Central Property and Evidence

• 10/00 Administrative Procedures

• • 10/01 Unit Orders

Unit Orders are promulgated to provide unit personnel with a clear understanding of the expected actions and behavior deemed necessary for the proper function of the unit. Any conflict that may arise between these orders and Departmental Orders, Directives, Procedures, etc., shall be resolved in favor of Departmental dictates.

Each Unit Order will indicate a Unit Order number, subject, title, and date initiated. Unit Orders' numbers are broken down into two parts: General Category and Subject Heading.

For example:

Unit Order 10/01

"10" General Category (in this case, Administrative Procedures)

Unit Orders are promulgated to provide unit personnel with a clear understanding of the expected actions and behavior deemed necessary for the proper function of the unit. Any conflict that may arise between these orders and Departmental Orders, Directives, Procedures, etc., shall be resolved in favor of Departmental dictates.

Each Unit Order will indicate a Unit Order number, subject, title, and date initiated. Unit Orders' numbers are broken down into two parts: General Category and Subject Heading.

For example:

Unit Order 10/01

"10" General Category (in this case, Administrative Procedures)

"01" Subject Heading (in this case, "Unit Orders" as indicated in the Table of Contents)

The purpose of the order will be stated unless obvious in the reading.

Unit Orders will be maintained on the unit's shared file under "Admin" in the folder "Unit Orders." Each new Unit Order will be distributed as follows: Unit Commander, all supervisors, bulletin boards, and briefing during staff meetings. It is incumbent upon all unit personnel to be familiar with, and periodically review, these orders.

Rev. 01/21

• • 10/02 Staff Collateral Duties

In accordance with unit needs, staff members will be assigned areas of collateral responsibility. These areas will be sub-divided and each person will be assigned one or more specific functions to oversee under supervision.

Although the assignment of these collateral duties will serve as a guide for unit personnel who have inquiries pertaining to specific areas or problems, they do not alter the chain of command nor do they relieve a supervisor from responsibility for those activities on his/her shift.

Collateral duties will be shifted periodically and specific staff assignments will be indicated in a staff meeting.

• • 10/03 Personnel Evaluations

Departmental Yearly Evaluations

All personnel will receive a yearly evaluation in accordance with Manual section 3-02/080.00. The format will be as illustrated in the "Rater's Handbook" published by the Department of Human Resources. Each employee's yearly evaluation will also include comments on the individual's specific activities.

Performance Log Entries

A book shall be maintained in the Unit Commander's office which shall be used to document employee's daily activities, both positive and negative. Each supervisor shall make entries as appropriate in this book. Use of these entries to document items in a yearly evaluation is optional.

Daily Performance Evaluations

Supervisors shall maintain a diary of each employee's assigned tasks and projects. Entries shall be made as to the quality, quantity, and accuracy of the completed assignments. These entries shall be used as a memory aid in writing the employees' performance evaluations.

Staff Activity Logs

Each member of the staff shall maintain an activity log containing information regarding tasks, projects, and assignments. When an employee's performance evaluation is due to be written, the employee may submit to their supervisor information regarding personal accomplishments to be included in the performance evaluation.

Rev. 01/21

• • 10/04 Timekeeping

Because of the permanent nature of employee time records, the following unit timekeeping procedure will be followed:

All unit employees:

1. All employees shall be listed, in alphabetical order, on their relevant weekly time sheet.

2. All employees shall sign the weekly time sheet in black ink.

3. All employees shall sign in each day with their arrival time, and sign out with their departure time.

4. All employees shall note variance time in the appropriate box on the weekly time sheet.

5. Supervisors shall ensure that their staff follow timekeeping procedures.

Exempt employees

Exempt employees shall be listed, in alphabetical order, on an Exempt Employee Time Sheet.

Temporary employees

Temporary employees shall be listed on a separate time sheet, for each employer and each assignment.

Off-the-streeters

Employees working at Central Property and Evidence Warehouse, while waiting to attend the academy, shall be listed, in alphabetical order, on their own time sheet.

Unit Commander

The Unit Commander shall have his/her own time sheet, which shall be submitted to the Bureau for approval.

• • 10/05 Overtime Policies and Time Off Requests

- An eight-hour work day shall constitute a work day.
- A 40-hour work week shall constitute a work week.

- A work week is defined as a seven-day period beginning Sunday and ending Saturday during which an employee is scheduled to work a total of 40 hours.
- Employees, if authorized and directed, may work 40 hours a week in less than or more than five days (4/40, 9/80, 12/80).
- The exceptions to the work week definition are alternate work schedules, such as the 9/80 and 12/80 schedules. The work week for these two schedules begins and ends at the mid-shift of the alternate day worked/alternate day off. “Mid-Shift” is defined as four hours after the start of the alternate day on shift.
- No employee shall work more than 96 hours of overtime per calendar month (excluding on-call court time).
- No employee shall work more than 12 consecutive days without a day off, except when necessary to appear in court.
- No employee shall work more than 19 hours consecutively.
- No employee shall work back-to-back doubles except when necessary to appear in court. A back-to-back double is defined as working 16 hours or more (consecutively or non-consecutively), irrespective of start time, followed or preceded by another work period in excess of 12 hours (consecutively or non-consecutively) in any 48-hour period.

  NOTE: The 48-hour period begins at the start of any shift worked.

