

OFFICE OF CHIEF OF POLICE
OAKLAND POLICE DEPARTMENT

MEMORANDUM

TO: All Personnel

DATE: 12 Dec 11

SUBJECT: Revision of Departmental General Order H-3,
DEPOSITING PROPERTY AND EVIDENCE (Rev. 7 Nov 86)

The subject order has been revised to update Departmental policy and procedures for depositing property and evidence into Departmental custody with the Property & Evidence Unit (PEU) and the Criminalistics Division.

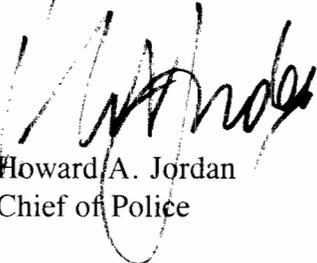
The Evaluation Coordinator for this order shall be the Bureau of Field Operations 1 Deputy Chief, who, without further notice, shall forward the required report to the Chief of Police on or by 12 Jun 12.

The Evaluation Coordinator shall receive, review and document the acceptance or rejection of all comments and/or recommendations received prior to submitting his/her six-month evaluation report.

The Evaluation Coordinator shall forward a copy of the six-month evaluation report, along with the comments/recommendations received, to the Research and Planning Division, Policy and Publication Development Unit to be maintained in the appropriate Departmental General Order archive folder.

Personnel shall acknowledge receipt, review, and understanding of this directive in accordance with the provisions of DGO A-1, DEPARTMENTAL PUBLICATIONS.

By order of



Howard A. Jordan
Chief of Police

Date Signed: 12/13/11



DEPARTMENTAL
GENERAL
ORDER

Effective Date:
12 Dec 11

H-3

Evaluation Coordinator:
BFO 1 Deputy Chief

Index as:

Evaluation Due Date:
12 Jun 12

Depositing Property and Evidence

Automatic Revision Cycle:
3 Years

TABLE OF CONTENTS

I. PROPERTY CLASSIFICATIONS 1

 A. Evidence 1

 B. Lost/Found/Abandoned Property 1

 C. Property Held for Safekeeping: 1

II. BICYCLES AND VEHICLES 1

III. SEALING PROPERTY AND EVIDENCE 1

IV. NARCOTICS AND DRUGS 4

V. FIREARMS AND OTHER WEAPONS 6

 A. Recovery and Deposit 6

 B. Malfunctioning Firearms..... 7

 C. Responsibilities of the Property & Evidence Unit and
 the Rangemaster Regarding Loaded Firearms 7

**VI. COUNTERFEIT MONEY, CREDIT CARDS, AND OTHER
 WORTHLESS DOCUMENTS DEPOSITED AS EVIDENCE..... 8**

**VII. CREDIT CARDS, CHECKS, AND OTHER WORTHLESS
 DOCUMENTS DEPOSITED AS FOUND PROPERTY..... 9**

VIII. CASH10

IX. OTHER TYPES OF PROPERTY12

X. RECEIPTS FOR PROPERTY TAKEN13
 A. Suspected Stolen Property - No Arrest13
 B. Firearms Taken at the Scene of a Domestic Violence Incident13

XI. GIFTS13

XII. PROPERTY TURNED IN FOR DESTRUCTION.....13

XIII. FOUND PROPERTY14

XIV. PROPERTY IN JUVENILE CASES15

XV. PROPERTY OF PRISONERS HELD FOR SAFEKEEPING15

XVI. LATENT PRINT EVIDENCE16

**XVII. DEPOSITING PROPERTY AND EVIDENCE INTO THE EVIDENCE
 LOCKERS.....17**



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DEPOSITING PROPERTY AND EVIDENCE

The purpose of this order is to set forth Department policy and procedures for depositing property and evidence into Departmental custody with the Property & Evidence Unit (PEU) and the Criminalistics Division.

