

RESOLUTION 2023-P

A RESOLUTION OF THE TOWN OF EATONVILLE, WASHINGTON APPROVING AN INTERLOCAL AGREEMENT WITH PIERCE COUNTY RELATING TO PROPERTY EVIDENCE

WHEREAS, the Police Department of the Town of Eatonville (the “Town”) has the responsibility to provide for the proper preservation and chain of custody of evidence collected in the course of its policing activities; and

WHEREAS, Pierce County (the “County”), through the Pierce County Sheriff’s Department (hereinafter referred to as the “Sheriff”) is willing and capable of providing technical support in the preservation and processing of evidence; and

WHEREAS, Resolution 2015-C was approved on March 9, 2015, authorizing an Interlocal Agreement with the County for Property Evidence; and

WHEREAS, the previous agreement has not been updated since its approval and the County wishes to update the current agreement; and

WHEREAS, the Town agrees to contract for and the County agrees to provide, through the Sheriff, technical support in the preservation and processing of evidence pursuant to the terms of this Agreement; and

WHEREAS, chapter 39.34 RCW and other Washington law authorizes any public agency to contract with another public agency to perform services and activities that each such public agency is authorized by law to perform; now, therefore;

**THE TOWN COUNCIL OF THE TOWN OF EATONVILLE, WASHINGTON,
HEREBY RESOLVES AS FOLLOWS:**

THAT: The Interlocal Agreement Between the Town of Eatonville and Pierce County Relating to Property Evidence, in the form attached hereto as Exhibit A, is approved.

PASSED by the Town Council of Town of Eatonville and attested by the Town Clerk in authentication of such passage this 27th day of February 2023.

David Baublits, Mayor

ATTEST:

Miranda Doll, Town Clerk

**INTERLOCAL AGREEMENT BETWEEN
PIERCE COUNTY AND THE TOWN OF EATONVILLE
FOR THE PROVISION OF PROPERTY AND EVIDENCE SERVICES**

WHEREAS, RCW 39.34, the Interlocal Cooperation Act, authorizes agreements between jurisdictions;
and

WHEREAS, the Pierce County Sheriff's Department – hereinafter referred to as the "County" – provides technical support in the provision of evidence processing and property room management; and

WHEREAS, this work includes retrieving, processing, recording, storing, and ensuring the safekeeping of property and evidence according to established procedures found in the Pierce County Sheriff's Department manual; and

WHEREAS, the Town of Eatonville on behalf of the Eatonville Police Department – hereinafter referred to as the "Town" – has the need for utilization of these services; and

WHEREAS, the County is willing to provide these services to the Town;

NOW THEREFORE; effective this 1st day of March 2023, the County and the Town agree to following:

1. DUTIES/RESPONSIBILITIES OF THE COUNTY:

- a. The County will provide for the proper collection, storage, and security of evidence and other property, and the protection of the chain of evidence and those persons authorized to remove and destroy property.
- b. The County shall preserve the chain of evidence upon receipt of the Town's items into the County until released by the Case Agent, the County Prosecutor, or the Courts. The County shall preserve the chain of evidence pursuant to Policy 804 as outlined in Exhibit A - which is attached hereto and made a part hereof - concerning "Property and Evidence" found in the Pierce County Sheriff's Department Policy Manual revised on April 16, 2021, and any other policies or procedures not specifically reference herein or adopted hereafter by Pierce County.
- c. The County shall drive to the Town at least once every two weeks or more frequently as needed to retrieve the property and/or evidence.
- d. The County will inventory property and evidence as it is initially placed into the Sheriff's Department Property Room and when it is signed out for court.
- e. The County shall dispose of or purge evidence or property no longer needed by the courts through actual destruction, melting, burning, or auctioning of items after receiving written approval from the Eatonville Police Department.

2. DUTIES/RESPONSIBILITIES OF THE TOWN:

- a. The Town shall provide access to the evidence and property items for retrieval by the County.
- b. The Town shall agree to abide by the County's procedures for evidence packaging, submission, and disposal.
- c. The Town shall be responsible for providing all evidence and property packaging supplies.
- d. The Town shall be responsible for reimbursing the County for all costs related to postage, shipping, return fees, packaging, and processing fees of property and evidence that are required under Washington State law to undergo additional testing.

