

## **Unit Order #44 - After Hours Outside Evidence Entry Procedures**

**Los Angeles County Sheriff's Department**

**CRESCENTA VALLEY STATION**

UNIT ORDER #44

**After Hours Outside Evidence Entry Procedures**

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**PURPOSE OF ORDER:**

The purpose of this unit order is to define unit level operating procedures for the Crescenta Valley Station, Outside Evidence Property Room, should entry be needed after normal business hours. Proper documentation of evidence movement is critical to preserve the chain of custody. Reference MPP 5-04/070.80 for further information.

**SCOPE OF ORDER:**

All personnel are required to be familiar with and adhere to the provisions of this Unit Order.

**ORDER:**

When the need to enter the Outside Evidence Property room arises, after the Property Custodian has left for the day, Deputy/Detective personnel must adhere to the following:

- Contact the On Duty Watch Commander for permission to enter.
  
- Fill out the Outside Evidence Property Room sign-in sheet. Please include The following:
  - Date/Time
  - Name/Employee number
  - Unit of assignment
  - Uniform Report Number
  - Reason for entry
  - Items taken
  - Watch Commander granting permission to enter

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- Obtain the Outside Evidence Property Room keys from the Watch Commander. The Watch Commander shall escort the Deputy/Detective to the property room and supervise the removal of evidence.
- Remove Evidence and update new location in PRELIMS.
- Return keys to the Watch Commander.

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(Created 10/02/2019)

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Date Approved

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