I. PROPERTY CLASSIFICATIONS

- A. **Evidence:** Property pertaining to a particular crime or suspected offense.
- B. **Lost/Found/Abandoned Property:** Property which has been lost or abandoned and is not connected with any known or suspected crime.
- C. **Property Held for Safekeeping:** Non-evidentiary property (e.g., weapon), which could be the means to commit an offense, is an object of an offense (i.e., suspected stolen property or recovered loss), or is personal property from a person temporarily in-custody.

II. BICYCLES AND VEHICLES

Procedures regarding the recovery and deposit of bicycles are set forth in Departmental General Order J-1, RECOVERED BICYCLES; those regarding vehicles are set forth in Departmental General Order J-3, TOWING PROCEDURES.

III. SEALING PROPERTY AND EVIDENCE

Property and evidence that is placed in the Property & Evidence Unit (PEU) shall be deposited in a sealed condition, when practical, in order to preserve its integrity, and it shall be the general policy and practice of the PEU to not open property and evidence in its custody.

- A. Members/employees shall ensure evidence and/or property is properly packaged and labeled prior to depositing with the PEU or placing in a PEU evidence locker prior to end of tour of duty.
- B. Evidence Technicians may deposit evidence and/or property in the designated secure area at the Technician Detail office when required.
- C. Members/employees shall ensure all paperwork [i.e., all copies of the Property Record, Evidence Tag(s), Firearm Referral Slip(s), Property Releases, etc.] have an RD Number and accompany the property/evidence when it is submitted to PEU or deposited in the evidence locker.

NOTE: Obtain an RD # for evidence collected when issuing a citation. The PEU will not accept evidence based solely on a Field Interview/Contact Report. An offense report will need to be prepared.

- D. It is incumbent upon PEU personnel to ensure that items are submitted for deposit in proper packaging, bearing proper labels and seals, when required, along with correctly prepared documentation.
- E. It is the responsibility of the member/employee to submit the items sealed in appropriate packaging (See TB IV-A.1, PACKAGING GUIDANCE MANUAL).
- F. Seals shall be attached so that the packaging cannot be opened without breaking the seal. To seal a package correctly, members/employees shall place an OPD seal or transparent tape over the length of the packaging opening and write his/her name or initials, and serial number (or agency and title/position if no serial number) and date across the OPD seal or tape.
- G. Sealed property and evidence items may be opened by PEU personnel when an instance arises requiring items in the custody of the PEU to be inspected to ensure integrity, for personnel safety, or for investigative processing. In such events, PEU staff shall wear gloves to prevent contamination. Opening of evidence shall be accomplished in the following manner:
 - 1. The specific reason for the opening of sealed property or evidence shall be verified and agreed to by the PEU Supervisor (or, in the absence of the PEU Supervisor, the Acting Supervisor of the PEU).

2. After the PEU Supervisor verifies and agrees that a package must be opened, the PEU Supervisor shall assign PEU personnel to open said property or evidence.
3. The PEU personnel shall be responsible for recording, in a contemporaneous manner, the opening of the sealed package(s) on the Property Record (336-804) by using the issued Property & Evidence Stamp and legibly writing the date opened, his/her name and serial number, the reason for opening the package(s) (i.e., request for inventory by the assigned investigator, packaged improperly, commingled dry and frozen items, etc.), and any additional steps taken or information concerning the opening of the package(s).
4. Upon completion, PEU personnel shall reseal the package(s) in accordance with the provisions of Part III, E, and legibly write the date of the reseal and write his/her name or initials, serial number and date on the Property & Evidence Stamp on the Property Record.
5. If others are officially present during the opening process or present for any reason prior to the resealing, their names shall be reflected in the comments section of the Property & Evidence Stamp on the Property Record.

- H. PEU personnel are authorized to refuse receipt of improperly packaged or labeled, or unsafe materials and to direct the member/employee who is submitting items to repackage, correctly label, or make other arrangements for the unsafe material prior to submitting them to the PEU.