3. BILLING:

- a. The County will provide these services to and for the Town at an initial hourly rate of \$51.50 billed on a monthly basis. There will be a \$7.50 per trip fee when Eatonville Police evidence pickup is in conjunction with regular servicing of the Sheriff's Mountain Detachment evidence room; any special trips at the request of Eatonville Police will be billed at the initial hourly rate.
- b. The County will provide the Town with an invoice for the provision of services to include descriptor of evidence/property, hours, hourly rate, and the dates of service.
- c. Billings shall be mailed to:
Town of Eatonville
ATTN: Town Administrator
P.O. Box 309
Eatonville, WA 98328
- d. The Town shall reimburse the County within 30 days of receipt of invoice by mailing payment to:
Pierce County Sheriff's Department
ATTN: Business Unit
930 Tacoma Ave. S.
Tacoma, WA 98402
- e. Rates may be adjusted annually by the County, and the new rate schedule will be provided to the Town no less than 30 days prior to the beginning of each calendar year.

4. INDEMNIFICATION:

- a. The County shall protect, indemnify, and save the Town harmless from and against any damage, cost or liability including reasonable attorney fees for injuries to persons or property arising from acts or omissions for the County, its employees, agents, or subcontractors, howsoever caused. The County will be responsible for any damages sustained by its employees or volunteer to Town equipment and/or fixtures, and property held in evidence, and shall provide all repairs/replacements, as appropriate, at no cost to the Town.
- b. The Town shall protect, indemnify, and save the County, its appointed and elected officers, and employees harmless from and against any damages, costs of liability of any form, to include but not limited to judgments, settlements, and attorney fees, for any injuries or damages of any kind to persons or property arising from acts or omission of the Town, its employees, agents, or subcontractors, howsoever caused. The Town will be responsible for any damages caused by its employees or volunteer to Town equipment and/or fixtures, and property held in evidence, and shall provide all repairs/replacements, as appropriate, at no cost to the County.

5. MODIFICATION: Any amendments to this agreement must be in writing and signed by all parties.

6. MERGER: This written agreement constitutes the entire agreement between the parties and supersedes any prior oral statements, discussions, or understandings between the parties.

7. TERM OF AGREEMENT: This agreement shall become effective March 1, 2023, and remain in effect through December 31, 2023. It shall automatically renew on January 1 of each calendar year thereafter unless either party chooses to terminate the agreement by providing ninety (90) days written notice of termination.

END OF AGREEMENT; SIGNATURE PAGE IMMEDIATELY FOLLOWING.

**PIERCE COUNTY
CONTRACT SIGNATURE PAGE**

Contract # _____

IN WITNESS WHEREOF, the parties have executed this Agreement this ____ day of _____, 2023.

CONTRACTOR:

Contractor Signature _____ Date _____

Title of Signatory Authorized by Firm Bylaws

Name: _____

Address: _____

Mailing Address:

Contact Name: _____

Phone: _____

Fax: _____

PIERCE COUNTY:

Approved As to Legal Form Only:

Prosecuting Attorney	Date
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Recommended:

Finance	Date
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Approved:

Department Director	Date
(less than \$250,000)	

County Executive (over \$250,000)	Date
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EXHIBIT A

Policy
804

Property and Evidence

804.1 PURPOSE AND SCOPE

This policy provides for the proper collection, storage, and security of evidence and other property. Additionally, this policy provides for the protection of the chain of evidence and those persons authorized to remove and/or destroy property.

804.2 DEFINITIONS

Property - Includes all items of evidence, items taken for safekeeping and found property.

Evidence - Includes items taken or recovered in the course of an investigation that may be used in the prosecution of a case. This includes photographs and latent fingerprints.

Safekeeping - Includes the following types of property:

- Property obtained by the Department for safekeeping, such as a firearm
- Personal property of an arrestee not taken as evidence
- Property taken for safekeeping under authority of a law

Found Property - Includes property found by an employee or citizen that has no apparent evidentiary value and where the owner cannot be readily identified or contacted.

804.3 PROPERTY HANDLING

Any employee who first comes into possession of any property, shall retain such property in his/her possession until it is properly tagged and placed in the designated property locker or storage room along with the property form. Care shall be taken to maintain the chain of custody for all evidence.

Where ownership can be established as to found property with no apparent evidentiary value, such property may be released to the owner without the need for booking. The member releasing the property shall document in a report what property was released, the person it was released to, and the date/time of the release.

