



**California State University, Los Angeles**  
**Department of Public Safety**

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NUMBER: III-1 APPROVED: \_\_\_\_\_  
Gregory D. King, Chief of Police

EFFECTIVE: May 1, 2007

SUPERSEDES: 12/1/2003 Reviewed/Revised: May 1, 2010

SUBJECT: **Property and Evidence Control**

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**I. PURPOSE:**

To establish a policy and procedure for the systematic accountability and handling of evidence.

**II. POLICY:**

- A. All property that comes into the possession of the Department of Public Safety shall be controlled and secured as directed by policy and procedural guidelines.
- B. It is the responsibility of Public Safety employees to safeguard and maintain the integrity of all property seized, found, or recovered.
- C. The “chain of custody” of all property, which may ultimately be introduced into a court proceeding as evidence, shall be documented.
- D. Only authorized personnel have access to the areas used by the department for the storage of in-custody or evidentiary property. An *Evidence Controller* has been designated and records as to entry of personnel shall be maintained.

**III. DEFINITIONS:**

- A. Evidence. Any property related to a crime, or incident that may implicate or vindicate a person from a criminal charge. Items deemed “evidence” can be held on the most minor offenses to the most severe. Evidence items must be related to a crime and must be appropriately maintained. Penal Code Section 1417-1419 describes the proper options for disposing of evidence once a case has been adjudicated or closed.
- B. Evidence Controller. Refers to the person assigned to be accountable for all items of evidence or property held for safekeeping until their final disposition.
- C. Found Property. Property unrelated to a crime, which after coming into the possession of any Public Safety employee, has been determined to be lost. Refer to Property Management III-2 for information regarding Lost and Found Property and property disposals.

- D. Owner Applied Number [O.A.N.] – refers to that number applied by any person other than the manufacturer, which identifies a product as unique from all other products of the same model and manufacturer. O.A.N. may include, but is not limited to, drivers license number, social security, or state tag number.
- E. Physical Evidence. Any substance or material found or recovered in connection with a criminal investigation.
- F. Property for Safekeeping. Any property not related to a crime, primarily placed in the custody by this department for temporary protection, or in an effort to determine legal ownership pursuant to Penal Code Section 1412. It includes property voluntarily turned in by its owner for destruction (frequently ammunition or firearms). Firearms can also be held pursuant to Penal Code 12028.5 et. Seq., or Welfare and Institution Code Sections 8102-8203. Personal property or any other item which is seized pursuant to a detention for Welfare and Institution Code 5150 may also be held for safekeeping under Government Code 29940- 26642.
- G. Property Seized Pursuant To A Search Warrant. Property seized pursuant to a search warrant includes not only property seized pursuant to a court ordered search warrant, but all items ordered seized by a judicial court with appropriate Jurisdiction. Applicable to this section are Penal Code Sections 1535 and 1536. Items seized under the jurisdiction of the court issuing the warrant shall be held indefinitely until the court orders the items released, destroyed, or turned over to the court.
- H. Serial Number. Refers to that number applied by the manufacture that identifies a product as unique from all other products of the same model and manufacturer.

#### IV. PROCEDURES:

- A. All in-custody and evidentiary property shall be logged into the department's records system before the officer ends his/her tour of duty with minimal delay. Any exceptional circumstances (i.e., volume of property exceeds the normal time period required for inventory and documentation) shall be noted in the incident or crime report and approved by the Watch Commander or Command level officer on-duty.
- B. All in-custody and evidentiary property shall be placed under the control of the property and evidence function before the officer ends his/her tour of duty with no exceptions.
- C. A written report is required on all property/evidence that comes into the department's possession. The report must detail the circumstances by which the property/evidence came into the department's possession and describe each item obtained. The report will describe the property, how, where, and when it was found. An evidence report will be prepared and attached to the main report. The evidence report will accurately describe each item of property using the following column headings:

1. **Item:** Assign an item number for each separate piece of evidence booked.
  2. **Description:** Describe each item of evidence as accurately and completely as possible (Example: One “Sony” cassette tape recorder, black in color, Model #1234). Include location where evidence was found and the manner in which you marked it.
  3. **Serial Number:** Enter the serial number of each item, O.A.N. numbers, such as State Tag, will be entered in this column. These numbers will be marked O.A.N. to clearly distinguish them from serial numbers entered in the same column.
  4. **Stored:** Enter the location where you stored and locked the evidence. This is to ensure maintenance of the chain of possession.
- D. Employees will inspect all items of evidence and property stored for safekeeping to ensure that it is:
1. Properly packaged, labeled and tagged.
  2. Identified correctly.
  3. Accurately described in the report.
- E. Employees will book only that quantity of evidence necessary for case prosecution and it shall be logged into department evidence records system as soon as possible. Property may be returned to its owner in instances where the rightful ownership of the property can readily be determined and case prosecution will not be jeopardized. If, and when property is returned to the rightful owner, a property form #2258 will be completed and signed by the owner indicating the date and time. A photograph will be taken of the item(s) for court purposes.
- F. Property held for safekeeping will be booked into the evidence system if the owner is not available to retrieve his property prior to the end of watch in which the property was found.
- G. As required by Penal Code Section 11108, descriptions of each specified serialized item of property received by this department’s officers must be entered into the appropriate State automatic property system (e.g. Automated Property System, Automated Firearms System, etc.).
- H. Employees shall not, under any circumstances retain any property for personal use, or store seized property in personal lockers, desks, or file cabinets. Seized property must never be stored anywhere other than the appropriate storage locker, and shall always be documented.
- I. Employees seizing or taking custody of evidence or property held for safekeeping shall complete a property form#2258. The officer shall complete each applicable box and column on the property form. Employees will then:

1. Place the Property Form (#2258 soft and hard copy) into the temporary evidence locker with the booked property. The property form will not be used as an evidence tag.
2. The officer will then enter all property/evidence into ARMS with the preliminary report.

J. LOCATION FOR BOOKING EVIDENCE AND PROPERTY HELD FOR SAFEKEEPING:

1. Evidence and items held for safekeeping will be secured in a temporary evidence locker which are located in the report writing room #15A.
2. Evidence and items for safekeeping which are too large and/or bulky to fit in the temporary evidence lockers will be secured in the BULK storage area provided at the east end of the Public Safety building. This includes items such as tires, vehicle parts, carts, lawn equipment, bikes, etc. It is recommended that the items be covered from public view.
3. Evidence requiring cold storage for chemical analysis, such as blood, saliva, or urine, will be booked in the evidence refrigerator, located in the report writing room #15A. Such evidence will be refrigerated no later than six (6) hours after being obtained.

K. GUIDELINES FOR MARKING EVIDENCE

1. Any item of evidence will be marked for later identification with the following exceptions:
  - a. The item bears a serial or O.A.N. Item(s) will not be dismantled to locate these numbers, such as hardware and/or equipment which is difficult to put back together.
  - b. The item can be easily identified by its distinctive markings.
  - c. Marking the items would destroy its evidentiary value.
2. Evidence should be marked in the following manner:
  - a. Make mark(s) as small as practical.
  - b. Make the mark distinctive and recognizable to the person making the mark, such as your initials, in a manner which permits identification in court, and which is acceptable to court officials as proof that continuity of possession, or the "Chain of custody," has been maintained.
  - c. Mark in a place unlikely to reduce the value of the item.
  - d. Spent cartridge cases may be marked in the inside of the case or on the outside near the opening.
  - e. Bullets may be marked on the base.
  - f. Documents shall be marked by placing the case number, in ink, on the front upper right hand corner of the document. The booking employee should then initial the reverse side of the document.
  - g. Where marking the item is impractical, it will be packaged with an evidence label and sealed.

L. GUIDELINES FOR LABELING AND PACKAGING EVIDENCE

1. In order to ensure proper identification of item(s) received, each item should be appropriately labeled. Employees are prohibited from booking multiple items of identifiable property together under a general description, such as a “bag of miscellaneous jewelry” or a “box of CD’s.” At all times, Officers will book each item separately, such as cash, instant photographs, latent prints, etc., in an evidence envelope.