NOTE: Evidence, property, and/or unsafe material placed in a PEU evidence locker shall remain in the evidence locker until the deficiency is corrected or resolved.

- I. PEU personnel shall not accept “new” property or evidence submitted by an outside agency¹. Outside agency personnel shall be referred to the appropriate investigative unit.

“New” property or evidence from an outside agency must be submitted to PEU by a member/employee of OPD or one of the exempt agencies.

¹ The term “outside agency” does not include investigators or attorneys from the Alameda County District Attorney’s Office, Oakland City Attorney’s Office, Oakland Fire Department, Oakland Housing Authority personnel, or Oakland Public Schools Police personnel.

- J. Bulky items of property and evidence, such as exceptionally large and/or heavy items, may not be sealed when deposited, if it is impractical to do so. In such cases, the items may be marked by the member/employee who is depositing the item(s) with his/her name and serial number, or an OPD Police Seal (536-204) may be used directly on the item, if practical to do so.
- K. Items of property and evidence that cannot be rendered safe by the member/employee before depositing shall be brought to the PEU in an unpackaged condition so that PEU personnel can attempt to render the item(s) safe. (See Part V, B regarding deposit of malfunctioning firearms.) PEU personnel will then package and seal the item(s) once rendered safe.

PEU personnel shall direct the member/employee when items cannot be rendered safe and/or accepted by the PEU.

IV. NARCOTICS AND DRUGS

- A. Members/employees shall complete a Crime Report (536-933) whenever narcotics and drugs are confiscated. Completed Crime Reports shall be deposited in the appropriate report writing receptacle except for those reports submitted electronically. Crime Reports involving a juvenile in-custody shall accompany a juvenile to the Juvenile Intake Desk.
- B. Members/employees shall place confiscated narcotics and drugs in a Narcotics Evidence Envelope (216-336-331) and seal it prior to delivering it to the Criminalistics Division or depositing it in the 6th floor wall receptacle outside the Criminalistics Division at the Police Administration Building (PAB). Narcotics evidence envelopes (216-336-331) are considered sealed if both metal fasteners are irreversibly clasped.
- C. During hours when the Criminalistics Division is closed, bulk narcotics and drug evidence that is too large to be deposited in the wall receptacle shall be deposited in the PEU.
 - 1. The member/employee submitting bulk narcotics and drug evidence for deposit in the PEU shall fill out an individual (i.e., separate) Property Record for the narcotics and drugs that are being submitted and shall not list any other property or evidence on the Property Record.

2. With the exception of wet marijuana, bulk narcotics and drug evidence shall be placed in a plastic or brown paper bag, box or other container as appropriate, and sealed before submitting it to the PEU.
 3. The member/employee shall place an OPD Police Seal or transparent tape over the length of the packaging opening and write his/her name or initials and, serial number, and date on the seal or across the seal or tape.
 4. The member/employee shall complete and attach a Narcotics Evidence Envelope which shall describe the total number of packages in the submission (e.g., "six plastic garbage bags containing green plants") to one of the packages. Each additional bag shall be clearly and individually numbered (1 of 6; 2 of 6; etc.) and labeled with the RD#. The suspected marijuana shall be removed from any planter; roots, soil and planting media shall be discarded before packaging.
 5. The PEU shall request that the Criminalistics Division pick up the bulk narcotics and drug evidence at the start of the next business day.
 6. Bulk wet marijuana plants are the only exception to the requirement that drug evidence submitted to PEU or Criminalistics Division be in a sealed condition. In order to prevent rotting of the material that is associated with well-documented health concerns, bulk marijuana plants may be accepted in an unsealed condition.
- D. Members/employees shall deliver non-narcotics evidence (i.e., needles, syringes, cultivation equipment, paraphernalia, etc.) to the PEU, with a completed Property Record and Evidence Tag(s) (536-802). Per OSHA requirements, needles must be packaged in protective sheathing to protect personnel from injury and infection.
- E. The Narcotics Charging Unit (NCU) shall contact the Criminalistics Division and assign a Drug Inventory (D) number to evidence that has been delivered to or received by the Criminalistics Division.