804.3.1 PROPERTY BOOKING PROCEDURE

All property must be booked prior to the employee going off-duty. Employees booking property shall observe the following guidelines:

- a. Complete the property tab describing each item of property separately (when appropriate), listing all serial numbers, owner's name, finder's name (use Other Person Tab), and other identifying information or markings.
- b. Print a bar code and attach it to each package or envelope in which the property is stored. To minimize the risk of damage do not place the bar code directly on the item unless absolutely necessary. A bar code may be affixed to a tag and attached to the item.
- c. Place the bar code on the lower half of the envelope.
- d. A copy of the property report shall be placed with the property in the temporary property locker or with the property if property is stored somewhere else other than a property locker.
- e. When the property is too large to be placed in a locker, the item may be placed in the outside cage. Enter the case number on the evidence log and note the location of the property item.

804.3.2 NARCOTICS AND DANGEROUS DRUGS

All narcotics and dangerous drugs must be submitted in separate packages to prevent cross-contamination. Each package must be sealed with evidence tape. The seal must contain the officer's initials, ID number and the date sealed.

804.3.3 EXPLOSIVES

Deputies who encounter a suspected explosive device or hazardous materials shall promptly notify their immediate supervisor. The Hazardous Device Squad will be called to manage and handle all explosive, biological and other hazardous material incidents. This includes the responsibility for the safe handling, storage, sampling and proper disposal of all suspected explosive devices and hazardous materials. The Hazardous Device Squad will manage the separation, transportation and security of all explosive devices and hazardous materials determined to be evidence. These materials will be kept in an appropriate storage facility according to local health regulations, Washington State and Federal Law.

Explosives will not be retained in the Sheriff's facility. Only expended fireworks that are considered stable and safe may be booked into property. All such items shall be stored in proper containers and in an area designated for the storage of flammable materials.

804.3.4 EXCEPTIONAL HANDLING

Certain property items require a separate process. The following items shall be processed in the described manner:

- a. Bodily fluids such as blood or semen stains shall be air dried prior to booking.
- b. All bicycles and bicycle frames require a property report. Property tags will be securely attached to each bicycle or bicycle frame. The property should be placed in the bicycle storage area for pick up.

- c. All cash shall be counted and must be sealed when submitted, including suspected counterfeit currency. A property officer should be called out to pick-up cash amounts greater than \$10,000 that cannot be secured in a drop safe.

County property, unless connected to a known criminal case, should be released directly to the appropriate County department. No formal booking is required. In cases where no responsible person can be located, the property should be booked for safekeeping in the normal manner.

804.3.5 PROPERTY SUBJECT TO FORFEITURE

Whenever property seized by the Department is subject to forfeiture, specific notification procedures must be followed. It shall be the responsibility of the assigned deputy, detective, or the property officer to ensure that the following notifications are completed.

The owner of the property will be notified of the seizure and intended forfeiture of the seized property within 15 days following the seizure. Notification includes any person having any known right or legal interest in the seized property, including any community property interest. The notice of the seizure may be made by any method authorized by law (RCW 10.105.010).

The notification will include the legal reason for the seizure and information regarding how to appeal the pending forfeiture.

Notification procedures for property seized under Asset Forfeiture (RCW 69.50.505) are detailed in the Asset Forfeiture Policy.

804.3.6 STORAGE OF SURRENDERED FIREARMS

Deputies shall accept and store a firearm from any individual who has surrendered firearms under RCW 9.41.800 (Surrender of weapons), has been ordered under the Extreme Risk Protection Order Act to surrender the firearm, or after being detained under RCW 71.05.150 or RCW 71.05.153. No firearms will be surrendered at the County-Town Building. The deputy receiving the firearm at a Sheriff's Precinct shall:

- a. Identify the respondent by a government issued photo identification.
- b. Write a report noting the cause number of the ERPO or other court order, the date the firearm was accepted for storage and the respondent's identity to include the individuals name, address, telephone number, and date of birth.
- c. Record the serial number of the firearm(s) and/or the number of the concealed pistol license.
- d. Book the firearm(s) and/or concealed pistol license into the evidence room for later pick up by the Property Room Officer.
- e. Provide the respondent with a copy of the property sheet as a receipt showing what items were surrendered.
- f. Notify the Civil Unit Sergeant of the surrender, including the case number of the report.
- g. If the firearm was surrendered pursuant to the Extreme Risk Protection Order Act, the Civil Unit Sergeant will ensure a copy of the property sheet (receipt) is filed with the court in a timely manner (RCW 7.94.090).

