



# PROPERTY MANAGEMENT DATABASE

**INDEX CODE: 1206**  
**EFFECTIVE DATE: 12-01-13**

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## **I. MAINTENANCE POLICY**

1. The Property Manager or designee will make two (2) copies of the property record after all accounts are correct and the evidence has been placed into a permanent storage location. A copy will be given to the Division Auditor and the other filed.
2. The Division Auditor or designee will create the case in the property management database, entering the defendant's name, date, time, agent/inspector, and quantity of each product type as soon as possible after receipt. After the case is created in the database, the Property Manager, will enter the detailed information for each case to include location, quantity, size, item description and whether alcohol is open or sealed.
3. The Accounting Manager will run a discrepancy report monthly to verify the accuracy of the information entered by the Division Auditor or the Property Manager. If there is a discrepancy, every effort will be made to find the error and correct the database.
4. To establish oversight and insure system integrity, neither the Property Manager, the Division Auditor, or the Accounting Manager, will be able to make entries in each other's portion of the database.

## **II. ANNUAL MAINTENANCE**

1. Upon completion of the annual inventory, the Accounting Manager will review any discrepancies found during the inventory process. If there is a difference in the quantity of the room inventory report and the physical count at the time of inventory, an inventory discrepancy sheet will be created and signed by the Division Administrator and Property Manager or Division Manager.
2. A copy of the inventory discrepancy sheet will be given to the Division Auditor and retained by the Property Manager.
3. The Division Auditor and Property Manager or Division Manager will make any necessary corrections to the database.

## **III. SALES/ RELEASE/ DESTRUCTION OF EVIDENCE**

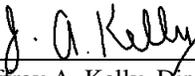
1. When any item or case is disposed of either by sale, release or destruction, the Property Manager will provide a copy of the property record or other acceptable document with the require signatures to the Division Auditor

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2. The Division Auditor and the Property Manager will make necessary updates to the database.

**IV. CANCELLATION:** None.

  
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Jeffrey A. Kelly, Director