

**SEMD-SD-ADM-104-Property and Evidence Control**

**1. Purpose**

The purpose of this procedure is to provide instructions for the collection, documentation, storage, and disposal of property and evidence under the control of Fermilab Security.

**2. Scope**

This procedure applies to all Security personnel who, within their assigned duties, become responsible for the controlling of property or evidence.

**3. Applicability**

This policy applies to all uniformed members of the Fermilab Security Department, full-time and part-time employed by Fermi Research Alliance (FRA) for Security Services.

**4. Effective Date and Date Reviewed/Updated**

This policy went into effect on June 9, 2016 and its update was effective on February 1, 2024.

**5. Policy**

Fermilab Security is responsible for the protection of Fermilab property, recovered property, and property in their control considered to be evidence. This procedure is established to ensure that accountability is maintained throughout the collection, storage, and disposal of property. This procedure is intended to be concurrent with procedure SOC-RO-203 in use by the Security Operations Center.

**Property Found or Turned Over to Security Personnel**

Security Officers, upon finding or receiving found property, will make an immediate attempt to locate the owner of the property.

If the owner cannot be found, the property shall be taken to the Security Operations Center for processing and storage according to SOC-RO-205, Receiving, Storing and Disposing of Lost Articles.

If the item found/turned over is government property, currency, recovered property previously reported as missing, or property deemed to be over two-hundred and fifty dollars in value, the assigned Security Officer shall follow SD-ADM-102, Specific Reports, Section 6.5.

### **Crime Scenes and the Handling of Evidence**

When a Security Officer arrives at the scene of a crime (e.g., breaking and entering, aggravated assault involving a weapon), he/she shall secure the scene, ensuring that no one contaminates the area unless exigent circumstances exist.

The Security Officer shall immediately notify the Shift Lieutenant, who shall notify the Fermilab Security Supervisor for a crime in progress, the Shift Lieutenant shall have the Security Operations Center call local Law Enforcement.

The Shift Lieutenant, in the absence of a Fermilab Security Supervisor shall respond to the scene; await the arrival of the Physical Security Manager.

The Fermilab Security Supervisor shall respond to the scene and assume the role of Incident Commander at the Incident Command Post.

The Incident Commander shall evaluate the situation and decide whether or not assistance is required from a local Law Enforcement Agency.

When requested by local Law Enforcement Agency personnel, the responsibility for the crime scene and evidence within it shall be transferred to that agency.

Security personnel shall remain on the scene to provide additional support, as necessary.

Any evidence recovered and held by the local Law Enforcement Agencies shall be recorded for information, as directed by the Fermilab Security Supervisor.

In some cases, the Fermilab Security Supervisor may request evidence such as debris from hit and run vehicle accidents; property too bulky to be transported to the Law Enforcement Agency; or that is to be used in an internal investigation or case being retained at Fermilab.

### **Collection, Documentation and Storage of Evidence**

Security shall only retain property, which is viewed as evidence.

The Fermilab Security Supervisor shall only handle the evidence.

Evidence being held by Security shall be tagged with an Evidence Tag.

The Fermilab Security Supervisor, or Shift Lieutenant, assigned to the case report, shall provide all appropriate information on the Evidence Tag.

The Fermilab Security Supervisor shall enter any evidence taken into the Evidence Log File located at Site 52.

Include all information found on the Evidence Tag in the entry.

Security shall store evidence in a secure area.

Take property requiring additional space to Warehouse 2, Property Group storage.

Put money and other negotiables in a safe at the Security Operations Center.

Include the location of the evidence on the Evidence Tag in the Evidence Log File.

### **Notifying Owners of Evidence in Security's Control**

- Security shall notify the owner of any property held as evidence.

If the identity of the owner is known, the Fermilab Security Supervisor handling the evidence shall contact the owner and inform him/her of the status of the property.

### **Evidence Disposal**

All evidence shall be disposed of in accordance with the laws of the State of Illinois.

Evidence shall not be held longer than six months from the Case Report date unless it is to be used in a pending court case or a continuation is approved by the Physical Security Manager.

If the owner of the evidence claims the property, he/she shall sign the Evidence Tag showing that the property was transferred.

