

WINONA POLICE DEPARTMENT

NUMBER: 104-01 PAGES: 1

EFFECTIVE DATE: March 14, 2006

SUBJECT: EVIDENCE: RECEIPT FOR PROPERTY

1.0 PURPOSE:

It is the purpose of this general order to establish policy and procedures for the issuance of receipts for property confiscated by any member of the Winona Police Department.

2.0 POLICY:

It is the general policy of this department that whenever an officer takes any evidence or property into custody, the officer shall document the evidence or seized property in either a supplemental report, property tag, vehicle impound sheet or other official Winona Police Department document.

3.0 PROCEDURE:

3.1 The officer may issue a handwritten receipt as long as it includes the name and address of the person from whom the property was received, an itemized list of the property seized (including specific descriptive material), serial numbers, and the date, time and location that the property was taken into custody by the officer. The receipt must be signed by the officer and the owner.

3.2 The issuance of a receipt to the owner for property seized, does not, however, relieve the officer from complying with the department policy regarding tagging and storage of evidence and property.