



**CHEVY CHASE
VILLAGE
POLICE
DEPARTMENT**

**GENERAL ORDER: 5-26.6; RELEASING/RETURNING EVIDENCE
OR PROPERTY**

DATE: 8/8/2019 Pages: 1 ◇ New ◆ Amended

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Police Chief: John Fitzgerald

I. POLICY

- A. It will be the responsibility of the officer who seized a piece of property as evidence, or who took custody of a piece of property, to notify its owner as soon as possible that it is in the possession of the Police Department.
- B. If the seizing officer cannot locate or contact the owner, or the owner is undetermined, the Evidence/Property Custodian (*EPC*) will attempt such notification in-person, by phone, or by mail.
- C. Property not retrieved within 120 days after its owner was notified of the retrieval process will be disposed of pursuant to the provisions of the Village Code of Ordinances. The *EPC* shall ensure that the disposition is documented.
- D. When practical, the final disposition of found, recovered, and evidentiary property will be accomplished within 6 months after legal requirements have been satisfied.
- E. Contraband cannot be lawfully possessed and will not be released.

II. RELEASING EVIDENCE/PROPERTY TO VICTIMS

- A. To ensure that Department records properly reflect that property has been returned to an individual, the owner must sign for receipts of the property on an Evidence/Property Custody Receipt form (CCV 511).
- B. If the property had been used as evidence in a trial, before the property may be returned to the owner, the *EPC* (or the officer releasing the property) must first confirm with the State's Attorney's Office that the case is over and there is no longer any reason to retain the evidence. The name of the State's Attorney's Office employee shall be documented either in a supplement report or on the CCV 511 form.
- C. If ownership of any property is in dispute, the property will not be released until the dispute is resolved. CCVPD will retain the property in the Evidence/Property Room for the time being. The *EPC* shall check on the status of the dispute at least monthly. After 120 days, the *EPC* shall consult the Chief of Police for further guidance.

This directive voids the previous version dated 2/15/2001.