Operations Manual

PROPERTY & EVIDENCE UNIT
San Diego Police Department

Oct 2026

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MISSION STATEMENT

The San Diego Police Department Property and Evidence Unit will efficiently, accurately and professionally maintain security and control in the Property and Evidence Room while being held accountable for the receipt, storage, safekeeping, release, and disposal of all property/evidence items impounded with the Department.

GOALS

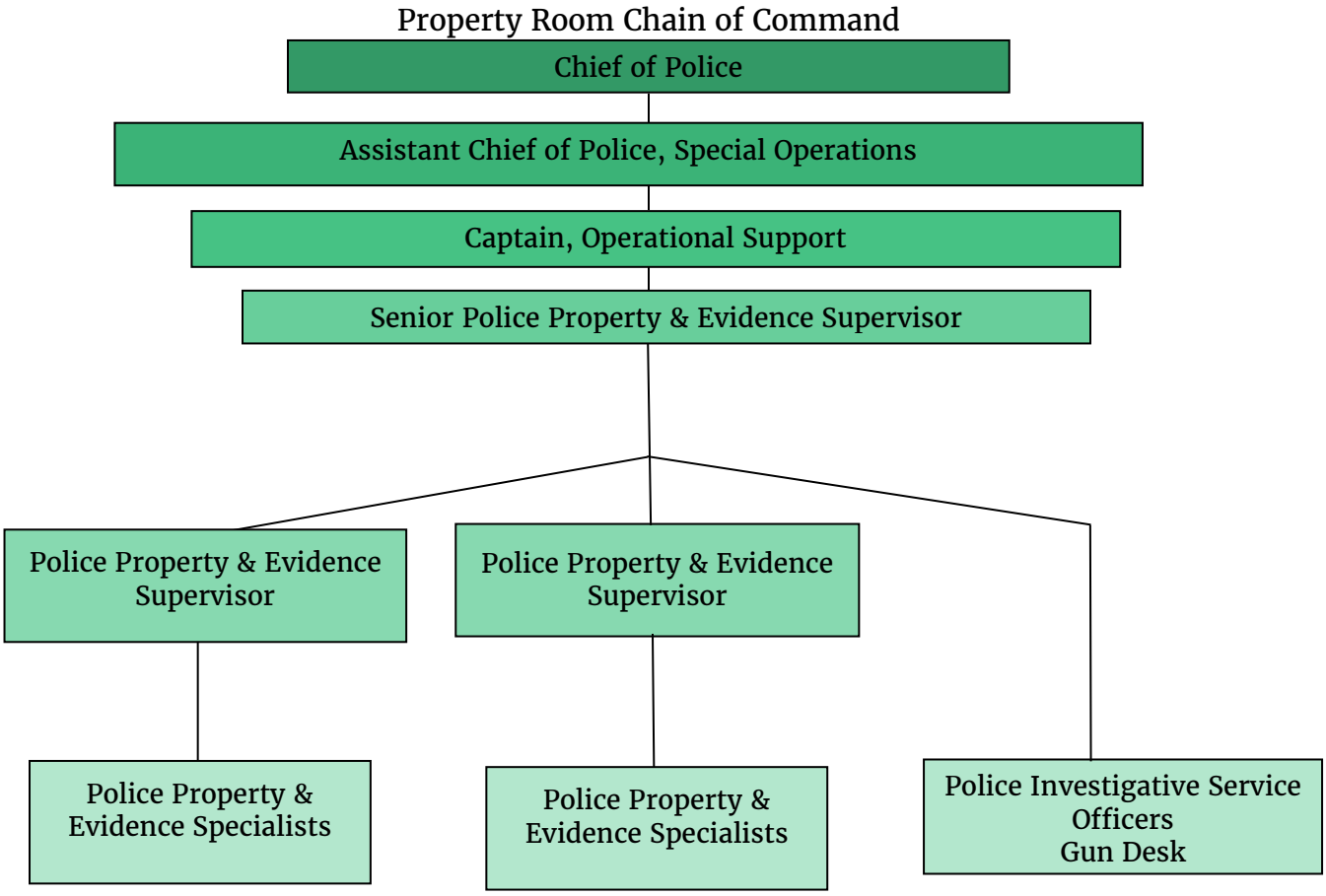
- Maintain security and control within the property and evidence rooms.
- Accurately and efficiently track all impounded property and evidence.
- Maintain current policies and procedures regarding property and evidence.
- Provide accurate training to officers and detectives regarding impounding and dispositioning property and evidence
- Provide outstanding customer service to both internal and external customers

OBJECTIVES

Ensure that all employees are competently trained in unit procedures and Department policies as they relate to impounding and processing property and evidence. Maintain standards that require both the documentation and property processing be done accurately and efficiently. Supply the employees with the knowledge and empowerment to provide each customer superior service.

Provide the employee with the training offered by the International Association for Property and Evidence so that when eligible, each employee can become a certified specialist.

II. ORGANIZATION



STAFFING & RESPONSIBILITIES

The Property Unit staffing:

Senior Police Property and Evidence Supervisor - 1
Police Property and Evidence Supervisors – 2
Police Property and Evidence Specialists, full-time – 13
Police Property and Evidence Specialists, limited-hourly – 4
Police Investigative Service Officers - 3

The following are the primary duties for each of the positions:

Senior Police Property and Evidence Supervisor:

A. Responsible to the Commanding Officer, Operational Support Division, for the operation and functions of the property section and the Gun Desk.

B. First line supervisor to the PISO's and Property Supervisors. Responsible for assisting with the selection process, training, and evaluation of subordinates.

C. Determines appropriate handling and disposition of impounded property, according to law and department policy.

D. Responsible for conducting auctions and/or internet sales of property/evidence, with value, authorized for disposal.

E. Submits necessary reports as required, i.e., quarterly management reports, weekly management reports, audits, inventories, inspections, reports, statistics, budget requests, responses to correspondence and media requests.

F. Responds to CPRA's after obtaining the requested information, reviewing it for exemptions and having it approved by the required individuals.

G. Coordinates and may provide classroom training to new officers, new detectives, and field training officers.

H. Prepares documents for purchases required by the unit.

I. Supervises the destruction of firearms and contraband.

J. Maintains Disposal Contact List for each command and investigative unit.

K. Assists with updating detective assignments in EvidenceOnQ. Upon receiving retirement or termination notification, updates that officer/detective's impound assignments in EvidenceOnQ.

L. Communicates with the commands regarding the timely review of the disposal notice emails.

M. Communicates and coordinates with the software provider of the impound management system (FileOnQ).

N. Coordinates and develops queries in EvidenceOnQ necessary to obtain statistics.

O. Reviews the unit's Operations Manual and Department Policies and Procedures relating to the Property and Evidence Unit for revisions.

P. Reviews and approves leave slips and approves subordinate payroll entries in SAP.

Q. Reviews, completes and approves subordinate entries of Department inspections.

S. Responsible for coordinating the Property Unit audits, inventories and inspections.

T. Reviews, approves, and facilitates conversion requests.

Police Property and Evidence Supervisors:

A. Responsible to the Sr. Property Supervisor for assisting in the operations and functions of the Property and Evidence Unit.

B. First line supervisors to the Property and Evidence Specialists. The Supervisors are responsible for assisting in selection, training, and evaluating of subordinates.

C. Determines appropriate handling and disposition of impounded property and evidence, according to law and department policy.

D. Submits necessary reports as required, staff inspections, statistics, reports and responses to correspondence.

E. Assists in training of all Police Property and Evidence Specialists.

F. Provides classroom training to new Police Officer recruits and Field Training Officers. Assists with the training of new Detectives.

G. Oversees certain Property Unit functions, i.e., mail desk, maintaining of logs and files, requests for disposition of evidence.

H. Assists with the preparation for auctions and/or internet sales of property/evidence, with value, authorized for disposal.

I. Assists in gathering statistics necessary to respond to CPRA's.

J. Assisting in the preparation of documents required for purchasing items for the unit.

K. Assisting with the supervision of the destruction of firearms and contraband.

L. Responsible for the overview of the EvidenceOnQ Request Monitor review and updating.

M. Assists with the updating of retention codes, reassignment of detectives, and specific types of impounds in EvidenceOnQ.

N. Coordinates the relocation of evidence-controlled temperature storage locations, long term storage locations or other facilities.

O. Assists in the weekly Hazardous Material inspections.

P. Assists in the facilitation of conversion requests.

Police Property & Evidence Specialists:

A. Receives various types of property and evidence that have been found, recovered, turned in, or removed from prisoners by Police Officers.

B. Checks property and evidence received from police officers or other personnel and verifies that all items that are entered in the "EvidenceOnQ" impound record match what has been received, and that both have been completed according to San Diego Police Department procedures.

C. Determines appropriate methods of storage for various types of evidence and property (e.g., computers, guns, bloodstained clothing, money, drugs, etc.) based upon San Diego Police Department Policies and Procedures.

D. Stores impounded property and evidence in the appropriate storage areas of the property room (e.g., gun room, safe, refrigerator, freezer, etc.) and scans the bin barcode, where stored, with the MobileOnQ handheld device.

E. Scans incoming property and evidence to indicate that the item has been received, verified and then binned to a specific location to ensure that the property can be located when required.

F. Maintains the "EvidenceOnQ" database, daily custom queries, property tag file bins and inventory records regarding property and evidence in SDPD custody, the storage location, and any disposition.

G. Checks out property to police officers and laboratory staff by completing the necessary entries in EvidenceOnQ or on the paper property tag and evidence checkout log and obtains the receiving party's signature.

H. Receives evidence returned by officers or other personnel. Verifies that all items checked out have been returned. Completes necessary entries in EvidenceOnQ or on the paper property tag and evidence check out log and obtains the returning party's signature.

I. Maintains a chain-of-custody record with either the property tag or EvidenceOnQ system.

J. Drives van, pickup or stake bed truck to transport property and/or evidence from area stations to the headquarters Property Room as needed, or to another facility if being transferred.

K. Moves property, evidence, and supplies (up to 50 lbs.) by lifting and carrying it, from one place to another for storage, release or disposal. Climbs ladders to store materials.

L. Packages and mails evidence and found property to various investigative agencies or property owners, as requested, according to established departmental and other mailing service standards.

M. Types memos, transport lists, and other documentation and forms.

N. Uses law enforcement and other computer programs to access and conduct research and/or make inventory entries.

O. Operates a forklift or pallet jack to move and unload property to be stored, destroyed or released.

P. Maintains logs and records as requested.

Q. Specialists working at an area station provide property related services to that command.

R. Releases property to the rightful owner, upon receipt of a Property Release Form (PD-184) and a request/authorization entry in EvidenceOnQ for the release, from the investigating officer.

S. Verifies the serial numbers and/or property description for an item against the entries in EvidenceOnQ record prior to release or disposition of that item.

T. Complies with the applicable Penal Code requirements when property is impounded without serial numbers or where the serial numbers have been removed (e.g., guns, stereos, bicycles).

U. Records the final disposition of each item on the property tag or in EvidenceOnQ. With property tag impounds, the final disposition is documented on the original tag, and then, using the six-digit property tag number, files it in reverse numerical order in the dead file.

V. Records the identified information on the appropriate form when property, authorized for disposal, is being converted to Police Department official use.

W. Assists at public auctions for the sale of found/recovered unclaimed property (e.g., transports items by van or truck to the auction site, etc.) or assists in the preparation of property for pick up by an on-line auction company.

X. Oversees and witnesses actual weapon destruction to document that the action took place as instructed by the supervisor.

Y. Provides information on policies regarding impounded property to various law enforcement officers and/or the public.

Z. Appears in court, when subpoenaed, to testify regarding the chain of custody on specific evidence.

AA. Documents impound discrepancies and notifies the impounding officer what is necessary to correct the impound.

Gun Desk Police Investigative Service Officers:

A. Reports to the Senior Property Supervisor for the daily operation of the Gun Desk.

B. Maintains computerized inventory and status of all firearms impounded with the San Diego Police Department. Prepares monthly statistics as needed.

C. Does appropriate computer checks on all impounded firearms and on all subjects that are involved with firearm impounds.

D. Communicates via phone, in writing and in person with other law enforcement agencies, department personnel and the public regarding the status of wanted or recovered firearms.

E. Authorizes release and disposal of all firearms impounded by the San Diego Police Department, according to law and department policy and procedure.

F. Assists citizens in voluntary handgun registration, using Department of Justice forms.

G. Assists department personnel with paperwork and procedures regarding 5150/DV petitions.

H. Assists citizens with the state law enforcement gun release process.

I. Provides training to department personnel on firearms laws.

J. Assists with the Gun Buy-Back programs, as requested.

K. Assists with pulling and processing of firearms identified for destruction.

L. Attends and participates in the firearm destruction trips.

III. RULES AND REGULATIONS

WORK SCHEDULE

Property employees all start and end their shift at San Diego Police Department Headquarters and may either be assigned to work their entire shift at Headquarters or portions of their shift at an area station or several area stations. All employees have specific schedules that must be adhered to or a supervisor must be notified if there is a deviation. If an employee is unable to work their scheduled assignment due to illness or personal emergency a Police Property and Evidence Supervisor must be notified. If a supervisor cannot be reached, the absence must be called in to the Watch Commanders office.

The permanent, full-time Property and Evidence Specialists may work the 5/8 schedule or the 36-44 schedule, with every other Friday off.

VACATION SCHEDULE

Annual leave is based upon seniority by class within the Department (Article 18 of MOU). Denials will be documented in order, on the supervisor's vacation schedule.

EXPECTATIONS

MORNING MEETING: All staff are expected to attend the morning meeting. All specialists, regardless of their location assignment, are to assist with clearing the impound room and lockers of newly received items prior to the morning meeting. The supervisors will receive and document any sick calls, determine necessary schedule changes, and deal with other urgent matters prior to starting the meeting.

BREAKS AND LUNCHES: There should always be a minimum of three (3) specialists in the office. Lunches and breaks are not to be taken at workstations, except for when at area station assignments. Eating/drinking at the area station desk is strongly discouraged. When drinking a beverage in the work area, it must have a secure lid. All staff should conclude their lunch or break by 1500 hours, so they are available to assist customers, either at the counters or on the telephone.

Staff that are off work at 1500 hours should take their break prior to 1430 hours. Combining lunch and breaks is not permitted. Taking a lunch or break at the end of the shift is also not permitted. Combining a lunch break with time off for early departure is not permitted without supervisor approval.

Specialists assigned to an area station are to be available to assist unloading the overnight bins, stocking the impound room, helping customers and answering telephones.

Specialists assigned to Headquarters are to be available to assist at the counters and answer telephones unless given supervisor approval.

The specialist assigned to the morning counter, afternoon counter or public counter is to be the first person to assist. If they are helping a customer, all other specialists are expected to assist with customer service.

Specialists will update the in/out white board whenever leaving/return to the Property Room for longer than a break.

CLOSING: The officer/lab and public counters close at 1500 hours or after the last person's transaction is complete. **Security is everyone's responsibility**. Prior to everyone leaving at 1600 hours or at 1500 hours on Fridays, the following steps must be taken:

- Forward the phones to voice mail
- Lock the door to the public stairwell
- Turn out the lights in the public waiting room
- Lock the door to the public waiting room
- Deadbolt the back door to the warehouse, insert the wooden board
- Turn out the warehouse lights and close the door
- Turn out the lights in the kitchen area
- Turn off the office lights
- The last person out needs to lock the dead bolt to the main entrance. If the last person out doesn't have a key, they are to deadbolt the door and then exit through the viewing room.

UNIFORM / ATTIRE

Property and Evidence Specialists are to maintain a professional appearance at work. All employees are to follow the guidelines as stated in the current MOU, appendix D. Many staff members chose to purchase sport-tek polo shirts with the City seal or a San Diego Police Department Property and Evidence logo. This is optional, there is no uniform allowance. In addition, Property Specialists that are loading or unloading property must wear safety shoes that are provided by the Department. If a specialist is wearing a sport-tek polo shirt with the SDPD Property & Evidence logo, they may wear shorts with them, providing they match or appropriately coordinate with the logo shirt. SETC uniform shorts are suggested and encouraged. The shorts must be professional in appearance, no stripes, plaids, prints. The length must be appropriate for work.

AVAILABILITY FOR CALLBACK

Designated Property and Evidence Specialists are available for callout. Specialists must be within sixty minutes of the work location. No take home cars are authorized. A current roster of the designated specialists is on file at the Watch Commanders office. The following criterion for callout is in place:

A. An impound of property too large to fit inside the property bins.

B. An immediate and critical need to have property viewed or released. The immediate need should be evaluated by a Police Property and Evidence Unit Supervisor prior to call back.

C. Emergency inside of a locked or alarmed property room facility requiring access.

D. Evaluation of a hazardous material situation.

E. General citywide emergency call backs. Callouts for a specific area station should be initiated with a Police Property and Evidence Unit Supervisor. The supervisor will then contact the specialist currently assigned to that area station, if appropriate.

COUNTER ASSIGNMENTS

OFFICER COUNTER (Interior Customer Service)
The staff member assigned to the officer counter is the first point of contact to assist law enforcement and lab personnel. They are responsible for having non-Property Unit personnel sign the HQ entry log and confirm they are given an escort when given access inside the Property Room.

AM OFFICER COUNTER – ADDITIONAL RESPONSIBILITIES:
- Unlocking and opening the internal counter by 7:00 a.m.
- Cleaning and wiping down the countertop and the officer impounding workstations
- Scraping off any evidence seal tape (razor in the impound table supply drawer)
- Checking and re-stocking the impound table supplies (drawers, shelves and box locations)
- Cleaning and wiping down the impound bins

PM OFFICER COUNTER ADDITIONAL RESPONSIBILITIES:
- Cleaning and wiping down the countertop and officer impounding workstations
- Scraping off any evidence seal tape (razor in the impound table supply drawer)
- Checking and re-stocking impound table and drawer supplies
- Closing and locking the counter after 1500 hours after everyone has been assisted

PUBLIC COUNTER
The staff member assigned to the public counter assignment is the first point of contact to release property to the public. The specialist will be responsible for:

- Unlocking the door and turning on the lights by 0815 hours

- Keeping customers moving. Do not allow them to loiter in the waiting room
- Removing and recycle any boxes left behind from a release
- Providing contact information for officers and detectives regarding the release of property and evidence
- Using the red emergency contact button (located on the right of the counter) if a situation suddenly becomes violent and immediate assistance is needed from the E Street counter officer.
- Locking all the property release counter doors and turning off the lights by 1535 hours or after all customers have exited.

The public counter is closed on Fridays and for all City recognized holidays as well as the Day After Thanksgiving, Christmas Eve, and New Year's Eve.

SALLY PORT WATCH
The staff member assigned to the sally port watch is to monitor the area for large prisoner bulk impounds. They are not responsible for processing all of these impounds, just to keep all clerks informed of when loads are dropped off and need to be processed.

This staff member is responsible for checking with the Watch Commander for overnight impounds, checking the sally port mailbox for small impounds and checking the suspect SART examination room for new impounds.

PROPERTY AND EVIDENCE RESOURCES

CAPE - California Association of Property and Evidence www.cape-inc.us

IAPE – International Association of Property and Evidence

Certification is available through this organization. Membership must be maintained during the five years of certification. Certification of staff was recommended by the Grand Jury.

POST – Police Officer Standards and Training

IV OPERATING PROCEDURES

GENERAL

Responsibility:

All sworn personnel must adhere to the established property impounding procedures.

Officers are to complete the appropriate fields using the EvidenceOnQ system. Items impounded are to be separated by item type and category. Property should be further separated by owner if possible. All separate entries are to be properly barcoded. The barcode label is not to be directly placed on the property. An envelope, bag or wire tag will be used, and the label affixed. A wire tag must be attached to each firearm impounded. Multiple items, each barcoded, for the same incident number, may then be placed in a larger bag or box. That larger package must also have an incident number label and the item numbers included.

Discrepancies:

The specialist will document any significant discrepancies in the EvidenceOnQ Noteslog. The specialist should immediately notify the impounding officer and the officer's sergeant (via e-mail) of all failures to adhere to the documented procedures.

If a response and/or action is required and the officer fails to respond or act within one week, the specialist will contact their direct supervisor for follow-up.

It is the specialist's responsibility to continue to follow up on this discrepancy with their supervisor on a weekly basis until it is completely resolved.

CASH DISCREPANCY/HIGH VALUE ITEM DISCREPANCY:

If there is a discrepancy in the amount of cash that has been entered into the EvidenceOnQ system and the amount of cash received, this discrepancy is to be given high priority. If there is a discrepancy in a high value item that has been entered into the EvidenceOnQ system and the receipt of the high value item, this discrepancy is to be given high priority. The discrepancy must be recorded in the EvidenceOnQ Noteslog.

The specialist should immediately notify their supervisor, the officer and the officer's sergeant (via e-mail). If the discrepancy is not resolved within TWO DAYS, the specialist will contact their supervisor who will handle the follow up notices and notify the chain of command.

It is the specialist's responsibility to continue to follow up on this discrepancy with their supervisor until it is resolved.

Verification and Packaging:

Barcode labels must never be used as a seal.

Only the approved exterior packaging boxes are to be used. If the item is an odd shape, it may require a box to be built to protect the item appropriately. Unusual shaped odd boxes are not to be recycled and used for exterior packaging. The shelving bins are set at a height for standard box sizes to maximize space and eliminate unsafe stacking.

If a storage container has a removable lid, the barcode label must be affixed to the box and not the removable lid.

Many items must be packaged and barcoded separately, if there are multiple items for the same incident number, with the same victim, the packages may all be grouped together in a larger exterior box.

DISCS: Discs are to be placed in a CD envelope, sealing the opening of the envelope with a D-1135a photo seal. The barcode label should be placed on the face of the envelope. All CD's received in a standard CD envelope are to be filed in the designated CD bin area, and not mixed with other evidence in a box.

ENVELOPES: The barcode label is to be placed across the top on the far-right edge.

EVIDENCE TAPE: Whenever opening a package with an evidence tape seal, slit open the package in a different area and reseal with new evidence tape. The specialist must place their initials, ID # and the date across the new seal.

ITEMS of VALUE: Jewelry or high value items must be described clearly and placed in a safe. Do not assume a clear stone is a diamond or a green stone is an emerald. Do not assume a gold colored ring is gold. Describe what is seen. For example: clear stone in a gold colored band.

LATENT PRINTS: The required fields on the latent print envelopes must be completed and the envelope sealed with a PD-849 evidence seal. The barcode label must be placed on the face of the envelope.

EVIDENCE/FOUND PROPERTY: purses, bags, backpacks, etc. that are <u>not</u> bulk property must be boxed. Boxing the item will allow for more efficient storage since boxes can be stacked. It will also preserve the item, which may remain on a shelf for a number of years.

PRISONER BULK IMPOUNDS: Plastic bags are only to be used for prisoner bulk impounds. Purses, tote bags and backpacks are to be sealed within a plastic bag with a zip tie. Multiple bags for one owner are to be placed inside a large plastic bin with the lid completely closed.

Odd shaped items that can't be stacked, must be boxed, to allow for more efficient storage.