- F. The Criminalistics Division shall retain custody of drug evidence in its possession pending presentation in court or until such time when it can be destroyed pursuant to court order.

Exception: The Criminalistics Division shall dispose of large seizures of controlled substances (in excess of 10 lbs.) in accordance with the Health & Safety Code Section 11479.

V. FIREARMS AND OTHER WEAPONS

A. Recovery and Deposit

1. Members/employees shall complete a Lost or Found Property Report (TF-995) regarding firearms and other weapons which are lost, found, abandoned, or turned in for destruction. Private persons are required to sign this report.

NOTE: Civil Code Section 2080.1 requires a signature from a person submitting lost or found property. Therefore, members/employees shall use the paper report and not use the Lost or Found Property Report in Field Based Reporting.

2. Members/employees shall complete a Property Record, Property Receipt and Release (TF-1084) and a Crime Report whenever any firearm is taken into temporary custody (safekeeping) at the scene of a domestic violence incident. (See Part X regarding the issuance of receipts.)
3. Members/employees shall complete a Crime Report regarding firearms and other weapons that are taken into custody as evidence.
4. Members/employees shall attempt to unload a firearm seized as evidence, found property, or for safekeeping at a designated safe area prior to delivery to the PEU. Malfunctioning/loaded firearms shall be processed in accordance with the provisions of Part V, B.
5. Members/employees shall deliver such firearms and other weapons to the PEU, with the appropriate paperwork (Property Record, Evidence Tag, etc.) completed. A Firearm Referral Slip (TF-654) shall be completed for each firearm.

6. PEU personnel shall not accept firearms and other weapons until the member/employee completes all of the appropriate Departmental paperwork. The PEU shall forward a copy of the Firearm Referral Slip to the investigative unit pursuant to LRMS and retain the original.
7. The PEU shall not accept firearms and other weapons seized by other agencies until all appropriate Departmental paperwork has been completed.

B. Malfunctioning/Loaded Firearms

1. If a firearm cannot be safely unloaded because of a malfunction or because the member/employee is unfamiliar with its operation, the officer/technician shall initially seek assistance from a Department Rangemaster. If a Rangemaster is unavailable, the firearm shall be taken to the PEU via the tunnel under 6th Street, and the Police Property Specialist shall be advised that the firearm is loaded.
2. A member/employee who deposits a loaded firearm in the PEU or in a PEU evidence locker shall describe the problem on the Property Record and the Firearm Referral Slip.
3. During PEU non-business hours, the member/employee shall utilize the PEU evidence lockers.
 - a. Place the unpackaged firearm, with the muzzle facing in the safest possible direction in the locker so that the firearm will be visible to PEU personnel when the locker is opened.
 - b. Place a written warning with the words, "CAUTION: LOADED FIREARM" in large letters, near the firearm, inside the locker AND on the outside of the locker door.

C. Responsibilities of the PEU and the Rangemaster/Criminalist Regarding Loaded Firearms

1. PEU personnel shall not retrieve a firearm from a locker with a "CAUTION LOADED FIREARM" sign. Immediately notify a Rangemaster or a Criminalistics Division Firearms Examiner.

