

Memo

To: Sherri Morrison, Administrative Sergeant – Property / Evidence Custodian
From: Andrea Musick, Detective – Property / Evidence Technician
CC: Corry Blount, Captain, Support Services Division
Date: May 18, 2009
Re: Annual Property Room Inventory - 2009

Sgt. Morrison:

Please find the following information to comply and meet the requirements of policy 802.70 (TPCA Best Practice Standard 12.08.1) Inventory of Property/Evidence.

General Order 802.73 states that a partial inventory of the property room shall be conducted at least annually. A partial inventory shall consist of all guns, drugs and money and, 5% or 50 items, whichever is less, of the remaining items within the property room.

As you are aware, the inventory of all guns, drugs and money occurred on April 17, 2009. On Friday May 15, 2009, myself and Officer G. Arrington conducted a partial inventory of the remaining items. Officer Arrington is not assigned to the property room; however, Officer Arrington is familiar with the property room function and assisted with the inventory.

Due to the number of items currently within the property room, Officer Arrington and I inventoried 50 items. This was accomplished by printing the master control report and randomly selected 25 items from the list. We then found each item and ensured that the items were in the proper location and properly marked / tagged / bar-coded. We then randomly picked 25 items on the property room shelves that were marked / tagged / bar-coded and compared these items to the master list. Each item was found on the list and had correct information contained within the report.

If you have any questions in reference to this matter, please contact me.

Thank you

A. Musick #518
Det. A. MUSICK #518