4-04/040.05 Retention and Disposition of Restricted Items

It is the weapons screening policy of this Division to hold and/or, if illegal, to confiscate restricted or contraband items as set forth in the Penal Code, Judicial Orders and/or Department Policies, to prevent them from entering court facilities. Not all restricted items are illegal to possess, but are restricted, none the less, from entering any Los Angeles County Court according to the approved "Restricted Item List" (Refer to CSDM, 4-04/040.00 - Restricted Items). If encountered, any items on this list shall not to be allowed to pass through the weapons screening process and into a courthouse. If a restricted or contraband item is encountered appropriate action shall be taken. If the item is not illegal to possess, the person carrying it may be allowed to return the item to their vehicle. If the person is not able to store the item in their vehicle or other secure location, then the following procedure is to be utilized:

Assist the individual in completing a 'Court Services Division Receipt for Property' form.

Place the original copy of the receipt in a plastic property bag along with the restricted item, then fold and staple, if necessary, the property bag closed before securing the property in a lock-able container.

A copy of the receipt shall be given to the individual the property was taken from.

Persons wishing to reclaim articles shall present their copy of the property receipt. If the receipt has been lost, satisfactory identification will be required to release the property.

When releasing the property, Sheriff's personnel shall ensure that the owner signs the lower portion of the receipt following "Released to (Signature)". The Security Officer/Assistant or Deputy shall then complete the receipt by signing their name following "Released by" and indicate the date and time in the space provided.

The Branch Supervisor shall ensure any items left at the end of each day are in a secured and locked location. All articles left past 30 days shall be collected and a SH-R-49 (found property) report prepared.

Upon completion of the SH-R-49, the Branch Supervisor shall ensure that the Central Property Supervisor at (562) 946-7291 is called and an appointment is made to deliver the property and complete a property card, checking the "Immediate Dispose" box.

Central Property will take the entire box and dispose of it without requiring an inventory of each item.

For disposal of confiscated weapons and canisters containing tear gas, pepper spray, etc. (not evidence), telephone the following units after 30 days.

CENTRAL PROPERTY AND EVIDENCE

STARS Center

(562) 946-7299

TEAR GAS, OC SPRAY

Narcotics Headquarters

(562) 946-7129