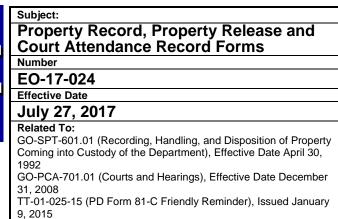
## **EXECUTIVE ORDER**



**DISTRICT OF COLUMBIA** 



## I. PURPOSE

The purpose of this executive order is to ensure that members adhere to required procedures regarding the recovery and documentation of evidence, and that PD Forms 81-C (Property Release) are processed accordingly to ensure the release of evidence when appropriate.

## II. REGULATIONS

- A. Watch Commanders shall ensure a copy of the PD Form 81 (Property Record) and the pending PD Form 81-C (Property Release) is reviewed, approved, and included in the arrest package for all cases, including Papering Elimination Project (PEP) cases.
- B. Court Liaison Division (CLD) personnel receiving members checking in and out of court shall review all PD Forms 140 (Court Attendance Records), and the attached PD Forms 81-C to ensure each form includes the barcode number, the central complaint number (CCN), the item number, and a description of the property, including color, model, and manufacturer, when applicable.
- C. For cases that require papering, members shall ensure PD Forms 81-C have been signed by the screening Assistant United States Attorney (AUSA) or Assistant Attorney General (AAG) for the Office of the Attorney General (OAG) and returned to CLD for no-papered cases prior to check out. PD Forms 81-C shall include the papering attorney's name and contact number.
- D. Members that become aware of the final disposition of their case shall return the signed PD Form 81-C with their PD Form 140 to the CLD at check out. The CLD shall forward PD Forms 81-C to the Evidence Control Branch.

## III. POINT OF CONTACT

Members with questions may contact the Court Liaison Division at (202) 727-4467 or (202) 727-4466, or the Evidence Control Branch at (202) 727-3230.

Peter Newsham Chief of Police

PN:KDO:MOC:PHC