Prior to an employee working overtime at any unit other than their permanent unit of assignment, employees shall receive prior written consent from their unit commander to work overtime at other unit(s) of assignment.

All standard notification requirements regarding call-ins are in effect for overtime assignments.

Personnel must obtain Unit Commander authorization prior to working any overtime. The Unit Commander will evaluate the amount of time required. Overtime will be approved in one (1) hour increments, unless less time is needed. The Unit Commander will sign his name in the space provided on the overtime slip labeled “supervisor pre-approving o.t. and briefing.” The approving supervisor shall review all overtime slips to ensure accuracy.

Minimum Staffing

In an attempt to avoid all unnecessary overtime, each supervisor needs to be cognizant of staffing levels for their sections. The minimum staffing levels for acceptable service should act as a general guideline for each supervisor to assess their manpower requirements. Staffing levels should be evaluated by the Unit Commander based upon level of service to be maintained, anticipated workload, and the manpower available. The Unit Commander shall have discretion to approve overtime for additional personnel to provide

required services in the accomplishment of Department objectives. Additionally, the Unit Commander may allow staffing levels to fall below minimum by allowing personnel time off if he deems it appropriate.

Where appropriate the supervisors shall use staff from other sections for planned vacancies to minimize the use of overtime.

Time Off Requests/ Sick Call-Ins

Supervisors shall only approve changes of an employee's regular-day-off (RDO) with sufficient, requisite, prior notice to the unit time accountant (as dictated by the *Los Angeles County Code* or MOU, which typically ranges from five to 10 days depending on the employee's job classification, based on the business needs of their unit. Supervisors shall not approve RDO changes when the sole purpose is to allow the employee to accrue deferred Holiday (F) Time.

All sick call-ins shall be referred to the supervisor and should be made before the employee's reporting time.

Denied time off slips will be placed inside a folder labeled "denied time off slips." The Unit Commander will be responsible for monitoring the denied time off slips and sick call-ins for any possible abuse.

Timely Submission of Overtime Slips

Due to weekly and monthly deadlines that timekeepers must meet, it is imperative that all overtime slips are filled out correctly and submitted in a timely manner. Overtime slips shall be turned in to the approving supervisor as soon as possible following the overtime hours worked. Under normal circumstances, this is either the same day or the next day. However, overtime slips shall never be turned in later than four (4) calendar days following the overtime hours worked.

Exigent Circumstances

Any policy deviation due to exigent circumstances must have the approval of the unit commander.

• • 10/06 UNIT ROSTER

Unit personnel rosters shall be maintained by the following authorized personnel:

- Assistant Director,
- Bureau Personnel Aide (OA III),
- Unit Commander,
- Supervising Operations Assistant II, Unit Commander's aide(OA III).

The rosters will contain personal information on each individual employee. The information will include: the employee's name, address, telephone numbers, and the names of people to contact in an emergency.

There shall be no duplication of the above personnel rosters.

The Unit Commander will decide if any additional assignments or positions have a need for personnel roster listing employees' home addresses and telephones. Only personnel authorized by the Unit Commander may maintain a personnel roster.

Home telephone numbers and addresses are not to be given to anyone without the personal authorization of the individuals involved. This does not include Department reports that mandate the listing of personal information.

Rosters are available that list the employee's employee number and/or telephone number if there is an expressed need.

All rosters are considered confidential and shall not be duplicated. Rosters shall not be taken out of the facility.

Old rosters will be destroyed upon receipt of updates. This order is in compliance with the Manual of Policy and Procedures Section 3-01/050.55.

• • 10/07 After Hours Call-Out Overtime Assignments Procedures

Procedures

The After-Hours Call-Out Overtime List will be comprised of personnel currently working the Central Property and Evidence (CPE) Disposal Team, Receiving Team and Narcotics Team. Personnel will be listed based on their unit seniority.

The After-Hours Call-Out Overtime List will be given to the on-call supervisor for that week. When the supervisor receives an after-hours call-out, he or she will determine the number of personnel needed, based on the information received by the handling unit, and will attempt to fill the positions by calling personnel on the list. The supervisor will begin with the first name on the list and continue calling personnel, in the order they are listed, until all the needed positions have been filled.

As the supervisor calls personnel, he or she will document who they have contacted and their availability to work the overtime. If someone is unable to work the overtime, the supervisor will document the reason on the list and move on to the next name. Once the last name on the list has been called, the supervisor will again start with the first name on the list and work their way down.

When the current on-call supervisor reaches the end of their shift, he or she will pass the list onto the next on-call supervisor. When the new supervisor receives an after-hours call-out, he or she will begin calling personnel from the last name called by the previous supervisor.

If no personnel volunteer to fill the needed positions, the supervisor will fill the positions at his or her discretion, including the use of ordering personnel to work. Those who are ordered to work will be documented on the list.

If the after hours call-out involves narcotics, and there is no CPE narcotics personnel on the call-out team, the on-call supervisor will contact the CPE Narcotics Supervisor so he or she can have someone from their team to respond to CPE.

The After-Hours Call-Out Overtime List will be regularly reviewed by the Unit Manager to ensure it is properly being utilized and all personnel are given equal opportunity to work overtime.

Additional Information

Any exceptions to this policy shall be made by the Unit Manager. All overtime which, in the Unit Manager's judgment, is necessary to provide required services to accomplish Central Property and Evidence's missions will be assigned.

