	<b>NEW PALTZ POLICE DEPARTMENT</b> <b>Policy and Procedures</b>	
	<i>Subject</i> <b>7.3 Property Audit and Inventory Management</b>	
	<b>ISSUED: May 8, 2011</b>	<b>EFFECTIVE: May 8, 2011</b>
	<b>REVISED: March 1, 2019</b>	<b>RESCINDED:</b>
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### Property Audit and Inventory Management

#### PURPOSE


The purpose of this policy is to maintain the integrity of the New Paltz Police Department’s evidence room. The New Paltz Police Department requires personnel not normally charged with the custody of property to annually perform both a *sample audit* and a *sample inventory* of all such property. The inventory and audit are not to be conducted within four months of each other and it will not include the same items unless total available sample size dictates otherwise.

#### DEFINITIONS

- A. *Audit*: A review and examination of property inventory and related documentation to ensure compliance with established written directives and to recommend changes to those directives if necessary.
- B. *Inventory*: Matching a piece of property or evidence to a list.

#### POLICY

- A. An annual *property and evidence audit* shall be conducted of property and evidence held by the New Paltz Police Department and will be conducted by the Lieutenant who is not routinely or directly connected with evidence control.
  - 1. An audit will be conducted on five (5) percent of the total property or fifty (50) items, whichever is less. The Lieutenant will compile the list of items to be audited from the Property/Evidence module of New World “LERMS” records management system and/or the evidence room logbook.
    - i. The logbook is used to track all evidence entered into the property evidence room prior to the use of the New World System records management system.
  - 2. The property and evidence audit shall include an inventory and review of property records for each item to ensure compliance with written directives.
  - 3. The minimum amount of property to be sampled during the audit shall be five (5) percent of the total property room inventory or fifty (50) items, whichever is less.
  - 4. The property and evidence audit should ensure that compliance is being achieved in respect to:
    - i. Packaging of evidence and property
    - ii. Labeling of evidence and property
    - iii. Ensuring the evidence and property has been properly entered into the New World records management system Property/Evidence module and the tracking history is complete and accurate to ensure proper location and chain of custody.
    - iv. Property found during the audit not in compliance with written directives shall be reported to the Chief of Police in writing.

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5. At the conclusion of the property and evidence audit, a report shall be generated identifying the evidence and property that was audited and any discrepancies noted. The evidence custodian will keep a file of all completed audit reports.
  6. The annual property and evidence audit shall not be conducted within four months of the annual property and evidence inventory.
  7. The audit must include a sampling of money, firearms, controlled substance, and high-value items each time they are conducted.
- B. An annual property and evidence inventory shall be conducted by the Lieutenant of the New Paltz Police Department who does not routinely or directly connected with evidence control.
1. An inventory will be conducted on ten (10) percent of the total property or one hundred (100) items, whichever is less. The Lieutenant will compile the list of items to be inventoried from the Property/Evidence module of New World “LERMS” records management system and/or the evidence room logbook.
    - i. The logbook is used to track all evidence entered in the property evidence room prior to the use of the New World System records management system.
  2. The minimum number of items to be sampled during the inventory shall be ten (10) percent of the total property room inventory or one hundred items, whichever is less.
  3. The inventory will consist of an eyes-on inspection of items to ensure accountability.
  4. The property selected to be inventoried from the list compiled from New World records management system Property/Evidence Module and the evidence room logbook must be physically located and inspected in the property and evidence room to ensure it is present.
  5. At the conclusion of the inventory, a report will be generated identifying the evidence and property that was inventoried. Any property or evidence determined not to be present must be immediately reported to the Chief of Police in writing. The Lieutenant and evidence custodian will keep a file of all completed inventory reports.
  6. The annual property and evidence inventory shall not be conducted within four months of the annual property and evidence audit.
  7. The inventory must include a sampling of money, firearms, controlled substance, and high-value items each time they are conducted.
- C. A sample audit, utilizing the aforementioned sample size guidelines, will be conducted whenever a new property/evidence custodian is designated.
1. Any discrepancies will be reported in writing to the Chief of Police.
  2. All access FOB’s and codes to the evidence room will be changed
- D. The Police Commission may conduct an unannounced, independent audit of the evidence room at least once a year and report their findings to the Chief of Police and New Paltz Town Board.