



## PERSONAL PROPERTY/VALUABLES POLICY

**Policy#** 12-0810-1 Personal Property/Valuables Policy **Total pages=** 2  
(REVISED 08/03/2018)

**Purpose:** To have a policy on how to deal with personal property/valuables collected from the scene.

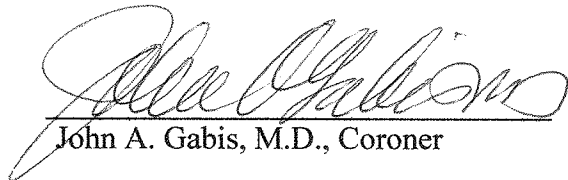
**Justification:** Necessary to have a policy dealing with the collection, inventory, storage, disposition and diversion of personal property/valuables found on or about the body.

**Policy:**

1. All personal property/valuables found on or about the body will be documented including with photos.
2. All personal property/valuables found on the body or within clothing will be documented as above then collected and recorded on the Valuables Inventory Form.
3. If the above personal property is money in excess of \$100, the investigator will have a competent observer, preferred law enforcement, witness the counting of said money. The investigator should have the observer sign the Valuables Inventory Form as a witness.
4. If the personal property can be released to next of kin at the scene, be sure to fully document and complete the Valuables Inventory Form prior to release.
5. Seek the opinion of the Prosecutor's Office prior to releasing money in excess of \$500.00 or other items or significant value.
6. If personal property is diverted to law enforcement for storage, make sure adequate documentation is completed.
7. All firearms or other weapons will be diverted to law enforcement for collection and storage. Document as above.

8. All personal property collected and removed from the scene will be securely transported to the office and stored with the Valuables Inventory Form in the secured Evidence Room.
9. The investigator will contact next of kin as soon as feasible to arrange disposition of personal property.
10. Any personal property/valuables such as a wallet or purse that has been removed from the body or disturbed prior to the investigator's arrival must be inventoried with a witness prior to removal from the scene. The removal from the body or disturbance should be documented in the case summary as well as on the Valuables Form.

*This policy has been approved and is in effect until further notice:*

  
John A. Gabis, M.D., Coroner

8/3/18  
Date