5-04/000.70 - Responsibilities of Station/Unit Property Lieutenant

The station/unit property lieutenant shall:

- Train personnel to ensure compliance with the policy and procedures of this chapter;
- Inspect the overall storage system both to ensure properly maintained records and disposition time frames are met;
- Conduct monthly and quarterly audits of all property and evidence, including vehicles;
- Supervise the destruction of property and evidence at the station/unit; supervise and coordinate with the Central Property custodian the storage and disposition of bulk items; items with a HOLD STATUS; long-term storage items, including vehicles and vehicle parts, and evidence seized as a result of search warrants;
- Ensure that personnel comply with Penal Code section 11108 (Entry of serialized items into state systems); and
- Ensure that inmate property left at a station is returned to the prisoner.