The Property Room shall store firearms accepted pursuant to this policy.

804.3.7 FOUND PROPERTY

Found property surrendered to the Department shall be handled as required by RCW 63.21.050.

804.4 PACKAGING OF PROPERTY

Certain items require special consideration and shall be booked separately as follows:

- a. Narcotics and dangerous drugs must be sealed.
- b. Firearms (ensure they are unloaded and booked separately from ammunition).
- c. Syringes are not accepted unless used as a weapon in an assault or as part of a death investigation.
- d. Cash, casings and DNA must be sealed when submitted.
- e. Property depicting a minor engaged in sexually explicit conduct shall be submitted sealed in a manila envelope or box when feasible.

804.4.1 PACKAGING CONTAINER

Employees shall package all property in a suitable container available for its size. Knife boxes or knife sleeves should be used to package knives, and syringe tubes should be used to package syringes and needles.

A property bar code shall be securely attached to the outside of all items or group of items packaged together.

804.4.2 PACKAGING NARCOTICS

The deputy seizing narcotics and dangerous drugs shall retain such property in their possession until it is properly weighed, packaged, tagged, and placed in the property locker, accompanied by a copy of the property report. Prior to packaging, if the quantity allows and the evidentiary circumstances require it, a presumptive test should be made on the suspected narcotics. If conducted, the results of this test shall be included in the deputy's report.

Narcotics and dangerous drugs shall be packaged in an envelope of appropriate size available in the report room. The booking deputy shall seal the package with evidence tape, and mark with their initials, ID number and date. Narcotics and dangerous drugs shall not be packaged with other property.

A bar code shall be attached to the outside of each package.

804.5 RECORDING OF PROPERTY

The property officer receiving custody of evidence or property shall record his/her signature, the date the property was received, and where the property will be stored on the property report.

An incident number shall be obtained for each item or group of items. This number shall be recorded on the property and the property report.

Any changes in the location of property held by the Sheriff's Department shall be noted in the Chain of Custody (CHoC) system and on the property report.

804.6 PROPERTY CONTROL

Each time the property officer receives property or releases property to another person, he/she shall enter this information on the property report and the Chain of Custody (CHoC) system. Deputies desiring property for court shall contact the property officer at least one day prior to the court day.

804.6.1 RESPONSIBILITY OF OTHER PERSONNEL

Every time property is released or received, an appropriate entry on the property report and in the Chain of Custody system shall be completed to maintain the chain of possession. No evidence property is to be permanently released without first receiving written authorization from a supervisor or detective.

Request for analysis for items shall be completed on the appropriate forms and submitted to the property officer. This request may be filled out any time after booking of the property or evidence.

804.6.2 TRANSFER OF EVIDENCE TO CRIME LABORATORY

The transporting employee will check the evidence out of property, indicating the date and time in the Chain of Custody system.

The property officer releasing the evidence must complete the required information in the Chain of Custody system. The lab forms will be transported with the property to the examining laboratory. Upon delivering the item involved, the Crime Lab will sign the check-out form. A copy of the check out form will be attached to the property sheet.

804.6.3 STATUS OF PROPERTY

Each person receiving property will make the appropriate entry to document the chain of evidence. Temporary release of property to deputies for investigative purposes, or for court, shall be noted in the Chain of Custody system, stating the date, time and to whom released.

The property officer shall obtain the signature of the person to whom property is released, and the reason for release. Any employee receiving property shall be responsible for such property until it is properly returned to property or properly released to another authorized person or entity.

The return of the property should be recorded in the Chain of Custody system, indicating date, time, and the person who returned the property.

804.6.4 AUTHORITY TO RELEASE PROPERTY

The submitting deputy, assigned detective or designated supervisors shall authorize the disposition or release of evidence coming into care and custody of the department. The Property Room Manager or designee may authorize release or disposal of property and evidence past the retention limits established by Memo of Understanding (MOU) or Standard Operating Procedure (SOP).

804.6.5 RELEASE OF PROPERTY

The Pierce County Sheriff's Department shall make every effort to return personal property that is in the possession of this department when such property is not considered evidence of a crime or is no longer needed as evidence. In such cases, the property officer shall make a reasonable attempt to identify the lawful owner and provide written notice via US Mail within 15 days after the property is authorized to be released.