2. PEU personnel shall secure a loaded firearm in the designated area in the armory and place a written warning with the words, "CAUTION: LOADED FIREARM" in large letters, near the firearm. Immediately notify the Rangemaster or, if unavailable, a Criminalistics Division Firearms Examiner or other qualified alternate, to assist whenever a loaded firearm is deposited into the PEU armory or evidence locker.
3. If after retrieving a firearm from an evidence locker, PEU personnel discover a firearm has not been rendered safe, he/she shall secure the firearm and immediately notify a Rangemaster or a Criminalistics Division Firearms Examiner.
4. Upon notification, the Rangemaster or alternate shall sign the firearm out of the PEU, render it safe, remove the "CAUTION - Live Round in Chamber" card, and return it to the PEU.
 - a. The Rangemaster, Criminalistics Division Firearms Examiner, or alternate shall complete a Supplemental Report via Field Based Reporting or on a paper report (536-937) for each firearm re-deposited to PEU describing the condition of the firearm prior to and after any changes made to the firearm or ammunition to include:
 - 1) The solution to the unloading problem;
 - 2) Damage caused in unloading;
 - 3) If the firearm is fired, the reason why;
 - 4) The ammunition used; and
 - 5) Any other appropriate data.
5. Unloading firearms shall take priority over the Rangemaster's other assignments and shall be accomplished as soon as possible.

VI. COUNTERFEIT MONEY, CREDIT CARDS, AND OTHER WORTHLESS DOCUMENTS DEPOSITED AS EVIDENCE

- A. Members/employees shall complete the appropriate offense reports, to include the Worthless Document Continuation Report (TF-3167) regarding counterfeit money, credit cards, travelers' checks, money orders, bank checks, and other worthless documents taken into custody as evidence.

- B. Counterfeit money shall be deposited into a Worthless Document Envelope (TF-1085) and deposited into the worthless document receptacle labeled "Checks and Credit Cards," located in the basement of the PAB, for delivery to the Theft Unit.
- C. All other worthless documents taken into custody as evidence shall be extracted from wallets, purses or other containers and placed into a Worthless Document Envelope. The Worthless Document Envelope shall be deposited into the worthless document receptacle labeled "Checks and Credit Cards."
- D. In the event that other offenses besides forgery or fraud are involved, an Offense Report rather than a Worthless Document Continuation Report shall be completed if other offenses predominate. In such a case, the forgery or fraud offense shall be listed as an additional crime on the Offense Report. All evidence shall be deposited in the PEU.

VII. CREDIT CARDS, CHECKS, AND OTHER WORTHLESS DOCUMENTS DEPOSITED AS FOUND PROPERTY

- A. Members/employees shall complete a Lost or Found Property Report (TF-995) whenever worthless documents are taken into custody as found property or for safekeeping.
- B. Members/employees shall deliver the worthless documents, along with any wallets, purses or other containers, to the PEU with a completed Property Record and Evidence Tag(s).
- C. PEU personnel shall attempt to ascertain whether the found worthless documents are connected with a crime. If the items appear to be connected to a crime, PEU personnel shall notify the appropriate investigative unit to receive direction as to the disposition of the items.
- D. The PEU cannot release found credit cards to owners or finders. Other worthless documents can only be released to owners.
- E. Unclaimed worthless documents shall be destroyed by the PEU at the end of the 90-day retention period.

VIII. DEPOSITING CASH

- A. Cash is defined as United States currency in the form of printed bills, minted coins or bullion.
- B. Members/employees shall count and list all cash before it is submitted for deposit into the PEU.
 - 1. The member/employee shall have another member/employee also count the cash to verify the amount before depositing into the PEU.
 - 2. The member/employee shall prepare a Property Record and Money Envelope (536-010).
 - a. The member/employee shall list all counted cash, by denomination, on each Money Envelope and in the Crime Report or Lost or Found Property Report.
 - b. All money count totals shall be written in both numbers and words on the Property Record and in the Crime Report or Lost or Found Property Report.
 - c. The member/employee and the confirming member/employee shall sign and enter their serial numbers on each Money Envelope.
 - d. The member/employee shall record the cash totals in ink, moisten the gummed flap to close, and complete the Evidence Tag information that is affixed to each Money Envelope and submit to the PEU along with the completed Property Record.
 - 3. The Money Envelope shall ONLY contain counted cash.
 - 4. The member/employee shall use additional Money Envelopes, as necessary, whenever the number of bills or coins exceeds the capacity of a single Money Envelope.