• • 10/08 Evidence/Property Manager Rotation

All Central Property and Evidence (CPE) Supervisors are responsible for maintaing the on-call phone for the purpose of after-hours call-outs and CPE security response. Compensation for such service shall conform to *County Code* Section 6.10.120A, regulations for Standby Pay.

• 20/00 General Unit Procedures

• • 20/01 Unit Parking

Certain stalls in the lot, adjacent to the fences, are for unit vehicles and cars owned by unit personnel only.

The parking stalls next to the entrance unit are for the use of unit employees, unit vehicles, and visitors to the facility. At no time, shall any vehicle be left unattended in a spot that will impede the flow of traffic through the parking lot. Vehicles may be pulled up to the warehouse bay door for the purpose of loading and unloading. However, vehicles shall not park in front of the bay doors.

Storing of private vehicles, i.e., campers, boats, vans, etc., in the unit parking lot is not permitted.

• • 20/02 Bulletin Boards

Any Break Room: Personal notices, items for sale, rent, etc., may be placed on these boards without approval. All notices must be dated so they may be removed within an appropriate time. The **Unit Commander's aide (OA III) and or Operations Deputy** shall be responsible for maintaining this board.

Entrance to Warehouse : These boards are reserved for official business only. Announcements, department programs such as Health and Safety, union information, etc., will be placed on these boards. The **Warehouse Manager** will be responsible for maintaining these boards.

Warehouse: These boards are used for union information, safety material, labor law notices, etc. The **Warehouse Manager** will be responsible for maintaining these boards.

Warehouse Supervisor Office: On the south door, there is a bulletin board that is used to post the vacation sign-up sheet, facility floor plan, and other information pertaining to the administrative function of the unit. The **Unit Commander's aide (OA III) and or Operations Deputy** shall be responsible for maintaining this board.

All unit bulletin boards will be maintained in neat order and not allowed to become unsightly or cluttered.

• • 20/03 Lockers

Lockers shall be assigned by the Warehouse Disposal Supervisor.

Lockers shall be kept locked at all times

No pin-up photos, stickers, etc., shall be placed on the outside of any locker or on the walls.

No changes in locker assignments shall be made without authorization from the Warehouse Manager. A list of locker assignments and combinations shall be maintained in the Warehouse Manager's office.

Employees are urged to use trash cans to discard broken shoelaces, broken clothes hangers, paper cups, etc. Coat hangers left dangling from light fixtures or other room fixtures will be discarded by maintenance personnel.

• • 20/04 Kitchen Policy

Personnel leaving lunches in the refrigerator shall name and date them to facilitate cleaning of the refrigerator.

Personnel that cook and use County utensils shall not leave dirty plates, pots, and dirty silverware on the table, stove, oven or sink. Personnel shall not leave dirty paper plates, cups, etc., on the table, but shall discard them

in the trash can.

Staff shall cooperate to clear out the refrigerator in the kitchen at the end of each week (Friday). On each person's last work day of the week, they shall discard or take home the food they brought in during the week. No food items shall be left in the refrigerator over the weekend.

• • 20/06 Warehouse Cleaning

Offices

County custodial staff will empty the wastebaskets and trash cans each business day. They will mop floors and vacuum as needed and upon request.

Unit personnel shall keep their offices and work areas as neat, clean, and tidy as possible.

Restrooms

County custodial staff will empty the wastebaskets and trash cans each business day. They will mop floors and vacuum as needed and upon request. Custodial staff will also refill paper towel dispensers.

Warehouse

Warehouse staff are responsible for removing accumulated dust from stock and shelving, sweeping and cleaning the warehouse floor, keeping the warehouse free of clutter, straightening up and cleaning their desk area, and placing trash in the appropriate receptacles.

Individual Work Stations

Office staff are responsible for removing accumulated dust from stock and shelving, keeping clean the office area, keeping the office free of clutter, straightening up and cleaning their desk area, and placing trash in the appropriate receptacles.

• • 20/07 Use of Unit Vehicles

The unit pool vehicle may be used to attend meetings, training, or other Departmental functions.

The unit trucks may be used to deliver or pick up supplies and material. Other Department units wishing to borrow a truck must obtain permission from the Warehouse Manager or his designee. Approved truck loans will be noted in the warehouse supervisors office. The Unit Commander shall be notified .

No one shall use a County vehicle to go to an off-duty function where alcoholic beverages are served.

All unit vehicles must be signed out on the key board in the warehouse supervisor office.

The use of unit vehicles is based upon priority unit needs and the number of vehicles needed to complete the unit's assignments.

Vehicles at Fleet for repair or maintenance shall be marked as "out of service" on the key board.

• • 20/08 Use of Unit Computers

The use of any Department IT resource is restricted to those activities related to Department business. Use of computers and electronic communications by employees is authorized in support of the law enforcement mission of the Department and the administrative functions that support that mission. Authorized persons shall adhere to this policy as well as the guidelines set forth in the County Electronic Data Communications and Internet Policies.

Authorized persons are expected to abide by the standards of conduct delineated in other volumes, chapters and sections of the Department's Manual of Policy and Procedures as they may be applied to the use of electronic communications and use and release of information. Department IT resources are subject to search and users are obligated to surrender any such resources and/or devices at any time to authorized Department personnel.

Authorized persons are expected to use electronic communications and network systems with a high degree of professional and personal courtesy. Authorized persons must ensure that the tone and content of electronic communications are business-like and exclude inflammatory remarks or inappropriate language. If it is an issue that could cause embarrassment, it does not belong on e-mail.