Verify the individual's identity before a member of the Security Department turns over evidence to an owner.

The Security Department representative shall request two forms of identification to confirm the identity of the individual receiving the property.

If the owner of the personal property being held as evidence is known by Security, but he/she fails to pick up the property, a certified letter shall be sent by the Physical Security Manager thirty days before the end of the six-month time period.

The letter shall notify the owner that if the property is not claimed by the end of the thirty days it will be turned over to a local Law Enforcement Agency or otherwise discarded.

A hard copy of the letter will be maintained in the Evidence Log File.

If the owner of personal property being held as evidence cannot be identified within the six-month period; the evidence shall be turned over to a local Law Enforcement Agency or discarded by Security.

If the property is given to a Law Enforcement Agency, the person receiving the evidence shall sign the Evidence Tag acknowledging the transfer of the property.

If the evidence belongs to Fermilab, it shall be turned over to Infrastructure Services Division's Property Group.

The person taking possession of the property shall be asked to sign the Evidence Tag acknowledging receipt.

All evidence, disposed of by means other than those described in this section, shall have a notation on both the Evidence Tag, and in the Evidence Log File, of how it was disposed and by whom.

The Security person disposing of the item shall sign the Evidence Tag.

Evidence Tags shall be kept in the Evidence Log File.

The Fermilab Security Supervisor shall maintain permanent records showing the disposition of all evidence that has been in the possession of Security.

### **Evidence Accountability**

The Security Training Supervisor shall perform quarterly audits on the evidence under the Security Department's control.

Evidence shall be checked against the Evidence Log File to ensure the accountability and accuracy of the Security Department's records.

The Department of Energy may assign personnel to inspect the Security Department Evidence Control Records, at any time, to ensure that all evidence procedures are being followed properly.

The Security Training Supervisor shall provide a written report to the Physical Security Manager if the result of any quarterly audit shows missing evidence or otherwise inaccurate records.

## 6. Definitions

Evidence - Property that will assist in an investigation, either by a law enforcement agency or Fermilab Security. Additionally, evidence includes property that may be used in a court of law or for disciplinary action by Fermilab management.

Found Property - Property found by a Fermilab employee, guest, visitor, or a Security Officer and subsequently turned over to Security. This property has not been reported lost or stolen.

Loss Prevention - Property that is not lost or stolen but is removed from an unsecured area to prevent it from being stolen.

Property - A personal or governmental item/possession that is owned by or assigned to a specific individual or group.

Recovered Property - Property found by a Fermilab employee, guest, visitor or Security Officer and subsequently turned over to Security. The owner or someone responsible for the property has reported this property lost or stolen.

Safe Keeping - Property given to Fermilab Security to hold until such time as the owner reclaims it.

Fermilab Security Supervisor – The Fermilab Security Department staff member who is on-duty or on-call.

Shall – The use of the word “shall” indicate a required action.

Should - The use of the word “should” indicate a recommended action.

## 7. Responsibilities

Physical Security Manager is responsible for the oversight and management of the Physical Security Program and compliance with the SSP and assists with Safeguards and Security alignment.

Deputy Physical Security Manager is responsible for assisting the Physical Security Manager with the Physical Security Program and compliance with the SSP and collaboration with Security Supervisors.

Security Supervisors are responsible for implementing Protection Program Operations initiatives and ensuring compliance with policies and procedures. Also responsible for directing the actions on his/her shift to ensure proper control of property and evidence from receipt to final disposition.

Shift Lieutenants & Security Officers are responsible for the accountability and proper handling of any property/evidence under their control as stated in this procedure.

## **8. Authorities**

SOC-RO-205, Receiving, Storing and Disposing of Lost Articles  
SD-ADM-102, Report Writing

## **9. Owner**

The Physical Security Manager is the owner of this policy.

## **10. Review Cycle**

This policy shall be reviewed annually or more frequently, as needed.

## **11. Communication Plan**

The requirements of this policy shall be communicated by the Physical Security Manager to all Security Department personnel, and periodic training shall be provided. This policy shall be available in the Fermilab Security Department policy database.