If the property remains unclaimed beyond sixty days after the initial written notice to the property owner, or, in the case of property held as evidence, sixty days from the date when the case has been finally adjudicated and the property has been released as evidence by order of the court, the Department may (RCW 63.32.010; RCW 63.40.010):

- a. At any time thereafter sell the property at public auction to the highest and best bidder for cash. The disposition of all proceeds from such auctions shall be accounted for and recorded according to law. (RCW 63.32.030).
- b. Retain the property for the use of the Department subject to giving notice in the manner prescribed in RCW 63.32.020 (or RCW 63.40.020) and the right of the owner, or the owner's legal representative, to reclaim the property within one year after receipt of notice, without compensation for ordinary wear and tear if, in the opinion of the Sheriff, the property consists of firearms or other items specifically usable in law enforcement work, provided that at the end of each calendar year during which there has been such a retention, the Department shall provide the County's elected body and retain for public inspection a list of such retained items and an estimation of each item's replacement value. At the end of the one-year period any unclaimed firearm shall be disposed of pursuant to RCW 9.41.098(2).
- c. Destroy an item of personal property at the discretion of the Sheriff if he/she determines that the following circumstances have occurred:
 1. The property has no substantial commercial value, or the probable cost of sale exceeds the value of the property; and
 2. The item has been unclaimed by any person after notice procedures have been met, as prescribed in this section; and
 3. The Sheriff has determined that the item is unsafe and unable to be made safe for use by any member of the general public.

If the item is not unsafe or illegal to possess or sell, it may, after satisfying the notice requirements as prescribed in RCW 63.32.020, be offered by the Sheriff to bona fide dealers, in trade for law enforcement equipment. Such equipment shall be treated as retained property for purpose of annual listing requirements of the RCW. Such items may be destroyed at the discretion of the Sheriff if he/she believes that it has been, or may be used in a manner that is illegal (RCW 63.32.010).

The property officer shall release the property upon proper identification being presented by the owner for which an authorized release has been received. A signature of the person receiving the property shall be recorded on a numbered receipt and attached to the property sheet. After release of all property entered on the property sheet, the file will be archived and retained per statute.

804.6.6 DISPUTED CLAIMS TO PROPERTY

Occasionally more than one party may claim an interest in property being held by the Department, and the legal rights of the parties cannot be clearly established. Such property shall not be released until one party has obtained a valid court order, written court property release or other undisputed right to the involved property.

All parties should be advised that their claims are civil and in extreme situations, legal counsel for the Department may wish to file an interpleader to resolve the disputed claim.

804.6.7 PROPERTY DEPICTING A MINOR ENGAGED IN SEXUALLY EXPLICIT CONDUCT

No property or material that depicts a minor engaged in sexually explicit conduct shall be copied, photographed, or duplicated. Such material shall remain under the control of this department or the court and shall be made reasonably available for inspection by the parties to a criminal proceeding involving the material. The defendant may only view these materials while in the presence of his/her attorney or an individual appointed by the court either at this department or a neutral facility as approved by the court (RCW 9.68A.170). Any request for inspecting such material should be brought to the attention of the assigned investigator or an investigation supervisor.

804.7 DISPOSITION OF PROPERTY

All personal property, other than vehicles governed by Chapter 46.52 RCW, not held for evidence in a pending criminal investigation or proceeding, and held for 60 days or longer where the owner has not been located or fails to claim the property, may be disposed of in compliance with existing laws upon receipt of proper authorization for disposal. (RCW 63.32.010; RCW 63.40.010).

804.7.1 BIOLOGICAL EVIDENCE

Biological evidence shall be retained for a minimum period established by Washington law (RCW 5.70.010) or the expiration of any sentence imposed related to the evidence, whichever time period is greater.

Biological evidence related to a homicide shall be retained indefinitely and may only be destroyed with the written approval of the Sheriff or the Sheriff's designee.

Biological evidence from an unsolved crime shall not be disposed of prior to expiration of the statute of limitations (RCW 5.70.010). Even after expiration of the applicable statute of limitations, the Criminal Investigations Bureau Chief should be consulted.

804.7.2 SEXUAL ASSAULT KITS

Unreported sexual assault kits shall be stored and preserved for 20 years from the date of collection (RCW 5.70.030).