Although users of any Department electronics communication system or network have no rights of privacy and are subject to search at any time by authorized Department personnel, persons authorized to use Department

electronics shall not forward or otherwise disclose the contents of electronic messages with the intent to embarrass or otherwise harm the sender. This does not prohibit the receiver of e-mail from divulging the contents of electronic communications to an authorized persons' supervisor or to Department management.

Authorized persons who receive an electronic communication intended for another person shall attempt to notify the sender as soon as possible of the error.

Authorized persons who are authorized users of e-mail are responsible for reading their electronic mail in a timely manner, no less than once a day, or notifying their supervisor that they are unable to read e-mail. To enhance security and ensure that shared computers are available to all authorized persons, users shall logoff their computer when away from their workstation and at the end of the work shift.

All computers connected to the Sheriff's Data Network must remain "on," at all times, in order to permit after-hours maintenance, updates, and security upgrades. Authorized persons who have workstations which are used one or two shifts per day should logoff at the end of the day and leave the machines running.

Users of portable devices that connect to the Sheriff's Data Network should refer to the standards found on the Intranet under Policy/Standards/Guides on the Data Systems Bureau's Intranet web page.

• • 20/09 Use of Unit FAX Machines and Scanners

Central Property & Evidence Unit has a FAX machine located in the office. All personnel are reminded that the FAX machine is to be used for official County business only.

• • 20/10 Counter Personnel Duties and Responsibilities

The public counter may be the first and last contact a visitor has with unit personnel. Therefore, it is incumbent that personnel assigned to this position maintain the most professional demeanor keeping in mind the ***Department's Core Values and Mission Statement***. The duties of counter personnel include, but are not limited to, the following:

1. The counter will be manned primarily by Central Property and Evidence unit staff. They shall be in blue uniform or appropriate casual business attire.

2. Counter personnel will normally be responsible for all lobby traffic and shall answer the unit's main telephone line.

3. Staff assigned to the counter shall issue receipts upon presentation of the appropriate identification and forms.

4. Staff assigned to the counter shall collect a SHAD-121 with proper identification before any monies are released when such monies are held “in-tact”. The property control card is pulled and stamped so personnel can recover monies from the vault. The transaction is recorded in the vault ledger and the monies released. The office staff must then update the P.C. card with the transaction so the transaction is closed out. For monies deposited in the Sheriff’s trust fund, the public will be instructed to call Sheriff Headquarters to have their monies released.

5. All complaints received by counter personnel shall be referred to the Unit Commander.

6. Counter personnel shall refer all customers to the proper unit or agency when requests are not within our jurisdiction.

7. Counter personnel will perform various tasks as assigned by the Warehouse Manager and/or Unit Commander.

8. Counter personnel shall be responsible for maintaining a clean and professional appearing counter area.

• • 20/11 Facility Design and Storage Areas - RECINDED

Recinded 02/11/21

• • 20/12 Use of the Property Evidence Laboratory Information Management System

In May 2014 the PRELIMS web-based application, including a web-based DNA module, was launched, first at East Los Angeles (ELA) station and then rolled out to other stations and Department bureaus and units over the course of six months, completing the implementation in December 2014. Currently, PRELIMS is in use in over 50 facilities and locations encompassing Patrol, Countywide Services, Custody and Administrative & Technical Services Divisions. Property and evidence collected Department wide is booked into PRELIMS, replacing the long standing evidence ledgers. Queries of PRELIMS can be performed on a number of attributes or search criteria.

All use of the PRELIMS system shall conform with the Manual of Policy and Procedures, 3-01/000.15 - Electronic and Web-Based Communications.

• • 20/13 Emergency Evacuation and Relocation of Central Property and Evidence - CONFIDENTIAL

CONFIDENTIAL

• • 20/01 Unit Parking

Certain stalls in the lot, adjacent to the fences, are for unit vehicles and cars owned by unit personnel only.

The parking stalls next to the entrance unit are for the use of unit employees, unit vehicles, and visitors to the facility. At no time, shall any vehicle be left unattended in a spot that will impede the flow of traffic through the parking lot. Vehicles may be pulled up to the warehouse bay door for the purpose of loading and unloading. However, vehicles shall not park in front of the bay doors.

Storing of private vehicles, i.e., campers, boats, vans, etc., in the unit parking lot is not permitted.

• 30/00 PERSONNEL PROCEDURES

• • 30/01 Duty Statements

Every pay title classification within Los Angeles County has a Class Specification describing the definition, example of duties, and minimum requirements for that classification. Duty Statements are documents derived from the Class Specifications, Manual of Policy and Procedures, and the requirements of the unit assignment.

Duties and responsibilities specific to the individual assignment are described in the Duty Statement.

Central Property & Evidence Unit has a Duty Statement for each position in the unit. Members of the unit are encouraged to view their Duty Statement so as to be familiar with their own responsibilities.

Duty Statements will be maintained and may be viewed in the office of the Unit Commander’s aide (OA Ⅲ).

• • 30/02 Temporary Employees

Temporary employees do not actually work for the County. Instead, they are employed by a temporary agency, such as AppleOne, and perform work through a contractual agreement.

Because temporary employees are not County employees, they shall not have access to County computer systems. They shall not work on systems such as eCAPS, FMS, or any law enforcement systems. They may have access to the Sheriff's Outlook for the purpose of sending and receiving email that will aid them in completing their work assignments. They may also work on in-house databases, such as EPIC.

