

# PROPERTY TAG GUIDELINE

1. **Case Number** refers to the number the original case was written under.
2. **Tag Number / Evidence Tag Number** - the most accurate way to properly document property is to insure each piece of property / evidence has its own individual sequential number. For example, the property / evidence tags are all pre-numbered and signed out of a control book that can easily be audited. The property/ evidence is then referred to in the case by the tag or invoice number and a corresponding item number .

When using just a case number the internal inspection has no way of determining if evidence is missing since only cases that have evidence are filed in the property room.

3. **Seized Pursuant to Search Warrant** - anytime the court has jurisdiction over evidence the documentation needs to reflect that information to notify the property room personnel. This will lessen the chance of releasing property that the court has jurisdiction over.
4. **Booking Number** - refers to a jail booking number where suspect may be located for later notifications.
5. **Description** - generally speaking all evidence should be thoroughly described to avoid loss, theft, and missappropriation.
6. **Approved by** - provides a location for supervisory personnel to review and approve the property documentation and insure it meets the accepted standard.