804.7.3 RETURN OF FIREARMS

Prior to the return of a privately owned firearm, the property officer shall ensure confirmation of the following (RCW 9.41.345):

- a. The individual to whom the firearm is to be returned is the individual from whom the firearm was obtained, an authorized representative of the individual, or other person identified by a court order.
- b. The individual is eligible to possess a firearm pursuant to RCW 9.41.080.
- c. The firearm is not required to be held in custody or prohibited from release.
- d. Twenty-four hours has elapsed from the time the firearm was obtained by law enforcement or five business days if the firearm was seized in connection with a domestic violence call under RCW 10.99.030.
- e. Notification is made to those family or household members, or an intimate partner, who have requested notification pursuant to established department protocol (RCW 9.41.340).
 1. Firearms shall be held in custody for 72 hours from the time notification is provided.

If a firearm or dangerous weapon was surrendered or lawfully seized pursuant to a protection order issued under RCW 9.41.800 and is to be returned to a person other than the individual from whom the firearm or dangerous weapon was obtained, the property officer shall determine that the person is the lawful owner and obtain a written agreement, signed by the lawful owner under the penalty of perjury, that the firearm or dangerous weapon will be stored in a manner to prevent the individual from whom the firearm or dangerous weapon was obtained, from accessing, controlling, or possessing the firearm or dangerous weapon (RCW 9.41.801).

Upon confirmation that the individual is eligible to possess a firearm and any applicable notifications are complete, the firearm shall be released to the individual or authorized representative upon request without unnecessary delay.

If a firearm cannot be returned because it is required to be held in custody or is otherwise prohibited from release, written notice shall be provided to the individual within five business days of the date the individual requested return of the firearm. The written notice shall include the reason the firearm must remain in custody.

804.7.4 RELEASE OF FIREARMS IN EXTREME RISK PROTECTION ORDER MATTERS

If an extreme risk protection order is terminated or expires without renewal, a firearm taken or surrendered pursuant to the order shall be returned to the person after (RCW 7.94.100):

- a. The respondent has completed the Property Claim form (Z-287) on-line or in person at the Property Room.
- b. The Property Room will forward the form to the DV Unit Supervisor who will confirm with the court that the extreme risk protection order has been terminated or has expired without renewal.

- c. The Property Room will confirm through a background check that the respondent is currently eligible to own or possess firearms under federal and state law.
- d. The Property Room will, if requested, provide prior notice of the return of the firearm(s) to family or household members of the respondent in the manner provided in RCW 9.41.340 and 9.41.345.
- e. Any firearm surrendered by a respondent pursuant to RCW 7.94.090 that remains unclaimed by the lawful owner shall be disposed of in accordance with Department policies and procedures for the disposal of firearms in law enforcement custody.

If an individual other than the restrained person claims title to any firearms surrendered or taken into custody, and that individual is determined to be the lawful owner and a lawful possessor of the firearm, the firearm shall be returned to that individual provided that he/she agrees to store the firearm in a manner that prevents the restrained person from access (RCW 7.94.090).

804.7.5 RELEASE OF FIREARMS AFTER EMERGENCY DETENTION

Firearms surrendered pursuant to RCW 71.05.182 (surrender of firearms after emergency detention) shall be returned in compliance with the provisions of RCW 9.41.345 as long as the six-month suspension period has expired or the person's right to possess firearms has been restored, whichever is sooner (RCW 71.05.182).

804.8 INSPECTIONS OF THE EVIDENCE ROOM

- a. Unannounced inspections of evidence storage areas shall be conducted annually as directed by the Sheriff.
- b. An annual audit of evidence held by the department shall be conducted by a member at the rank of Lieutenant or higher (as appointed by the Sheriff) not routinely or directly connected with evidence control.
- c. Whenever a change is made in management or supervisory personnel who have access to the evidence room, a full audit of all evidence/property shall be made by an individual(s) not associated to the property room or function to ensure that records are correct and all evidence property is accounted for.

804.8.1 PROPERTY AND EVIDENCE SECTION SECURITY

Access to the Pierce County Sheriff's Department Property and Evidence Section is restricted to authorized department personnel only. It shall be the responsibility of the property officer to control all access to the Property and Evidence Section.

The property officer shall maintain a log of all persons entering the secured area of the Property and Evidence Section. Personnel, other than those assigned to the Property and Evidence Section, who have legitimate business in the secured area will be required to record their name, the date, time, and purpose for entry and be escorted at all times with-in the confines of the property storage areas.