County agreements with labor unions prevent any temporary employee from working more than 720 hours on any one assignment. Please keep the time limitation in mind when assigning projects to temporary employees.

• • 30/03 Off -The-Streeters

"Off-the-Streeters" is a term used by the Department for County employees who have been hired and are waiting to attend the Academy. These employees are temporarily assigned to work at various units within the Department. Once the individual employee's academy start date approaches, the employee will permanently leave the temporary unit of assignment and attend the academy.

County employees temporarily assigned to this unit will work in the Warehouse and Office Section. They will work under the supervision of the Warehouse supervisor and the Sergeant. Their duties will include, but will not be limited to:

1. Assisting in disposal efforts
2. Property Control Cards
3. Cleaning and straightening up the warehouse and storage areas
4. Answering telephones
5. Filing
6. Any other duties assigned by their supervisors or the Unit Commander.

• 40/00 OPERATIONS

• • 40/01 Care and Operation of Vehicles

Prior to leaving the parking lot, the employee shall inspect his/her assigned vehicle for body damage, mechanical conditions, tire wear and cleanliness. Personnel shall immediately report any needed service or new damage sustained to a vehicle.

Accidents - All traffic accidents and incidents resulting in damage to County vehicles shall be reported to a supervisor **immediately** after the collision and appropriate written reports submitted. Under no circumstances will the failure to report vehicle damage be tolerated.

End of Tour of Duty - Employees shall be responsible for necessary servicing of vehicles. Vehicles returning from a tour of duty shall be filled with gas and the oil checked. **Trash shall be cleaned out and the interior left in a clean condition.**

The practice of depositing lunch debris, liquids and other material in the rear seating area is not acceptable. You will find ample trash containers within the unit facility grounds for deposit of these materials.

The Warehouse Manager shall make frequent inspections and require compliance with this order.

• • 40/02 Telephone Courtesy and Demeanor

Establishing and maintaining good public relations shall be a primary concern of all Department members handling telephone calls. Proper telephone demeanor is a **must**.

Telephone courtesy consists not so much in what a person says, but how he/she says it. It is possible to be merely civil without being courteous. Courtesy, as it applies to law enforcement, is the essence of, and the key to, good public relations. It is an integral and vital tool in obtaining, for the law enforcement profession, the acceptance and respect of the public which are so essential.

With the majority of people, their telephone call to the Sheriff's Department may be their first official contact with the law. The tone of voice they hear can make or break a public relations program.

Telephone contacts warrant special consideration since the person calling, cannot see you, your smile, or facial expression.

There are five basic qualitites to a good telephone voice. They are:

1. Alertness - You should give the impression you are wide awake, and interested in the person calling.

2. Pleasantness - Build a pleasant Departmental image with a pleasant voice.

3. Naturalness - Use simple, straightforward language. Avoid repetition of mechanical word or phrases; particularly, avoid slang terms.

4. Distinctness - Speak clearly and distinctly. Talk directly into the transmitter.

5. Expressiveness - A well-modulated voice is carried best over the telephone. Use a normal tone of voice and talk at a moderate rate. Vary the tone of your voice - it will add meaning to what you say.

With the foregoing in mind, the following procedures will be adhered to:

1. Answer the telephone as promptly as possible
2. Use the caller’s name
3. Treat every call as an important one
4. Be tactful when it is necessary to refuse a request
5. Apologize for errors or delays
6. Take time to be helpful
7. Say “please”, “thank you”, and “you’re welcome”

8. When finished, hand up gently

If you must put a person on “hold”, explain the reason, then get back to him as soon as possible. If you answer the call and the caller asks for a specific detail or someone by name, state, “Just a moment, I’ll ring.” or “I’ll page.” If you are unable to contact the person/detail requested, get back to the caller as soon as possible and offer to take a message. Don’t automatically advise people they will have to call back, as they may be returning a call at our request.

Personnel not assigned to the office area, but in the office area, shall assist in answering the telephones when the office personnel are busy with other calls and related Department business. This is to ensure that there are no undue delays in answering calls.

Personnel being paged regarding an incoming telephone call shall make every effort to answer the call as promptly as possible.

If you answer every call as if you were on the other end, you will no doubt satisfy the Department regulations regarding telephone courtesy and at the same time win friends for the Sheriff’s Department.

Courtesy and responsiveness are an absolute “must” when dealing with our clientele over the telephone. Conveying the right amount of sincerity goes a long way toward boosting our image.

• • 40/03 Uniform and Equipment Inspections

EQUIPMENT MAINTENANCE

Prescribed uniforms, equipment and identification items shall be maintained at all times in a clean and serviceable condition (3-01/040.05)

1. Uniform clothing items, i.e., shirts and pants shall be clean, pressed, and worn in a military manner.

2. All leather equipment shall be kept dyed black and shined.

3. Metal equipment shall be kept polished and refinished as needed.

4. Firearms shall be kept clean at all times.

5. Uniform equipment shall be replaced when it is so worn or damaged as to present an unacceptable appearance or no longer meets current specifications.

All newly purchased items of uniform equipment shall be inspected and approved by the Warehouse Manager to ensure it meets Department specifications (3-03/040.10)

UNIFORM INSPECTION

Inspections of uniforms and equipment shall be made as follows:

1. Supervisors shall conduct frequent inspections to ensure that prescribed articles of uniform and equipment are in clean, serviceable condition and that they are worn in the proper manner.

