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.