All firearms not in a case, must be boxed. Special boxes are available for storing knives safely.
Large prisoner bulk loads must be placed in one of the 95-gallon storage bins designated for this purpose. If all the items will not fit and still allow the lid to completely close, an additional storage bin must be used. It is critical that the lid completely close on each bin to discourage and avoid entrance by rodents.

If there are multiple items that are impounded under one incident number, the specialist will ensure that each item has a separate barcode label affixed. The package that holds the multiple items will be labeled with a completed EOQ computer generated incident number label (packaging label). It will include the incident number, the item numbers within the package (example: Items 1-5, 7, large bag). Placing multiple barcodes on the outside of a container that stores multiple item numbers is not acceptable if the impound is going to the Property Room. This process is only acceptable for the Narcotics Vault. If there is only one barcoded item, the exterior packaging should include that one barcode label, which will speed up the inventory and disposal pulling process. The specialist will enter in the comments, the type of package along with what item numbers are within that package (example- items 1-5, 7, large bag.) This will be done for each entry to which that the packaging information pertains.

LONG TERM STORAGE INDICATORS: An orange colored label will be affixed to the label on evidence impounds relating to PC187-homicides. In the alternative, an orange or red permanent felt marker may be used to color a dot on the label. A blue colored label will be affixed to evidence impounds relating to sex crimes, officer involved shootings (OIS), child abuse and domestic violence incidents. In the alternative, a blue permanent felt marker may be used to color a dot on the label. The color coding indicates that these impounds may end up being stored long-term or possibly indefinitely.

Binning of all items **must** be done with the MobileOnQ handheld device, for accuracy purposes.

The specialist will scan and attach any associated documents related to the impounded property such as Receipt for Weapons and Currency, Search Warrant, Receipt & Inventory. These will be scanned and attached under the documents tab for each item to which that document relates. If there are a large number of barcodes for which the item relates, an entry in the NotesLog may indicate that a document is scanned and attached to item # ___ only, but applies to all item numbers or applies to items 2,3,5,7,10, etc. so that the record is clear.

Packaging Details

Specialists must enter the appropriate packaging details in the Comments Tab, NotesLog under the header "Packaging Details".

STANDARD ENTRY	MEANING
Sealed	I sealed this and added my initials, ID # and the date
Sealed as is	I received this sealed, I didn't break the seal
Received Sealed	I received this sealed, I didn't break the seal

If a wire tag is attached to an item, it must be noted in the packaging details.

A description of the packaging type must be noted in the packaging details, for example: Envelope, medium box, large box, large bag, flat bag, etc.

If items are separated into multiple packages, this must be clearly noted, for example: Items 1-4 in Large Bag, Items 5-7 in Large Envelope, Item 8 wire tagged.

When adding an item to an existing box or bag, this must be clearly noted in the packaging details.

If a seal has been broken, this must be noted in the packaging details, along with the entry that it is resealed.

There are specific packaging details for the prisoner bulk homeless/transient loads. These details help with statistics on the volume of these impounds.

Storage:

Headquarters warehouse: There are designated areas in the headquarters property room for certain types of storage:

- Bicycles
- CD's within designated storage boxes (barcoded)
- Envelopes (small and large) within designated storage boxes (barcoded)
- Medium Bags within designated storage boxes (barcoded
- Medium Boxes (or two ½ medium boxes stacked)
- Large Boxes (or two ½ large boxes stacked)
- Homicides (boxes)
- Long items
- Prisoner Bulk
- Skateboards

- Ammo/Gun Accessories
- Latent Print Cards

There are safes for storing or cash and valuables (jewelry). Authorized staff have the combinations to the safes.

The auction cage is an area chain linked off and padlocked that can be used to store items pending pick-up from the auction company, supplies, electronic waste pending pick-up.

There are two, separately secured gun rooms, and a secured gun cage, for the storage of all firearms. The gun desk officers, supervisors, the manager and a limited number of staff have card access to the gun storage areas. Once firearms are pulled for destruction, they are relocated to a secured closet, located by the auction cage. Only authorized staff have a key to this secured closet.

Additional storage is located on the first floor in the old Supply Room. There is a chain linked area directly outside of this storage room. Both areas are used to store large prisoner bulk loads, which are secured in 95-gallon plastic storage bins.

Jerome's Warehouse: Large prisoner bulk loads, including carts, bicycles and bicycle parts.

Homicide Bldg – Long Term Bldg #1: Impounds on paper property tags and in EvidenceOnQ that are related to homicides or are large items. [Not CD's, refrigerator/freezer storage or firearms.]

Long Term Building #2: Impounds for sex crimes, homicides and other long term storage items. [Not CD's, refrigerator/freezer storage or firearms.]

Area Station Warehouses: Each area station has warehouse space that is used to store impounds from both paper property tags and EvidenceOnQ. [Not refrigerator/freezer storage or firearms.]

WORKFLOW BY PRIORITY

1. **CLEARING THE IMPOUND ROOM**
   The priority is to clear the Impound Room of any property or evidence left the night before. Everyone is to assist with this task at 0630 hours, regardless of their rotational assignment.

2. **CLEARING THE OVERNIGHT LOCKERS**
   The second priority is to clear the overnight lockers. If staffing is adequate, this can be done at the same time the Impound Room is being cleared.

Once the Impound Room and lockers are cleared and the supervisor responsible for scheduling has received all callouts and modified the daily schedule, the morning meeting will be conducted. Staff members are encouraged to make suggestions, provide training approved by their supervisor, address concerns, and ask any questions.

3. **CHECK WITH WATCH COMMANDER**
   Each morning, the specialist assigned to the sally port is to check with the Watch Commander to see if they received any impounds overnight.

4. **CHECK MEDICAL ROOM FOR SUSPECT SARTS**
   Each morning, the specialist assigned to the sally port is to check the Medical Room for suspect SART kits.

5. **CLEAR SALLY PORT MAILBOX**
   Each morning, the specialist assigned to the sally port is to clear all of the small impounds out of the sally port mailbox.

6. **CUSTOMER SERVICE**
   One specialist will be assigned as the **first point of contact** for each of the following assignments:
   - Public Counter (8:30-3:00)
   - AM Internal Counter (7:00-11:00)
   - PM Internal Counter (11:00-3: 00)
   - Sally Port Watch/Suspect SARTS/Sally Port Mailbox (7:00-3:00)

   The daily schedule will be posted on the white board and confirmed at the morning meeting.

   If there are multiple customers, all specialists are expected to respond and assist.

   The phones are to be answered by all available staff:
   - Phones (0630-1600 hours)

7. **PROCESSING/BINNING EVIDENCE**
   Processing and binning all incoming impounds is the first and most important job each day. Start with the large impounds first. All specialists are to focus on the processing shelf until completion. Always use the MobileOnQ device to accurately capture the transfer. As new impounds or returns are received, they shall be processed.

8. **ROTATION ASSIGNMENTS**
   Specialists are responsible for completing all the tasks within their assignment. If all tasks are not completed, they are responsible for finishing

them within the following assignment period. They will also receive a new assignment. If a staff member is having difficulty getting their rotation assignment completed, they are responsible for communicating that to their supervisor.

CATEGORY	TASK
INTAKE	HQ ITEMS NOT RECEIVED
	HQ RECEIVED / NOT BINNED
ADMINISTRATIVE ASSIGNMENTS	HQ CHECK-OUTS
	HQ SCAN & ATTACH
	INVENTORY
	INVENTORY
DISPOSALS	HQ PENDING FILE
	DISPOSALS

9. PROJECTS

Some of the projects are:

- **Dead Filing**
  - Sort in order
  - Once in order file into the drawers
- **Pulling Property to be processed for disposal**
  - Check the stack tray on the front desk for disposal lists. If none are available, go to the specialist assigned to the Request Monitor/Disposal Desk duties and ask for a disposal list, if that clerk isn't available, ask a supervisor.
- **Processing disposals**
  - * Assigned by supervisor only, reserved for designated staff members.
- **Transfers of Sex Crime and Homicide evidence to Long Term storage offsite**
  - Generally, this type of evidence is retained at HQ for one year, or as space permits, after which it can be transferred to the LT Offsite building.
- **Inventory**
  - If a staff member has time available (30 minutes or more) contact a supervisor for a special project.

IMPOUNDS - GENERAL GUIDELINES

The regular hours of the Headquarters Property Room for Department personnel are Monday - Friday, 0700 – 1500 hours. The Headquarters Property Room is open to the public from 0830 – 1500 hours, Monday through Thursday. Property (except

loaded guns) should be impounded through the front counter area of the Property Room during these hours or at an area station property room.

If property is brought in after hours, it shall be secured in the impound bins of the Property Room. If adequate bin space is not available, prisoner bulk items may be left on the floor area of the Impound Room. That area is covered by cameras for security purposes. Loaded firearm impounds must be impounded at the Watch Commander's Office. If an officer is impounding currency over five hundred dollars, they can leave the impound with a specialist during regular business hours. If this occurs after hours, the officer must impound the currency in the Watch Commander's Office.

Large prisoner bulk loads may be left up in the sally port area, in front of the Property Unit storage area. They are not to block the SWAT cage.

It is the responsibility of the Headquarters specialists on the morning shift each day to transfer all property from the Watch Commander's Office to the Property Room immediately after opening of the Property Room. Money or jewelry impounded at the Watch Commander's Office must be counted with a witness and verified before transferring it from the Watch Commander's Office to the Property Room. Any discrepancies must be brought to the attention of a supervisor and the officer at the Watch Commander's Office before leaving there. Items not accounted for or discrepancies must be noted and signed for by the specialist and Watch Commander's personnel.

Before securing the Property Room at the end of the day, the specialists shall ensure they've scanned all items received for that day, uploaded their MOQ device, and processed all their uploads in the EvidenceOnQ software.

IMPOUNDS - GENERAL PROCEDURES

All property determined to be of some value shall be impounded at one of the San Diego Police Department's Property Rooms or the Watch Commander's Office. The impounding officer will do so by using the EvidenceOnQ system, following Department Procedure 3.02.

After the impound is complete, all items of property are to be given to a specialist, if the Property Room is open. If the Property Room is not open, the impound is to be locked in a night impound bin and a specialist will process the following morning. Money is to be double counted and stored immediately if it is given to the specialist. Money more than $20 is to be stored in the safe.

Items that are required to be analyzed by the Laboratory must be impounded at the Property Room first. These items must be sealed. The officer or detective must also submit a lab request, if they want something examined by the Laboratory. Items are not to be checked out by the officers to be dropped off at the Lab or any other place where the item will be left for analysis. The Lab will pick up items directly from the

Property Room. Items going anywhere else should be signed for directly from the Property Room on a Property Release Form (PRF).

Alcohol Impounds:

Impounding of alcoholic beverages is like the impounding of other evidence (taken "as is") until further investigation is warranted. If a container of an alcoholic beverage is brought to the Property Room on a misdemeanor charge and it is not required for evidence in court, the officer will sign it off for disposal and the property specialist will dispose of it (see Department Procedure 3.02.).

Asset Seizure Impounds:

Impounding any evidence pursuant to an Asset Seizure must be reflected by checking the designator box on the EvidenceOnQ impound screen.

Bicycle Impounds:

When impounding bicycles, the EvidenceOnQ entry is to be filled out completely by the impounding officer, noting the serial number, make and model, color, gender and the wheel size. The condition of the bicycle should also be entered, whether it is rusty, new, the frame is bent, etc. Once processed, the bicycles are stored on bicycle racks in the HQ warehouse.

NO bags, backpacks or additional items are to be stored with the bicycle. These items are to be barcoded and binned separately. [The only exception is if the entire load is being stored together at the Jerome's facility].

Found property bicycles are held for 90 days while the detectives attempt to locate the owner. If the detective is unable to locate an owner, after 90 days, the bicycle can be released to the claimant (finder), following the process for Property Release (PD-184). If there is no finder, it may be authorized for disposition by the detective.

Sellable bicycles will be sold through our auction vendor. If the auction vendor will not take bicycle parts and frames, they may be sent for metal recycling or the dump.

Biological Evidence Impounds:

Biological evidence is defined as samples of biological material – such as hair, tissue, bones, teeth, blood, semen, or other bodily fluids – or evidence items containing biological material *(DNA Initiative 2012)*.

Officers are to use paper bags, manila envelopes, cardboard boxes, and similar porous materials for all biological evidence impounds. Butcher paper is to be used for wrapping evidence or if padding is needed inside an evidence container. All packaging is to be SEALED with evidence tape. The sealers initials, ID number and

the date should be marked across the seal. The sealing will protect the package from loss, cross-transfer, and contamination.

Each item is to be packaged separately, to avoid comingling items to prevent cross-contamination. A biohazard label is to be attached to indicate that a potential biohazard is present.

Bloody or damp items are to be dried as much as possible. Plastic bags are NEVER to be used. The plastic could allow for the moisture to remain and possible grow mold and destroy the evidence.

Maintain the integrity of the item through the packaging documentation, including all markings, seals, tags, and labels. Preserve and document all packaging and labels received by or returned to the Property Room, this is critical information.

Caged Area in the P1 Parking Garage

The chain link caged area next to the freezers and refrigerators in the parking garage are not to be used for storage of prisoner bulk property. Prisoner bulk property is to be stored on the first floor, in the old supply room or at the Jerome's facility.

CD/DVD

CD's and DVD's received in the white envelope sleeves are all to be binned in the CD storage boxes and stored in the CD designated area. Do not package with evidence. If CD's or DVD's are received in another packaging that will not fit in the standard storage boxes, they can be binned with evidence or separately in an envelope.

All new CD's and returned CD's must be scanned to the CD box available on the processing shelf. CD's from area stations must be scanned and binned in the designated boxes in the warehouse. When searching for a CD received at HQ, check the date it was last binned. It should be in the general area as other CD's binned that day. When searching for a CD received at an area station, check the date it was binned and at which area station it was originally impounded. Look in bins designed for those station, to reduce the search locations.

CD – Lab Master Disk Impounds

The Lab master disks are ONLY to be released to a staff member of the Lab. When one of these CD's are impounded, the Lab should have attached a sticker that states, "LAB CHECKOUT ONLY". This sticker should be on the same side as the barcode label so that when it is pulled for checkout, the specialist will see the reminder.

When receiving and processing these CD's, the specialist will make an entry in the EvidenceOnQ NotesLog "LAB CHECKOUT ONLY".

If the Lab would like to make an exception to this rule, they will do a request in EOQ authorizing a check out to _____, so that we have documentation and a good audit trail of the exception.

DNA Impounds

If evidence is marked 'HOLD for DNA" it must be sealed. Large items like bicycles, duffle bags, etc. must be properly packaged with butcher paper if they are to be processed for DNA analysis. Use extra care when processing to avoid cross-contamination. Wearing a new/clean pair of gloves and a mask are required. Just speaking over an item may cause cross-contamination. You don't want your DNA to be present on the item. Do not touch other items while you are wearing the gloves (a pen, computer keyboard, telephone, your skin). A new pair of gloves must be used for each item being processed. Do not store clean gloves in your pocket or loose on your desk or in your desk drawer. All attempts must be made to keep the gloves in a clean/sterile environment.

The work surface must be clean. Bleach is the best way to completely sterilize an evidence processing area. Utilize clean butcher paper between each item.

DNA is now being taken from bullet casings. It is the best practice for bullet casings to be individually packaged with separate barcodes. The coin envelopes are a good way to divide up the casings.

All firearms are to be packaged in new boxes. Gun boxes are not to be reused.

E-Cigarettes/Electric Vapor Pipe Impounds

The on/off button can be inadvertently depressed through a paper envelope or bag. Due to the potential fire hazard, the battery should be taken out of the unit prior to impounding, if possible. All e-cigarettes should be placed in a needle tube or a small box to provide a safety barrier.

Firearms: (See Gun Desk Manual)

All firearms that do not get impounded in a case must be boxed. There are boxes for handguns, rifles and large rifles. The shelving set up in the gun storage areas are for certain size boxes.

EVIDENCE HANDGUNS (Not Safekeeping): Handguns impounded as EVIDENCE are to be placed within an envelope or a brown paper bag, and that envelope or bag is to be barcoded and then placed within a gun storage box. If a magazine is received loose with the handgun, it is to be placed in a separate envelope, with a different barcode number and placed inside the same gun storage box as the firearm. If ammunition is received with the handgun, it is to be placed in a separate envelope, with a different barcode, but packaged within the gun storage box. If the handgun is received in a hard case, all the above procedures apply, and an additional barcode

will be assigned for the hard case. The firearm, in an envelope, may be placed back in the hard case, with the hard case and other items all placed within the gun storage box.

Flares:

Flares are to be impounded with MAST.

Found Property Impounds:

Found property is impounded in the same manner as evidence or other property. Found property is to be held for safekeeping in the Property Room, pending notification of the owner or eventual release to the claimant. This property will be stored in the same manner as all other general property. When processing found property, the specialist should take steps to be sure that the category of found property is correct. If a criminal charge is listed or the description indicates that the item is not found property; the specialist should change the category from "Found Property" to "Evidence". Computer checks to find owners of found property must be done by the detectives that are responsible for handling found property, which is usually the person assigned to the NRC desk at Area Stations.

If a detective is not assigned to a found property impound in EvidenceOnQ, the NRC desk officer for that area station can be entered as the detective for the purpose of the automated email disposition notices.

Unclaimed found property is to be held for a period of 90 days. After the 90-day period, a detective can authorize the item(s) for disposal or authorize release to the claimant (person who found the property). The assigned detective must send a property release form to the claimant and authorize a release in the EvidenceOnQ system if the property is not contraband and can be released. If the property is not claimed within 30 days after the release form is mailed to the claimant, the property shall be disposed of according to existing procedures (see Release and Disposal Procedures 3.02).

Fuel Operated Equipment/Bicycles:

Any gas engine non-motorized equipment or vehicle is to be taken by the impounding officer to the City garage for removal of all gasoline, if impounded during the garage business hours. If impounded during non-business hours, the item may be placed up at Traffic in the Property Room Incoming Impound Area, which is in front of the two metal buildings, until the next business day, at which time the impounding officer would be responsible for getting the gasoline removed. These items are to be impounded through EvidenceOnQ and barcoded.

Gun Powder:

Gun powder is to be impounded with MAST.

License Plate Impounds:

All license plates are to be impounded according to D.P. 3.02.

Money Impounds (Over $20):

All money must be verified by denomination and the total amount **must** be entered in the "*money total value*" field in EvidenceOnQ. The specialist will notate in the comments section if there is a discrepancy with the impounded amount. Money is to be packaged in specific envelopes (PD-442 or PD-442A) (see Department Procedure 3.02). A separate bar code must be assigned to this envelope. Any discrepancies require immediate notification to a Property Unit Supervisor.

Information on the front of the envelope must be filled in completely by the impounding officer. A Property Unit Evidence Seal (PD-849) is to be affixed over the opening before storage. This seal is to be signed and dated by the property specialist that verified the amount. Two specialists should be present whenever handling money. See Money Handling Procedure section.

The Receipt for Weapons/Currency form (PD1072-FOS), attached to an impound, is to be removed and scanned into EvidenceOnQ as a document.

Money Impounds ($20.00 or less):

All money is to be verified by denomination and the total amount must be entered in "*money total value*" field in EvidenceOnQ. The Specialist/Clerk will notate in the comments section if there is a discrepancy with the impounded amount. Money is to be placed in a specific envelope (PD-442 or PD-442A) (see Department Procedure 3.02).

Information on the front of the envelope should be completed by the impounding officer.

If coins (any amount $20.00 or less) or dollar bills ($5.00 or less) are discovered in property (commonly prisoner bulk property) that was not recorded in EvidenceOnQ or impounded separately may remain on the same barcode and does not need to be barcoded separately. However, the money must be counted and placed in an envelope, then the envelope must be placed inside of the property. The total value must be documented in the "money value field".

During the disposal process, if coins (any amount $20.00 or less) or dollars ($5.00 or less) are discovered and were not accounted for by the impound officer or the processing specialist, it will be identified as found property and will be transferred to the Auditor (in bulk, with other "found property").

Prisoner Bulk/Safekeeping Impounds:

Prisoner bulk impounds belonging to one owner may be impounded as one barcode, unless there are narcotics, and or currency over $20.00. All prisoner bulk backpacks must be placed inside a plastic bag and sealed with a zip tie. There are specific bins identified for prisoner bulk impounds. When prisoner bulk items are received in small envelopes, large envelopes, or medium bags, instead of binning those items with evidence, there are designated boxes in the prisoner bulk area for binning.

Large loads of personal property impounded in plastic bags will be stored in 95-gallon plastic bins. The lids on the bins must be able to close completely.
If only one plastic bag of personal property is impounded, not enough to justify a large plastic bin, this plastic bag is to be placed inside of a box. Boxing the bag is more efficient and will allow for stacking. Placing a plastic bag in a bin is not efficient use of storage space and the bag is at risk of being torn and items falling out. Recycled boxes may be used for this type of storage. These boxes are to be stored in the larger bin areas in prisoner bulk storage bins. The smaller bins should be reserved for backpacks and purses.

With the large loads, where the 95-gallon storage bins are being used to store the items, the number of bins and large items are to be entered in the impound record. For example: 15 bins, two carts, a wheelchair, and a tent. In order to monitor the increasing size of the prisoner bulk loads, staff will make entries in the NotesLog that can be used to query statistics on a monthly basis as to the current number of 95 gallon storage bin impounds and the other large active impound items (carts, wheelchairs, tents, etc.) that take the equivalent amount of space as a 95 gallon storage bin.

NotesLog headers "PR-PBP Trash Can #" and "PR-PBP Part (95-GAL BIN Equiv.) #" have been designated for these entries for statistical purposes. The numbers in these entries are not the number of actual items.

Safes:

If a locked safe is impounded, the impounding officer or detective assigned to the case needs to decide to have the safe opened ASAP and then inventory and barcode the contents. The Department has a contract with a locksmith.

Search Warrant Impounds:

Impounding any evidence pursuant to a search warrant must be reflected by checking the search warrant designator box on the EvidenceOnQ impound screen. The search warrant number should be entered in the following designated field.

Sexual Assault Impounds:

EOQ ENTRIES OF SART KITS PRIOR TO 6/2011
Interns in the Lab entered SART kits impounded on property tags, prior to 6/2011, into EvidenceOnQ. If the incident number and or case number couldn't be located, "SARTKIT (CURRENT YEAR)" was being entered. The Property Room requests that "(CURRENT YEAR) then (PROPERTY TAG NUMBER)" be entered in the incident number field, to allow for more accurate chronological filing, which will assist in sorting impounds for check-outs and disposals.

If an incident number or case number can't be located through CRMS/NetRMS, the Sex Crimes Unit has offered to search their sex crimes rain cloud data base to attempt to obtain the correct reference numbers.

If Interns selected "other officer 9999" for the recovered by & transported by fields, they were to type the name of the officer in the remarks section.