At all times of booking, all items should be completely and accurately identified on a property tag/label. Complete name(s), case report number, offense/violation, investigating officer’s name, and employee number. All items must be completely identified with the exact counts within a package, article description, serial number or any other identifying information.

2. When selecting a suitable container for a particular piece of evidence, several basic factors should be considered. Containers must always be thoroughly checked for cleanliness. Evidence must be treated in a manner designed to reduce to a minimum any influence, which threatens their value in court. Wear disposable gloves when collecting evidence. Certain types of articles should be maintained in a flat condition. Questionable documents should not be folded or unfolded, as the case may be, unless absolutely essential. Items for comparison should not be placed in contact with anything, which may alter or damage important surface characteristics or impressions.
3. Large items such as bikes, tires, vehicle parts, etc., should have an evidence tag/label that may be attached by string, wire or peel off method.
4. Alcoholic beverages will be packaged by securely capping, sealing and labeling the original container. If the container cannot be capped, a sample shall be removed and place in an approved evidence bottle. The evidence bottle will then be sealed, labeled and booked with the (empty) original container.
5. Ammunition will be packaged in soft packing tissue and placed in a manila envelope. Ammunition will be packed separately from firearms. If the package contains live ammunition, place the words “LIVE AMMO” on the outside of the package in red letters.
6. Firearms taken into departmental custody will be handled in the following manner:
  - a. Officers will ensure the firearm is unloaded and safe for handling.

- b. Officers unfamiliar with the operation of a weapon will seek assistance from another officer more familiar with the weapon's function. Use extreme caution in unloading any weapon. Officers will use the load barrel when unloading a weapon located in the detention room. Note original condition of weapon in report, including position of clip or cylinder, position of safety, position of hammer and position of live and empty rounds in the weapon.
  - c. All weapons coming into departmental custody will be checked through AFS – Automated Firearms System, and NCIC – National Crime Information Center, to check for wants and registration information. AFS and NCIC information will be attached to the evidence report.
  - d. Firearms will be packaged with the words "Firearm" printed on the outside of the package in red letters.
  - e. Long guns including sawed-off long guns need not be packaged. Officers shall attach a completed evidence tag to the barrel of such weapon. When practical and safe, a long gun's action, breech, bolt, or chamber should be left open.
  - f. Only the weapon's clip, magazine, and holster may be packaged with the firearm. The clip or magazine will not be stored in the weapon. Ammunition will not be stored in the clip or magazine.
  - g. Generally, weapons involved in a homicide or death will be handled by LAPD Detectives. Such weapons will not be unloaded, or have their cylinders opened, slides pulled back, or clip or magazine removed. Officers of this department will ensure that such weapon and surrounding crime scene is safe and secure until turned over to LAPD.
  - h. If, for any reason, this department is required to package a loaded firearm, the words "LOADED FIREARM" will be placed on the outside of the package in red letters. If equipped with a safety lever or mechanism, the officer should place the "loaded" firearm in "safe" condition – to prevent accidental discharge.
  - i. If a firearm is being held for latent prints or other scientific examination, extreme caution will be exercised to preserve such evidence.
7. Knives and sharp instruments will be packaged in the following Manner:
- a. Blades and sharp points shall be packaged to eliminate hazard to others.

