

PROPERTY ROOM ACCESS LOG

Entry into the property room shall be limited for official business only. Entry into the room shall be documented by any person entering the room, including the purpose for the entry. Failure to comply with this order may result in disciplinary action.

Chief of Police

Date/ Time In	Name / Serial Number	Signature	Date / Time Out	Reason for Entry Case Number	Accompanied By

The **Property Room access log** should be integral part of the security system in the property room. All employees need to comply with the type of control, regardless of rank. This type of log discourages unofficial entry into the room and provides a tool for investigators if a theft ever occurs.

The log needs to be routinely forwarded to management for review and auditing. Sound property room policies and procedures should prohibit all entries into the property room by non-property room personnel. In the event the department doesn't wish to restrict employee access, the above form should be encouraged.

Property room personnel shouldn't be responsible for items in the property room when others in the organization has access. This type of process limits access and make everyone accountable.