SART KITS:

The SART kit provider will email the Property Unit to notify us when there are SART kits (sexual assault kits) to pick-up. An available specialist will be assigned to transport sexual assault kits and clothing impounded at the provider's facility to headquarters. The property will be impounded using a SART Evidence Collection Worksheet. The specialist who picks up the property will verify that the items they are receiving match what is listed on the form. Once this is completed, they will sign the bottom of the form.

The SART nurse will enter the SART Kit (only the SART kit, not clothing or other items) into SARTOnQ via the nurse portal. The remaining items to be impounded will be entered into EvidenceOnQ by the Property Unit staff. Once the SART kit is entered into the nurse portal, it can take up to fifteen minutes before it is transferred over to the standard EvidenceOnQ system.

If the nurse conducting the SART examination does not have access to the SARTOnQ nurse portal, a property specialist will make the SARTOnQ entry, based on information provided on a SART Kit Worksheet.

If the kit is received from NMCSD, a property specialist will make the SARTOnQ entry.

If the kit is received in the mail from another agency, or if a detective receives the kit directly from a hospital or another agency, the SART Worksheet must be completed. A property specialist will make the SARTOnQ – SART kit entry, but the detective will still be responsible for entering the remaining evidence.

A typical SART kit will have three envelopes and will be separated as follows:

The large 10x12 envelope will be designated as SART KIT and will contain numerous small envelopes inside, individually sealed. This envelope will be binned in a designated box for SART KITS - temperature controlled storage (air-conditioned room – 60 to 75 degrees)

ALL victim SART kits are being tested. There is a designated box "VICTIM SARTS PENDING TRANSFER TO LAB" that all newly impounded victim kits need to be scanned to and placed inside. Someone from the Crime Lab will pick up these kits on a regular basis. After the SART kits have been tested, when they are returned at the counter, they will be scanned directly to a SART Kit –TC storage box.

The second envelope will be designated as SART KIT/TOXICOLOGY - BLOOD. This will be stored in the **refrigerator** for a minimum of three years, thereafter in a temperature-controlled environment (air-conditioned room – 60 to 75 degrees). Specific boxes in the refrigerator are designated for binning. They are labeled with YELLOW signs "Refrigerator SART TOX and the box series is 3000"

The third envelope will be designated as a SART KIT/TOXICOLOGY – URINE. This will be stored in the **refrigerator** for a minimum of three years, thereafter in a temperature-controlled environment (air-conditioned room – 60 to 75 degrees). Specific boxes in the refrigerator are designated for binning. They are labeled with YELLOW signs "Refrigerator SART TOX and the box series is 3000"

The location for storage of these items was at the direction of the lab after discussion and review of the Biological Evidence Preservation Handbook by the National Institute for Justice, April 2013.

When SART kits are entered, if the ITEM TYPE is SART KIT (not SART/toxicology blood or SART/toxicology urine), the RECOVERY LOCATION must be either **VICTIM** or **SUSPECT** (not an address). This entry is critical for determining the statistics prepared by the Crime Lab. When processing a SART kit impound, confirm this entry is made and is accurate. If the nurse entered the SART Kit, these are the only two options in the Recovery Location field and it is a drop-down menu.

Effective July 2018, the testing of the SART kit will be tracked via entries made in SARTOnQ. The entries made in that system are transferred over to the standard EvidenceOnQ system.

Every SART KIT must be entered into the SARTOnQ nurse portal and once over in the EvidenceOnQ system, transferred to the "Collected Property" location in order to be tracked properly, the Sex Crimes supervisors are notified via automated email, and the information available for the SAFE-T Department of Justice data base.

SAFE KITS:

The SDPD Property Unit will receive a call on the public line **(619) 531-2866** from the Navy Medical Center – Balboa Hospital Emergency Room notifying us that a SAFE KIT is ready for pick-up.

The Property Specialist receiving this phone call will immediately notify a supervisor/manager. The supervisor/manager will designate a specialist to do the pick-up. It can wait until the next day if more convenient. If the impound is urgent, we will be notified by the SDPD Sex Crimes Unit.

TRAVEL/PICK-UP:

The Property Specialist will report to the **EMERGENCY ROOM** at the **Navy Medical Center San Diego, 34800 Bob Wilson Drive, San Diego, CA. 92134**

EMERGENCY ROOM CONTACT:

After entering the Emergency Room, to the right of the front check-in area, there is a glassed-in waiting room behind secured doors. This will most likely be the transaction location.

The current Program Manager contact person will be updated in the procedures. Try reaching the contact person on their cell phone when arriving at the ER (**619) 822-3255.** The general number is (619) 532-5806. If unable to reach her directly, identify yourself at the counter and ask for her. If she is not available, ask for the SAFE Program Nurse.

The nurse will provide you with the evidence to impound. You will have to sign the following different forms/labels to indicate that you've received the evidence.

1. SAFE kit box label
2. Biological Specimen box label
3. NMCSD SAFE Evidence Collection Worksheet
4. AFMES Toxicological Evidence Chain of Custody Form (for blood & urine).
5. DD FORM 2911 page 12 of 14

Before signing the chain of custody for these forms, take special care with verifying that the items you are receiving are what is listed on the NMCSD SAFE Evidence Collection Worksheet & DD FORM 2911 page 12 of 14 (Section T EVIDENCE DISTRIBUTION) and that they are sealed. The nurse will make copies to give to you and will place the copy of DD FORM 2911 in an envelope which is attached to the SAFE kit box. This copy of the report is for the SDPD Sex Crimes Unit.

These documents provide the necessary information for EvidenceOnQ entries.

UPON RETURNING TO HEADQUARTERS:

The actual SART kit must be entered into the SARTOnQ nurse portal portion of the FOQ system. This entry will transfer the record over to EvidenceOnQ within 15 minutes. Set aside the other evidence until the record transfers. After the SART is available in the EvidenceOnQ system, that record must be updated to add any additional information, such as the transferred by fields. Other evidence can then be impounded, and barcodes attached pursuant to the unit procedures.

Document the packaging type and if each article is sealed in the Noteslog as a packaging detail.

Use NMCSD / SART as the **Station Impounded** and SART KIT BOX / NMCSD as the **Item Type** for the SART kit. For the **Recovered By** field, use the nurse's name.

Remove the DD FORM 2911, 14-page report and the DVD, from the SAFE kit envelope. Add the DVD onto the NMCSD SAFE Evidence Collection Worksheet and impound it separately. Remove and disregard the hard CD case, re-package the disc into a CD envelope and seal it with a photo label.

Scan the following documents to be attached with the impound:

1. Page 12 of the report, which includes the Evidence Distribution and Person Receiving Evidence sections.
2. AFMES Toxicological Evidence Chain of Custody Form (for blood & urine).
3. NMCSD SAFE Evidence Collection Worksheet.

Attach the four copies to the impounded entries in EOQ, use the document description of NMCSD Chain of Custody Forms.

Even though the DD SAFE kit box may indicate the evidence can be stored at room temperature, our LAB wants it to be refrigerated. Transfer the two box SAFE kit to the location Refrigerator NMCSD SART.

Staple the copies together with the NMCSD SAFE Evidence Collection Worksheet on top and interfile in the SART KIT Notebook by the Processing Area. These documents will be purged after 6 months.

NON-Sexual Assault Kits:

There is a separate worksheet for forensic examinations (non-sexual), that would include DAFE, FAX, and Elder.

Vehicle Parts (Large)

Large vehicle parts (e.g., doors, hoods, bumpers, tires, windshields) that are not

with a vehicle and must be held as evidence will be handled by the Property Unit.

Large vehicle part impounds that need to be held as evidence and do not need an analysis from the lab, are to be taken directly to the designated Property Room, "Incoming Impound" location, at the Traffic Division. This incoming impound location is in front of the cargo container, in between the metal storage buildings.

The vehicle part(s) must be impounded through EvidenceOnQ and properly labeled with a barcode. Wire tags should be available in the Eastern Division Impound Room. If the parts are too big to transport via a city vehicle, a contracted tow company may be dispatched through SDPD Communications to pick up the parts and transport them to Traffic Division.

For these impounds, the officer must select "Traffic Division Property Room Incoming Impound" area as the station impounded on the EvidenceOnQ impound record.

AREA STATION COVERAGE

Property Specialists are assigned to area station coverage based on the rotation of assignments. Each assignment is for a six-month period, effective February 1st and August 1st of each year.

AREA STATION PROPERTY PROCESSING

The handling of evidence and property at all area stations shall be handled as directed in Department Procedure 3.02 and in this operational manual. This portion of the manual is not intended to change any of these instructions but is intended to emphasize certain areas and to cover problems that are unique to area stations and may not be covered in the other instructions.

Area stations have self-locking doors where evidence is impounded and secured. Combustible property will not be stored in the interior property room area.

The outer area of the Property Room is the work area for officers and must contain the necessary supplies for impounding items. Impound instructions are posted on the wall.

Most items may be impounded at the individual area stations; however, the following items must be impounded at the Headquarters Property Room or the Watch Commander's Office.

A. Loaded or jammed firearms must be impounded at the Watch Commander's Office.

B. Narcotics evidence on felony cases; narcotics evidence if an arrest is made and if the evidence is anything other than marijuana or paraphernalia; any large quantities of narcotics that are too large for the narcotics drop box provided at the area station.

C. P.C.P.

D. Money more than $500. If the Headquarters Property Room is closed, impound at the Watch Commander's Office.

E. Jewelry with a value of $1,000 or more. If the Headquarters Property Room is closed, impound at the Watch Commander's Office.

F. Biohazard impounds (articles saturated in bodily fluids).

G. Prisoner's Bulk Property/Personal Property.

H. Property handled by any centralized investigations unit (Gangs, Graffiti Strike Force, Sex Crimes, Homicide, etc.)

AREA STATION ASSIGNED PROPERTY SPECIALIST DUTIES

A. Receives, processes, and transports to Headquarters all impounded property according to unit guidelines.

B. Monitors and re-stocks supplies in the officer impound area, including supplies for narcotic impounds.

C. Keeps accurate and complete records of all impounded property. This includes accounting for "missing" entries and duplicate entries. The specialist will also complete a daily check to verify that all items transferred have been properly scanned to the correct location.

D. Assures that all area station personnel adhere to the proper impounding procedures. This includes doing a daily check of their check-out file to verify that the area station personnel are returning property according to policy.

E. Corresponds with officers of various rank to correct impounds with discrepancies.

F. Report to their supervisor any discrepancies with impounds that can't be resolved or are unusual.

G. Maintains security of the station Property Room. Requires everyone entering the facility to sign in and out on the log. The completed log sheets are to be scanned to the shared "G" files.

H. Runs disposal lists for their assigned stations and pulls the items and transports them to Headquarters for disposal processing. If items are too large or the pull list is so large that they will not have time to pull the items within a week or two, they are to notify a supervisor.

Additional Functions:

A. Performs various other property duties as determined by their supervisor. All Property Specialists, regardless of their assignment, are to assist in Property Specialist duties while at the Headquarters Property Room. This includes unloading the lockers and clearing the impound room at the beginning of shift and assisting with answering phones and providing customer service as needed when they have returned to Headquarters.

B. Maintains the impound rooms and property area in a clean, secure, and orderly manner and reports any areas of concern to the appropriate supervisor.

C. Confirms that all computers, label printers, telephones and any other equipment is working properly. Reports any concerns or necessity for service requests to the appropriate supervisor.

D. Maintains the minimum amount of supplies as documented on the Area Station Supply List.

E. Just prior to the rotation date, does an extra cleaning to confirm that all work surfaces, bins, and floors are clean. Confirms all supplies are well stocked and everything in the Property Room is orderly.

Protection and security of the impounded property is of utmost importance. Impounded property must never be left unsecured. The Property Room will be locked whenever the Property Specialist leaves the room. Any missing impounds or discrepancies regarding an impound should be reported *immediately* to a Property Unit Supervisor.

Daily Duties:

Check-In Impounded Property:

A. Physically Assemble Property:

1. Remove and account for all property impounded from the previous night. Always wear gloves when clearing the impound bins.

a. CAUTION*: ALWAYS CHECK ALL IMPOUNDED GUNS IMMEDIATELY TO BE SURE THAT THEY ARE UNLOADED.* ***TREAT ALL FIREARMS AS IF THEY ARE LOADED.*** *Wear gloves and a mask. If necessary, to set the gun down, place clean butcher paper down for a work surface.* Report any loaded or jammed guns to a Property Unit Supervisor immediately. Loaded or jammed guns must be impounded at Headquarters. If the Property Specialist is unsure whether the gun is loaded, a person (officer) that is knowledgeable about firearms should be asked to look at the gun.

B. Account for All Property:

1. Check to see that all impounded property:

   a. Has a barcode label.
   b. Has been entered into EvidenceOnQ.
   c. If money, confirm the total amount is listed in the "money total value" field along with being identified by denominations in the appropriate fields.
   d. If coins, confirm they have been rolled and counted by the impounding officer.
   e. Is appropriately packed and marked for easy identification. The barcode label should be displayed on each impounded item.

2. Visually check property and station impound query to confirm all items are accounted for.

   CAUTION*: Handle "HOLD FOR PRINTS" impounds very carefully so as not to destroy any potential latent prints evidence. A new pair of gloves must be used when handling these items. A clean pair avoids the chances of cross-contamination.*

3. Immediately notify the property supervisor of any significant discrepancies in impounds. Minor problems can be handled at the stations. Notify impounding officer and his/her supervisor of failure to adhere to the proper impounding procedures. If necessary, a discrepancy notice should be sent via email.

Separate Impounded Property:

After checking in the impounded property, the Property Specialist separates:

A. Impounds which will be transported to HQ.

B. Impounds that will be stored at the area station. These usually consist of large or bulky loads, or items that a detective has specifically requested remain at the station.

Preparing Property For Transport to Headquarters:

A. Physically gather property that is to be sent to the Headquarters Property Room.

B. Assure that all items are present or are accounted for.

C. Make sure that all property is secure in an appropriate container (i.e., bag, envelope, box, etc.)

D. Scan the location of these items to "Transport to HQ". Each substation has separate locations to indicate where the transport originated from (example: WE Transport to HQ.)

Property Transport:

Area station Property Specialists will be required to transport property to the Headquarters Property Room. All security procedures are to be followed and the area station property rooms are to be secured. When transporting property, the Property Specialists must use the most direct route from their station to their next station and then to Headquarters. Any deviations from the direct route to or from Headquarters must be cleared with a Property Supervisor; this includes deviations to procure supplies at an offsite location. Area Station Property Specialists may use their assigned vehicles to stop for lunch within the downtown area or on the route to Headquarters. They cannot transport non-City employees in City vehicles. Deviations from the transport route or using a city vehicle for personal business may result in disciplinary action.

NARCOTICS PROCESSING

Personnel from the Narcotics Vault will pick up narcotics impounds from the area commands. Property Specialists will assist with this responsibility upon request. Any discrepancies with narcotic impounds will be handled by Narcotics Vault personnel. The Property Specialist is responsible for making sure that ample narcotic impounding supplies are available in the officer impounding room. Previously completed narcotics logs will be retained by the Narcotics Vault.

If a large narcotic impound is placed in the property impound bins at an area station, standard protocol will be followed.

If narcotics are discovered among general impounded property, the standard protocol will be followed.

PROPERTY RELEASES/CHECK-OUTS:

Detectives may check-out property and evidence from an area station using the same protocol as at HQ.

OTHER PROCEDURES/GENERAL INFORMATION (Alpha Order)

ALLEGATIONS OF DAMAGED OR MISSING ITEMS

When an owner of evidence, property, and or prisoner bulk comes to pick-up their items, if they indicate that items are missing, which cannot be located as impounded in EvidenceOnQ, or they indicate that items are damaged, the specialist is to document in the impound record, using the NotesLog, as clearly as possible, all information provided by the owner. The owner of the property may be provided the phone number to the Risk Management Department (619) 236-6670, which handles all claims against the City of San Diego. The owner will be informed that all claims against the City must be made in writing using the *Claim Against the City of San Diego Form (RM-9)*. These forms are on the City of San Diego Risk Management website.

AUCTIONS – ONLINE

The City of San Diego Purchasing & Contracting Department selects the auction services. This is done through a bidding process. The Property Unit works with a Procurement Specialist to confirm the company meets our needs and requirements.

The Property Unit is required to use a City of San Diego contracted auction company. The SDPD Website indicates that name of the auction company, so if the auction provider changes, this website needs to be modified.

The auction company is utilized to sell unclaimed valuable property that has been authorized for disposition by the investigator assigned to the case. During the disposal process, items of value are set aside in the auction cage to be prepared for the auction company later. These items are marked or labeled with the property tag number or barcode number associated to the impound from which the property originated. Only items not sold at auction may be converted to Department use.

The auction company is responsible for wiping all electronics before sale (i-pods, phones, laptops). If the auction company does not have the ability to wipe the electronic devices, those items will not be forwarded to them for sale. Any

electronic devices impounded on a child abuse/ICAC type investigation will be destroyed and not auctioned.

These items are grouped into lots based on the value of the property (i.e. expensive jewelry might be separated while tools might be combined and grouped into one lot.) Each group of property is placed into a box or package which is marked with an item number that corresponds to a manifest list. For each item number, the entry of the property description is provided along with the property tag or barcode number for reference. The boxes are palletized so the forklift can be used the day of the pick-up to expedite loading. The stake bed truck is reserved for the use of transporting the bikes for loading.

On the day of pick-up and after the loading is complete, each page of the manifest is to be signed by the driver who is accepting the property and the staff member they are receiving it from. Before the original manifest is given to the driver a copy is made for our records and placed in the designated binder.

A check is issued and mailed to City Procurement, once per month, for the proceeds from the preceding month. A detailed report of each item sold is to be available on the company website. This money will be deposited into the General Fund Account at Bank of America and the Property Room will be notified of the total amount deposited.

Employees are not permitted to bid on items for purchase.

BARCODE NUMBERS

Barcode numbers are assigned through EvidenceOnQ and are unique to each ITEM, they should be used as the reference for the item.

BIOLOGICAL EVIDENCE STORAGE

The Lab Manager, DNA Supervisors and Property Unit Management agree to the following storage for biological evidence based on the Biological Evidence Preservation Handbook recommendations:

EVIDENCE	FREEZER	REFRIGERATOR	TEMPERATURE CONTROLLED 60-75 degrees Less than 60% humidity
SART KITS			Until Disposition

Everything in large sealed envelope: swabs, scrapings, hair samples, underwear, etc.			
SART KIT - Toxicology Blood or Urine		First three years	After three years
DNA EXTRACTS	Indefinitely		
ALL SWABS – Regardless of charges			Until Disposition
OTHER ITEMS: **Diapers, food, body parts, flesh, anything marked freezer pack**	Indefinitely		

DNA extracts must **never** be moved to a refrigerator or temperature-controlled environment.

Prior to any relocation of refrigerator or freezer stored items, if the impounds will be out of the refrigerator or freezer, check with the Lab Supervisor and obtain approval, even if only for a temporary situation. In an emergency, the Lab Supervisor should determine the priority for keeping items frozen or refrigerated.

Biological evidence should be stored in one of the following conditions, pursuant to The Biological Evidence Preservation Handbook: Best Practices for Evidence Handlers, April 2013:

- **FROZEN**: temperature is maintained thermostatically at or below -10 C (14 F)
- **REFRIGERATED**: temperature is maintained thermostatically between 2 C and 8 C (36 F and 46 F) with less than 25% humidity
- **TEMPERATURE CONTROLLED**: temperature is maintained thermostatically between 15.5 C and 24 C (60 F and 75 F) with less than 60% humidity
- **ROOM TEMPERATURE**: temperature is equal to the ambient temperature of its surroundings: storage area may lack temperature and humidity control methods.

SHORT TERM STORAGE CONDITION CHART
Taken from the Biological Evidence Preservation Handbook

Table III-1: Short-Term Storage Conditions Matrix[1]

Type of Evidence[2]	Frozen	Refrigerated	Temperature Controlled	Room Temperature
Liquid Blood[3]	Never	Best	Less than 24 hours	
Urine	Best	Less than 24 hours		
Dry Biological Stained Item[4]			Best	Acceptable
Wet Bloody Items (if cannot be dried)	Best	Acceptable	Less than 24 hours	
Bones	Acceptable		Acceptable	Acceptable
Hair			Best	Acceptable
Swabs with Biological Material		Best (wet)	Best (dried)	
Vaginal Smears			Best	
Feces	Best			
Buccal Swabs			Best	Less than 24 hours

LONG TERM STORAGE CONDITION CHART

Taken from the Biological Evidence Preservation Handbook

Table III-2: Long-Term Storage Conditions Matrix[1]

Type of Evidence[2]	Frozen	Refrigerated	Temperature Controlled	Room Temperature
Liquid Blood	Never	Best		
Urine	Best			
Dry Biological Stained Items			Best	
Bones			Best	
Hair			Best	Acceptable
Swabs with Biological Material			Best (dried)	
Vaginal Smears			Best	
Feces	Best			
Buccal Swabs			Best	
DNA Extracts	Best (liquid)	Acceptable (liquid)	Acceptable (dried)	

ITEM TYPE	STORAGE LOCATION 7-2020
SWABS:	
• Blood Swabs	Temperature Controlled
• Mouth Swabs	Temperature Controlled
• Reference Swabs	Temperature Controlled
• Biological Fluid Swab	Temperature Controlled
• Semen Swab	Temperature Controlled
• **Feces Swab**	**Freezer**

• Bore Swab	Temperature Controlled
• DNA Swab	Temperature Controlled
SWATCHES/Fabric Cutting :	
• Blood Swatch/Cutting	Temperature Controlled
• Semen Swatch/Cutting	Temperature Controlled
• Biological Fluid Swatch/Cutting	Temperature Controlled
• **Feces Swatch/Cutting**	**Freezer**
SART Kit	Temperature Controlled
SART Kit – Toxicology	Refrigerator for three years
SART Kit – Urine	Refrigerator for three years
Blood Vial	Refrigerator
Urine	Refrigerator
Liquid without preservation	Refrigerator
DAFE Kit	Temperature Controlled
Feces Sample	**Freezer**
Tape Lift	Temperature Controlled
Microscopic Slides	Temperature Controlled
Fingernail Scrapings	Temperature Controlled
Hair	Temperature Controlled
Teeth	Temperature Controlled
Fibers	Temperature Controlled
DNA EXTRACTS	**FREEZER ALWAYS** (hold indefinitely)
Tampon	**Freezer** (If impounded dry – TC ok)
Bone	**Freezer**
Tissue (body)	**Freezer**
Food - Perishable	**Freezer**
Diaper	**Freezer**
CONDOM – Used	**Freezer** (Not TC, so it doesn't dry out) 7/2020
Bloody clothing	Should be dried, not soaking, and in paper; then ok at Temperature Controlled
Cigarettes/Tobacco	Temperature Controlled
Cartridge Case	Temperature Controlled
Bullet – non-fired Ammo	Temperature Controlled

CAGED AREA IN THE P1 PARKING GARAGE

The caged area in which the refrigerators and freezers are located is not to be used for storage of prisoner bulk impounds (carts, suitcases, wheelchairs, etc.) These types of items are only to be stored on the first floor or at Jerome's.