2. Any unit in the Department may expect an inspection by the Sheriff at any time (3-03/040.15).

3. Division Chiefs and Commanders may schedule periodic inspections to determine that uniforms and equipment are maintained in conformance with Department requirements (3-03/040.15).

INSPECTIONS

Supervisory personnel shall conduct frequent inspections of their subordinates to ensure that prescribed articles of uniforms and equipment are in clean, serviceable condition, conform to Department standards, and are worn or carried in the proper manner. When such inspections are made, that fact shall be recorded in the supervisor's unit diary.

• • 40/04 Supplies and Requisitions

UNIT SUPPLY ROOM

The Unit Commander, Sergeant, Unit Commander's aide (OA II), and Warehouse Supervisors have keys to the unit supply room. Personnel wishing to obtain supplies may ask one of the above to provide access to the supply room.

An inventory control sheet will be maintained in the supply room. All personnel obtaining supplies shall indicate the exact items removed and shall sign the inventory control sheet.

REQUESTS TO PURCHASE SUPPLIES FROM VENDOR

Personnel wishing to purchase supplies not available in the unit supply room shall prepare a Departmental Supply Requisition (DSR) containing information on the desired supplies. The DSR shall be approved by the individual's supervisor and submitted to the Unit Commander's aide.

All DSR's will be batched according to Account Code and vendor, reviewed to ensure that requests do not exceed the unit's allocated budget, and submitted to the Unit Commander and Bureau for approval. Requests approved by the Unit Commander and Bureau will be processed and the order placed with the appropriate vendor.

• • 40/05 Teletype Broadcast Procedures

Teletype broadcasts are designed to relay information to other Department units.

Unit members wishing to broadcast information shall prepare a written message and submit it for approval to the Unit Commander/Director.

Messages approved by the Unit Commander/ Director shall be forwarded to the OA II , who shall assign office staff to broadcast the message on JDIC.

• • 40/06 Security of Keys

MASTER KEY LOCKER

A key for every lock in the facility shall be kept in the Master Key Locker. The Unit Commander, Sergeant, Supervising Operations Assistant II, and Warehouse Supervisors shall each have a key to the Master Key Locker. Anyone wishing access to the Master Key Locker must present their request to the Unit Commander or his designees.

The Unit Commander, or his designees, are the only unit members allowed access to the Master Key Locker.

Any key removed from the Master Key Locker must be returned immediately after use. The individual returning the key must notify the Unit Commander, or his designees, that he/she wishes access to the Master Key Locker for the purpose of returning a borrowed key.

ASSIGNED KEYS

Keys assigned to specific staff members must be safeguarded at all times. The responsible staff member must ensure that any keys assigned to him/her is secure and accounted for at all times. Any missing keys must be reported to the Warehouse Manager, Supervising Operations Assistant III, and Unit Commander at once.

• • 40/11 Visitorsâ€™ Log

PURPOSE OF ORDER:

This order outlines entry and exit procedures at Central Property and Evidence for any person not assigned to

the unit.

SCOPE OF ORDER:

This order shall apply to any person, other than assigned Evidence and Property personnel, entering and exiting the Central Property and Evidence office and/or warehouse.

ORDER:

Any person who is not assigned to Central Property and Evidence will be required to sign an established visitors' log upon entering and exiting the office and/or warehouse. The visitors' log identifies the individual, time and date of entry/exit, and purpose for entry.

All visitors shall be in the immediate physical presence of departmental Property and Evidence personnel.

All visitors' logs will be kept on file.

• • 40/12 Threshold for Cash

PURPOSE OF ORDER:

This order identifies a threshold for cash prior to depositing it into a bank account.

SCOPE OF ORDER:

This order shall apply to all personnel at Central Property and Evidence.

ORDER:

Central property and evidence does not have a threshold for cash prior to depositing it into a bank account.

Money will be deposited routinely, and as feasibly as possible.

• • 40/13 Annual Form/Procedures Review

PURPOSE OF ORDER:

This order outlines the process of annually reviewing documents and forms to determine their necessity and relevance.

SCOPE OF ORDER:

This order shall apply to the Evidence and Property Managers (EPM).

ORDER:

The Evidence and Property Manager shall conduct an annual review of all evidence and property forms to ensure any procedural changes have been implemented properly. The EPM will also act as the forms custodian by logging any changes to the forms.

The EPM will also ensure the newest version of each form is in circulation. All previous versions will be destroyed and older forms will be refused.

• • 40/15 Health and Safety Inspections

PURPOSE OF ORDER:

This order outlines health and safety inspections and quality assurance requirements at Central Property and Evidence.

SCOPE OF ORDER:

This order shall apply to all personnel at Central Property and Evidence.

ORDER:

Health and safety inspections are to be conducted annually by the full time health and safety coordinator employed by Central Property and Evidence. A report will be generated based on the findings of the inspection and staff will be addressed on the findings. Recommendations will be provided to department executives so that corrective actions can be taken.

• • 40/16 Identifying and Mitigating Problems

PURPOSE OF ORDER:

This order outlines the procedure for identifying and resolving issues or problems that may arise during daily operations at Central Property and Evidence.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Central Property and Evidence.