5. In cases where multiple suspects are involved, additional Money Envelopes shall be completed for each suspect.

Exceptions: Money with biological evidence on it or a large quantity of miscellaneous coins held in a container shall be deposited into the PEU intact and uncounted in a sealed condition.

6. Photocopies of money, jewelry, or non-monetary items shall be submitted as separate items in separate containers.

C. The Police Property Specialist shall:

1. Verify the amount listed on the Money Envelope with the Property Record.
2. Ensure that money counts are written in both numbers and words on the Property Record.
3. Affix the money seal (control sticker) over the flap of the Money Envelope in the presence of the officer if the Money Envelope and Property Record have been properly prepared or upon removal from the money drop box.
4. Place the Money Envelope into the locked money receptacle immediately after affixing the money seal over the flap of the Money Envelope until the money can be processed.
5. Report any unresolved discrepancies in the amounts reported on the Money Envelope and Property Record to the PEU Supervisor.
6. Record the date of cash receipt and the money seal number on the Money Envelope, Property Record, and in the PEU Safe Log.
7. Ensure that the RD number is recorded on the Money Envelope, Property Record, and in the PEU Safe Log.
8. Record the money count total in the PEU Safe Log.

- D. Whenever money evidence that has been withdrawn (i.e., for court, criminalistics processing, etc.) from the PEU is returned with a Money Envelope that has been opened, the Police Property Specialist and the person returning the money evidence shall recount the money and verify the amount.

1. The Police Property Specialist shall apply a new money seal to the Money Envelope and record the seal number on the Money Envelope, Property Record, and PEU Safe Log before returning the money to the safe.
2. Whenever there is an unresolved difference between the amount of cash recorded on the Money Envelope and the actual amount of cash contained in the Money Envelope, the PEU Supervisor shall notify all persons involved and direct them to prepare a Report of Difference in Property Cash memorandum to include a detailed description of the differences found and the circumstances surrounding the cash recount.
 - a. The original memorandum shall be filed with the Property Record.
 - b. Copies of the memorandum shall be forwarded as follows:
 - 1) Through the chain of command up to the appropriate Deputy Chief;
 - 2) Internal Affairs Division Commander; and
 - 3) Deputy Director of the Personnel and Fiscal Services Division.

IX. DEPOSITING OTHER TYPES OF PROPERTY

- A. Members/employees shall complete an offense report, or a Lost or Found Property Report, as appropriate, regarding other property and evidence that is taken into custody. Such reports shall be deposited in the appropriate report writing receptacle, except reports submitted electronically.
- B. Members/employees shall deliver the articles to the PEU with a completed Property Record and Evidence Tag(s).

X. RECEIPTS FOR PROPERTY TAKEN

A. Suspected Stolen Property - No Arrest

Members/employees who have reason to confiscate suspected stolen property shall complete a Property Record, Property Receipt and Release form (TF-1084) and provide the receipt (pink copy) to the person from whom the property is taken.

B. Firearms Taken into Custody at the Scene of a Domestic Violence Incident

1. The member/employee taking temporary custody of any firearm pursuant to Penal Code Section 12028.5 shall prepare a Property Record, Property Receipt and Release form and provide the receipt (pink copy) to the owner or person who possessed the firearm.

Advise the owner or person who possessed the firearm to follow the instructions on the back of the receipt to recover the confiscated firearm.

2. The member/employee shall submit the white and yellow copy of the form, along with the property to the PEU.

XI. GIFTS

A private person who wishes to donate a gift(s) to the Department or to its personnel shall be referred to the Office of Chief of Police (OCOP) in accordance with the provisions of *Manual of Rules* Section 314.69.