"CATCH" TEAM - CELL PHONE IMPOUNDS

Due to the time period involved in extracting information from the phones, the Property Unit no longer tracks them. The CATCH unit handles the chain of evidence once the phone is released to them. The standard property release form process required (can't issue a release to themselves).

CERTIFIED COPIES

If anyone requests a certified copy of a document, make a copy of the ORIGINAL of that document. Certification can only be done if we have the ORIGINAL document in our records. Stamp the bottom right corner of the reverse side of the document with the CERTIFICATION STAMP. Sign the stamped area, indicating that this photocopy is an accurate copy of an original document currently being held in our office. Enter the current date. Make an entry in the Comments Tab, NotesLog that a certified copy of _____ (describe document) provided to _____ (name or agency that requested the certified copy).

CHAIN OF CUSTODY

If someone requests a chain of custody document, the EXTERNAL REPORT – CHAIN OF CUSTODY report is to be provided.

CHECK-OUT OF PROPERTY PROCEDURE

SDPD detectives and Crime Lab personnel may check property out of the Property Room for investigative purpose, laboratory analysis, making copies, court presentation, or for release. Property may be checked out from the area stations but must be returned to the same place where it was checked out.

REQUESTED INFORMATION UNIT

Officers working in the Requested Information Unit may check-out evidence, even though they are not assigned to the case, UNLESS it is assigned to the following units: Homicide, Internal Affairs, or Professional Standards Unit.

If evidence is needed an on officer involved shooting or a homicide case, or any matter assigned to the Homicide Unit, the officer from the RIU is to contact the lieutenant over the Homicide Unit. The lieutenant or designee will come to the Property Unit and check-out the evidence for the RIU officer.

If evidence is needed on any cases assigned to IA or PSU, the officer from RIU is to contact the lieutenant over IA or PSU. The lieutenant or designee will come to the Property Unit and check-out the evidence for the RIU officer.

NON-DEPARTMENT MEMBERS

City Attorneys, City Attorney Investigators, District Attorneys and District Attorney Investigators with agency photo identification may check-out evidence THAT HAS NOT BEEN SEALED with red-evidence tape or sealed with the impounding officer's name or initials and their ID number written across the seal, for the purpose of their investigation, for viewing, photographing and making copies. (CD's are an exception to the sealed evidence rule). If they want to view an item that has been sealed, they will need an authorized PRF from the assigned investigator. The assigned investigator should be the one to make entry into the sealed package and when the viewing and or photographing is complete, that investigator should seal that new entry. When checking out items to these individuals that are not part of the San Diego Police Department, obtain their business card and/or a full name, phone number and email address. This information needs to be scanned into EvidenceOnQ or entered in the NotesLog for future reference.

If a Deputy City Attorney wishes to check-out evidence for a trial. The assigned detective should AUTHORIZE A RELEASE TO OTHER AGENCY and name the specific person who will be picking up the evidence.

See section on Property Release Forms – Other Agency.

The "Lab Master Disks" may only be checked out by Lab personnel. The Lab will attach a label indicating "Lab Checkout Only" on all new master disks impounded, this label should be placed on the same side as the barcode, so it will be viewable at the time of checkout. If there is ever an exception to this procedure, the Lab shall make a request in EOQ and authorize the check out.

The Records Unit may check out "Lab Working Copies" of CD's for handling Department discovery.

48-hour notice to the Property Room via telephone will ensure that the items are ready and available at Headquarters for pick-up. To save investigators time on the day of pick-up, items may be pulled in advance and held in a temporary location, on a cart, and not in a bin, but only for 48 hours maximum. The cart or boxes pulled or in the process of being pulled must be clearly labeled with a HOLD PENDING CHECK-OUT FORM. Any EvidenceOnQ impounds must be transferred to HQ Hold-Pending Check-Out location in EOQ.

For Property Tag impounds, the temporary location will be documented on a post-it note and binder clipped to the face of the original Property Tag and the tag must be placed back into the active files, until they are picked up for check-out. These items will be placed in the Offsite Transfer Cart or adjacent to it.

Unless the requestor is from the Crime Lab, all freezer and refrigerator items are not to be pulled in advance, they will be pulled when the requestor arrives. The specialist responsible for facilitating the investigators request is responsible for following up and having the property binned if the detective does not retrieve the items within the required 48 hours.

For transactions related to property impounded with a property tag, the person checking out the property must sign the chain of custody record on the back of the original white copy of the property tag as well as the checkout log. The specialist assisting in the check-out must also initial the chain of custody record and the log. The property tag is then placed in the "Check-Out" file pending return of the property or paperwork to account for its disposition. For check-outs/returns for property that have been impounded using the EvidenceOnQ system, both the check-out and return signatures are captured using the Fileroom/Check-Out feature. Maintenance of the online check-outs can be done by running queries by current location (i.e., HQ Check-out, Checked out by Lab, Mid-City Check-Outs).

All checked out property must be accounted for. When items on a property tag are returned, a specialist will sign them back in on the chain of custody record on the back of the original white property tag, as well as the check-out log. The person returning the property will only initial the tag in the appropriate section to indicate the items have been returned. The property tag is then filed in the appropriate "active" file bin.

If the property was checked out through EvidenceOnQ, it needs to be logged/scanned back into the system and a signature obtained from the party returning the item(s). If the checked-out property was originally sealed, it must be returned sealed. The policy for check-outs, except for the Laboratory and the ICAC Unit, is that they are to be returned within 24 hours to the Property Room facility from which they were checked out.

There are specific check out locations for the SDPD Lab, Outside Agency Labs and the ICAC Unit.

- The LOCATION CODE for SDPD Lab is "PRlast name" = will display as first initial last name and ID number.

- The LOCATION CODE for ICAC is "PR-ICAC-last name and ID number"

The ICAC Unit members must notify the property specialist that they are from ICAC so that the personalized location is used. This will allow the extended check-out period of time.

According to DP 3.02 checked-out items must be returned to the property room within 24 hours of the checkout date. Exception are the Lab and ICAC, which may retain items for 90 days. Failure to return the checked-out property/evidence within the designated time period will result in a notice being automatically generated through the EvidenceOnQ system, after seven days to inquire about the whereabouts of the property/evidence. If no response is received within one week, the matter will be forwarded up the chain of command as necessary to get the checkout resolved.

If additional time is requested, the item must be checked back in and then checked out again, which will re-set the automated tracking. This also allows for verification that the item is available and not "missing".

LAB RELEASE OF EVIDENCE TO OTHER AGENCY LABS:

With agreement of the Investigative Control Group, the assigned detective does not need to approve the release of evidence to another law enforcement agency lab. The detectives are willing to have a supervisor in the Crime Lab grant the approval.

Approval must be received from a Lab supervisor prior to any check-outs being granted to another law enforcement agency lab member. The Lab supervisor will enter code #20 through the request monitor, which reflects "LAB SUPERVISOR AUTH. – OKAY TO **RELEASE** TO OTHER AGENCY". The Lab supervisor will enter the name of the lab representative, their ID number and agency in the REASON field.

When the other agency lab member appears at the counter for the approved check-out, the transaction will be completed as a release. It is also helpful to obtain a direct line phone number and enter it in the record for future reference.

If the item being released is a firearm, the transaction is to be referred to the Gun Desk PISOs. The Gun Desk has a system set up to track the intake and release of firearms. When the firearm is returned, either at the counter, or via an impound locker, the Gun Desk PISOs need to be notified. They are required to track the location of all firearms in our custody.

When the property has been released, a property release form, signed by the person who received the property, must be submitted to the property room.

The specialist receiving this signed PRF is to update the EvidenceOnQ record immediately, to reflect the items released., If the property was retained in court, a court evidence receipt signed by the court clerk and bearing the court seal, must be

submitted to the property room within 24 hours. A specialist will sign the court receipt and return the pink copy to the individual who brought it in.

CHECK-OUT NOTICES (AUTOMATED)

The first automated check-out notice will be generated **7 days after** the check-out date. The system will continue to send out additional notices to the recipient every 7 days until the item is returned.

Lab check-out notices will be generated after the first 90 days. The system will continue to send out additional notices to the recipient every 7 days until the item is returned. Second notices will be done manually.

CONDITION OF EVIDENCE

Staff members must never alter the condition of **evidence** after impounding. If a cell phone is turned on at the time of impound, it is not to be turned off. If a bullet button is not attached to a firearm, it is not to be attached. If a bullet button is magnetically attached to the barrel of a firearm, it is not to be relocated on a firearm. Nothing is to be altered from the way it is received.

If an item impounded appears to be damaged, include the details in the impound record. If a cell phone screen is cracked, include this information in the NotesLog. Anything that the owner could come back later and indicate it was fine at the time it was taken from them, but now it is damaged, document in the NotesLog.

CONTAMINATED ITEMS (MRSA, etc.)

If items are impounded as prisoner bulk or not vital as evidence, and they have been exposed to MRSA, the following agency can be contacted to destroy the items safely:

Harmony Environmental Services
PO Box 2268
Ramona, CA. 92065
24-hour emergency #1-888-623-4191

Any prisoner bulk items that are so contaminated that they need to be destroyed must be documented clearly in the EvidenceOnQ record and photographed if possible. All personnel are to complete a minor injury report after contaminated handling items.

Evidence that is known to be contaminated is to be clearly labeled 'BIOHAZARD" and noted in the comments field.

CONVERSION OF IMPOUNDED & UNCLAIMED PROPERTY TO CITY PROPERTY INVENTORY

Refer to Department Procedure 3.24 and SDMC 22.0603.

Items pending conversion will be transferred to location "HQ HFC" – Hold for Conversion – Auction Cage. The item(s) will be secured in the Auction Cage. The retention code will be changed to "HPC" – Hold Pending Conversion. This will remove the item(s) from the disposal lists.

When the requested property becomes available, a Property Unit Supervisor will:

A. Confirm that the property is still available.
B. Confirm the unclaimed property has been held for at least three months from impound, pursuant to California Civil Code 2080.4.
C. Stolen or embezzled property has been held at least three months if notice was given to the true owner pursuant to California Penal Code 1411.
D. Confirm that the unclaimed property has been held at least six months if the true owner was not identified pursuant to California Penal Code 1411.
E. Apply a City of San Diego property number from the City Auditor's Office, if required, and send in appropriate paperwork to Fiscal Management. The property tag number or barcode number on which the item was impounded should also be included.
    1. Most items valued at $5,000.00 or less will be inscribed with the property tag number or barcode number and a City property number will not be requested per City policy. A blue City sticker will be attached.
    2. The value will be determined by the Supervisor of the Property Unit.
F. The item(s) converted will be updated in EOQ as "08 Converted to Department Use".
G. The completed conversion form will be scanned and attached to the corresponding barcode in EvidenceOnQ.
H. The Property Unit will maintain the PD 823 forms on all granted conversions for a period of ten years. The completed form will be scanned into the Property Unit's shared "G" files, under Conversion. The records are filed by year and month of the completed conversion.

For transfer of digital evidence (phones, i-pads, etc.) to the Forensic Tech Unit, see section on FTU.

CORRESPONDENCE/JAIL MAIL REGARDING A PRISONER BULK (SAFEKEEPING)

When correspondence or jail mail is received regarding a prisoner bulk (safekeeping) impound, the documentation shall be scanned and attached to the corresponding

impound. Any response prepared by the Property Unit staff will also be scanned and attached to the impound record. Civil Code 2080.10 covers safekeeping property.

Civil Code 2080.10 requires that the receipt and instructions provided to the owner of the property notify them that it must be claimed within 90 days after it is impounded, or it will be destroyed. If the person is unable to retrieve the property because they are in custody, they must notify the SDPD IN WRITING. SDPD must hold the property for not longer than 10 additional months (Total of 12 months from the impound date).

If an impound record is not located under the person's name, a copy of the jail mail will be saved in the shared "G" file, in the Supervisor's Folder under Jail Mail No FOQ Record. These records must be retained for according to the City's record retention schedule.

COURT ORDERS FOR RELEASE OF EVIDENCE

Citizens and attorneys that provide an Order for Release of Property from the court, must also get a Property Release Form from the assigned investigator/division. If the court order is signed by the judge, or has a stamped name and the document is a **certified copy**, which means there will be a stamp indicating it is a true copy of the original in the court file and there is a court seal, scan and attach it to the appropriate barcode numbers in EvidenceOnQ. Try to assist the citizen/attorney in their attempt to contact the investigator.

COURT ORDER FOR SEALING AND DESTRUCTION OF ARREST RECORDS – PC851.8

When court orders for sealing and destruction of arrest records are received from the Records Unit, date stamp them the day it is received in the Property Unit. Determine if the Petitioner (suspect/defendant) has an impound record within the EvidenceOnQ system. If there is an impound record, the Petitioner's name must be removed from the records.

In lieu of the person's name, enter "SEALED PC851.8" in all fields where the name previously displayed. The name will continue to be available in the audit trail, but that can't be deleted. The indication of "SEALED" will alert all staff that this information must not be released to anyone, pursuant to a court order. Scan and attach the Order After Hearing for Sealing and Destruction of Arrest Record to the impound record in EvidenceOnQ. Three years after the DATE OF ARREST, this document must be shredded.

COURT RETENTION OF EVIDENCE

If the property was retained in court, a court evidence receipt signed by the court clerk and bearing the court seal, must be submitted to the Property Unit. A Property Unit employee will sign the court receipt and return the pink copy to the individual who brought it in. In all cases where paperwork is submitted in lieu of returning the property to the Property Room, a Property Unit employee will sign the check-out log to account for the impound and attach the court receipt to the original copy of the property tag. The property tag will be filed in the "dead" file unless the item was a gun. If the item was a gun, the tag should be placed in the Gun Desk in-box so that the firearms can be updated in AFS and the firearms inventory database can be updated to reflect the final disposition. Once that processing is done, the tag will be placed in the dead files. If the item was impounded using the automated system these documents will be scanned into EvidenceOnQ.

CPRA – CALIFORNIA PUBLIC RECORDS ACT

Government Code 6250-6255

All of the time spent on these requests are to be documented on employee timecards with the code #16000011.

DISPOSITIONS:

DISPOSITION PROCEDURE

If property is unclaimed after the Property Release Form expires, or an item is authorized by a detective for destruction, a decision is made by a Property Unit Supervisor or their designee regarding its final disposition.

(Note, items authorized for release to other law enforcement agencies or outside laboratories will remain active until released to the owner or authorized for destruction by the assigned investigator.)

Two staff members process the dispositions together. One is either a supervisor or their designee and another staff member. The second staff member is to sign the log sheet for that day since their name is not added to the EOQ or property tag record.

The supervisor (or designee) is to confirm that there is authorization for disposition of each item. The impound record number (barcode or property tag number) is confirmed with the second person processing the dispositions. The description of the item(s) is confirmed with the second person processing the dispositions.

Once the decision is made by the supervisor (or designee) how the disposition will be processed (see options below), the appropriate transfer location will be entered in EvidenceOnQ or documented next to the individual items on the property tag.

Destroyed
Donated
City Auditor
Auctioned
Converted to Department Use
Forensic Tech Unit (FTU) for digital devices that would be destroyed

The property tag will be stamped on the back side with "DESTROYED" and the supervisor's initials. The number of tags processed is counted and recorded for the Quarterly Management Report.

There are five alternatives available:

A. Conversion to City use (request book for Conversion Form PD-823)

B. Submission to police auction or internet auction. The auction provider is determined through the City Purchasing and Contracting Department

C. Destroy or recycle metal, paper and electronics through proper facilities

D. Given to charitable organization (see D.P. 3.02)

E. Recycle items such as paint, auto fluids, and fertilizers to interested parties

If property/evidence is determined to be contraband, it will be destroyed.

Batteries: See Hazardous Materials section. Batteries that are new or in good condition will be held in the disposal area, for Department use. The disposed batteries must have the ends taped over prior to transferring to Universal Waste.

Blood and urine: See Hazardous Materials section.

Counterfeit Items (purses, clothing, etc.): Counterfeit items must be destroyed in such a way that they could never be sold. The items can be spray painted or cut up.

Counterfeit Money: Turned over to the US Treasury. The Secret Service picks up on a regular basis or can be reached at 619 557-5640 to schedule a pickup. If there is a Property Release Form, they sign for receipt of the item. If there is a property tag, they will initial next to the item received.

Donations: Gently used clothing and shoes are donated to Father Joe's. Receipts from the donations are scanned into the G drive, under Property/Donation and placed into the current year.

Dump: Soiled clothing, other general items for destruction are taken to the City Dump.

Electronics/Digital Devices: Used newer cell phones, electronic tablets, ipods, etc. may be sent to an auction company IF they will clear all data before sale. If the incident was related to sex crimes, child pornography or child abuse, these devices will be destroyed through RMD Technologies and not sent to an auction company. The auction company is determined by the City Purchasing and Contracting Department.

The Department does allow the Crime Lab's Forensic Technology Unit to receive digital devices that would have been destroyed so that they can use them for testing, training, or parts.

When processing a cell phone or digital device for transfer to the Crime Lab FTU, remove any case. Print and attach the barcode associated to the impound on the back of the actual device. Attach a blue Property of City of SD sticker to the back of the device. Scan the item to the temporary storage box. These items are to remain in the box until a supervisor or designee from the Crime Lab FTU comes down and signs for their release.

Additional information is available in the section Forensic Technology Unit – Crime Lab.

Electronic Waste (no value): RMD Technologies, items are to be transferred to the auction cage by the end of shift each day.

Firearm Parts/Ammo: When processing a disposal, if a holster, gun case, magazine, clip, ammunition, etc. is authorized for disposal, review the entire incident to determine if a firearm was impounded. If a firearm was impounded and is still here, DO NOT destroy the item(s). The item(s) are to be re-binned. Enter a request for a 90-day hold. Notify the Gun Desk. The Gun Desk will track these items along with the firearm for eventual release or destruction.

Firearm Processing Packets: When processing disposals, if a firearm processing packet is located, check the EvidenceOnQ record for the firearm itself. If the firearm was released or destroyed, bin the processing packet in the designated location. Change the retention code to "Gun-Firearm Processing Packet". The Gun Desk PISO will be entered as the assigned detective, so that the automated email is forwarded directly to the Gun Desk at the end of the retention period.

Fire extinguishers: Contact Metro-Fire Safety for pickup (see Hazardous Materials section).

Flags (American Flags):
There is a process that American flags must go through for destruction. There are several organizations available. The Boy Scouts of America, 1207 Upas Street, San Diego 92103 (619) 298-6121 will only take the cotton flags, not nylon flags. Veterans of Foreign Wars (VFW) 7785 Othello Avenue, San Diego 92111, (858) 277-5510.

Foreign Currency: Schedule an appointment on-line with Bank of America. Take the foreign currency and our bank account number. The teller will exchange whatever currency is eligible and deposit it directly into the SDPD Property Room account. Save the receipts for the DCR register. If there is currency that the bank can't exchange, take it to a travel exchange company. There is one in Horton Plaza. They will exchange eligible currency for cash. Save the receipt for the DCR register.

Gas Cylinders: See Hazardous Materials section.

Gift Cards: At the time of disposal, the gift card will be placed in an envelope and sealed. The property tag number or barcode number is to be written on the envelope. At the end of the day, the envelopes will be transferred to Safe D. The number or website on the back of the card needs to be contacted to determine the value of the card. Cards with no value or minimal change value will be shredded. The cards with value will be sent to our auction provider.

Handicap Placards: Contraband, placed with metal shredding.

Hazardous Materials: See section on Hazardous Materials (DP 8.19).

License Plates: Department of Motor Vehicles requests that they be destroyed. Include with metal contraband for shredding with firearms at SA Recycling.

Light Bulbs: See Hazardous Materials section.

Lighters: See Hazardous Materials section.

Mace: See Hazardous Materials section.

Media (CD, VHS tapes, audio tapes) and paper: SHRED-IT for shredding.

Metal Contraband: Swords, knives, weapons – SA Recycling for metal shredding with firearms. The box is to be emptied by the end of shift each day. The items are to be transferred to a box and sealed with evidence tape, dated, and initialed as soon as there is an adequate amount. The seal is not to be broken and the box opened without a supervisor's authorization.

Metal/Scrap Metal: Smash computer hard drive, cell phones, etc. and then forward to RMD Technologies

Paint Cans: See Hazardous Materials section.

Passports: Mail to the State Department (certified or receipt requested). US Department of State, Passport Services, Consular Lost/Stolen Passport Section, 1111 19th Street, NW, Suite 500, Washington, DC 20036.

Pepper Spray: See Hazardous Materials section.

Prisoner Bulk Change: If loose change is found inside a prisoner bulk backpack it is to be placed in the locking change box. When there is enough change to roll, it is to be deposited.

Savings Bonds (US): Forward to the US Treasury. Update as "shipped" not "destroyed".

Spray Paint: See Hazardous Materials section.

Tools (Hand Tools): will no longer be set aside for conversion. All hand tools of value will be transferred for auction.

Valuable Items: Any items of value – See Auction section. Any items of value are to be transferred to the auction cage by the end of shift each day.

DISPOSALS:

DP 3.2 Responsibility for Release of Impounded Property

Property seized pursuant to a search warrant, which will be reflected in EOQ with the search warrant box checked, must have a court order prior to release or destruction in addition to the Property Release form from the investigator (Penal Code sections 1535 through 1540). It is the Investigators responsibility to obtain the court order.

Citizens that provide an Order for Release of Property from the court, must first present the order to the appropriate investigator/division, and obtain a Property Release form. (See Court Orders for Release section).

Property or currency impounded as an asset seizure, which will be reflect in EOQ with the asset seizure box checked, can only be released to a SDPD detective assigned to the Narcotics Task Force (NTF). (DP 3.23)

Generally, only Gun Desk Officers can release or dispose of impounded firearms.

Patrol Officers may release:

- Prisoner Bulk
- Personal items, if they forgot to return them to the owner (driver license, keys, wallet, etc.)

All other releases must be authorized by an investigator.

If an investigator is authorizing release through the Request Monitor in EvidenceOnQ, they are also required to prepare a Property Release form (PD184) through EvidenceOnQ. This form is required so that notification is given to the owner, in writing, that if they don't pick up their property within the time frame indicated, they are put on notice that the property will be destroyed.

Investigators are responsible for the release or disposal of impounded property associated with cases assigned to them.

DP 3.02 Disposal of Unidentified, Unclaimed or Worthless Property defines all the policy for disposals of this type of property.

Retention period time limits begin from the date the property first came into the Department's possession.

Property impounded relative to a case under investigation must be retained until such time that it is no longer needed as evidence.

- Past the statute of limitations, if a case has not been filed by the District Attorney's Office or the City Attorney's Office.
- After a filed case has been adjudicated and a ruling has been made on any appeals, or after the period for filing an appeal has expired. (6 months is recommended).
- If there are multiple defendants, the case for each defendant must be adjudicated and beyond the time period for filing an appeal. (6 months is recommended).

Found property must be retained for at least 90 days unless it is released to the owner.

Prisoner Bulk/Personal Property will be retained for 90 days unless the arrestee contacts the Property Unit and requests an extension.

