

# CEDAR PARK POLICE DEPARTMENT EVIDENCE ROOM INSPECTION CHECKLIST

To: \_\_\_\_\_ Inspector \_\_\_\_\_

From: \_\_\_\_\_ Date \_\_\_\_\_

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**Purpose:**

The purpose of this inspection is to ensure that the Evidence Room is (1) maintained in good physical and operational condition; (2) that all areas are sanitary and orderly; and (3) that all items are properly stored, secured, and protected.

On (date), a *general inspection* of the (*Cedar Park Police Department Evidence Control Room*) was conducted at (time). The below items were reviewed and inspected. Boxes marked with ☒ indicates no noted problem(s) observed. Items marked with the color **red** indicates a potential problem.

**Control Access Key Control**

- Key Card working
- Entry Control Book
- Bulk Storage Key Control

**Evidence Lockers**

- Locks working
- Unsecured evidence(s)
- Locker Keys

**Personnel Work Area(s)**

- Desk Organized
- Overall Cleanliness
- Floor/Wall

**Narcotics Room**

- Ventilation
- Packages Secured
- Sealed/Labeled
- Floor/Wall

**Weapon's Room**

- Door Secured
- Weapons Secured
- Floor/Wall

**Forensic/Print Room**

- Free of Debris
- Hazardous Material Discarded
- Area Sanitized
- Supply Cabinets Organized

**Bulk Evidence Area 1**

- Ventilation
- Cages locked
- Free of Debris
- Master lock key control

**Bulk Evidence Area 2**

- Key card access control
- Packages secured
- Items sealed and labeled
- Large refrigerator secured

**Evidence/Officer's Work Area**

- Area Sanitized
- Supplies Labeled
- Small refrigerator secured
- Evidence computer working

**Miscellaneous/General Items**

- Sink/Running Water
- Electrical Wall Outlets
- Lighting/Fixtures

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EVIDENCE ROOM INSPECTION CHECKLIST**

**Evidence Room Inspection**

**Date:** \_\_\_\_\_

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**COMMENTS:**

**Narcotics Room-**

**Bulk Evidence Area 1-**

**Bulk Evidence Area 2-**

**Overall, the Evidence Room and associated storage areas appeared to be clean and organized.**

Inspected by \_\_\_\_\_

Evidence Representative \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_