

STANDARD OPERATING PROCEDURES



DISTRICT OF COLUMBIA

Topic
Corporate Support Group
General Support Services Division
Evidence Control Branch
Internet Disposition Administrative
Process

Primary Function/Unit
Branch Wide

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I. Introduction

This SOP establishes procedures for the internet-based disposal procedures for evidentiary property and vehicles for the Evidence Control Branch

II. Procedure

WAREHOUSE ITEMS:

1. Liquidity Services and the Evidence Control Branch have agreed for Liquidity Services to visit the ECB's warehouse every Tuesday. At that time potential on-line auction items will be inspected, listed, photographed and segregated.
2. Upon the Liquidity Services representative arriving at the ECB, personal identification will be requested and matched against a list of employee names provided by Liquidity Services.
3. Once the Liquidity Services representative identification has been verified, an ECB warehouse member will escort and assist the representative through the entirety of the visit.
4. Both, the Liquidity Services representative and ECB warehouse member will inventory property items identified by the Property Manager to be auctioned.
5. Liquidity Services will assign lot numbers to all items meeting terms for auctioned via on-line. The lot number will correspond with the ECB's property control number.
6. Liquidity Services will photograph all items to be auctioned.
7. All potential auctioned items will then be boxed and segregated from all other property in the warehouse.
8. Liquidity Services will place all auction items on-line to be bid on.

9. After an item has been purchased via Liquidity Services on-line website, the buyer will be provided an invoice number per sale. Following each sale, Liquidity Services will email all sale invoices to the ECB Deputy Property Manager.
10. Buyers can elect to have their purchase shipped via the United Parcel Service (UPS). The service is provided by Liquidity Services. The buyer can respond to the ECB warehouse with identification and the sales invoice. At which time, the ECB will retrieve the property from the auction section of the warehouse and delivered to the buyer.

At no time will any Liquidity Services representative tour the ECB warehouse without an escort by an ECB member. Buyers will remain outside the ECB's main office where their purchase will be brought to them.

BLUE PLAINS IMPOUND ITEMS:

1. After the vehicle is advertised in a local newspaper and there is no claim to the vehicle 30 days after the last advertisement, the vehicle becomes property of DC, MPD. Titles are obtained from DC DMV and Liquidity Services is notified that the vehicles are ready for auction.
2. Upon the Liquidity Services representative arriving at the Impound Lot, personal identification will be requested and matched against a list of employee names provided by Liquidity Services.
3. Once the Liquidity Services representative identification has been verified, an ECB warehouse member will escort and assist the representative through the entirety of the visit.
4. The representative from Liquidity Services then identifies and photographs the vehicles to be auctioned. During the inspection, Liquidity will gather as much info about the vehicle such as condition, mileage, exact make and model, etc. This info is placed on the web site under each vehicle.
5. Liquidity and myself will agree on an inspection and pickup date for the bidders.
6. On the day of the inspection, a representative from Liquidity Services will be on location at Blue Plains to assist and answer any questions the bidders have, payment etc. Once the bidders arrive at Blue Plains, they are required to come to the office and present their drivers license and sign a form indicating they are here for the inspection.
7. A representative from Liquidity Services is also present the day of pickup to insure the winning bidders bring their Material Release Forms with them that Liquidity Services e-mailed to them and to assist with any part of the pickup process. The representative from Liquidity Services will remain on location until all vehicles are picked up or other arrangements are made to pick up at a later date.



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