XII. PROPERTY TURNED IN FOR DESTRUCTION

- ### **A. Members/employees shall complete a "Suspicious Circumstances (S/C)" Crime Report instead of a Lost or Found Property Report for any narcotics or drugs turned in for destruction.**

A "Suspicious Circumstances (S/C)" Crime Report shall be completed for other property turned in for destruction if there is any reason to believe such property may be connected with a crime.

- B. Members/employees shall complete a Lost or Found Property Report regarding a firearm, dangerous weapon, or an empty syringe with or without a hypodermic needle that a private person turns into the Department for destruction.
- C. All other items for destruction shall be referred to the appropriate agency. Assistance can be found at <http://www.stopwaste.org> for disposal of common household waste.

XIII. FOUND PROPERTY

Civil Code Section 2080 and succeeding subsections govern the deposit of found property. Items that have been intentionally abandoned by their owners do not fall within the Civil Code definitions of found property, and the following procedures therefore do not apply to recovered abandoned property.

Private persons are required by Civil Code Section 2080.1 to turn in found property worth \$100 or more to a police or sheriff's department and to make a declaration stating where and how they found the property, whether they know the owner, and whether they are submitting everything they found.

- A. Members/employees shall complete a Lost or Found Property Report whenever a private person turns in found property and have him/her sign the declaration printed on the form. The report shall be deposited in the appropriate report writing receptacle.

NOTE: Civil Code Section 2080.1 requires a signature from a person submitting lost or found property. For that reason, members/employees shall not use the Lost or Found Property Report in Field Based Reporting.

- B. Depreciation shall be taken into account in estimating the value of the found property.
- C. Members/employees shall deliver found articles to the PEU and complete a Property Record and Evidence Tag(s).
- D. Members/employees shall complete a Crime Report and mark it "S/C" for found narcotics or drugs or any property suspected of being connected with a crime.

- E. In the case of S/C reports, if the assigned investigator subsequently determines that the articles are, in fact, found, he/she shall forward a copy of the offense report and the Follow-up Investigation Report (336-201) to the PEU, so that the finder's claims to non-contraband items may be reinstated.
- F. Members/employees shall advise eligible identified finders that the PEU will contact them to explain the procedures regarding his/her potential claim upon the property after the notified owner has failed to claim the property within the allowed retention period.

XIV. PROPERTY IN JUVENILE CASES

- A. In juvenile cases, evidence shall be seized and processed only if the juvenile is taken into temporary custody or given a Notice to Appear (Probation Department form 240-40).
- B. Property and evidence in juvenile cases shall be deposited according to the applicable procedures set forth in this order except in the following two (2) situations:
 - 1. Merchants shall retain evidence in all (adult or juvenile) shoplifting cases.
 - 2. Except when taken as evidence, property that is illegal for a juvenile to possess (i.e., alcoholic beverages, BB guns, etc.) shall be released to a parent, guardian or responsible adult as soon as practicable at the scene, at home or at a police facility.

XV. PROPERTY OF PRISONERS HELD FOR SAFEKEEPING

Prisoner property that is too large for a jail to accept shall be deposited at the PEU in the following manner:

- A. Members/employees shall submit only the items that are too large for a jail to accept (i.e., large backpacks, sleeping bags, etc.).
- B. Members/employees shall remove small personal items (i.e., prescription medication, wallet, identification, cash, cell phone, keys, etc.) from backpacks, suitcases, etc. and submit them to the jail for inventory by jail staff so that the items will remain at the facility with the prisoner.