- b. Pocket knives will be folded closed and packaged.
  - c. Fixed blade knives will have strips of cardboard taped to either side of the blade.
  - d. Razor blades will be wrapped in paper and placed in a manila envelope.
  - e. Ice picks will be packaged with a piece of cork over the point. If cork is not available, cardboard can be folded over the tip and held in place with cellulose tape.
  - f. Syringes or hypodermic needles will be fastened to a cardboard strip with cellulose tape and securely wrapped with paper.
  - g. Officers will print the words “KNIFE”, “RAZOR”, “ICE PICK” or “SYRINGE”, on the outside of the packaging envelope containing these items, in red letters.
8. Blood samples taken for alcohol or drug analysis will be taken in accordance with the procedures outlined on the blood evidence envelopes.
- a. Requesting officer will witness the withdrawal of the blood sample.
  - b. Officers will wear protective gloves when handling blood samples.
  - c. When the blood sample has been collected, the officer will place the vial in the evidence envelope and seal it with the seal provided with the evidence kit.
  - d. Officers will then place the blood sample and envelope in the refrigerator in the report writing room #15A, within six (6) hours of collection.
9. Urine samples taken for alcohol or drug analysis will be taken in accordance with the procedure outlined on the urine analysis evidence bottle.
- a. The requesting officer will witness the collection of urine specimens.
  - b. Officers will wear protective gloves when handling urine sample.
  - c. When a urine sample has been collected, the officer will seal the evidence bottle with the seal provided in the bottle.
  - d. Officers will then place the sample in the refrigerator in the report writing room, room #15A, within 6 (six) hours of collection.

10. Evidence of sexual assault will be taken in accordance with the procedures outlined on the Sexual Assault Evidence Kit.
  - a. When Sexual Assault evidence has been obtained, the investigating officer will seal all five (5) packages from the assault kit with the seals provided in the kit.
  - b. All packages from the evidence kit will then be placed in the refrigerator in the report writing room, room #15A, within six (6) hours of collection.
  - c. Officer collecting cloth material such as clothing, bed sheets, towels, etc., containing wet blood, semen, or chemical stains, will air dry these articles before placing them into a clean paper bag. Each item will be packaged separately to avoid contamination.
  - d. Bags containing clothing and other cloth items will be secured in a temporary evidence locker in room #15A.
11. Glass fragments will be identified by tracing their outline on the outside of the manila envelope into which they are placed. Very small glass fragments need not be traced. Envelopes containing glass will have the word "GLASS" placed on the outside of the envelope in red letters.
12. U.S. coins and currency will be placed in a coin evidence envelope, sealed and placed in a temporary evidence locker.
  - a. All money will be counted in the presence of two full time Public Safety employees prior to packaging.
  - b. The verified total of coin and currency will be written on the outside of the envelope and initialed by the collecting officer and Watch Commander.
13. Small valuable items will be placed in a small evidence envelope. Valuables shall be packaged separately from other items.

M. PACKAGING NARCOTICS

1. Officers shall carefully evaluate the circumstances when seizing large quantities of controlled substances, or ingredients used in the production of controlled substances. Potential hazards can exist such as harmful vapors, explosive chemicals, or flammable/combustible material that has the capacity to inducing unreasonable risk to health, safety, or property. The on duty Watch Commander will notify the respective agency and request assistance when a situation exists beyond the resources of this department (Ex., Hazardous Chemical Team, Los Angeles City Fire Department, Los Angeles Police Department SID, etc.).



2. Officers will weigh narcotic substances in grams or pounds and photograph prior to packaging. Specify, if measurement is taken with or without container. Marijuana plants will be counted and weighed. Specify, if weight is taken with or without soil and container. The verified total weight will be written on the outside of the envelope and initialed by the collecting officer and Watch Commander.
3. Marijuana and other perishables will be photographed prior to uprooting or packaging. The item will then be packaged in a heat sealed plastic bag, with an evidence tag and placed in the refrigerator. If the quantity exceeds the capacity of the refrigerator, a representative sample will be packaged separately and placed in the evidence refrigerator. The remainder will be secured in a temporary evidence locker.
4. Toluene or similar substances, when exposed to the air, such as glue on a rag, will be packaged in an air tight glass container. The container will be sealed and placed in the refrigerator.
5. Heroin, cocaine, and other drugs will be packaged separately in heat sealed plastic bags with the evidence tags affixed to the outside of the package.
6. Phencyclidine (PCP) or its analogs will be treated with extreme caution.
  - a. Avoid unnecessary contact with the container or with cigarettes dipped in PCP.
  - b. Handle PCP containers or cigarettes with protective gloves.
  - c. Place the container of PCP into a plastic property bag as soon as practical. Heat seal the container and contents in at least two (2) sealed plastic property bags. Attach completed evidence tag to outside of plastic property bag.
  - d. Keep PCP containers or cigarettes away from work spaces as much as possible. Keep work areas well ventilated.

