



Handling of Evidentiary Items



Policy

Handling of Evidentiary Items/Risk Management Plan

Security Breach or Unusual Findings

When in the normal opening of a facility, an employee finds a security breach, vandalism or other evidence of a suspicious nature, he/she should

- Immediately notify the facility Supervisor
- The employee should not enter the building or allow anyone else to enter the building.
- If the facility supervisor is on site, he/she will notify the police. If there is no supervisor immediately available, the employee will call the police and the next person up the chain of command.
- In the case of a break-in or serious vandalism, the employee or supervisor will keep everyone else from entering the area until the police arrive.
- The employee should make sure that nothing is disturbed while waiting for police.
- In the case of vandalism in the form of graffiti, the employee should notice the facility supervisor and then proceed with the opening of the facility.

Unusual Findings During Daily Routine

If during an employee's daily work, he/she finds something suspicious, illegal or threatening, such as drugs left in a locker room or an explosive device, the employee should

- Immediately notify his/her supervisor who will call the police.
- Follow the County Bomb Threat Procedure in the case of an explosive device. • Secure the area and keep anyone from entering or disturbing the area, in the case of illegal finding or suspicious substance.
- Radio for assistance as needed.
- Do not leave the area unattended.
- Wait for police to and be prepared to answer questions regarding your findings.

Security/Encroachment of Parkland

Encroachment occurs when a property owner intrudes on, in, or under the ground space or in the air space of a County-owned or managed property, either deliberately or inadvertently. Encroachment results from any use of such County land by individuals for their own purpose and may be structural, non-structural (drainage, dumping) vegetative.

Encroachment concerns:

- They restrict or limit the use & enjoyment of public land maintained for the benefit of all County residents;
- They may impose a safety hazard to the public or a liability to the County;
- They may damage the natural environment and undermine County stewardship;
- They may lead to claims of adverse possession and the loss of public assets;
- They may destabilize public lands with resultant damage to private lands