ORDER:

When personnel observe operating or system problems, they are responsible for mitigating and resolving the problem. If the problem cannot be resolved, personnel will report it to a supervisor as soon as feasible so that the problem can be rectified.

• • 40/20 Transfer of Data from EPIC to PRELIMS

Central Property and Evidence has original paper documentation (property control cards, photos, notes, disposal orders etc) corresponding with each item of evidence from 1932 to 2014 (2014 is the year our department transitioned to the web-based Property and Evidence Laboratory Information Management System (PRELIMS).

Due to the importance of evidence we cannot discard the paper documentation, which accounts for the chain of custody and provides accurate records in case an item or records are subpoena to court. All evidence and property that is dated pre-2014 has been stored in a DOS operating system (Evidence and Property Inventory Control (EPIC). In an effort to reduce bulky paper storage, maintain legible copies, and gain the ability to electronically retrieve/review the EPIC data, all EPIC data shall be transferred into the PRELIMS database.

• • 40/22 Random/ Scheduled Inspections -

PURPOSE OF ORDER:

This order outlines health and safety inspections and quality assurance requirements at Central Property and Evidence.

SCOPE OF ORDER:

This order shall apply to all personnel at Central Property and Evidence.

ORDER:

Inspections are to be conducted as necessary under the direction of a full- time Supervisor of Central Property and Evidence. A report will be generated based on the findings of the inspection and staff will be addressed on the findings. Recommendations will be provided to department executives so that corrective actions can be taken.

• • 40/23 Prohibited Areas For Bringing Evidence Into Or Storage Of Evidence

PURPOSE OF ORDER:

This order outlines the use of receiving and processing areas.

SCOPE OF ORDER:

This order shall apply to all Evidence and Property Custodians.

ORDER:

To ensure employee safety, personnel shall not use report-writing areas for receiving and packaging property/evidence. Personnel are directed to receive and package property/evidence in designated areas.

• 50/00 RECEIVING / TRANSPORTING EVIDENCE

• • 50/01 Receiving Personnel -Lunch Breaks

Evidence and Property Custodians assigned to a station or unit evidence pickup are to take a lunch break beginning at 11:00 AM and no later than 1:00 PM. If they must leave a station to pick up lunch, a member of the pickup crew shall remain with the evidence at all times.

A lunch break after returning to Central Property and Evidence Unit after 2:00 PM will not be allowed.

• 60/00 STORING/DISPOSING EVIDENCE -

• • 60/01 Temporary Storage: Lockers and Refrigeration

PURPOSE OF ORDER:

This order outlines the use of temporary storage lockers and temporary refrigeration.

SCOPE OF ORDER:

This order shall apply to all Evidence and Property Custodians.

ORDER:

An interim storage area and interim freezer shall be utilized for court/trial storage purposes. Items will be stored in these areas for a period of no more than five days. If items are stored in an area outside the Central Property and Evidence warehouse, an alarm and video surveillance system would be a preferred method to

enhance its security. All interim items in the interim freezer are secured within the warehouse.

• • 60/02 Temporary Storage: Drop Boxes

PURPOSE OF ORDER:

This order outlines the use of drop boxes as temporary storage units.

SCOPE OF ORDER:

This order shall apply to all personnel at Central Property and Evidence.

ORDER:

It is Department policy to maintain a chain of custody for all property and evidence. Therefore, drop boxes for property and evidence will not be utilized at Central Property and Evidence. Personnel who need to drop off items for storage will need to conduct their business during normal operating hours.

• • E-Waste Disposal

PURPOSE OF ORDER:

This order outlines the process of proper E-Waste disposal.

SCOPE OF ORDER:

This order shall apply to all Evidence and Property Custodians.

ORDER:

When electronic items are ordered to be disposed by the investigating officer or are ready for disposal, and if there is no departmental use for the items, a contracted e-waste recycling company will pick up the items as needed. A manifest for disposal will be provided to Central Property and Evidence by the e-waste vendor and

the disposal supervisor will retain the manifest.

• • 60/04 Unauthorized Locations for Storing Evidence

PURPOSE OF ORDER:

This order outlines the storage of ammunition at Central Property and Evidence.

SCOPE OF ORDER:

This order shall apply to all Central Property and Evidence personnel.

ORDER:

Property/evidence shall not be stored in personal lockers or in unauthorized areas, including but not limited to: bathrooms, desks, break room/lunch room, or on one's person.

• • 60/06 Digital Media and Computer Storage

PURPOSE OF ORDER:

This order outlines the storage of ammunition at Central Property and Evidence.

SCOPE OF ORDER:

This order shall apply to all Central Property and Evidence personnel.

ORDER:

The following items shall be stored in seperate storage areas if space is available: homicide evidence, safetkeeping and found property, electronic/digital and found property, electronic/digital media, smart phones, computers, bulk items, and bicycles.

• • 60/07 Ammunition Storage

PURPOSE OF ORDER:

This order outlines the storage of ammunition at Central Property and Evidence.

SCOPE OF ORDER:

This order shall apply to all Central Property and Evidence personnel.

ORDER:

All loose Ammunition ready for disposal shall be removed from the firearms vault on a daily basis and stored inside a designated fireproof container.

All boxed ammunition ready for disposal which has been identified as useful to the Biscailuz Center Range Staff shall be placed inside a designated container.

• • 60/08 Disposal of Explosives, Ammunition, Flammables and Pyrotechnics

PURPOSE OF ORDER:

This order outlines the process of proper E-Waste disposal.

