



CLACKAMAS COUNTY SHERIFF'S OFFICE

Policy # 36

**Printed copies are for reference only.
Please refer to the electronic copy for the latest version.**

References: [ORS 40 – Evidence Code](#) and [ORS 98 – Lost, Unclaimed or Abandoned Property; Tows](#)

PROPERTY AND EVIDENCE

General

1. All evidentiary and non-evidentiary property, which comes into the custody of the CCSO, will be properly secured, stored, retrievable, and disposed of in a lawful, consistent and proper manner with any changes in evidentiary chain of custody documented.

Processing Property and Evidence

2. All evidentiary and non-evidentiary property will be submitted into the control and custody of the Property and Evidence Unit, which will maintain a secure facility, in accordance with the Property and Evidence Manual. Non-evidentiary property received with an inmate (personal property) shall be treated in accordance with the Jail Manual or submitted to the Property and Evidence Unit if not accepted by the Jail.

3. All employees coming into possession of either evidentiary or non-evidentiary property shall follow the procedures outlined in the Property and Evidence Manual, Law Enforcement Manual and/or Jail Manual. Any exceptions or omission of these procedures shall be reported to a supervisor and documented.

4. Employees shall not convert to their personal use, manufacture, conceal, falsify, destroy, tamper with, remove, or withhold any property or evidence in connection with an investigation or other law enforcement action. Any documentation, recording and imagery, which have been discovered, gathered, or received in connection with law enforcement duties, shall not be transferred outside the Sheriff's Office without authorization and any transfer shall be consistent with the CCSO operations.



CLACKAMAS COUNTY SHERIFF'S OFFICE

Policy # 36

**Printed copies are for reference only.
Please refer to the electronic copy for the latest version.**

References: [ORS 40 – Evidence Code](#) and [ORS 98 – Lost, Unclaimed or Abandoned Property; Tows](#)

Inventories and Audits

5. To ensure the integrity and accountability of the property and evidence function, inventories and audits will be conducted in accordance with the procedures outlined in the [Property and Evidence Manual](#).

6. All inspection, inventory or audit examinations shall result in a report detailing the property and paperwork reviewed, any problems corrected or a contingency plan to correct any deficiencies as appropriate. A copy of these reports will be submitted through the chain of command to the Undersheriff.