

EVIDENCE AND RECOVERED PROPERTY SECTION (ERPS) INSPECTION SHEET CHICAGO POLICE DEPARTMENT

AREAS / VAULTS / STORAGE

Area Inspected	Acceptable	Not Acceptable	Noted Violation/Corrective Actions Taken
Administrative Area			
Receiving Room			
Lobby Area			
Vault A - General Property			
Vault B - Firearms			
Vault C - Criminal Sexual Assault Evidence			
Vault D - Narcotics			
Vault F - Money			
Prisoner Property Storage			
Bulk Storage			

SECURITY CAMERAS / ALARMS / FIRE SUPPRESSION

System Inspected	Acceptable	Not Acceptable	Noted Violations/Corrective Actions Taken
Security Cameras (Working)			
Video Monitors (Working)			
Fire Extinguishers			
Vault Alarms/Palm Readers			

PROPER USE OF PROPERTY STORAGE AREAS

Area Inspected	Acceptable	Not Acceptable	Noted Violations/Corrective Actions Taken
Door Locks			
Refrigerators			
Vaults			

ADHERENCE TO PROPERTY POLICY AND PROCEDURES

Policy & Procedure	Acceptable	Not Acceptable	Noted Violations/Corrective Actions Taken
Timely completion of relocations			
Proper Labeling			
Proper Storage			
Timely Disposition of Property			
Proper Steps taken to Identify Owner/Return Property			
High Risk items properly stored (firearms, narcotics, money, jewelry)			

NOTES/RECOMMENDATIONS:

Inspection Performed By: _____ Date of Inspection: _____

FOR ERPS USE ONLY

Announced Semi-Annual Inspection

FOR INSPECTION DIVISION USE ONLY

Unannounced Annual Inspection