



2023-01

Prairie Band Potawatomi Tribal Nation, Tribal Police Department  
Chief of Police, Terry E. Clark  
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**ADMINISTRATIVE ORDER FOR THE FINAL DISPOSITION AND DISPOSAL OF CERTAIN ITEMS IN THE CUSTODY OF THE TRIBAL POLICE DEPARTMENT**

In recognition of the large volume of items that have accumulated in the Evidence Room of the Tribal Police Department and the need to regularly dispose of items not needed as evidence the following order is intended to facilitate that process.

The Tribal Police Department is authorized to dispose of certain items maintained in the evidence room as set out herein.

Effective January 1, 2023 any item which has been maintained in the Evidence Room since December 31, 2015, or prior to that, shall be deemed abandoned if no request has been made for its return.

This order shall act as a judicial determination that such property is deemed abandoned and no further order shall be needed.

With this judicial determination possession and ownership of any such property shall be vested on the effective date with the PBPN Tribal Police Department for such purpose as they shall deem appropriate, and which is consistent with the departments policy regarding other types of abandonment and forfeiture matters.

This Administrative Order shall be ongoing, until rescinded or modified, to be updated each January 1st to include all items taken into evidence in the subsequent year. The intent of this order is to expediate and facilitate the final disposition of property held in the evidence room for a period of seven (7) years, or more.

A record is to be maintained of all items disposed of pursuant to this order. The officer disposing of the item must affirm by signature that the item qualifies for disposal under this order and that it has been disposed of.

This order does not include any items for which a claim of ownership has been made and a request for the return of the item has been made. In such instances the item sought to be returned shall be referred to the Court for a formal determination of ownership.

Signed,

Handwritten signature of Charles H. Tripp in black ink.

Honorable Judge Charles H. Tripp, District Court Judge

Handwritten signature of Robert Steffen in black ink.

Robert Steffen, Tribal Prosecutor

Handwritten signature of Terry Clark in blue ink.

Terry Clark, Chief of Police