

EXECUTIVE ORDER



DISTRICT OF COLUMBIA

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| Subject: |
| Property Record, Property Release and Court Attendance Record Forms |
| Number |
| EO-17-024 |
| Effective Date |
| July 27, 2017 |
| Related To: |
| GO-SPT-601.01 (Recording, Handling, and Disposition of Property Coming into Custody of the Department), Effective Date April 30, 1992 |
| GO-PCA-701.01 (Courts and Hearings), Effective Date December 31, 2008 |
| TT-01-025-15 (PD Form 81-C Friendly Reminder), Issued January 9, 2015 |

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.

A handwritten signature in black ink, appearing to read 'Peter Newsham', with a long horizontal flourish extending to the right.

Peter Newsham
Chief of Police

PN:KDO:MOC:PHC