

## 5-21-010 Evidence and Property Control

### PURPOSE OF ORDER:

Property handling and storage is a critical part of police work. The Department has established guidelines to ensure the safe and protective recovery and storage of evidentiary items.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

### ORDER:

All recovered evidence and found property shall be properly handled, marked, packaged, logged, and stored. Deputies at the scene of a crime or incident shall gather all appropriate evidence and protect it from contamination or alteration. The deputy processing the evidence shall mark it as soon as possible. Unless unusual circumstances exist (i.e., narcotics, poisons, liquid, any wet item, etc.), the evidence shall be placed in a 9"X12" manila envelope.

Firearms and ammunition shall be unloaded, packaged separately and stored in the Watch Commander's Safe. Care should be taken when packaging sharp items (knives, etc.) to ensure the package can be handled without significant risk.

Narcotics and drug paraphernalia shall be separated and placed in a narcotics envelope. All narcotics evidence and reports shall be transported to East L.A. Station and booked into evidence. East L.A. Station Narcotics personnel will be responsible for investigating and filing all narcotics related cases with the District Attorney's Office.

All evidence and property, with the exception of narcotic related items, shall have an evidence tag attached.

Firearms, ammunition, evidence and found property of value shall be entered in the Safe Ledger. All other evidence and property shall be entered in the Master Property Control Ledger.

### Property Custodian

A Bonus Deputy shall be designated as the property custodian under the supervision of the Evidence Lieutenant. The custodian shall do the following on a daily basis:

- Review the most recent ledger entries and property tags for accuracy and completeness,
- Properly store all incoming property/evidence,
- Ensure all temporarily removed property is properly signed out on a Property Interim Removal Record (SH-CR-583),
- Follow up on Interim Removal forms which are unaccounted for,
- Maintain the Master Property Control Ledger, all appropriate records, and storage areas. This includes ensuring all evidence is transferred to Central Property or disposed of within approved guidelines.

When the Property Custodian is not on duty, the Watch Commander shall be responsible for ensuring all property and evidence is stored properly and all Master Property Control Ledger entries are complete and accurate.

#### Chain of Custody

In order to maintain the chain of custody, it is essential that an Interim Removal form is filled out whenever evidence is taken to court. If the court keeps the evidence, the form shall be returned by the deputy with the court seal and the clerk's signature.

#### Facility Safe

The facility safe is located in the Tower One Watch Commander's Office and will be used to store the following items:

- All money and items of extreme value as deemed by the Watch Commander,
- All weapons that are evidence.

The Watch Commander shall:

- Be responsible for security of the evidence locker and safe,
- Maintain the keys for the evidence locker and safe in his office,
- Be responsible for all property designated for storage in the evidence locker and safe after it has been properly marked and tagged (and reviewed by Watch Sergeant).

Money shall not be stored in the evidence locker.

#### Facility Safe Ledger

The Safe Ledger shall contain a record of all money, valuables and weapons placed in the safe. The Watch Commander shall verify the item(s) and place them in a manila envelope. The Watch Commander shall confirm all ledger entry descriptions and enter his employee number and signature on the final line of the property description in the "Entered by" column, below that of the recording deputy. Found money and property shall be retained no longer than 30 days before transfer to Central Property. A Property Interim Removal Record (SH-CR-583) shall be completed when property or evidence is temporarily removed from the safe.

The following are the section headings, with description for accurate completion, of all entries on each page of the Master Property Control Ledger Book. Precision is essential. Therefore, the descriptions of how to complete each entry described below shall be strictly followed.

#### URN Sequence Number

The complete URN with suffix identifier is required on both the Property Tag and the Master Ledger. When no URN is assigned, a booking or receipt number shall be entered.

### Property Description

When entering inmate property, start the entry by writing "Inmate Property." A name and booking number shall always be included when entering inmate property.

All items shall be fully described and shall include descriptions which uniquely characterize and differentiate the item.

### Original Storage

For this unit only one of the following codes shall be entered: S = Safe, P/I = Patrol Inside Evidence Locker.

The subheadings of the Final Disposition columns are to be completed as follows:

Date - Date final disposition was made. The date Central Property Custodian, Owner, or Court took possession of the property.

To - To whom the final disposition was made. If sent to Central Property, enter the Property Control number (supplied by Central Property personnel); if to the miscellaneous bank account deposit, enter the receipt number; if deposited in the bail account, enter the bail receipt number; if to a court, the court name and court case number; if to the owner or his representative, mark "owner," and enter the name of the owner or representative; if to a Departmental unit or another police agency, enter the name of the unit or agency and the name of the receiving officer.

### Employee Number

Number of the employee entering the final disposition date.

### Signature

Employee entering the disposition signs (not print) his last name.

Property Control Cards (SH-CR-37) shall be considered receipts and shall be maintained in the Property Room to verify ledger dispositions.

For property destroyed at the facility, the signature of the Evidence Lieutenant in the Disposition Column shall serve as a receipt and confirm that destruction is complete and proper.

### Additional Information

Ledgers shall be regarded as public records and maintained neatly, free of extraneous inventory marks or other notations.

Entries shall be written in black ink. No obliterations shall be made to correct a mistake. A mistaken entry shall be lined out with a single line