00-012 Evidence Procedures

Los Angeles County Sheriff's Department

STATION ORDER

Cerritos Station

STATION ORDER NUMBER: **00-012**

Subject: **Evidence Procedures**			
Effective Date:	06/13/2000	Last Date Revised:	
Last Date Reviewed:	03/10/2020	Next Review Date:	03/11/2021

PURPOSE:

The purpose of this order is to set forth the procedure for booking evidence at Cerritos Station.

SCOPE OF ORDER:

Property and Evidence Procedures as outlined in Chapter 4 of the Manual of Policy and Procedures shall be followed.

ORDER:

The safe ledger shall be maintained and kept in the Watch Commander's office. Removal of such ledger from the Watch Commander's office will only be made by assigned evidence personnel.

In order to ensure that evidence is properly handled, personnel entering evidence at Cerritos Station shall first advise the Watch Commander/Sergeant prior to depositing the evidence into an evidence locker. The Watch Commander/Sergeant shall inspect the evidence and review the tag/envelope for completeness and correct information, and compare it to the entry made in PRELIMS (Property Evidence Laboratory Informatior Management System). The evidence label or envelope shall be initialed by the employee and the Watch

Sergeant prior to being placed into the evidence locker. The evidence PRELIMS entry printout shall then be countersigned by the Watch Commander/Sergeant.

[REDACTED TEXT]

The Detective Sergeant shall be designated to manage and supervise the property and evidence system, and to coordinate its functions with Central Property, Scientific Services Bureau, other department units, and outside agencies.

The Detective Sergeant shall ensure that a thorough audit of the Property and Evidence facility, including the Safe and ledgers, be performed at least once a month to ensure that evidence is properly packaged, labeled, stored, and properly disposed. A thorough quarterly audit will also be conducted of all property and evidence.

In addition to providing a better system of evidence accounting, adherence to these procedures helps to insulate our personnel from mistakes arising from improper evidence handling. Please ensure that these procedures are followed without deviation.