

IMPOUNDING TIPS (DP 3.02)

Type of Impound	May be Impounded At Area Station?	Must Impound at HQ	Issue Receipt?	Issue Property Release Form?	Additional Information
FIREARMS	Yes, if unloaded.	If loaded impound at Watch Commander's Office and clearly mark tag & packaging.	Yes! (Make sure receipt is signed!) *	Never! Refer citizen to the Gun Desk.	Related articles such as holsters, gun case, etc. must be impounded under a separate barcode from the firearm. Ammo must also be barcoded separately.
MONEY	Yes, if \$500. or less.	If over \$500. If HQ Property Room is closed, impound at Watch Commander's Office	Yes! (Make sure receipt is signed!) *	Only if Prisoner Personal Property and not evidence.	Place in Money Envelope (PD-442), fill in the denominations & seal the envelope. List the total dollar amount in the proper fields on the data screen entry.
EVIDENCE	Yes See exceptions →	Auto Theft, Child Abuse, DV, Economic Crimes, Felony Narcotics, Homicide, Commercial Robbery, Sex Crimes, & Items contaminated with Biological Fluids. Economic Crimes may be impounded at Central	NO	NO Assigned investigator will issue release form if appropriate.	Seal evidence related to sex crimes, child abuse, & items contaminated with biological fluids. Saturated articles must be placed in designated lockers at HQ. Key to room at W.C.'s office
PRISONER PERSONAL PROPERTY	No	ALWAYS! Impound at HQ Impound before prisoner is booked into jail	NO	Yes! Give or mail a copy to 10-16. Advise 10-16 of 90 day expiration.	
BICYCLES	Yes , unless it's prisoners personal property	Only if it's prisoners personal property	NO	Only if Prisoner Personal Property. Advise 10-16 of 90 day expiration.	List serial number, make, model, color, wheel size, number of speeds, frame type (male/female), bike license number, & any other identifying features.
JEWELRY	Yes , if valued at \$1,000.00 or less.	If valued over \$1,000. If HQ Property Room is closed, impound at Watch Commander's Office	Not required- recommended if high value.	Only if Prisoner Personal Property. Advise 10-16 of 90 day expiration.	Use general terms to describe jewelry such as "clear stones" instead of diamonds, "yellow metal" instead of gold. Mark individual items with item number & barcode number.
FOUND PROPERTY (Not related to a crime case)	Yes	May be impounded at HQ but not required	Only if it's a firearm or money over \$20 & was turned over to you by a finder.	Yes only if owner is identified. Must provide a separate PRF for each owner (if there are multiple owners).	If property was turned in by a finder, list their name & address & if they are interested in claiming. There is a FINDER field.
NARCOTICS	Yes , if misdemeanor.	Felony cases & large loads that don't fit in area station mailboxes.	N/A	N/A	Only marijuana must be weighed. Seal all narcotics impounds. List SUSPECT name for each narcotic or it won't be tested.
LATENT PRINTS & FILM	Yes (Only if from an outside Agency)	N/A	N/A	N/A	Use special envelopes for latent prints. Fill in the information on the envelope. Seal latent prints envelope. Latent prints must be on a separate barcode.
(CD) PHOTO DISK	Yes (only in a CD sleeve with photo seal.) *See Exceptions*	Auto Theft, Child Abuse, DV, Economic Crimes, Felony Narcotics, Commercial Robbery, & Sex Crimes.	N/A	NO	Package disk with CD sleeve & photo sticker (PD 135A) only!! No additional packaging is required.

*If a signed receipt is **NOT** included with the impound, explain in the remarks section.

- Instead of using "Misc Items" indicate clothing, toiletries, papers, etc. All items of value **MUST** be listed individually (i.e. electronics, jewelry, currency under \$20.00)

- Items found in a police vehicle or found by the scene of a crime **MUST** be marked "OTHER" and not "FOUND PROPERTY."

- When impounding "FOUND PROPERTY" all identification cards/credit cards **MUST** be itemized.

IMPOUNDING PROPERTY & EVIDENCE

FILL OUT EVERY FIELD YOU HAVE INFORMATION FOR.

DOUBLE CHECK YOUR INCIDENT NUMBER AND VERIFY THAT IT IS CORRECT PRIOR TO SAVING YOUR ENTRY



EVERY ITEM OF EVIDENCE IS REQUIRED TO BE IMPOUNDED AS SEPARATE BARCODE ENTRIES.

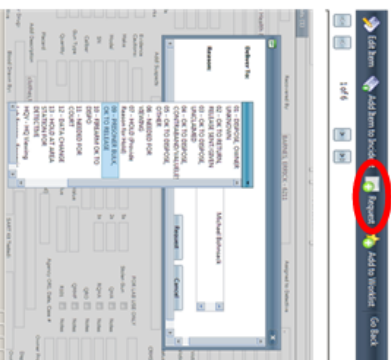
- For Prisoner Bulk Property and Found Property belonging to one owner, the property may be impounded as one barcode entry except if the items are narcotics, bikes and currency over \$20.00.
- If you are impounding found property with unknown owners then the property must be impounded as separate entries.
- Impounding quantities of miscellaneous property under the item type "other" as one barcode entry will not be accepted.

RELEASING PROPERTY & EVIDENCE

When impounding prisoner bulk property you are required to authorize the release using the request monitor and fill out a Property Release Form.