- C. Members/employees shall remove and discard all perishable food items. The PEU will not accept perishable items for safekeeping. Document "Perishable Food Item(s) Discarded," on the Property Record, Property Receipt and Release form.
- D. Members/employees shall remove all narcotics and drugs. Submit narcotics and drugs to the Criminalistics Division. (Part IV)
- E. Members/employees shall complete a Property Record, Property Receipt and Release form and evidence tag(s) for deposit with the property at the PEU.
- F. If U.S. currency is deposited in the PEU for safekeeping, it shall be listed on a Property Record, Property Receipt and Release form. All procedures for depositing money apply. (Part VIII)
- G. Members/employees shall indicate the RD #, prisoner's name and address, description of the items, member/employee's name and serial number, and the date and time on the form.
- H. Members/employees shall notify the prisoner of the 60 day safekeeping property retention period. The member/employee shall leave the receipt (pink copy) of the completed form with the prisoner or at the jail.

XVI. LATENT PRINT EVIDENCE

Latent print evidence is processed through the Criminalistics Division in accordance with the following procedures:

- A. Evidence Technicians shall deposit the latent print evidence in a locked box located outside of the PEU.
- B. Criminalists and Fingerprint Examiners called to a crime scene to lift latent print evidence shall return the prints directly to the Criminalistics Division for analysis.
- C. All other members/employees shall deposit latent print evidence in the basement locked box marked "FINGERPRINT CARDS ONLY."

**XVII. DEPOSITING PROPERTY AND EVIDENCE INTO THE EVIDENCE
LOCKERS**

- A. The evidence lockers are located in the basement along the wall opposite the PEU. Property and evidence shall be deposited in these lockers when the PEU is closed.
- B. Only PEU personnel shall have access to the key to open the lockers once the lockers have been closed.
- C. Request approval from a commander for a PEU call-out for evidence locker assistance or for depositing bulk evidence,

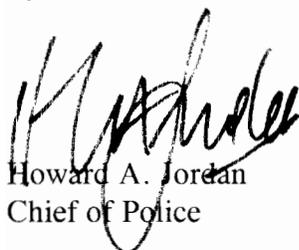
Upon approval, contact the PEU Supervisor or designated Police Property Specialist from the call out list on the PEU entry door for assistance.

- D. Evidence previously withdrawn from the PEU shall not be deposited in an evidence locker. Evidence shall be returned directly to the PEU during normal business hours.
- E. Empty evidence lockers are to remain open for property and evidence to be deposited.
 - 1. In order to maintain the chain of custody, members/employees shall:
 - a. Indicate the date, time, and location of deposited property/evidence in the space labeled "Evidence Locker No.;" and
 - b. Secure the evidence locker door.
 - 2. Members/employees shall ensure Money Envelopes are sealed and deposited in the money "drop-box" (located outside the PEU) along with the required Property Record(s).
 - 3. When depositing evidence or property, members/employees shall complete the appropriate Crime Reports, Technician Reports, Lost or Found Property Reports, Arrest Reports, and/or Citations, before the completion of his/her shift.

4. All Crime Reports, Technician Reports, Lost or Found Property Reports, Arrest Reports, and/or Citations shall be deposited in the appropriate report writing receptacle except for reports completed on FBR.
5. Evidence lockers are available in various sizes. Property/evidence shall be placed into the lockers by its appropriate size: small, medium, and large.
6. **DO NOT** place drugs or worthless documentation evidence into the evidence lockers. The only *exception* to this would be items too large to fit into their appropriate depositories.
7. Firearms shall be handled in accordance with the provisions of Part V, A, 4.
8. **DO NOT** place auto batteries, chemicals, explosives, fireworks, and gasoline into the evidence lockers.
 - a. Auto batteries shall be left next to the PEU storage cage in Transportation (corner of 5th St. and Broadway) with an Evidence Tag attached. Submit the Property Record to the PEU or, if after hours, in an evidence locker.
 - b. Chemicals, explosives, fireworks, and items containing gasoline or other fuel shall be taken to the Technician Detail or bomb shed by an Evidence Technician or arson investigator.

NOTE: An arson and/or hazardous materials investigator shall confer with the PEU Supervisor to determine if evidence of an unknown nature may be submitted.

By order of



Howard A. Jordan
Chief of Police

Date Signed: 12/13/11