

# STANDARD OPERATING PROCEDURE



Title  
**Auction Process**

Series / Number  
**SOP-ECD-01-01**

Issue Date  
**August 1, 2001**

## DISTRICT OF COLUMBIA

### 1. PURPOSE:

The Metropolitan Police Department routinely sells unclaimed items of property that are found, abandoned or suspected proceeds of a crime in accordance with Title 4 of the D.C. Code. After considerable research, it has been determined that it is more efficient and more cost effective for a private auction company to perform this function. As a result, these procedures have been established for the transfer and accountability of items to be auctioned by a private contract company.

### 2. SCOPE:

This policy applies to the auction of property other than motor vehicles and affects all Evidence Control personnel.

### 3. PROCEDURES:

- A. Evidence Control personnel will identify items of property that are eligible to be auctioned on a continuous basis. The Warehouse Team Leader shall ensure that general warehouse items to be auctioned are stored in the designated Auction Storage Area. The Valuables Vault Supervisor shall ensure that items of jewelry to be auctioned are stored separately in the Valuables Vault.
- B. The Warehouse Team Leader and Valuables Vault Supervisor shall prepare a list of all items to be auctioned. The list will be forwarded to Compliance Unit, which will be responsible for entering the items into the Auction Database.
- C. The Manager of Evidence Control will determine when a sufficient number of items to be auctioned are available and will order that a *Proposed List Of Items To Be Auctioned* be sent to the contract auction company.
- D. The Compliance Unit will prepare the *Proposed List Of Items To Be Auctioned* and forward same to the contract auction company on the Monday one week prior to the scheduled auction for approval.

Upon receiving the *Proposed List Of Items To Be Auctioned*, a representative of the contract auction company will review the list and mark items that are approved for submission. The approved list will be signed by the representative and returned to Evidence Control.

- E. Once Evidence Control receives the approved list, the Compliance Unit will prepare an *Auction Transfer List*. All approved items will be loaded onto a truck on the Wednesday prior to the scheduled auction. An Evidence Control Official or Team Leader will supervise the loading of auction items and will make notations on the *Transfer List* indicating all of the items that have been loaded. This list will be retained until a signed *Transfer List* is obtained when the items are delivered to the contract auction company.
- F. Evidence Control personnel will deliver the items to the contract auction company by 0930 hours on the Thursday prior to the scheduled auction. The items will again be checked against the approved *Transfer List* upon delivery. A representative from the Metropolitan Police Department and the contract auction company will sign the *Transfer List* as verification that the items were delivered.
- G. Once the items have been sold, the contract auction company will submit a check for the proceeds of the auction to Evidence Control, along with a list detailing the amount each item sold for, the amount of commission for each item and the date each item was sold.
- H. The Compliance Unit will reconcile the list with the Auction Database and submit a final report to the Manager of Evidence Control.  
  
Any discrepancies that are discovered during the reconciliation process will be rectified within 48 hours.
- I. Any item that is not sold after two auctions will be declared unsalable and returned to Evidence Control. These items will then be disposed of in accordance with departmental and legal regulations.
- J. Evidence Control personnel will randomly attend the scheduled auctions to monitor sales and verify that the contract auction company is following all applicable rules.



Keith L. Williams  
Captain/Manager