Property impounded as "Other" may be released or disposed of at any time it has been determined to have no evidentiary value.

Any EVIDENCE for which a Property Release form (PD-184) has been issued and the release form has expired (30 days after date of notice) may be disposed of as unclaimed.

Once the property has been authorized by a police investigator for disposal, and reviewed and authorized by a supervisor, either a property supervisor or the supervisor's designee shall examine the property for final disposition. The property may be:

1. Destroyed.
2. Sold at public auction (on-line auction acceptable).
3. Donated to a non-profit organization.
4. Deposited in the City's General Fund.
5. Converted to Department use (Refer to DP 3.24); or,
6. Recycled

CASH IMPOUND FOR DISPOSAL

When processing disposals on cash, if the impound amount in EOQ does not match the cash present, after two specialists have both counted the cash separately, correct the EOQ impound record to the amount of cash present. In the Comments/NotesLog enter the discrepancy and that the impound was corrected to reflect the amount present. If the discrepancy is more than $10.00, refer the barcode number to a supervisor.

The supervisor shall review the impound and attempt to determine why there was a discrepancy. The supervisor must make a Comments/NotesLog entry of the findings and that a review was conducted.

DISPOSAL OF LOST & FOUND PROPERTY ON CITY PREMISES (AR 45.30)

The City of San Diego Administrative Regulation 45.30 states the procedure for disposal of found property on City premises.
If the found property being held by a City Department is unclaimed after 30 days and can be reasonably valued at $100.00 or more, the City Department Designee must complete an Affidavit for Lost and Found Property stating: 1) where it was found, 2) how it was saved, 3) whether the owner is known, 4) that the property was not withheld from the owner, and 5) that no part of the property was disposed of; and forward that affidavit with the Lost and Found Property to the Police Department Property Room.

The specialist will receive the lost and found property and the affidavit, sign the affidavit acknowledging receipt and retain the origin and return a duplicate copy to the City Department Designee.

The specialist will enter the items into the EvidenceOnQ impound system and provide a property report, as a receipt to the City Department Designee.

After the lost and found is received by the SDPD Property Unit, it must be disposed of in accordance with SDMC 22.0603 and Department Policy.

ENTRIES OF PROPERTY TAG IMPOUNDS:

Cash and Valuable Impounds in the Safes: The majority of impounds stored in the safes are in the EvidenceOnQ system. The property tags that were converted into EvidenceOnQ are marked "EE – Electronic Entry and the barcode number" and the original tags have been transferred to the Dead Files.

Firearms: All firearms previously impounded on property tags are gradually being entered into EvidenceOnQ. The property tags that have been converted into EvidenceOnQ are marked "EE – Electronic Entry and the barcode number" and the original tags transferred to the Dead Files.

When entering old property tag impounds into EvidenceOnQ, if an incident number is not assigned, the generic incident number that will be assigned is as follows:

- Four-digit year of the impound followed by the property tag number (sample: 2013123487)

The property tag number must be entered in the property tag number field. This will enable a quick search by tag number in EvidenceOnQ.

The property tag (front and back) and all documents attached to the tag must be scanned and attached as a document "Property Tag" in EvidenceOnQ, prior to it being forwarded to the dead files.

EvidenceOnQ AUTOMATED E-MAIL DISPOSITION NOTICES:

The Property Unit uses the EvidenceOnQ system to generate e-mail disposition notices.

The disposition notices are generated monthly and include all impounds on which the retention date has passed. Just prior to the monthly email being generated, any impounds that have been authorized for disposition but have not yet been processed will be batch updated with the retention code "CE" (cease e-mail), which will keep the system from generating an email dispo notice to the assigned investigator.

The notice is sent to the investigator assigned in EvidenceOnQ, generally on the first of the month. If the EvidenceOnQ field for Investigator Assigned is blank, the investigator assigned in CRMS will be added to EvidenceOnQ. Each email has basic instructions at the beginning on how to enter a request. The email will include a table of records. Each record will include the Incident Number, *Barcode Number, CRMS/NetRMS Status,* Item Type and Description. The *Barcode Number and CRMS/NetRMS Status are direct links into EvidenceOnQ, to the specific record indicated.*

A report will be generated each month reflecting the names of the investigators and the number of barcodes which have been sent out in an email twelve (12) months in a row with no response. This report will be forwarded to each command.

As detectives retire or leave the Department, their ID number in EvidenceOnQ will have an "A" suffix. Their active impounds will need to be assigned to another detective, as directed by the unit's supervisor.

EvidenceOnQ CLONING

The "cloning" function was designed to use when entering the same item type multiple times, for example, 15 swabs but from different people. When cloning, the ENTIRE record is copied. This INCLUDES THE RETENTION CODE. This could present a problem if the retention code for the item being cloned is different than the new entry. SART kits were entered from property tags years ago. If the SART kit has been authorized for disposal and the retention code is DISPOSAL, if the SART is cloned for additional evidence now being entered, that DISPOSAL retention will carry over to the new items. Firearms have a specific retention code, cloning anything firearm related could present problems. Don't clone, unless it is the same item type, all being entered at the same time. By selecting "NEW" the majority of the impound information will be pre-filled in the entry screen. If the information is incorrect, type over it.

FACILITIES – STORAGE LOCATION FOR PROPERTY & EVIDENCE AND RECORDS

LOCATION – CITY OWNED	SQ. FT.	Additional Info.
Headquarters	23,500	
Caged area around freezers/refrigerators	1,440	
Old Supply Room – First Floor (includes caged area in the sally port)	3,259	
Long Term Storage at Traffic – Bldg. 1	8,000	Homicide Evidence
Long Term Storage at Traffic – Bldg. 2	8,000	Homicide, Sex Crimes, Child Abuse
Traffic-Cargo Container next to metal Bldgs.	133	
Police Plaza Storage Bay	428	Evidence Gambling Machines
Area Stations (9)		15,787 (total of all nine)
Central (no warehouse)	300	
Central (Garage – Caged Area)	1,2722	
Mid-City (no warehouse)	287	
Western (office/warehouse)	2,500	
Western (Cargo Container)	133	
Eastern (warehouse)	2,175	

(interior)	449	
Northern (office/warehouse)	1,165	
Northeastern (warehouse only)	1,860	
Northwestern (warehouse only) *Not the supply area on the other side of chain link fence or garage*	1,000	
Southern (warehouse) (Inside)	1,030 799	
Southeastern (office/warehouse)	2,500	
LOCATION – LEASED/RENTED		
Jerome's Warehouse (footprint)	8,400	
Ruffin Road	18,000	
TOTAL SQUARE FOOTAGE	**98,080**	

FIREARMS

See the Gun Desk Operations Manual for all firearms processing information.

Firearms Turned In at Front Counter for Destruction:

If a member of the public turns in a firearm at the front counter and requests that it be destroyed, it will not be eligible for conversion. If destruction is not requested, it will be eligible for conversion.

Firearms - Gun Room Access:

A limited number of designated specialists have access to the gun storage locations, in addition to the two Gun Desk PISO's, two supervisors and the manager. ONLY specialists with Gun Room access cards are to enter the gun storage locations, either for binning or pulling firearms.

If someone comes to the counter to pick up a firearm, the specialist will turn the transaction over to the Gun Desk PISO, or if they are not available, a supervisor. Only specialists with gun storage location access can process firearm releases **only when a Gun Desk PISO is not available,** and they are requested to do so by a supervisor.

The goal is to limit the number of staff members entering the area in which firearms are stored.

FORENSIC TECHNOLOGY UNIT – Crime Lab

The department allows mobile digital devices that would have been destroyed, to be transferred to the Forensic Technology Unit in the Crime Lab for testing, training and or parts.

When an appropriate device is eligible for destruction, the supervisor or designee processing disposals will:

- Remove an case
- Print and attach a barcode to the back of the actual device
- Attach a blue Property of City of San Diego sticker to the back of the actual device
- Scan the barcode to the designated box, pending pick-up by FTU

Only a supervisor or designee has the authority to release digital devices to a member of the Forensic Technology Unit of the Crime Lab. The FTU representative is required to sign for the release. The device will be transferred to a specific location, reflecting they are in the Crime Lab – FTU.
The FTU is responsible for cataloguing the SDPD barcode number, a description of the device (make/model) and a unique FTU reference collection number. An electronic log containing this information is to be maintained and be only accessible by members of the FTU (or designee). The FTU is responsible for the security and storage of these devices. All data on the devices are confidential and handled according to SDPD policy.

The devices are not authorized to be released to detectives or other members of the department. Devices that are determined unsuitable for retention are to be returned to the Property Unit for destruction.

Upon receipt of returned devices, the barcodes must be scanned to DESTRUCTION.

HAZARDOUS MATERIALS:

Storage:

DP 8.19 governs hazardous materials storage at police facilities.

The Facility Coordinator for the Property Unit is the Senior Property & Evidence Supervisor. Inspections of the hazardous materials storage area are completed on a weekly basis.

Inspections:

Weekly Hazardous Materials/Waste Inspections are required to be completed, documented and a copy forwarded to the Facilities Unit.

HAZARDOUS MATERIALS DISPOSE WITHIN 90 DAYS	**PACKAGING/LOCATION**	**METHOD OF DISPOSAL**
FLAMMABLE AEROSALS (spray paint, butane)	-Completed Hazardous Waste Label -Lid must be on 55 gallon drum at all times	**OCEAN BLUE PICK-UP** Contact the Hazardous Material Inspector, to coordinate the pick-up and drop off of the new receptacle
DNA BIOHAZARDOUS WASTE (wet blood, urine , fetus) -All dried DNA such as swabs and clothing must be left sealed as is and disposed in the regular trash	DNA waste- trashcan lid, can and bag must have a label with the WC number name and address for our unit, and a biohazard warning sticker -Lid must be on at all times	**CONTACT NARCOTICS VAULT** They will grant access to Lab Sally Port disposal area to deposit the waste in a secured drum
LARGE GAS CYLINDERS	Set aside in the Auction Cage	**CALL FOR PICK-UP/NO COST** AIRGAS- Oxygen (858)279-8200 WESTAIR GASES- Acetlyn (619)239-7571
MACE/PEPPER SPRAY		**TAKE TO SALLY PORT L-1**

UNIVERSAL WASTE DISPOSE WITHIN 1 YEAR OF ACCUMULATION DATE		**METHOD OF DISPOSAL**
BATTERIES	-Completed Hazardous Waste Label -Receptacle must be closed or have lid on it -Batteries must be taped at each end	**TAKE TO SALLY PORT L-1** Keep in boxed receptacle with lid Empty Alkaline Batteries into the 55 gallon drum. All other types are to be boxed and labeled separately
PAINT CANS	--Completed Hazardous Waste Label -Receptacle must be closed or have lid on it	**SCHEDULE DROP-OFF** DUNN-EDWARDS PAINT 3191 Sports Arena Blvd San Diego CA, 92110 (619) 222-0591
LIGHT BULBS	-Completed Hazardous Waste Label	**TAKE TO FACILITIES PS-2**

	-Receptacle must be closed or have lid on it	Place a completed universal waste label on the box and make sure it is closed/sealed

REPURPOSED MATERIALS		**METHOD OF DISPOSAL**
LIGHTERS	Box and set aside in the Auction Cage	**TAKE TO AUCTION CAGE** May be sold through auction
SMALL GAS CYLINDERS (soldering style, map gas)	Set on designated shelf	**CONTACT 20TH & B FACILITIES** Plumbers Unit (619) 525-8547
HOUSEHOLD CHEMICAL SHELF	Set on designated shelf	**CONTACT** Contact the Hazardous Material Inspector
FIRE EXTINGUISHERS	Set on designated shelf	**CINTAS** (858) 495-2335

HOLDS

REQUESTS:

If a detective wants property or evidence held, they will be directed to make a request through the EvidenceOnQ request monitor. The request must include the reason for the hold and the new retention date for the hold. This electronic request will be included in the audit trail, so that the record will reflect who made the hold request and the reason and date requested.

If the Firearms Unit of the Crime Lab indicates that a firearm has been identified as one matching one used in a homicide, the retention code in EvidenceOnQ must be changed to reflect "homicide retention". The hold box will be checked and an entry made that the gun may be related to homicide case # _____. The Crime Lab must also be directed to make the request through EOQ request monitor and indicate the reason and new retention date for the hold.

HOLDS

ENTRY:

To enter a HOLD, click on the RETENTION tab. Click on the box immediately in front of the Hold entry. This will place a check mark in the box. In the Hold Comment field, if a request was not made through the monitor, enter the name of the person who requested the hold. Always enter the reason for the hold. In the Critical Dates/Review field, enter the date for the hold to expire. After this date, an automated disposition notice email will be generated. Click on the SAVE button in the tool bar. (Do NOT remove the check box from the hold indicator)

INCIDENT NUMBERS also known as EVENT NUMBERS:

INCIDENT NUMBERS WITH 11 CHARACTERS:
SDPD, City Schools, and the Community College use SDPD incident numbers, which are the YEAR, the MONTH, follow by 2 zeros and the 5 digit incident number. Example: 12040012345.

Harbor Police use the HP prefix followed by MONTH, DAY, YEAR, and the 3 digit Harbor Police incident number. Example: HP01010020*0.*

INCIDENT NUMBERS WITH 12 CHARACTERS:
Narcotics Teams use, when appropriate, the CB prefix followed by MONTH, DAY, YEAR, and the officer's four digit id number. Example: CB0404125525.

INVENTORY:

See Management Reports Sections.

KEY CONTROL:

In the case of an emergency, there is a key with the Watch Commander. The Watch Commander is to notify the Senior Property & Evidence Supervisor if this key is ever used. No copies are to be made of Property Unit keys. A written authorization form signed by the Operational Support Captain includes the names of the staff that have authority to order additional keys for the Property Unit. A copy of this document is forwarded to the supervisor over the Key Shop when supervisory staff changes.

Specialists that use the various keys for vehicles or locations within the Property Unit are required to return the key to the proper location on the key board at the conclusion of their duties. If they realize they have taken the key home with them, they are to immediately notify a supervisor and return it on their next workday.

If a key cannot be located, a supervisor must be notified.

LAB TRAINING ITEMS:

The Crime Lab may request property contaminated with DNA to use for lab training. This request is to use property that is no longer needed as evidence and has been authorized for disposal.
A Crime Lab Supervisor will make the request through a Police Property and Evidence Supervisor and provide the number of items requested for training.
A Police Property and Evidence Specialist assigned to process disposals will scan for the requested number of items that meet the following criteria:

- The item has been authorization for disposal.

- The item must have been analyzed by a lab analyst. This can be verified by observing the following: the package has been sealed twice (once by the impounding officer (or Police Property and Evidence Specialist) and once by a lab analyst). This can also be confirmed by reviewing the audit trail.
- The property must be a valueless item (i.e., clothing, wrapper, crowbars, screwdrivers etc.). No items of value (i.e. electronics, jewelry or cash) can be used for training.

The selected items meeting the above criteria will be moved to the shelf location, HQPTR- PENDING LAB TRAINING, located in the disposal area. Once the total number of items requested have been collected, a list of corresponding barcodes will be sent to the Crime Lab Supervisor.

The Crime Lab Supervisor must submit a Memorandum of Request to the Senior Police Property and Evidence Supervisor identifying the specific property items by barcode. See the below draft Memorandum of Request as an example:

Example of Memorandum of Request

DATE: Current date

TO: First, Last, Senior Police Property & Evidence Supervisor, Operational Support

FROM: First, Last, Supervising Criminalist, Crime Laboratory

SUBJECT: Request to Obtain XXX Pieces of Property for Training Purposes

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The Crime Lab is requesting XXXX pieces of property to use for training purposes. It has been agreed upon that any DNA profiles made during training will not be uploaded into any databases. The requested property is required to meet the following criteria:

- The item must be authorized for disposal and is no longer required as evidence.
- The item has to have been previously analyzed by the Lab for DNA.
- The item will exclude any items of value (examples: jewelry, currency and electronics).

The following barcodes meet this criterion:

- XXXXXXX

- XXXXXXX
- XXXXXXX

I understand that all items listed will be checked out and returned in the same batch, not separately. The check-out time limit for these items is a maximum of three (3) weeks. I request these items from _____ to _____. If the items are needed for a longer period of time, the items will be returned to the Property Room and re-checked out with an updated timeframe and "return by" date.
Attachments: "Named List" of barcodes the Crime Lab would like to use for training purposes.
XX/xx

End of Memorandum of Request

After the Senior Police Property and Evidence Supervisor reviews the memo, it will be attached to the record for each lab training item.

The property will be prepared for check-out. An "X" will be drawn over the barcode with a yellow highlighter marker enabling the barcode to continue to be scanned. A separate label will be affixed directly below the barcode label reading, "TRAINING SAMPLE-return to the disposal area upon return from the Crime Lab."

A Police Property and Evidence Supervisor will verify the collected lab training items match the request and the packages have been prepared accordingly. He/She will oversee the check-out with the requestor and assure it is completed in one batch and returned by the agreed upon deadline.

At the time of check-out, the person checking out the items will be notified all items checked out must be returned at the same time.
A Police Property and Evidence Supervisor will keep track of the lab training items and follow-up as necessary. Once the items are returned, they will be transferred to a pending disposal location to be processed for destruction. **It is imperative that returned Crime Lab training items are not returned to the general lab check-out area and put away for general storage.**

Crime Lab training items will be used for training purposes only. These items will not involve any DNA database uploads.

LABELING PROCEDURES:

Property that has been impounded is to be placed in an appropriate storage package. It is the Property Specialist's responsibility to locate storage space for each item. The evidence listed on the impound entry is to be verified thoroughly before

packaging and storage. The specialist is required to scan "processed by" to indicate who has verified and packaged each item. The only exception is the evidence impounded by the lab. This evidence is not verified, packaged, or sealed by Property Unit staff. Documenting that this evidence is sealed is also not required.

Each entry is to have a separate barcode label placed on the individual packaging for that item or a wire tag (no exceptions). Barcodes are not to be placed directly on any property. The container is to be labeled through EvidenceOnQ, with the incident number and item numbers included. If only one item is in the container, the barcode for that item is to be placed on the exterior of the container, in a location facing out from the shelf.

The specialist is required to indicate in the comments section what type of package the property is stored in (i.e., large bag, box, large envelope, etc.). For a package containing multiple items, the specialist will indicate what package type along with which item numbers are inside of the package, in the comments section (i.e., items 1-5 stored in a large bag). This will be done for each entry to which the information pertains.

An orange colored label will be affixed to the package label on all PC187-homicide cases. A blue colored label will be affixed to the package label on all sex crimes, child abuse, OIS and domestic violence incident impounds. The colored labels are indicators that the impound may be held long term. This assists the Property Specialists in determining which boxes may be logical to relocate off-site for long term storage.

All items put away are to be clearly marked. Any discrepancies are to be noted by the specialist in the comments section and the appropriate division must be notified.

LOST PROPERTY CALLS

If property is lost and the value is between $500.00 and $5,000.00 OR less than $500.00 but has a known serial number, identification number or name affixed to the property, an online report can be completed: www.sandiego.gov/police
Click on the "Citizens Online Police Reporting System"

MANAGEMENT REPORTS (Audits, Inventories and Inspections):

AUDITS:

Audits focus on the systems in place to locate, track, and account for items of evidence/property in the custody of the Property Unit. Policies, procedures and processes of the unit will be reviewed to determine whether or not they meet the

recognized standards, best practices, and are in compliance with applicable statutes and codes.

The management team will prepare an annual audit report that includes review of the following:

- **Quality Assurance of EvidenceOnQ Impounds**
  The audit will include randomly selected barcodes/incidents to include one from each of the following record history for firearms, currency, biological evidence, and other impounds:
    1) From impound to disposition
    2) From storage bin back to impound
    3) From release back to impound
    4) Check-out to Lab/Other back to impound
- **Supervisor Audit**
  Verification of Supervisor Quality Assurance Reviews of Staff
  Verification of Supervisor's Staff Inspections
  Performance Evaluations
  Staff Check-outs Pending
- **Customer Service Audit**
  Work schedules of staff
  Public Hours – Days and Hours
  Internal Service Hours at HQ
  Internal Service Hours at Area Stations
- **Health & Safety Audit**
  Haz Mat Weekly Inspections verification
  Evacuation Plan
  Safety items provided to staff (boots, eye protection)
  Review of safety practices with staff
  Needles/Sharps Safety
  Firearms Safety
- **Training Audit**
  Confirmations signed for review of Property Unit Operations Manual
  Confirmations signed for review of Gun Desk Operations Manual
  Confirmations signed for review of Packaging Manual
  Haz Mat Training (City)
  Forklift Training (City)
  Firearms Training (Range, Lab, Gun Desk)
  DNA training (Lab – Tami Ballard)
  FileOnQ Formal Training
- **Facilities/Storage Audit**
  Property & Evidence Storage Facilities
  Square footage of each facility
  Amount of space open at each facility (approximate)
  Assess needs for temporary storage, long term storage, general storage, firearms and currency/valuables, etc.

Standard container sizes

INVENTORIES:

An inventory is an accounting of all items of evidence/property in the custody of the Property Unit.

Over the course of one year, it is anticipated that every area will be inventoried. Random inventories may also be conducted.

In the event that an area is not completely inventoried within the month designated, the next time the area is scheduled for inventory, the start location will be where the last inventory left off.

When conducting inventories, seals should remain unopened. If a seal has been broken, the contents must be verified and documented in the EvidenceOnQ NotesLog. The replacement seal must be initialed, dated and witnessed.

When an inventory of an area is completed and attempts to fully reconcile have not been successful, any items unaccounted for are considered misplaced and should be immediately brought to management's attention. Clear documentation will be included with the inventory report to explain the discrepancy and the attempts made to reconcile. The EvidenceONQ impound record must be updated in the PRNIB field to reflect "yes" [property not in bin]. Continued effort will be made to locate the item. If at some point a supervisor determines that an exhaustive search has been completed and the item still can't be located, the impound will be transferred to the "UTL – Impound" location in EvidenceOnQ. Depending of the type of item, and its value, both evidentiary and monetary, and the situation, the supervisor/manager may initiate an internal investigation.
Once an inventory area is complete, the report and reconciliations are to be turned over to a supervisor. The supervisor is responsible for preparing the Inventory Cover Sheet. This document will be attached to the front of the inventory report and reconciliations, prior to filing.

The Supervisors will routinely query the PRNIB lists and assign staff to attempt to locate these items.

In the event that items are found on the shelf without a barcode or incident number attached, the items must be researched to connect them to a case. If, after all practical research has been exhausted, the items still cannot be connected to a case, they must be impounded in EvidenceOnQ as "FOUND PROPERTY". The COMMENTS section must have an entry "PROPERTY ROOM-FOUND". The impound record must indicate the area or bin in which the item was found. All information that would be placed in a report, and may be helpful to match this item with the correct incident is to be added to the NotesLog section of the impound record. This impound will be held, at a minimum of one year, or at least until another full inventory of the Property Room has been completed. The item is not to be authorized for disposition

without management authorization. Management may consider photographing the item and attaching the photograph to the impound record for future reference. IAPE and POST both suggested disposition of the item after the statutory period.