1. From your worksheet or data screen select "request" for the item(s) you want to release.
2. Using the "Deliver To" drop down menu, select the appropriate authorization such as 09 PRISONER BULK, OKAY TO RELEASE.
3. In the "reason" field provide the name of the person the property is being released to.
4. Then print or fill out a PD-184, Property Release Form. Write the barcode number(s) of what you want to release on the bottom of the form. **THERE ARE NO PARTIAL RELEASES.**
5. Leave a copy with the impounded property & give/mail a copy to the owner/prisoner.

**FOR ALL FIREARM RELEASES
CONTACT THE GUN DESK AT 531-2645**



Incident Numbers

Incident Numbers with 11 Characters

SDPD, City Schools, and Community Colleges use SDPD Incident Numbers which use the Year and Month followed by 2 zeros and the 5 digit Incident Number, eg. **12040012345**.

Harbor Police use the HP prefix followed by Month, Day, Year, and the 3 digit Harbor Police Incident Number, eg. **HP010111 200**.

Incident Numbers with 12 Characters

Narcotics Teams use, when appropriate, the CB prefix followed by Month, Day, Year, and the officer's 4 digit ID Number, eg. **CB040412 5678**.

Barcode Numbers

Barcode Numbers are unique to each Item and should be used as the reference for the Item.

IMPOUNDING FIREARMS

- OWNER:** List the owner of the firearm, include name, full and complete address **including zip code** and date of birth. Please put the finder information in the remarks section.
- SUSPECT:** Required to be listed even if it's the same as the owner of the firearm, include Suspect ID#.
- IMPOUND DESCRIPTION FIELDS:** You are required to provide the following information:

CATEGORY: Choose either Evidence or Other. IF the firearm was “found” then type under Comments or Remarks field to indicate where it was found.

ITEM TYPE: Use the pull down menu and choose one of the following:

- Firearm Handgun
- Firearm Long Gun
- Firearm Shotgun

COLOR: Choose the appropriate color of the firearm.

- FIREARM DESCRIPTION FIELDS:** You are required to provide the following information:

- Make
- Model
- Serial number
- Caliber (if unsure then put “unknown caliber” in the remarks section)
- Gun Type: choose from the drop down list.

NOTE: Ammo, holsters, etc must be entered and barcoded as a separate entries from firearms. The magazine will be included on the same barcode with the firearm unless it contains ammo or must be separated for evidentiary purposes.

The screenshot shows a web-based form for recording firearm impoundments. Key sections include:

- Incident Info:** Barcode (10000292), Incident # (11050034016), Current Location (CONVERTED TO DEPT USE 4/28/2015 1:18:58 PM pellsworth), Home Location (RECEIVED HEADQUARTERS COUNTER), Location Category (PR - HQ FINAL BINS).
- Owner Information (Red Box 1):** Owner Last (SAME AS SUSPECT), Owner First, Owner Address, City, State ZIP, Owner DOB.
- Suspect Information (Yellow Box 2):** Suspect Last (LANDON), Suspect First (PRESTON), Suspect ID # (C6948023), DOB (9/23/1970), Suspect Address (6558 ANTIGUA BL #1/2), City, State Zip (SAN DIEGO, CA. 92124).
- Firearm Description (Blue Box 4):** Make (GLC), Model (17), SN (NA429US), Caliber (9MM), Gun Type (Semi).
- Item Type (Green Box 3):** Category (Other), Item Type (FIREARM - HANDGUN), Lab Item Type, Color (Blue).

PACKAGING

General Packaging

Each item must be packaged and barcoded separately.

If you have multiple barcoded items under the same incident number, place all of them in a larger package to keep them together.



Never use a barcode label as a seal.

Disks

Place the disc in a photo envelope.



Seal the opening of the envelope with a D-1135A Photo Seal.

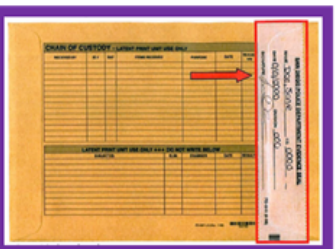


Place the barcode label on the top of the face of the envelope.

Latent Prints

Fill out the required field on the envelope.

Use a PD-849 Evidence Seal to seal the envelope.



Print out the barcode label and place on the face of the envelope as shown in picture to the right.

RESOURCES

- To access the Property Room System go to the SDPD Intranet under SDPDApplications/Property Room System (FileOnQ)



- For Training Videos go to the Resource Library from the SDPD Intranet. Search Online Property Room, under this query there is another folder named Online Property Room which contains the videos & tutorials.

OR

- Scroll to the bottom of the Resource Library list, select "User Resource Guides".

Revised Property Contact List	8/27/2012 7:58 AM
Safety Alerts	10/6/2010 1:52 PM
Schools	3/21/2008 11:52 AM
Sound Surveys	4/13/2011 12:50 PM
STATS	10/14/2009 7:09 AM
Training (Guidelines and PDFs)	11/27/2011 1:59 PM
Uniform Removal Guide	4/23/2010 10:36 AM
	8/14/2012 4:37 PM
	9/22/2011 9:42 AM

Scroll to the bottom of list and select "Online Property Room" Folder.

Online Property Room	4/10/2012 12:25 PM
Traffic Collision - Resource Guide (PD-916)	2/13/2008 10:12 AM
Traffic Collision - Investigation Manual Oct 2010	3/14/2012 10:38 AM
Uniform Specs Manual 02-2012	8/14/2012 4:37 PM
	7/8/2008 1:30 PM