SCOPE OF ORDER:

This order shall apply to all Evidence and Property Custodians.

ORDER:

Explosives, flammables, and pyrotechnics shall be disposed at the station level. Los Angeles County Sheriff's Department Arson Explosives Detail, Los Angeles Sheriff's Department Emergency Operations Bureau Hazmat, and Los Angeles COunty Fire Department are contracted to dispose of the items, respectively.

Ammunition shall be disposed by Central Property and Evidence upon receipt of a disposition authorization letter for items booked using EPIC or investigating officer authorization given in PRELIMS.

Propane canisters, perfumes,paint, and aerosols shall be disposed as needed by the designated hazardous materials disposal form upon receipt of disposition authorization letter for items booked using EPIC or investigating officer authorization given in PRELIMS.

• • 60/09 EPIC Evidence Disposal

PURPOSE OF ORDER:

This order outlines the process of proper Evidence Property Inventory Control (EPIC) disposal procedures.

SCOPE OF ORDER:

This order shall apply to all Evidence and Property Custodians and Office Staff.

ORDER:

Every two years, the Central Property and Evidence (CPE) Unit lieutenant shall contact the EPIC coordinator, a Senior Information Systems Analyst at Data Systems Bureau for the creation of the EPIC disposal forms for active cases. Once the forms are created, they will be placed in the CPE shared file by station.

A link to the EPIC disposal forms is created and then sent by the CPE lieutenant or sergeant to the individual unit/station captain. The unit/station will use the link to print out their disposal orders. The station investigating officer will determine if the evidence is needed for the investigation or if the evidence should be disposed. The forms will be signed by the investigating officer and a lieutenant, then sent to CPE.

When the disposal orders are received at CPE, the Operations Assistant II, shall count and update the disposal orders in the EPIC system. If a disposal form reflects a “HOLD” status, that disposal form shall be updated into EPIC. If the evidence/property is to be returned to the owner, then the disposal order and property card (PC) are matched and await the arrival of the owner (up to 120 days). Disposal forms marked for destruction are then matched to the corresponding Property Card (PC) and placed in a file for disposal.

• 70/00 SAFETY POLICIES AND PROCEDURES

• • 70/01 Receiving and Processing Areas

PURPOSE OF ORDER:

This order outlines the use of receiving and processing areas.

SCOPE OF ORDER:

This order shall apply to all Evidence and Property Custodians.

ORDER:

To ensure employee safety, personnel shall not use report-writing areas for receiving and packaging property/evidence. Personnel are directed to receive and package property/evidence in designated areas.

• • 70/02 Biological/DNA Handling and Disposal Procedures

PURPOSE OF ORDER:

This order outlines procedure for biological/DNA handling and disposal.

SCOPE OF ORDER:

This order shall apply to all Evidence and Property Custodians at Central Property and Evidence.

ORDER:

Latex or nitrile gloves are required to be worn when intaking and handling biological evidence. This is to protect employees in the event of exposure to biological material.

In the event that an employee is exposed to biological material, the exposed employee is to be removed from the source of contamination. The affected area is then rinsed at the nearest decontamination station. There are two disposable eye wash stations and two permanent eye/shower wash stations strategically placed throughout the facility. Medical care and attention are to be sought and the appropriate exposure forms are to be filled out by a supervisor.

Central Property and Evidence receives and follows disposal orders given by the investigating officer. It is incumbent upon the investigating officer to adhere to the specified penal codes in regard to biological/DNA evidence: PC 680, PC 803, and PC 1417.9. When disposal is authorized, the item is placed inside a red biohazard bag, then into a dedicated biohazard bin with lid. It is then picked up by a contracted disposal company.

• • 70/03 Safety Policies/Procedures for Hazardous & Bio Hazardous

PURPOSE OF ORDER:

This order outlines the safety policies and procedures for hazardous and bio hazardous material at Central Property and Evidence.

SCOPE OF ORDER:

This order shall apply to all personnel at Central Property and Evidence.

ORDER:

When handling hazardous or bio hazardous material, employees are required to wear a respirator-type mask and gloves. Biological evidence is to be stored in paper bags; hazardous narcotics are to be stored in a KPAK plastic evidence pouch. Disposed bio hazardous materials are placed in a red biohazard bag, then inside a biohazard barrel with a lid.

In the event that an employee is exposed to hazardous or bio hazardous material, the exposed employee is to be removed from the source of contamination. The affected area is then rinsed at the nearest decontamination station. There are two disposable eye wash stations and two permanent eye/shower wash stations strategically placed throughout the facility. Medical care and attention are to be sought and the appropriate exposure forms are to be filled out by a supervisor.

To assure the health and safety of CPE employees, air filtration systems equipped with one hundred percent exhaust systems, forced air, and a standard pleated charcoal filter are placed throughout the building; one is located in the hazmat area and two are in the narcotics vault.

• • 70/04 Hazardous Material Spills/Exposure

PURPOSE OF ORDER:

This order outlines the procedures for handling hazardous material spills/exposure at Central Property and Evidence.

SCOPE OF ORDER:

This order shall apply to all personnel at Central Property and Evidence.

ORDER:

Upon notification of a hazardous material spill or exposure within the facility, supervisors are required to make an announcement over the PA system to evacuate the premises. Emergency Medical Services and will then be notified to respond to the contaminated site.