N. ITEMS REQUIRING SPECIAL HANDLING OR PROCESSING

1. Explosive substances
  - a. Employees will not handle confirmed or suspected explosive substances or devices. Calls concerning actual devices will be referred to the LAPD Bomb Squad. The Bomb Squad will assume custody of all evidence, and/or material. This department will secure a copy of any report written by the LAPD specialist involving incidents on this campus.

- b. Safe explosive substances, those items established by the explosive specialist as safe, will be booked in the same manner as other property. Packages containing a “Safe” explosive substance will have the type of material written in large red letters on the outside of the package.
- c. The following explosive substances are considered safe to be booked without the inspection of a Bomb specialist:
  - 1. Fireworks in small quantities.
  - 2. Ammunition and blank or saluting cartridges up to but not including .50 caliber.

2. Hazardous Materials

- a. Employees will not handle any chemical or mixture of chemicals, that may be toxic, corrosive, volatile, explosive, or flammable and pose any risk to public health or safety. The Los Angeles City Fire Department and Hazardous Material Team will handle calls involving these materials. HazMat specialists will assume responsibility for all handling of these materials unless the specialist determines them to be safe. This department will secure a copy of any report written by the LAFD or LAFD HazMat specialist involving incidents on this campus.
- b. Employees will not book hazardous materials into this department’s evidence system.
- c. The Evidence Controller will maintain a folder having basic information about “How to Book Evidence” and have this folder available for officers next to the temporary evidence lockers for quick reference.

O. EVIDENCE TO COURT (Temporary or Final Release)

- 1. Investigators will have primary responsibility for bringing evidence to court when required for criminal prosecution.
- 2. Officers scheduled for court without investigators will make arrangements with the Evidence Controller to take charge of evidence for court presentation.
- 3. Officers transporting evidence will be responsible for safeguarding evidence until the court has formally received it. When the court retains evidence, the transporting officer will insure that written documentation on the property form #2258 is completed, such as the case number, the court name, division, court seal stamp, signed by the court clerk. The officer then returns the property form #2258 to the Evidence Controller as soon as possible.

4. Evidence not retained by the court must be returned to the Evidence Controller as soon as possible. This would complete the transaction and ensure the chain of custody. Upon the return of evidence, it is the Evidence Controller's responsibility, to ensure that item(s) removed are those being returned. Verification should be to compare descriptions on the article descriptions, brand names, serial number, case file numbers, and any other criteria that would help to identify the item(s). Discrepancies at this point should be corrected prior to receiving the item(s).
5. If, and when this occurs, proper documentation must be made on the property form #2258 as to the whereabouts of the retaining item(s).
6. If, and when the court does not retain the item(s), and if, and when the Evidence Controller is not available, the officer will place and lock the property into the temporary evidence locker with the property form card #2258. When the Evidence Controller becomes available, the property in the temporary locker will be checked to ensure that item(s) removed are those, being returned.

P. STORAGE AND DISPOSITION OF EVIDENCE AND PROPERTY

1. Extra security measures for handling exceptional, valuable, or sensitive items of property or evidence within the evidence facility.
  - a. Money, weapons, narcotics, and precious metals will be segregated within the evidence room.
  - b. A safe and other locked zones will be established for high value and sensitive items.
  - c. Refrigeration will be available for urine, blood, and other body fluids.
2. The primary responsibility of the Evidence Controller is to document all incoming property (i.e. ledger, follow-up reports, lab forms, computer or log), determine property types, and property store, release and/or destroy property. The ultimate goal is the appropriate disposition of the property in compliance with court orders, through release to its rightful owner, through another legal means, such as all California statutes and requirement regarding the disposition of property.
3. The Evidence Controller will monitor all temporary evidence storage units each workday, transferring any contained evidence to the respective location in the storage room.
4. The "Evidence Controller will check evidence items to insure that they are properly packaged and tagged correctly. If, and when evidence is not properly packaged or tagged, the Evidence Controller will return the improperly packaged property or tagged to the officer who booked the item(s).

