


<b>POLICY 105.3</b>	<b>DISPOSAL OF EVIDENCE/PROPERTY</b>	
	REVISED: <b>1/93</b>	RELATED POLICIES: <b>105.1, 105.2, 105.4, EVIDENCE SOP</b>
	CFA STANDARDS:	Reviewed: 01/05, <b>05/10</b>

**A. DISPOSITION OF EVIDENCE (where the City is named in a civil suit)**

1. Upon receiving notification from the City of Fort Lauderdale Risk Management that a civil suit involving the City is pending, Internal Affairs will notify by memo the Forensic Unit, the Photo Lab, and the Evidence Section. Each of these units in turn will locate and identify any evidence under their care related to the pending suit. It will be the responsibility of each unit supervisor to ensure that any such evidence is not disposed of without the approval of Risk Management.
2. When a closure in a civil case is reached, Risk Management will notify Internal Affairs. It will be the responsibility of Internal Affairs to notify each of the affected units.