

EXECUTIVE ORDER



DISTRICT OF COLUMBIA

Subject
Property Receipts
Number
EO-24-005
Effective Date
September 4, 2024
Related to:
GO-SPT-601.01 (Recording, Handling and Disposition of Property Coming into the Custody of the Department)
GO-SPT-601.03 (Handling and Accounting for Seized and Forfeited Property)

The purpose of this executive order is to update procedures for the issuance of property receipts to the persons from whom the property was collected and submission of the receipts as part of the member's property record.

A. PD Form 82-A (Property Receipt)

1. Members seizing property with the classification of "Held for Civil Forfeiture" or receiving property from a member of the public with the classification of "Found" shall:
 - a. Prepare and issue a PD Form 82-A to the person from whom the property was collected at the time it is collected.
 - b. Attach a copy of the PD Form 82-A to the PD Form 81 (Property Record) along with any other related reports.
2. Property seized for civil forfeiture and submitted to the Evidence Control Division without a copy of the PD Form 82-A shall be reclassified by the property clerk and returned to the owner via standard release procedures.

Pamela A. Smith
Chief of Police