

Case Number: _____

PROPERTY TRANSFER FORM

The following items of property / evidence was released to
_____ for deposit with:

Employee Name

Court: _____

District Attorney: _____

Laboratory: _____

Other: _____

Description of Property: _____

Item Number(s): _____

Signature of Person Receiving: _____

Date and time to be returned: _____

Anytime property leaves the custody of the property room the transaction needs to be fully documented. It should be the responsibility of the property officer to file the **TRANSFER FORM** in a tickler file to track the “out” property on a scheduled basis. A sound policy would dictate that guns, money, and narcotics should be inquired upon after 24 hours.

Consideration should be made to have court personnel sign for all evidence that is introduced into the court system. The signed receipt needs to be filed with the original property report.