5-04/070.20 - Storage System Utilizing PRELIMS

The station/unit property custodian, under the direct supervision of the station/unit property lieutenant, shall maintain the standardized PRELIMS storage system. The unit property custodian shall have discretion to add or revise storage locations to meet the needs of a particular station/unit and such additions or revisions of storage locations shall be coordinated with the PRELIMS Administrator/Help Desk.

Each PRELIMS-defined storage location has a two-part identifier (CUSTODY OF/LOCATION) defined as follows:

CUSTODY OF:

- Generally an area, room, or building at a specific facility which may store specific type of property or evidence. For example:

  ELA Bulk 1 East Los Angeles Station Bulk Evidence – area used to store bulk property/evidence at East Los Angeles Station

  ELA General 1 East Los Angeles Station General Evidence – area used to store general property/evidence, such as the unit's property room

  LASD Personnel Los Angeles Sheriff's Department Personnel – used when an item is in the custody of LASD personnel

LOCATION:

- The physical location such as a row or shelf where the item is located; and
- If the item is in the physical custody of a Department member, that individual shall be responsible for the items, and the LOCATION shall be identified in PRELIMS with the individual's employee number.

CONTAINER:

A container in PRELIMS is a box, virtual box, or like container which can hold one or more items of property or evidence. Each container is identified with a unique number and is labeled with a PRELIMS-generated barcode label. Once created, all containers must be logged in PRELIMS to a specific storage location (CUSTODY OF/LOCATION), even if the container is empty.

PRELIMS tracks all items transferred to the container and tracks where the container is located, i.e., the specific CUSTODY OF/LOCATION.

The transfer or movement of a container in PRELIMS results in the movement or transfer of all items in the container.