

PSF-2.13 - Release of Evidence - Money

RELEASE OF EVIDENCE - MONEY

Administrative Rules Adopted by Police Bureau Pursuant to Rule-Making Authority

ARB-PSF-2.13

Section 1- Procedure

Funds held as evidence will be released to the claimant upon disposition of the case, in accordance with the guidelines of the City Code, Chapter 3.20.310.

When money is no longer needed as evidence, the member responsible for the case will complete the Order for Property Release form and forward it to the Property Evidence Division (PED). Money worth less than \$100 or that has a value other than its face value, i.e. gold, silver and foreign coins, will be returned directly to the claimant through the regular PED release procedures. PED will advise the claimant of the release procedures and time frame involved.

The PED will deposit the funds of \$100 or more directly into the City of Portland General Fund bank account. The Order for Property Release form will be forwarded to the Fiscal Services Division (Fiscal) for preparation of a Payment Authorization. Bank receipts for deposits will be sent to Fiscal. Under no circumstances will claimants be directed to Fiscal, City Accounts Payable, or the office of the City Auditor for payment of the refund. Fiscal will mail a warrant (check) to the claimant(s). Exceptions must go through PED.

Section 2- References

City Code 3.20.310 – Evidence Property Order for Property Release Form (PED)

HISTORY

Submitted for inclusion in PPD March 6, 2002.

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