The Management Team will prepare an inventory report that includes the following:

- A summary sheet of the areas inventoried for EOQ impounds.
- Number of impounds, broken down by the following categories:
  1) Firearms,
  2) Currency # and Currency Value,
  3) Biological Evidence,
  4) Bicycles,
  5) CD's,
  6) Prisoner Bulk,
  7) Found Property,
  8) Other Impounds, and
  9) Total Barcodes.
- Number of dispositions broken down by the same categories as indicated above.
- Number of releases, broken down by the same categories as indicated above.
- Number of pending barcodes to be pulled for disposition.
- Number of firearm dispositions approved by detectives, pending Gun Desk review.
- Number of firearms ready to pull for destruction.
- Number of property tags with dispositions, unable to locate impound
- Number of PRNIB's (Property Not in Bin) –EVIDENCE (no bin number in FOQ or unable to locate the item in the designated bin). Active impound.
- Number of PRNIB's (Property Not in Bin) – DISPOSAL (no bin number in FOQ or unable to locate the item in the designated bin). Item(s) authorized for disposal.
- Impound totals (FOQ) for each of the identified categories.
- Impound totals stored at each location.
  1) Headquarters would include the freezer, refrigerators, cages, old supply room, exterior supply room.
  2) Jerome's
  3) Long Term Storage Bldg. #1 (previously called "Off-Site") at Traffic Division
  4) Long Term Storage Bldg. #2 at Traffic Division
  5) Each of the nine area stations
- Number of <u>incidents</u> with a retention code that has expired over 90 days ago, detective has received three consecutive emails without taking any action
- Number of <u>barcodes</u> with a "PRO" (Prosecutor notification that the evidence may be eligible for disposition) retention code that are still active.

INSPECTIONS:

Inspections deal with safety, cleanliness, functionality, and efficiency related to the Property Room facilities.

The Management Team will prepare an inspection report that includes review of the following areas:

- Cleanliness/Orderliness of Floors, Counters, Impound Tables, Supplies, etc.
- Specialist's binning with the proper size boxes
- Specialist's binning on the designated shelves, based on size of packaging
- Voicemail recording clear, current information and accurate
- Website information clear, current information and accurate
- Hours posted are correct
- Safety and Security
- Security cameras operating properly and recording
- Access to facilities working property (card access/alarm panel)
- Appropriate staff has access (anyone recently transferred out or retired deleted)
- Locks working properly
- Keys inventoried
- Panic button operational
- Impound lockers – Inspect from Impound Room side
- Impound Lockers – Inspect from Property Room side
- Refrigerator/Freezer Alarms (HQ only)
- Eye Wash Stations
- Equipment working properly – Computers, label printers, scanners, ribbons
- Supplies well stocked: Barcode labels, ribbons for label printers, boxes for firearms, all box sizes, bag supply, envelope supply, glove supply Unit Records
- Call-back phone roster current
- Evacuation roster current
- Chain of command roster current
- All employee lists are current
- Vehicle inspections

MONEY

MONEY HANDLING

Whenever cash is being handled or counted, **two people should be present** (two specialists or a specialist and an officer). This may not always be possible at an Area Station.

All money is received into the Property Room as a result of it being impounded through the EvidenceOnQ system. The impounding officer is to break the money down by denomination and enter this information in the corresponding money fields on the impound data entry screen. The total amount field must be completed. **All money over $500 must be impounded at the Headquarters Property Room. After hours, money over $500 must be impounded at the Watch Commanders Office. No money impounds are to be left unattended at any time. All money (over $20.00) is to be sealed before storage.** There is a temporary locked drop box available if one of the safe authorized employees is not available to receive the money.

Unsealing Money Envelopes: If a sealed money envelope needs to be opened, **two people are to be present** and the cash enclosed must be counted by both people and then the envelope re-sealed, dated, and initialed along with the ID# included.

Money is received in three ways:

A. Directly at the Headquarters Property Room:

After the officer completes the barcode process, the Property Specialist counts and verifies the money in their presence. Any problems or discrepancies should be resolved at this time. The officer packages the money with all of the bills facing the same way and seals the money envelope, it is marked and put into the safe by one of the employees with the safe combination. The Specialist scans "Received at HQ Counter" and "Processed by" to indicate that they have received and have verified this impound. The money is transferred to location "HQ Money Mailbox" and it is added to the cash log and placed in the old locked mailbox for security purposes. Only the Specialists with access to the safes can retrieve money from this locked mailbox.

B. At the Watch Commander's Office:

After hours, Saturdays, Sundays and holidays, all money over $500 is impounded at the Watch Commander's Office. The officer must select "Watch Commander's Office" as the station impounded. This will allow the Specialist to run a query to find out if there are any impounds that haven't been received from the Watch Commander's office. The officer deposits the impound with the Watch Commander's Office which is witnessed by the Watch Commander or officer. The Specialist picking up this money counts it in the presence of the Sergeant or Watch Commander Officer. (This pick-up is done daily except on Saturdays, Sundays and holidays.) If a problem or discrepancy is found, the Sergeant or Watch Commander officer is notified. Before money is taken to the Headquarters Property Room, the money envelope in which the money has been impounded must reflect the discrepancy

(over or under) and be initialed by both the Specialist and the Sergeant. At this point, all of the money impounds are taken to the Headquarters Property Room and put away, using the procedure outlined above. On those tags that have discrepancies, the impounding officer, the command, and a Property Unit Supervisor must be notified.

C. From the area stations after being transported by the area station Property Specialists:

This money is originally counted, verified and sealed by the area station specialist. Any problem or discrepancies are immediately dealt with at the area station by contacting the impounding officer or detective assigned. The money is brought to Headquarters, along with the rest of the property coming from the area stations. It is then given to one of the Headquarters' authorized safe personnel to be put away. No money impounds are to be left unattended at any time. If a person with the combination to the safe(s) is not available, the mail drop box and log designated for holding money impounds must be utilized.

Releasing Money:

Detectives wishing to release money must fill out a Property Release form (PD-184). Upon receipt of a valid Property Release form, the Property Specialist must verify and note the identification of the person receiving the money.

No department personnel may authorize the release of money or any other property to themselves. The original property tag is then matched up with the release form and the money is pulled from the safe by one of the authorized safe persons. For EvidenceOnQ transactions the incident and item numbers along with the bin location is given to the authorized safe personnel. If it is a total release, the seal is broken and the money is counted out to the person receiving the money. The release form or signature pad is then signed by the person listed on the release form, and attached to the original property tag or scanned and attached as a document to the entry. The completed paperwork then goes into the dead file. In the case of a partial release, only the amount of money that is going to be released is taken out of the envelope. The same release procedures are then followed. The Specialist notes in writing on the money envelope the amount of money that was released and the balance left.

The Specialist must also note on the property tag or in the comments screen using the Fileroom Check-out feature that a partial release was made. The release form is then attached to the original property tag and for automated impounds, scanned and attached as a document to the entry. The envelope is then resealed and placed back into the safe, with the paperwork going back into the active file. For automated impounds the barcode is scanned back to original location. A copy of the signed release form goes to the party to whom it was released. It is required that if a

release of money is made at an area station that the receipt and release be logged into the computer at Headquarters showing "RTO" as the bin location.

Lab Money Checkout Policy

Policy for Checking out Money to be processed (over $20.00).

When a Lab Analyst is asked to examine or process money (for example, for latent prints or biological evidence), the following procedure applies:

A. The authorization form will be prepared.

B. Prior to signing the form, the work request will be verified by the Unit Supervisor, or in his/her absence, by the Lab Manager or acting Lab Manager.

C. The signed form will be presented at the Property Unit service counter as the money is being signed out.

D. The money will be promptly returned to the Property Unit as soon as the Examination/processing is completed.

Disposal (transfer) of Money to the General Fund:

Upon completion of cases in which the money is not going to be returned to an owner, detectives must authorize in writing or by using the request monitor, the disposal of impounded money to the Auditor/City's General Fund. With the automated system the detective must use the request monitor to authorize the disposition. These disposals can be formatted into a query report that can be used later for pulling.

One of the staff with safe access pulls currency from the safe from a Named List Report. This report is created from a query of currency that has been authorized for disposal. These envelopes are then bagged or boxed and sealed and placed into another safe to await the money write-off. The bag or box is dated and initialed by the specialist who pulled the money. The money write-off is done by two people, generally one supervisor or designee and one Property Specialist. The seal on the money envelopes is broken one at a time and the money is counted. The amount is verified by both people and then the amount is noted on the barcode label for balancing purposes.

Each barcode will be scanned “HQ Pending Auditor”.

After all the barcodes have been processed, one person counts all the money to get a total. The other person obtains a total by adding the amounts listed from the written verified amount posted on the barcode label. After these totals are checked and matched, the money is placed into a box and sealed and stored in a safe to await transport to the bank. The barcode numbers are to be typed onto a DCR (Daily Cash Receipt) for transfer into the City's General Fund. After typing the list, tabulation

must be done to verify the total amount on the DCR. The total amount on the DCR must match the cash for deposit amount. Two copies of the DCR are made and a deposit slip is completed. A third copy is put into the DCR money log temporarily.

The next step is taking the money to the bank. The money is transported to the bank in a city vehicle by a Property Specialist with a police escort. At the bank, the money is counted by one of the tellers in the presence of the Property Specialist. After the count is verified the deposit slip and a customer receipt form are given to the Property Specialist to return to the Headquarters Property Room. Copies of these along with the DCR are scanned and sent to Fiscal Management. These documents are then put into the DCR in the Property Room, replacing the temporary copy. The amount deposited is entered into another log for statistical purposes. These records are maintained in the Property Unit.

Mutilated Money

When mutilated money is discovered at the time of disposal to the General Fund, any good bills on the impound are deposited and the mutilated bills are forwarded to the Department of the Treasury. There are instructions from the Bank of America how to forward the bills to the Dept. of the Treasury and a sample letter to include with the bills. It can take approximately 6 months to receive replacement bills. When replacement funds are eventually received (check, not cash), the check(s) are deposited.

Foreign Currency

The bank we use will not take a deposit of foreign currency. There are local money exchange businesses that will convert most foreign currency. What we can get exchanged is deposited. As with all other cash transactions, two staff members will be present for all transactions. Two people take the currency to a money exchange business or another bank to get it converted.

Seizure of Money

When entering an impound record in EOQ for seized funds, the Asset Seizure box must be checked.

Occasionally, large amounts of money (over $1,000) that are involved in narcotics cases are seized by the Narcotics Task Force from the Property Room. Only detectives from the San Diego Police Department that are assigned to N.T.F. are permitted to pick up seized money. The detective picking up the money must have a Property Release Form and DEA Form 12. The Property Release Form must be filled out by another detective, different from the detective picking up the money. The amount of money must be clearly indicated on the release form.

The detective picking up the money must present the proper paperwork at the Headquarters Property Room. Because the seizures usually involve large amounts of

money, the detective may be escorted into the Property Room. Space and the money counter are provided to count the cash. After the sealed money is removed from the safe, the detective picking up the money counts it. As it is counted, the DEA Form 12 is completed listing the amount of each denomination. Upon verification of the money, the Property Specialist and the detective sign both the Property Release Form and DEA Form 12. The original Property Release Form and a copy of DEA Form 12 are attached to the white copy of the property tag and it is filed either in the dead or active, depending upon what remains on the tag. If the currency is a barcoded item that is on the EvidenceOnQ system, the signed copies of the property release form and DEA Form 12 are scanned and attached to the entry.

MTS IMPOUNDS

Procedures for processing property found by MTS in the City of San Diego that is valued over $100.00 and an owner has not been located.

(See separate procedures for Found Narcotics Impounding)

1. MTS is to call SDPD Dispatch line (619) 685-0451 and request/obtain an incident/event number for "found property."

2. MTS will deliver the item(s) to the SDPD Headquarters Property Room (1401 Broadway Avenue). The Property Room is located on P1.

3. MTS will complete the paper version of the FOQ "*Property Room Online Data Worksheet*". See attached sample. Blanks forms are in the Property Room if needed.

4. The below listed mandatory fields must be completed for each incident/event:

MANDATORY FIELDS

- Incident # *[MTS obtains from SDPD Dispatch]*
- Charges *[Found Property = 960000 ZZ]*
- Recovered By *[MTS – Other Officer, an option in the drop down field]*
- Recovery Date *[Found Date]*
- Recovery Time *[Time]*
- Recovery Address *[Found on _____ Route _____]*
- Incident Date *[Date turned over to SDPD – corresponds with incident #]*
- Station Impounded *[Property Room-HQ]*
- Category *[Found Property]*
- Item Type *[Determine from description and the item] (Example: Wristwatch)*
- Add'l Description *(Example: White metal, blue face)*
    - **This info will show up on the Barcode label.*
- Make/Model/Serial# *[If not in the description field, take it directly from the item] (Example: Rolex / Submariner / SN#12345678)*

5. Additional found property items found under the same incident/event number may be listed on the "*Additional Property"* Worksheet, which can be found on the back of the "*Property Room Online Data Worksheet*".

6 During normal business hours, the Property Clerk at the counter will receive the item(s) and the corresponding worksheet. After normal business hours, the MTS Officer will attach the completed worksheet to the found property and secure it in the overnight property bins.

7. The Property Evidence Specialist will enter the impound information into FileOnQ evidence management system from the worksheet and the item. All worksheets will be scanned and attached to the FileOnQ record under the **DOCUMENTS** tab.

MTS NARCOTIC IMPOUNDS

Procedures for processing found narcotics by MTS in the City of San Diego that is not associated with an owner/possessor. **(**Found Narcotics Property Only**).

1. MTS is to call SDPD Dispatch line (619) 685-0451 and request/obtain an incident/event number for found narcotics property.

2. MTS will deliver the item(s) to the SDPD Headquarters Property Room (1401 Broadway Avenue). The Property Room is located on P1.

3. MTS will complete the paper version of the FOQ "*Property Room Online Data Worksheet*". See attached sample (page 99). Blank forms are in the Property Room if needed.

4. The below listed mandatory fields **must be completed** for each incident/event:

MANDATORY FIELDS

- Incident # *[MTS obtains from SDPD Dispatch]*
- Charges *[Found Property = 960000 ZZ]*
- Recovered By *[MTS – Other Officer, an option in the drop down field]*
- Recovery Date *[Found Date]*
- Recovery Time *[Time]*
- Recovery Address *[Found on _____ Route _____]*
- Incident Date *[Date turned over to SDPD – corresponds with incident #]*
- Station Impounded *[Property Room-HQ]*
- Category *[Found Property]*
- Item Type *[Example: Controlled Substance]*
- Add'l Description *(Example: White powdery substance)*

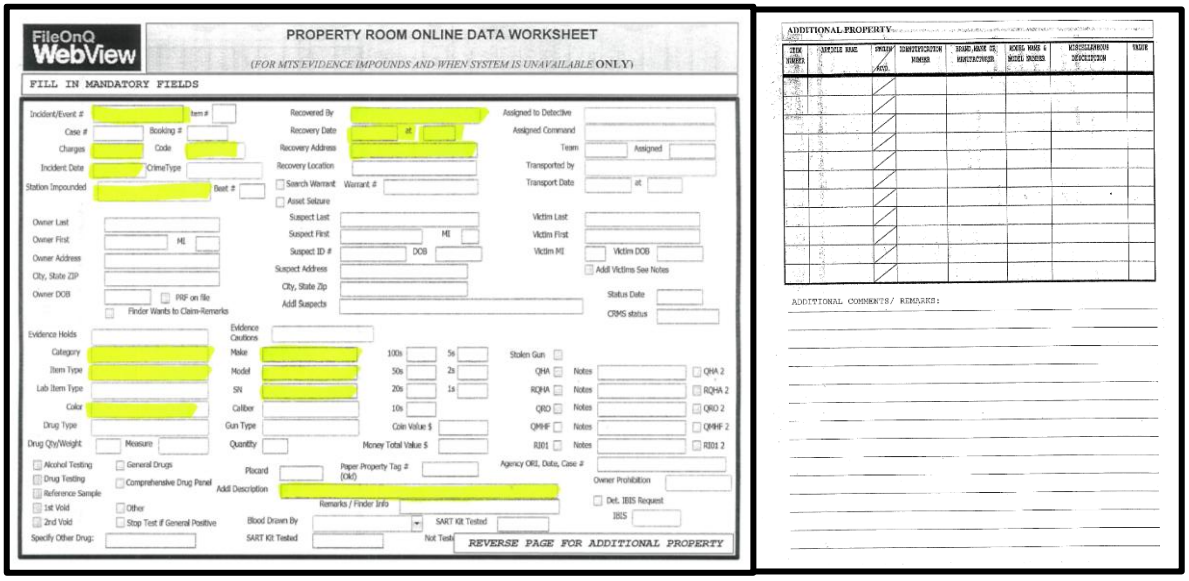
- **This info will show up on the Barcode label.*

5. Additional narcotic items found under the same incident/event number may be listed on the "Additional Property Worksheet" located on the back of the "*Property Room Online Data Worksheet*".
***DO NOT ADD ANY NON-NARCOTICS FOUND PROPERTY TO THIS WORKSHEET**

6 The MTS Officer will attach the completed worksheet to the found narcotic property slip and secure it in the **NARCOTICS BINS ONLY.**

7. When the items are collected, the Narcotics Property Evidence Specialist will enter the impound information into FileOnQ Evidence Management System from the worksheet and the item. All worksheets will be scanned and attached to the FileOnQ record under the **DOCUMENTS** tab

Examples of the Property Room Online Data Worksheet:



NARCOTIC PROCESSING

If narcotics are discovered among general impounded property, the following protocol will be followed:

1. The specialist will create a new barcode entry for the narcotics, prescription medication or used paraphernalia.

2. The specialist will make an entry in the Notes log for the original barcode and the newly generated barcode, that the narcotics were discovered, separated and given a new barcode.

3. The CATEGORY of the new barcode (narcotics) will be "OTHER".

4. The specialist will seal the narcotics in a narcotics envelope, place the new barcode on the envelope and deposit it into the narcotics mailbox.

5. The specialist will notify the impounding officer, via email, of the discrepancy. Specifically, that narcotics were found in an impound, they have been removed and impounded under a separate barcode as "OTHER" and transferred to the Narcotics Vault. A template for this email is available in the G drive/PROPERTY/PROCEDURES/PPED DUTIES/PROCESSING-BINNING/EMAIL TEMPLATE.

6. The specialist will send this email to their Property Unit Supervisor, the Impounding Officer, the Impounding Officer's Sergeant and the Narcotics Vault Supervisor.

7. All follow-up emails will be the responsibility of the Narcotics Vault. A copy of the initial sent email will be scanned and attached to the newly generated barcode record, by the Property Unit Specialist.

OFFICER CORRECTION LOCKER

Locker "A-5" by the staff lockers on floor P1 outside of the Impound Room is designated as the officer correction locker. Notify the officer that the impound that needs to be corrected and it will be in that locker with the combo set as the officer's ID number. Once the correction on the impound is made, **change the combo on the lock back to "0000".** The instructions on how to change the combo lock is in the shared "G" file.

PAWN SHOP HEARINGS

Penal Code section 1413 (b) allows the manager of the property room in possession of stolen or embezzled property the power to determine who gets the property, but only after

(1) satisfactory proof of ownership from the one claiming to own the property,
(2) proof of proper personal identification,
(3) making a photographic record of the item(s) by the property Unit specialist,
(4) the person to whom the property is delivered must sign, under penalty of perjury, a declaration of ownership, which needs to be retained by the property room.

The person from whom custody of the property was taken is given:

(1) a notice of claim of ownership (with a copy of the owner's proof of ownership);

(2) 15 days from receipt of notice to respond, asserting a claim to the property; and

(3) a reasonable opportunity to be heard as to why the property should not be delivered to the person claiming ownership.

The Property Unit Manager's determination, however, is without prejudice to the parties' right to seek a review of the manager's decision before the judge before whom the criminal case was heard. (PC1413(b)&(c); Sanders v. City of San Diego, supra, at pp. 1431, 1434)

See DP 3.02 for Hearings: Release/Disposal of Pawned Property – Special Procedures.

See DP 3.22 Placing and Releasing Holds on Pawned Property.

PRESERVATION OF EVIDENCE REQUESTS

When a Preservation of Evidence letter is received, a hold needs to be placed on all related evidence. The record needs to be clearly documented that a Preservation of Evidence letter was received and who is making the request.

Scan and attach a copy of the letter to the EvidenceOnQ impound record. There is a document type, "Preservation of Evidence Request". Make an entry in the Comments/Notes Log, with the header subject, "Preservation of Evidence". Enter a hold for all items of evidence and indicate the reason as "Preservation of Evidence letter."

PRNIB DISPOSALS – SUPERVISOR REVIEW

PRNIB = Property not in bin. If items have been authorized for disposition but they can't be located, the PRNIB field will be updated with "yes". A supervisor or designated lead will search the entire EOQ record to see if there have been any record changes, documentation or errors that would assist in determining the location of the property.

If after all this research, the item is not located, the supervisor will:

a) Transfer the item to location "UTL - Impound"
b) Change the retention code to "CE" to cease all future disposition review emails to the detective assigned.
c) Remove the disposal authorization entry from the Request Monitor.
d) Enter a complete update in the Comments/NoteLog – for example-
This property has not been located during the disposal pulling process, an extensive search has been made of the adjacent bins as well as similarly marked locations (state the locations). A secondary review of the audit trails, documents and records have

been made to determine if there is any valid explanation for this property not to be present in the bin location indicated in EOQ. This record is transferred to UTL-Impound.

An inventory of the area location must be completed before any further action occurs. If the property is not found, the following will occur:

a) The search will be thoroughly documented in the Comments/NotesLog.
b) The documentation will include, *"After an extensive physical search, record review of the property and inventory of the area location, it has been determined* that *this property has been destroyed."*
c) The item will be transferred to the location "DESTROYED".

PROPERTY RELEASE FORM (PD-184)

In order for a Property Release Form to be valid, it must have the signature or hand written name of the officer authorizing the release. If the name is typed in this field, the officer must sign or initial next to their typed name.

If a Property Release Form is received via e-mail, clearly it is from the detective/officer, even if it is not signed, it should still be considered valid. Attach the email to the release form and have a supervisor initial the release.

If the form is not signed or initialed and the impound is prisoner bulk, a supervisor may initial and approve the Property Release Form for processing.

Even if a detective enters a release authorization in the EvidenceOnQ system, **a printed PRF is required** to be mailed or given to the owner. When the detective enters code #2, it indicates, "Release SENT/GIVEN" If the owner does not come in and retrieve their property, that document is required in order to dispose of the item(s) not claimed. That is the verification of the date given by which to retrieve the items and verification that the individual was given notice that if the item(s) were not claimed by the required date, they would be destroyed. If the owner of the property is present, the detective's release authorization entry in EvidenceOnQ is sufficient.

RELEASE TO OTHER AGENCY

If a Deputy City Attorney wishes to pick up evidence for a civil trial, the assigned detective may enter a REQUEST to RELEASE to OTHER AGENCY. The specific name of the person picking up the evidence must be included in the release, along with their name, agency, phone number and address.

