5-04/040.40 - Property/Evidence Labels

Property and evidence coming into possession of the Department shall be entered into PRELIMS and immediately labeled with bar-coded evidence labels generated via PRELIMS. PRELIMS-generated property/evidence labels shall have the following format:

PRELIMS Printed Label for Property / Evidence
2 Inch / 4 Inch

Sheriff's File Number as entered into PRELIMS

Other ID number if there is no Sheriff's File # - can be Warrant #, Citation #, or Outside Agency Number

Item # generated by PRELIMS

| Complete Sheriff's File # or Other ID Number | Item # |
| Department / Station / Agency Booking Item | CSI # |

PRELIMS ITEM SPECIFIC BAR CODE

Crime Scene ID # is user defined

Entity Booking the Item into PRELIMS

Suspect and Victim as entered into PRELIMS and cross referenced to the Item

| Suspect: | Booked By: |
| Victim: | Booking Date: |

Person booing the Item into PRELIMS

Date item is booked into PRELIMS

Description Area - Can contain multiple fields from PRELIMS used to describe the item, e.g. Item Type; Free format description; Item specific attributes; Charge; Status; and Bar code representing the truncated URN (only used with LASD Narcotics items)

County of Los Angeles, Sheriff's Department Property/Evidence Label