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When an Officer of the Law approaches a County department requesting the temporary removal of County property, the following policy is recommended:

- 1) A badge must be shown along with photo identification of the Officer (Warrant Card);
- 2) If there is any doubt as to the Officer's authenticity, then the Officer's Police Force must be called for verification;
- 3) A duly executed Warrant signed by a Judge/Justice of the Peace must be issued before the item leaves the premises;
- 4) The relevant Director or Chief Administrative Officer must be contacted before the material is released;
- 5) A receipt for the item must be provided by the Officer before the item is released from County custody.