When processing the release to other agency, select the reason "COURT" and print a receipt. Provide the receipt along with the items so that if the evidence remains in

the custody of the court, the receipt can be signed and returned to the Property Room.

Impounds entered in EvidenceOnQ should have the Property Release form prepared through EvidenceOnQ. The EvidenceOnQ release includes the barcode for each item. It will eliminate the possibility of an error attempting to authorize a partial release on a barcode. It also provides a description of the item associated with each barcode.

Partial releases must not be processed on a single barcode. EvidenceOnQ requires that everything impounded under one barcode number go in one direction or location. Everything on one barcode must be released together or the investigator must check-out the evidence, separate out the items the Property Room is to retain, and the items they intend to release and barcode them separately. At that point, the release can be prepared on the appropriate barcode.

When a Property Release Form (PD-184) is received, the date the release expires is written in the upper right corner. The location of the property is written in the upper left corner. The original form is filed in the Property Release – Pending file by the public counter. The forms are separated by alpha dividers and then filed by expiration date within each alpha section. A copy of the form is attached to the original property tag. If the record is in EvidenceOnQ, the form will be scanned to the record at the end of the process. Either way, the Property Release Form provided to the owner, MUST be part of our permanent record.

A Property Release Form is required from the investigator, even if the citizen has a Court Order to Release Property.

If a member of the public comes in with a copy of the Property Release Form, the original will be pulled, signed by the person obtaining the property (with proper identification) and the items indicated will be released. The original release form will be attached to the original property tag. If all items are released, the property tag will go to the dead files. If only a portion of the impounded items are released, the tag will be re-filed in the active files.

If the impound was done through EvidenceOnQ, the person obtaining the property will sign the signature pad, which places the electronic signature in the EOQ record. The Property Release Form MUST still be scanned into EvidenceOnQ. This is the only way the actual PRF form will become part of the permanent record.

If the Property Release was issued for prisoner bulk property/safekeeping, and the owner of the property is currently in jail, they can make a request IN WRITING for an extension. Civil Code 2080.10 requires the Department to hold the property for no longer than ten additional months, which would be a total of twelve months from the original impound date.

When the Property Release form expires, if the property has not been retrieved by the owner, it will be processed for disposal. The Property Release form must be scanned into EvidenceOnQ or attached to the paper property tag.

PROPERTY RELEASE FORM – UNABLE TO APPEAR TO CLAIM PROPERTY

If an individual receives a Property Release Form and they are in custody and unable to retrieve their item(s), they may have a family member or friend pick up their property IF
1) they get a notary and have a release authorization notarized in the jail or
2) they obtain a San Diego County Jail stationery form and write out a release authorization. The document must include:

- The owner's name
- The name of the person to whom the property will be released
- A brief description of the item (bike, backpack, etc.)
- Signature of a Deputy

PROPERTY RELEASE FORMS – AFTER EXPIRATION

If an individual comes to the counter with an expired Property Release Form and the item(s) are still in a bin and available, they may be released.

CASH - If the item is cash and has already been transferred to the City Auditor, it is no longer available for return. If there are extenuating circumstances, a manager can override the "disposal" (transfer to City Auditor).

PENDING AUCTION – If the item is still in the auction cage, effort will be made to get the item recovered and to the owner. If the item(s) have already been sent to an auction company, a manager can override the "disposal" and attempt to get the item returned.

ITEMS DESTROYED – If the item has been transferred to the DESTROYED location, it will no longer be available for return.

FIREARM DESTROYED – If it has already been pulled from the bin location , it is no longer available for release.

DEPARTMENT ERROR – If a detective or someone within the Department informs us that an error was made and the item should be returned to the owner, all efforts will be made to get the item recovered and to the owner.

PROPERTY TAGS & LOGS:

Property Tags and Property Tag Logs are no longer used as new impounds are now entered into EvidenceOnQ, an automated system.

The Property Tag system consisted of NCR packets, the original tag (white) is the

Property Unit working record. The originals remain in the Active Files until the impounded items are returned to the owner or a disposition is processed. At that time, the originals are moved to the dead files. The dead files are retained at least 10 years and then purged, with the exception of certain violation types. The pink copy is the Property Unit numerical file copy, which is retained permanently. The yellow copy is the Detective's copy. This copy is to be used to document an authorization for disposition, which is forwarded to the Property Unit.

Impound Logs, Log sheets, and pink copies will be retained according to the City's retention policy.

PUBLIC COUNTER

When the door opens to the public waiting room there is a beeping sound. Staff assisting that area are to indicate "INCOMING" in a loud voice when a new customer arrives and needs assistance. When a customer is exiting the room, staff are to indicate "OUTBOUND" so that other staff members know that it is someone leaving.

The security room is to be used for transferring boxes, bags or large items to a customer. Anything that will not fit in the transfer box will be released through the security room. Items are to be placed in the security room, while the customer waits outside the room. Once staff has exited the security room and our door into the security room is secured, the customer may enter the security room and retrieve the items. This will limit direct contact between staff and customers. It will also prevent direct access into the Property Room by the public.

Customers are not to go through their bags of returned items in the security room or in our waiting room. They are to be advised to take the items upstairs to go through them. The counter officer will only allow access to the waiting room to a few customers at a time.

PURGE CRITERIA FOR DEAD FILES:

The original property tags in the dead files are retained for 7 years, with the exception of specific violations, as indicated below, which are held for longer:

These violations are to be held for 20 years:

PC215 Car Jacking
PC207 Kidnapping
PC211 Robbery
OIS – Officer involved shooting
Special Investigations
Death Investigations
Lab Impounds
Currency Impounds (any impounds stored in the SAFE)

These violations are to be held for 99 years:

PC187 Homicide
PC261, PC288, PC289, PC311.11 Sex Crimes

If the violation is not reflected on the tag, try to determine the type of incident by the detective assigned or other comments on the tag.

QUALITY ASSURANCE:

If evidence or property is damaged while impounded in the Property Room, documentation and notification is required.

a. The EvidenceOnQ impound record for each barcode will be updated to include the date of the damage, description of the damage and what caused the damage. If the item requires repackaging, the details of that process will be clearly documented in EvidenceOnQ. The original packaging will be retained as part of that impound, whenever possible.

b. The chain of command within the Property Unit will be notified.

c. The detective assigned to the case will be provided written notification (e-mail) with the incident number and barcode numbers that were damaged. The detective will be responsible for updating their file and any other records that may be involved in the discovery process, should the matter go to trial.

d. Any evidence previously reviewed or processed by the Lab requires written notification (e-mail) to the Quality Assurance Manager.

QUALITY CONTROL INSPECTIONS:

The supervisors will conduct written quality control inspections on a designated number of random impounds, on a semi-annual basis.

RECORDS

Any document that would have previously been attached to the paper property tag should now be scanned as a document into EvidenceOnQ. An example is the Receipt for Weapons or Currency form.

On FIREARM IMPOUNDS, if there are numerous barcodes on an incident to which the document is related, it will be attached to the first related impounded item.

For example, if there is a Receipt for Weapons or Currency form that was completed for numerous firearms, it may be scanned and attached only to the first impounded firearm.

It is best to make an entry in the NotesLog on all barcodes that relate to a specific document and indicate that it is only scanned and attached to the first item. For example, "Court order scanned and attached to item #1 only, but it applies to all items on this impound."

RECORD REQUESTS (EVIDENCEONQ)

The District Attorney's Office and City Attorney's Office may request impound reports available in EvidenceOnQ. If not requested in person, with valid identification, confirm the email address or FAX number is associated with one of those offices. If a defense attorney calls requesting reports, they need to go through the District Attorney or City Attorney's Office or subpoena the record.

If an attorney wants to subpoena a record or subpoena a specialist to testify, refer them to the Records Division (Subpoena Clerk). If they appear at the counter, refer them to the Broadway Front Counter and have them ask for admittance to the Records Division, to speak with the Subpoena Clerk.

Property Report (#1): Reflects all of the impounds

Chain of Custody (#13): Reflects the chain of custody, one page minimum for each barcode.

RELEASE PROCEDURE

No department member is authorized to release property to themselves. Property may be released to the public only upon the presentation of a Property Release Form (PD-184) signed or electronically authorized by a police officer/detective or a property unit supervisor. Gun releases must come from the Gun Desk.

The claiming owner must bring the PRF to the Property Unit in order to secure their property. **This must be done within 30 days after the release is issued**. Prisoner bulk property will be held for **90 days** from the date of the release form. Both evidence and prisoner bulk property authorized for release to the owner can be disposed of as unclaimed if it is not claimed.

Evidence authorized for release to another agency, if not claimed, will remain active until a disposition is authorized.

When releasing property, the property specialist should always check the "pending" file first to determine if a copy of the release or a yellow copy of the property tag is

on file. If the yellow copy of the property tag is on file and the release form authorizes release of everything on the tag, then everything may be released with proper identification. The owner must sign for their property. This must be captured on the release form or the Fileroom check-out feature used to release property. The property specialist releasing it will then initial and date the property release form. It is the property specialist's responsibility to check identification on all releases. Identification information must be marked on the property release form. In certain cases, a booking photo can be utilized for identification. If it is a complete release, the yellow copy of the property tag and the signed property release form shall be stapled to the white copy of the property tag and the two shall be filed in the "dead file". If it is not a complete release, the signed release form and the white original property tag will be re-filed in the active file. If the transaction involves property that has been impounded with the automated system, the completed release forms are set aside to be later scanned and attached to the entry to capture the officer/detective authorization for release.

When releasing items, either remove the barcode label or use a large black marker and cross through at least the scan portion of the label. On occasion, especially with prisoner bulk property, the items will be impounded again, in the same container. Crossing out the scan label will avoid the possibility of that old barcode label being scanned in error.

To release an item of property to a law enforcement officer from another agency, the officer must have a Property Release form signed by an officer of the San Diego Police Department. Officers from other jurisdictions will not be allowed to examine property unless accompanied by a member of this Department unless special arrangements are made with a property unit supervisor. See "VIEWING OF PROPERTY PROCEDURE" section.

If a detective enters a request in EvidenceOnQ to release evidence to another agency, if that evidence is not picked up, after 90 days, the REQUEST will be deleted from the Request Monitor. All of the request information will be in the audit trail, so if a representative from that agency shows up after 90 days, the release may still be processed. The evidence will remain in our Active Files. The request is being deleted to keep the EOQ Request Monitor clear.

REQUESTED INFORMATION UNIT

Pursuant to SB1421, the Requested Information Unit gathers all of the information and redacts anything required, prior to responding to a CPRA. Officers working in this unit may need to gather documents, photos, recordings, etc. from the Records Unit, Human Resources, Homicide Unit, and/or the Property Unit.

RETENTION CODES **(Common codes that aren't automatically updated based on the charges)**

CA Reject – City Attorney's Office Rejection List
CE – Cease email notification for disposition review
Disposal – Disposal Items
DNA – DNA evidence
FOUND – Found Property
FPP – Firearms Processing Packet
HFC – Hold for Department Conversion
PRIS – Prisoner Bulk Property for Safekeeping
PRO – Prosecution Notification Report
REL- Pending Release
TRNG – Training/Test Entry

RETENTION OF PROPERTY UNIT RECORDS

See **Records Disposition Schedule** on SD City Net.

Pursuant to the Records Disposition Schedule, Conformance Chart for Police Department (10/2013)

Record Series #	Description	Retention
34	Police Pursuit w/Collision Files/Photographs	3 years
35 & 139	Original Property Tags	Inactive + 7 years – (unless 187, SC, serious felony, gun or money)
36	Property Tag Logs	2 years or until value ceases
50	Vehicle Abatement Files – Private Property, Photographs	5 years per SOL on trespassing
64	Agreement Files	Term + 5 years
79	Correspondence	2 years
99	Hazmat Files/Inspections	5 years
102	Homicide Lab Files/Latent Prints, etc. to Records for Filing with 187 cases	
108	Lab Reports – Property Tags Associated	7 years
108a	Lab Reports – Sex Crime Property Tags	99 years
113	Misdemeanor Citation Files	2 years

114 115	Solved Murder case files – photos, property tags and Unsolved latent prints	99 years
138	Property Logs/Property Transfer Logs	2 years – or when no value
165	Traffic Fatalities and or Traffic Felonies- photos	10 years
169	Traffic Accident Reports – Photographs	5 years
252	Homicide Case Files – photos, latent print cards	99 years
263	Operating License Permit Violation Files – photos	6 years

Area Station Impound Logs	Original – retain for 10 years to coincide with inactive tag purging.
Area Station – Property Transfer Logs	Original – retain at HQ for 10 years. Copy – retain at Area Station for 2 years.
Auction Records	10 years
Check Out Logs	10 years
Conversion Forms – PD823	Original – 10 years. The Receiving Unit must retain document two years after disposition.
Conversion Tool Log	2 years (DP 3.24)
Credit Card Transaction Logs	3 years for paper, keep electronic copies indefinitely.
DCR – Daily Cash Receipt Logs	10 years
Expendable Conversion Log	3 years
Firearm Records	Indefinitely
Impound Logs	Indefinitely
Management Reports (Audits, Inventories, Inspections)	5 years
Property Unit Entry Logs	10 years (IAPE recommendation)
Property Tag – **Pink Copies**	Indefinitely
Property Tag – **Dead Files** (filed by year of disposition)	7 years from disposition, purge files and retain serious felonies, money & guns (see Purge Criteria for Dead Files) – retain for 20 years. Homicides & Sex Crimes – retain for 99 years.

Safe Entry Logs	10 years
Weapons Disposal Logs	Permanent Record

ROTATION OF PERMANENT PROPERTY & EVIDENCE SPECIALIST ASSIGNMENT LOCATIONS

All Property and Evidence Specialists start their shift at Headquarters. On average, specialists will rotate assignments at the direction of the Senior Supervisor every six (6) months.

Generally, if a permanent position is vacant, that specialist number will be temporarily removed from the rotation. When a position is filled, that specialist number will be added back into the rotation. If a specialist is on light duty, they will not be assigned to an area station.

ROTATION OF THE HEADQUARTER ASSIGNMENTS

ASSIGNMENT: INTAKE – HQ ITEMS NOT RECEIVED

The specialist assigned to this duty is responsible for reviewing the "HQ Impound Log Check" query on a daily basis. If items have been entered into EvidenceOnQ and have not been received in binned, they need to be investigated and accounted for in a timely manner. Prior to contacting an officer and sending any notice, the specialist is to check for the following:

a) Duplicate Entries – the officer may have entered the exact same item twice on an incident in error;
b) Bin Location – the item may have been processed and placed in a bin by a specialist without scanning it properly.
c) Duplicate Labeling – there may be duplicate barcode labels. If there are ten items on one incident, confirm there are ten items in the box or bag;
d) Processing Shelf – the item may have been placed on the processing shelf without being scanned first. It may be there and just hasn't been processed and binned yet.

If after thoroughly searching for the item or for an error, the item is still not located, the specialist is responsible for completing a delinquent notice to the officer. The delinquent notices are generated via email. There are standard templates for this purpose. The first notice is sent to the impounding officer and their supervisor. If the impounding officer is a trainee, the FTO and their supervisor will be included. If the matter has not been resolved in one week, a second notice will be sent including a property supervisor who will proceed with the elevation process through the chain of command. All communication to and from officers are to be copied into the Notes Log. It is ultimately the specialist's responsibility to follow up with their supervisor until complete resolution is reached. If the officer claims they did deposit the delinquent item(s), have a second specialist double check the records and

assist in the search. If the item(s) missing is of high monetary value, a supervisor must be notified immediately.

Firearms and currency must be accounted for on the same day as the impound or on the next business day.

If item(s) are not located and an error is not identified, an ARJIS-9 may be required from the officer. Once their supervisor approves the A-9, a copy must be sent to Records and the other copy is to be scanned and attached to the EvidenceOnQ barcode record.

If the ARJIS-9 meets the approval of the Senior Supervisor, the item(s) may then to be scanned to UTL OFFICER/UTL-NOT RECEIVED IN BIN location. If the ARJIS-9 does not meet Senior Supervisor approval or if the officer claims they did deposit the item(s) in a bin in a Property Room facility, the matter will be investigated further following Department protocols.

ASSIGNMENT: INTAKE – HQ RECEIVED/NOT BINNED

The specialist assigned to this duty is responsible for reviewing the "HQ Not Put Away" query on a daily basis. Any item(s) that have been received and scanned to the processing shelf but not binned, need to be investigated and accounted for in a timely manner.

The first step is to check the processing shelf. If the item is not on the processing shelf, the specialist is to determine if the item is a new impound or a return from a check-out. This can be determined from the audit trail. If the item is a new entry, the audit trail will reflect that the record was created by the impound officer and the only other entry would be when the item was received. If the item was returned from a check-out, the audit trail will reflect the previous bin locations in which the item was stored. The specialist is to check the last location, as it is possible the specialist returned it to the same location and neglected to scan the item.

Run the incident number to see if there are other barcoded items under the same incident number. If there are, search the bin location to see if the item was binned without being properly scanned.

Run an Ad Hoc Query for all items put away at HQ on the same day the missing item was received. Print out a "named list" from the external report section. Physically search the multiple bins to see if the missing item was binned along with another impound. Search inside of all boxes, bags and envelopes.

If the last location was "processed by", refer the barcode number to the specialist who processed the evidence and it will be their responsibility to locate the item.

The specialist is to document all searches in the NotesLog for future reference. If the item is not located, notification to the specialist's immediate supervisor is required. The supervisor will take over the search responsibility.

ASSIGNMENT: ADMIN. – HQ CHECKOUTS

The specialist assigned to this duty is responsible for reviewing overdue check-outs.

Lab personnel and ICAC detectives are allowed to check-out evidence for a total of 90 days. There are three queries that are used to monitor overdue Lab and ICAC check-outs.

An email is generated to people with overdue check-outs. If there are multiple barcodes overdue for one person, only one email will be generated that includes all the barcode numbers. There is a standard email template available in the Checkout Templates Folder.

Document the correspondence generated in the NotesLog. Copy and paste all checkout correspondence under the Checkout Notice Sent header in the NotesLog.

Follow up identified in the procedures is required until the check-out is returned.

If an extension on the check-out is requested, there are two options:

- The supervisor must provide an email giving the length of time for the extension. This email must be copied and an entry made in the NotesLog.
- The evidence can be returned and then immediately checked out again, which will reset the 90 day clock.

ASSIGNMENT: ADMIN. – HQ SCAN AND ATTACH

The specialist assigned to this duty is responsible for managing the documents, on a daily basis, that are required to be scanned into EvidenceOnQ. The following documents are required to be scanned into the corresponding record in EvidenceOnQ:

- Signed/Processed Property Release Forms
- Expired Property Release Forms

The staff member who receives the following documents is to scan and attach the record immediately and not place the document in the Scan and Attach box.

- Weapons/Current Receipts
- Court Receipts
- ARJIS-9 Narratives

All paperwork pertaining to firearm impounds must be forwarded to the Gun Desk.

Each document is to be scanned, dropped into the corresponding barcode Documents tab, while selecting the appropriate document type.

The specialist is responsible for confirming the current location is correct on all release forms and court receipts.

The items on a Court Receipt are to be scanned to RETAINED IN COURT location.

The items on a Property Release Form are to be scanned to one of the following locations:

RETURNED TO OWNER
RETURNED TO OTHER
RELEASED TO OTHER AGENCY

ASSIGNMENT: ADMIN. – INVENTORY

The specialist assigned to this duty is responsible for completing the HQ inventory areas designated for the months during this quarter.

The specialist will use the MobileOnQ device and do an inventory of each designated area. If the area is not completed within the designated month, an effort will be made to complete the job prior to the end of the quarter. If the job is not completed by the end of the quarter. The inventory will cease, the remaining bins to inventory will be documented and the next inventory of that area will start where the specialist left off.

Once the inventory job is closed, two reports are to be generated.

Summary Report: This report lists all of the bins that were scanned and how many items were scanned in each of those bins. It reflects the number of items correctly in the bin and the number of items that should not have been in bin. It will not provide details, it is an overview only.

Detailed Report: This report shows the actual barcodes that were scanned in each bin. It lists separately the items scanned in a bin that the system reflects should be located in another bin and it provides that location based on the EvidenceOnQ database.

The specialist is to review these reports and attempt to reconcile any exceptions. As the exceptions are corrected, the specialist will place notes explaining the correction and his/her initials next to the notes on the Detailed Report. If after an exhaustive search any items cannot be located, those items must be flagged in the NOTES LOG by entering "PRNIB", which represents

Property Received Not in Bin. This entry allows the unit to query evidence that cannot be located.

Once the reports are reconciled, the specialist is to turn over the reports to their supervisor. The supervisor is to complete a Supervisor's Inventory Cover Sheet and attach the reports to it, prior to filing them.

ASSIGNMENT: DISPOSALS – HQ PROPERTY RELEASE FORM PENDING FILE

The specialist assigned to this duty is responsible for reviewing the PRF pending file on a weekly basis. The property release forms that are beyond the expiration date that is listed on the top of the release form are to be pulled and processed.

While pulling forms, confirm that the files are sorted correctly based on the first letter of the recipient's last name. Within each letter divider, the tags are to be in order by the date listed on the top of the form, with the most current date in the front of each divider.

While pulling the expired releases, keep an eye out for forms filed under the wrong letter of the alphabet. If any errors are noticed, make the necessary corrections.

The pulled, expired releases need to be reviewed to confirm the following:

- An officer authorized the release. If these isn't an officer authorization, review the EOQ record and confirm there was a request for release entered in the audit trail. If not, the PRF is not valid.
- It isn't a partial release on a barcode (watch for key words like "only"). This is one of the reasons why officers are to be using the EvidenceOnQ system to generate their PRF's on barcoded impounds.
- The appropriate time period was calculated based on the type of impound:
  Prisoner Bulk Property = 90 days
  Found Property = 90 days
  Evidence/Other = 30 days

All correspondence is to be documented in the NotesLog.

The specialist will review the printed form and compare it to the EvidenceOnQ record to confirm the printed information matches the EOQ record and that the appropriate retention period was calculated. It is critical that the hard copy release be retained in EOQ in case the recipient ever disputes the dates or information on the PRF. This is one of the reasons the PRF must be scanned and attached to the corresponding incident/barcode.

The expired PRF's are to be scanned individually. Each one will be attached as a document, to the corresponding incident/barcode in EvidenceOnQ.

The specialist will enter a REQUEST using option #00 "DISPOSE, RELEASE FORM EXPIRED".

SAFEKEEPING (Prisoner Bulk):

Civil Code 2080.10 defines what a public agency shall do if it obtains possession of personal property from a person for temporary safekeeping. The Civil Code requires that the property be retained for 60 days. If the owner of the property is unable to retrieve the property, because he or she is in custody, the owner must notify the Department in writing, and request that the Department hold the property. If a person notifies the Department that he or she is unable to retrieve the property within 60 days, or have an authorized person retrieve the property, the agency SHALL hold the property for not longer than 10 ADDITIONAL months. (That would be a total of 12 months from the impound date).

