

Unit Order 64 - Bulk Property

PURPOSE:

The purpose of this station order to establish guidelines for station personnel regarding the handling of prisoners's bulk property in accordance with M.P.P 5-04/010.00- Types of Property or Evidence.

SCOPE:

This order applies to all sworn and civilian employees whose duties involve the collection, booking, storage, release or transfer of prisoners's bulk property.

ORDER:

When a suspect is arrested and in possession of property that is too large to be placed in the standard plastic evidence bag, a bulk property slip ("Notification Of Bulk Property") will be completed. Evidence tags will be created and one copy of the evidence tag will be placed on the bulk property slip, another copy of the evidence tag will be placed on the bulk property item and one copy of the evidence tag will be placed in the master ledger for bulk property, which is located inside the station jail. Bulk property items are to be stored inside the station jail, near the fingerprinting area.

Once a prisoner has signed the bulk property receipt, the prisoner is to receive a copy of the receipt. Another copy of the signed receipt is to be placed with the booking paperwork and the original signed copy is to be placed in the station jail. The station jailer must review the property receipt and ensure that it has been completed properly.

West Hollywood Station will hold the property for a maximum of 60 days. Once the 60 days has past, the bulk property item along with the original signed receipt will be sent to Central Property and Evidence (14201 East Telegraph Rd, Whittier, CA 90604 (562) 946-7291). Distribution of bulk property to the central property custodian shall be governed by Government Code section 26642. Under no circumstances will station personnel dispose of unclaimed bulk property in a manner that differs from this order or the policy as described in MPP 5-04/010.00.
