

	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 08/05/02	STANDARD OPERATING PROCEDURE	Revised Date: 09/01/05
Chief of Police: 	Civil Property Disposition, 74.4	
Cross Reference:		Policy Sections: 74.4.1 Property Records and Disposition

PURPOSE

The purpose of this policy is to establish guidelines for civil property taken into custody by the Elgin Police Department

POLICY STATEMENT

It is the policy of the Elgin Police Department to maintain accurate and complete records of all property coming into possession of members of the Department, including property stemming from Department involvement in civil process situations.

PROCEDURES

74.4.1 PROPERTY RECORDS AND DISPOSITION

- A. Any property coming into the possession of a Department member in connection with the service of any warrant or other legal document shall be fully inventoried on a Department property evidence form and a summary description included in any required reports.
- B. Accurate records of all property coming into the Department or member's possession shall be maintained as part of the Records System and Property and Evidence Control functions.
- C. Property seized or coming into an Officer's possession during any civil process situation shall be accounted for officially by the Elgin Police Department and may only be disposed of as provided in the Illinois Compiled Statutes, Municipal Code of Elgin, or Judicial order.