San Diego Municipal Code 22.0603 requires that any unclaimed property be retained for a period of 90 days. It does not distinguish between safekeeping property and other unclaimed items.

Department policy is to retain all prisoner bulk property (safekeeping) for a minimum of **90 days**.

Any written request to the Department to retain property is to be scanned and attached to the record in EvidenceOnQ. Any response to the written request is to be scanned and attached to the record in EvidenceOnQ.

SAFETY:

New employees or volunteers will not be permitted to drive or operate a City vehicle or piece of City equipment until they have read the City of San Diego Driver/Operator Manual and completed the Verification of Manual Receipt form included at the end of the manual.

Risk Management – Safety & Environmental Health Division Safety Officer (5/2015)

Cal/Osha General Industry Safety Orders (GISO)

GISO 3380 Personal Protective Devices. The employer shall provide and ensure that employees use protection suitable for the exposure.

GISO3385 Foot Protection. Appropriate foot protection shall be required for employees who are exposed to foot injuries from falling objects, crushing or penetrating actions, which may cause injuries. Employees should be wearing a Category IV Safety tow 6-8" leather shoe.

GISO 3384 Hand Protection. Employers shall select, provide and require employees to use appropriate hand protection when employee's hands are exposed to hazards such as those from cuts or lacerations, abrasions, and punctures. When working with shredded metal at the recycling plant employees should be provided with leather gloves.

GISO3382 Eye Protection. Employees working in locations where there is a risk of receiving eye injuries such as punctures, abrasions, or contusions, as a result of contact with flying particles and projections which are inherent in the work or environment, shall be safeguarded by means of eye protection. Employees should be provided safety glasses. If the employee wears prescription glasses, prescription safety glasses should be provided.

Gloves and masks are stocked in the Property Room. Protective clothing is available upon request (lab coats). An eye wash station is located in each impound room. Information on purchasing safety shoes and prescription safety glasses can be obtained through Citynet, Risk Management, Safety and Environmental Health, Programs. Leather gloves and safety glasses can be found through Central Stores.

SALLY PORT MAIL BOX – HEADQUARTERS:

There is a mailbox up in the sally port, in which officers can securely place small items of evidence. This box is cleared each workday morning.

SARTOnQ:

SARTOnQ is a separate data base in FileOnQ, that is under the control of the Crime Lab. It tracks SART kits collected January 1, 2018 or after.

SCANNING AND ATTACHING DOCUMENTS IN EOQ:

Property Release Forms are the only documents that do not need to be immediately scanned and attached to the EvidenceOnQ. The signed Property Release Forms may be placed in the Scan and Attach box.

SEALING EVIDENCE:

The following types of impounded property are usually sealed prior to receipt by the property specialist. If they are not already sealed, they must be sealed prior to binning.

A. Evidence marked "Hold for Prints"/DNA

B. All evidence related to Sex Crimes cases (including child molestations)

C. All evidence related to homicide cases

D. All guns impounded as “evidence”

E. All money impounds over $20.00 and jewelry placed in the safe

F. Any impounds that may have evidence that will be evaluated by the Lab.

After sealing the evidence using the red sealing tape or the white evidence seals (PD-849), note in the comments section that the evidence is "sealed." The specialists must also sign their name or initials and ID number across the seal. This will enable anyone reviewing the impound to know if the property is sealed without having to check the property itself.

If the Lab requests to check out an item and notices that it was not sealed, they may ask the specialist to seal it. The specialist should seal the item, sign and write ID number and document in the EOQ Noteslog that they sealed the item.

If an evidence package was previously sealed and it needs to be opened, every effort must be made to open the packaging in a different location, so as not to destroy the original seal. The original seal should have the officer’s name or initials and ID number. That information on the seal must be preserved for any possible court proceedings. After opening the package in a different location, that location must be sealed by the Property Specialist, adding their name or initials and ID number. The package should clearly reflect that it was opened as many times as there are different seals.

If a gun box is received sealed, the Property Specialist must open the box in order to confirm the serial number, make and model of the firearm and that the gun is not loaded. Every effort must be made to preserve the original seal, especially where the impounding officer added their name/initials and ID number. When adding the new seal, it should be placed in another direction than the original seal. It will usually be placed perpendicular. It must be clear looking at the gun box that the box was opened as many times as there are different seals. If additional seal tape needs to be added to close a previous seal, that is acceptable if the officer’s writing is not obscured.

SECURITY:

Whenever someone, who is not an assigned Property Unit staff member enters a Property Room facility, the Entry Log must be completed, both at the time of entry and at the time of exit. These logs are scanned and retained in the Supervisor’s File.

Anyone who is not assigned to work in the Property Room must be escorted and accompanied, at all times. This includes all maintenance workers and law enforcement officers.

At area stations, whenever a specialist is not in the Property Room, the door must be locked. Procedures for after hour's entry must be followed. A supervisor must be notified of any after hour's entry to **any** property facility for **any** reason.

The specialist must make sure that all exits are secure whenever they leave the Property Room. At headquarters, all doors leading to the E Street counter must be locked. When leaving for the day, the interior impound bin doors and all Property Room exterior doors must be locked. The back door to the warehouse must be dead bolted and boarded before the lights are turned out. No one should turn off the lights without confirming the door is secured first.

Limited access is allowed to the auction cage, safes, and the gun rooms at headquarters.

Whenever entry is made into one of the safes, the person entering must have a witness present. The safe entry log must be completed by both people. The completed safe entry logs are scanned and retained in the supervisors file.

Specialists assigned to the area stations each have keys to those stations and the van they use to transport the evidence to headquarters.

An emergency access key is available in a secured location in the Watch Commander's Office. Whenever that key is checked out, it is with the approval of the Watch Commander and the Senior Property & Evidence Supervisor must be notified.

Security cameras have been installed in the most critical areas of the headquarters Property Room. The main system is located in the front gun room side closet. Both supervisors and the manager have access to the online viewing.

The Jerome's warehouse has card access. The Property & Evidence Specialists that have card access to headquarters, also have access to Jerome's. An alarm was installed in Jerome's warehouse for additional security, it includes motion detectors. The rolling door is secured with a combination padlock.

The Ruffin Road facility has card access to the main warehouse. The Property & Evidence Specialists that have card access to headquarters, also have access to Ruffin Rd. A key is required for the separate storage area for bulk property.

The long term storage buildings have key pad access. An alarm was installed in each of these buildings for additional security. They also have security cameras.

In order for any locks to be changed or added to a Property Room facility, a supervisor must authorize the request with the City locksmith in writing.

SHIPPING

The Property Unit is only responsible for shipping items that are impounded, property or evidence, and in the unit's custody. Each individual unit is responsible for shipping their own items associated with their duties.

A Shipping Request Form must be completed on all items being requested for shipping. A Property Release Form and a self-addressed stamped envelope must be provided so that it can be shipped with the item(s). The recipient of the item(s) will sign the PRF and return it to the Property Unit in the envelope provided.

Certified Mail is delivered with the same speed as the underlying mail class. First-class and priority mail are typically delivered within 2 to 3 days, so certified mail would be delivered in the same time frame. Choose certified mail when you need proof of delivery and time is of the essence.

Registered Mail is the Postal Service's most secure form of mail delivery, involving an unbroken chain of custody. Registered mail is protected in sealed containers, safes and cages, and held under lock and key. This extra level of security can cause delays and may require up to 14 days for delivery. Choose registered mail when the contents of the mail require additional security and time is not a factor.

Uses of Certified and Registered – Consider using registered mail when you need to send clients or vendors valuable negotiable or nonnegotiable items, including stock certificates, bonds, cash, checks, money orders, jewelry or precious metals. Registered mail may also be appropriate for items that have no specific monetary value but have high importance, such as contracts, deeds and other legal documents. Use certified mail service when proof is required that your mail was delivered to the recipient. This may include time-sensitive communications with debtors or creditors, signatory business documents or returned check notifications.

STAFF DNA COLLECTION

STAFF DNA PROFILE DATABASE
For the purposes of this policy, "staff" and "employee" are inclusive of employees, contracted employees (such as janitorial personnel), volunteers, and interns.

A staff DNA database is a quality control tool that enables the laboratory to recognize when employee DNA is introduced onto evidence or into the DNA testing process. The purpose of the staff DNA database, therefore, is to ensure that the information provided to investigators regarding DNA on the items of evidence

submitted for analysis is not compromised by the presence of staff DNA. It is only by checking DNA profiles obtained from evidence against staff DNA profiles that we can assure the integrity of both the evidence and the testing process.

STAFF DNA SAMPLE POLICIES

The San Diego Police Department Crime Laboratory will maintain a staff DNA database for elimination purposes. The staff DNA database will contain samples contributed voluntarily by laboratory, narcotics vault, and property Unit employees. Forensic Biology and Crime Scene Unit volunteers and interns will be *required* to provide their DNA samples.

Reference DNA samples for the database will be collected by the Quality Manager with the consent of the employee. Signed consent forms will be kept on file with the Quality Manager. Reference DNA samples will be uniquely coded, and provided to the Forensic Biology Unit as anonymous samples for DNA profiling.

The staff DNA database, containing the numeric code and DNA profile of each staff sample, will be maintained by the Forensic Biology Unit. Only the Quality Manager will possess the key that correlates each unique code with the employee's name.

With permission of the employee, samples may be kept indefinitely for validation purposes. The use of samples in validations will be tracked. Samples for which no consent has been obtained for use in validations will be destroyed after the Quality Manager has been informed of the successful DNA profiling and uploading to the staff database. The Quality Manager will mark the sample as destroyed on the key containing the unique code and employee name. An employee's DNA profile will be removed from the staff database upon *written request* of the employee. The samples from employees no longer with the Department will be coded for anonymity and used in the database.

STAFF DNA MATCHES

Staff Match Summary Reports

Should a DNA profile from an employee appear in casework, the DNA case analyst will write a Staff Match Summary report. The Staff Match Summary details the employee sample by its code number, the evidence item on which the employee's DNA profile was detected, whether the interpretation of the sample was affected, and any other pertinent details. The Staff Match Summary report will be submitted to the DNA Technical Manager for review to determine if any further action or information is required. The Staff Match Summary report will then be forwarded to the Quality Manager. The Quality Manager will review the report, and appropriate actions will be taken to ensure a root cause analysis of the incident. A Quality Incident Report will be written if the contamination has affected the interpretation of the case.

If the contamination source is internal to the Forensic Biology Unit, the root cause analysis will be conducted jointly by the DNA Technical Manager and Laboratory

Quality Manager. The name of the contaminating donor will be shared with the DNA Technical Manager to ensure that in addition to the root cause analysis, appropriate corrective actions internal to the Forensic Biology Unit are taken. If the source of the contamination is external to the Forensic Biology Unit, then the root cause analysis will be conducted by the Laboratory Quality Manager.

Staff Match Summary reports will be maintained in the Forensic Biology Unit.

Quality Incident Reports (QIR)
The contaminating profile will be identified only by its code number in any Quality Incident Report.

All contamination incidents will be logged for tracking purposes into the QA Incident Log spread sheet. A Quality Incident Report will be written by the Laboratory Quality Manager if the contamination has affected the interpretation of the DNA test results. Likely causes of staff contamination will be included in the QIR. If the root cause analysis reveals no obvious reason for the presence of the staff profile, the input of the Crime Laboratory Manager and/or the DNA Technical Manager may be required. An investigation of the incident will be conducted, and the Crime Laboratory Manager along with the Quality Manager will make a decision regarding any additional course of action.

Quality Incident Reports are maintained by the Quality Manager while a copy of the report is placed in any relevant case files.

ANNUAL CONTAMINATION SUMMARY REPORT
Each year a summary report will be prepared detailing the number of staff contamination events that occurred during the year. The data will be assessed for any significant trends suggesting retraining is required. If necessary, the Forensic Biology Unit will conduct training at the direction of the Quality Manager or Crime Laboratory Manager.

RELEASE OF NAMES OUTSIDE OF THE LABORATORY
Names associated with any staff contamination will not appear in the Quality Incident Report, but may appear in the background documentation prepared by the Quality Manager. The release of donor names outside the laboratory will be at the discretion of the Crime Laboratory Manager. These instances will be restricted to court orders and investigations where the Crime Laboratory Manager decides the proper course of action is to release the name to the investigators.

RECODING THE SAMPLE
The release of a name does not mandate the recoding of the sample. Each circumstance surrounding the release of a name will be evaluated to determine if recoding is necessary to preserve anonymity.

SAMPLE STAFF DNA COLLECTION CONSENT FORM:

SAN DIEGO POLICE DEPARTMENT
STAFF DNA COLLECTION CONSENT FORM

1. *I recognize that in the course of my work with the San Diego Police Department, I may come into contact with* a case i*n which deoxyribonucleic acid (DNA) analysis may be required, or in contact with* operational areas *where DNA testing is performed. As such, there is a possibility that I could inadvertently deposit my own DNA on items/operational areas which could lead to misleading results that could compromise DNA results used in a criminal investigation.*

2. *I therefore understand that I am providing an appropriate sample to determine my DNA profile for inclusion into the Staff DNA Database as a Department employee working in a section at risk of contaminating actual evidence or the environment where testing is conducted.*

3. *I understand that my sample, once submitted, will be marked with a numeric code prior to testing and that my DNA profile will be entered into the Staff DNA Database using this code. After the successful upload of my sample into the Staff DNA Database, my sample will be discarded unless I otherwise indicate. The Quality Manager, the Crime Laboratory Manager, and when necessary, the DNA Technical Lead, are the only individuals that will have access to my name in the event my profile contributes to DNA staff contamination.*

4. *I agree the purpose of the Staff DNA Database is to routinely check all profiles generated for evidentiary purposes to exclude the possibility that I may have inadvertently deposited my DNA on items/operational areas. This information will be used, in part, to help separate my DNA profile from DNA profiles generated from casework.*

5. *I understand that my profile will remain in the Staff DNA Database until I request it be removed <u>in writing</u>.*

6. I understand that by including my profile in the Staff DNA Database, should a match occur to evidence, the profile will not be categorized as a forensic unknown and therefore will not be uploaded to the state CODIS database.

7. *I understand my DNA sample will be used for forensic purposes only, and that the information about my identity will be used only if my DNA profile hits to a profile generated from forensic casework.*

8. *I understand that should a* forensic profile search hit to a DNA profile in the Staff DNA Database, an internal quality assurance investigation will be conducted and could result in further action. I understand that as a result of this investigation, the Quality Manager and the Crime Laboratory Manager will have access to my name. The DNA Technical Manager will be given access to my name if the contamination event is internal to the Forensic Biology Unit.

9. *I understand and agree to the above and recognize that my DNA profile may be subject to disclosure in a criminal trial process.*

After reading the attached policy:

☐ *I hereby authorize SDPD personnel to obtain a sample of my DNA for profiling* using standard SDPD protocols *for inclusion in the Staff DNA database.*

☐ *I hereby **do not** authorize SDPD personnel to obtain a sample of my DNA for profiling for inclusion in the Staff DNA database.*

☐ *I hereby agree to allow my sample to be retained for use in validation studies for an indefinite period of time.*

Printed Name: _____ *Witness Name (print):* _____

Signature: _____ *Witness Signature:* _____

SUPPLIES – IMPOUND ROOMS

The impound rooms must be stocked with an adequate amount of supplies. Review of the supplies should take place on a daily basis.

The following supplies must be stocked in the impound rooms:

- Gloves – several sizes
- Brown bags – several sizes
- Hand gun boxes
- Knife boxes
- Wire tags
- Envelopes – several sizes
- Money envelopes
- CD's – blank CD's and CD envelopes (Headquarters – copy machine available)
- Sealing labels/CD Sealing Labels
- Sealing Red Tape
- Biohazard labels
- Large Plastic Bags (trash size) for Prisoner Bulk loads
- Blank Zebra barcode labels
- Ribbons for Zebra barcode printers
- Ruler and Yardstick
- Tape Measure
- Pens
- Note Paper

- Felt Markers
- Staplers (extra staples)
- Scotch Tape (extra tape)
- White copy paper (Copy machine/printer available)
- Property Release Form MASTER (with instructions how to prepare through EOQ, sign indicating the master may be copied and used only for old property tag impounds or if the system is down)
- Blank EOQ data sheets (In case system goes down, MTS impounds at HQ)

TEMPERATURE CONTROLLED EVIDENCE - TRANSFER FROM REFRIGERATOR TO TC

SART KIT TOX (Blood and or Urine) are eligible for temperature-controlled storage after 3 years from impound date.

TRAFFIC DIVISION – CONEX BOX (Large car parts, equipment, etc.)

There is a shipping container at Traffic Division located between the two long term storage buildings. Items may be impounded at this station location and left outside the box if they are large, heavy, or too big to impound in a property room location. For example: electric carts, large vehicle parts, lawn mowers, etc.
See DP 3.02 for requirements regarding gasoline powered equipment.

UNABLE TO LOCATE ITEMS

PROPERTY TAGS
ACTIVE PROPERTY TAGS – Unable to Locate
When looking for an active impound that was processed on a paper property tag, if the item(s) can't be located, check the most likely miss-binned locations.

- Review the bin above the correct location and the bin below the correction location.
- Transpose the numbers and check that bin.
- Based on the size and the type of the item, is there another bin location that would be logical.
- Check with more experienced property specialists to see if they have suggestions on where to search based on the information on the tag.
- If the items can still not be located, contact a supervisor.

DISPOSITION AUTHORIZED ON PROPERTY TAG – Unable to Locate

- Review the bin above the correct location and the bin below the correct location.
- Transpose the numbers and check that bin.

- Based on the size and type of the item, is there another bin location that would be logical?
- Check with more experienced property specialists to see if they have suggestions on where to search based on the information on the tag.
- If the items can still not be located, contact a supervisor.

EOQ IMPOUNDS

ACTIVE EOQ IMPOUND – Unable to Locate

When searching for active evidence, if item(s) can't be located, check the most likely miss-binned locations.

- Review the bin above the correct location and the bin below the correct location.
- Transpose the numbers and check that bin.
- Check the audit trail for any edits to the incident number. The incident number may have been changed and the packaging label might reflect the old number.
- Review the packaging details to see the type of external packaging to assist with the search. Has all of the other items within the external package been destroyed?
- Review the documents attached and the audit trail. Has the item been released or converted to Department use but hasn't been transferred to a release or conversion location?
- What type of transfer occurred? Was it manual? Look for locations that are similar (if you are looking for an item in bin A-11, also search A-1, A-111, A-10, A-9)
- Review the most recent inventory report to determine if the item was recently in the bin?
- Generate an Ad Hoc search to query all of the items binned on the same day as the UTL item. Search these other impounds and locations for errors.
- Based on the size and type of the item, is there another bin location that would be logical?
- Check with more experienced property specialists to see if they have suggestions on where to search based on the information on the tag.
- If the items can still not be located, contact a supervisor.

If the item is unable to be located, in the **PRNIB (Property not in bin)** field, enter "YES".

If the item is unable to be located after an extensive search, the item will be updated in EOQ with a "YES" in the **PRNIB (Property not in bin)** field.

The PRNIB query must be reviewed regularly and independent searches conducted, not just when completing inventory of the area. Once the property is located, the "YES" must be removed from the PRNIB field. If the item is not located after extensive searching, a supervisor may transfer the item to the "UTL-Impound" location.

DISPOSITION AUTHORIZED ON EOQ IMPOUND – Unable to Locate
When pulling evidence for disposal, if item(s) can't be located, check the most likely miss-binned locations.

- Review the bin above the correct location and the bin below the correct location.
- Transpose the numbers and check that bin.
- Check the audit trail for any edits to the incident number. The incident number may have been changed and the packaging label might reflect the old number.
- Review the packaging details to see the type of external packaging to assist with the search. Has all of the other items within the external package been destroyed?
- Review the documents attached and the audit trail. Has the item been released or converted to Department use but hasn't been transferred to a release or conversion location?
- What type of transfer occurred? Was it manual? Look for locations that are similar (if you are looking for an item in bin A-11, also search A-1, A-111, A-10, A-9)
- Review the most recent inventory report to determine if the item was recently in the bin?
- Generate an Ad Hoc search to query all of the items binned on the same day as the UTL item. Search these other impounds and locations for errors.
- Based on the size and type of the item, is there another bin location that would be logical?
- Check with more experienced property specialists to see if they have suggestions on where to search based on the information on the tag.
- If the items can still not be located, contact a supervisor.

If the item is unable to be located after an extensive search, the item will be updated in EOQ with a "YES" in the **PRNIB (Property not in bin)** field.

The PRNIB query must be reviewed regularly and independent searches conducted, not just when completing inventory of the area. Once the property is located, the "YES" must be removed from the PRNIB field. If the item is not located after extensive searching, a supervisor may transfer the item to the "UTL-Impound" location.

VIEWING OF PROPERTY - PROCEDURE

Members of the Department may need to examine impounded property in the property room and not take it with them. City Attorneys, City Attorney Investigators, District Attorneys and District Attorney Investigators with agency photo identification may check-out evidence that has not been sealed, for the purpose of their investigation, for viewing, photographing and making copies. (CD's are an exception to the sealed evidence rules).

If they want to view an item that has been sealed, they will need a signed Property Release form from the assigned investigator. When checking out items to individuals who are not members of the San Diego Police Department, a business card and/or full name, phone number and email address must be obtained.

A specialist will bring the requested impound to the counter. The requestor will sign the section designated "Viewed at Property Room" on the chain of custody record of the property tag. The specialist will initial the left side of the chain of custody. The property tag is then placed on a clip located on the right side of the files while the property is being examined. Once the viewing is completed, the property is returned to the specialist who will initial the right side of the property tag and place the property back in its storage bin. The specialist who puts the property back in its bin will then file the property tag back in the appropriate "active" file.

The Harbor Police Department agrees to this policy for allowing viewing of evidence on their cases by City Attorneys, City Attorney Investigators, District Attorneys and District Attorney Investigators.

For all EvidenceOnQ viewing transactions, the specialist will use the Fileroom/Check-out feature and select the reason for check-out as "Viewing" to distinguish this type of transaction. Any business cards or additional information available from another agency will be scanned into EvidenceOnQ or entered in the NotesLog for future reference. When the property is returned, the signature is again captured with the check in.

VIEWING ROOM

When a detective is using the viewing room to display evidence to a prosecutor, defense attorney and or victim, the parties present must sign the viewing room log. The gate to the Property Unit is to be locked, with a pad lock, to secure the property room access from the viewing room.

WARRANTS – SEARCH WARRANT OR WARRANT TO SEIZE PROPERTY

If law enforcement comes to the Property Room to serve a search warrant or to serve a warrant to seize property, contact our Legal Department to review the warrant. Confirm that the investigator assigned to the case is aware of the warrant and has no objection to items being released. If a Property Release or disposition has already been completed by the investigator, there is no need to contact Legal.

WEEKLY MANAGEMENT REPORTS

A weekly management report will be sent to the Op Support Administration. This report will contain specified categories in the Property Unit from the previous week (Saturday through Friday).

