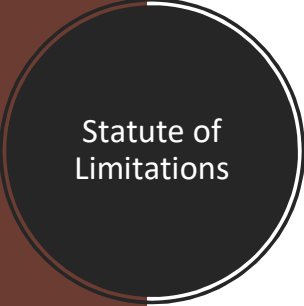
133

A dark blue circle with a white border containing the text "Statute of Limitations".

10 Years from the 18th Birthday of Victim

- Trafficking of persons (PC 20A.02 (a) (5 or 6))
- Injury to a child (PC 22.04)
- Bigamy (PC 25.01)

134

A dark brown vertical bar on the left side of the slide. A dark gray circle with a white border is positioned on the bar, containing the text "Statute of Limitations" in white.

All Other Offenses

- All other felonies (3 year statutes)
- All misdemeanors (2 year statutes)

135

A dark gray background with a subtle pattern of question marks. A white rectangular border is centered on the slide, containing the word "Questions" in white.

Questions

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