5. Procedures for Temporary and Final Release of Items.
  - a. The Evidence Controller will keep written records accounting for all movement of evidence in or out of the temporary evidence storage units.
  - b. Additionally, the Evidence Controller will keep written records accounting for all the items in and out of evidence. This accounting will include the Evidence Controller's name, date and time, and the name of the person withdrawing the property.
  - c. Property released to the crime lab will include the Evidence Controller's name, time, date, and the name of the lab technician receiving the property from the officer transporting the property.
  - d. Property released to the court is detailed in Section O of this directive, EVIDENCE TO COURT (Temporary or Final Release).
  - e. Final release of all items shall be noted on the property/evidence forms and in the inventory control system (ARMS).
6. The Evidence Controller will maintain a logbook inside the evidence storage room. The Evidence Controller will keep written logs of the activities in the evidence storage room while it was open, reason for entry, date and time and any other employee who was in the room.
7. All in-custody property and evidence shall be stored within the designated, secure areas, established for property and evidence control. The administrative and security procedures established are mandatory to ensure that all property taken into custody and stored by the department is properly controlled and protected.
8. Property and evidence records shall reflect the status of all items held by the agency. Final disposition shall be noted on Form #2258, Evidence and Property Form.

Q. PROPERTY DISPOSAL

1. The Evidence Controller will insure that all California statutes and procedures will be followed regarding the disposal of evidence and property held for safekeeping. Such property can be disposed in four (4) possible ways:
  - a. Returned to the owner;
  - b. Sold;
  - c. Converted to use of this department or a government entity for official use; or
  - d. Destroyed (either by Evidence Controller with a witness, or by other certified companies/organizations).
2. The evidence controller, along with the Investigations Unit, shall make an absolute effort to identify and notify the owner or custodian of items in the department's custody. Return of items no longer having evidentiary value is key to reducing the load on the property/evidence system.
3. Controlled substances, explosives, or weapons of any nature shall never be converted to departmental use in any capacity.

R. DOCUMENTED INSPECTIONS, INVENTORY, AND AUDITS

1. An inspection to determine adherence to procedures used for the control of property/evidence shall be conducted **semi-annually** by the person responsible for the property and evidence control function or his/her designee.
2. An audit of property shall occur whenever the person responsible for the property and evidence control function is assigned to and/or transfers from the position. The audit shall be conducted jointly by the newly assigned/designated custodian and a designee of the Chief of Police to ensure that records are correct and properly annotated.
3. An annual audit of property held by the department is conducted by a supervisor not routinely or directly connected with control of property.
4. Unannounced inspections of property storage areas are conducted as directed by the Chief of Police. These inspections shall occur at least once a year.
5. The *Property and Evidence Control Inspections Form*, developed as guide for annual, semi-annual, and unannounced inspections (see attachment), shall be utilized for all audits & inspections.
6. Discrepancies:
  - a. All discrepancies should be immediately investigated with the primary goal of locating any missing property or documentation.
  - b. With each discrepancy found, the auditor would look for the cause and make recommendations to correct any procedure found to have caused or allowed the error.
  - c. Every discrepancy, regardless of whether or not it is resolved, should become part of the final auditor's report.

S. KEY CONTROL

1. The temporary evidence storage lockers and the evidence storage rooms are restrictive areas to authorized personnel only. Employees shall not under any circumstances, regardless of rank, enter, or allow others to enter, these official areas, without the Evidence Controller/Custodian present.
2. The Evidence Controller is responsible for the security of the evidence storage room(s). It is imperative that the policies concerning the physical security and security awareness are enforced to the extent that they control actual procedures. Failure to preserve and protect property, will reflect upon the agency and lead to loss claims, lawsuits, and the possible dismissal of court cases.
3. No more than two sets of keys to the property room, property room alarm, and any internal lockable safe, lockers, etc., shall exist.

4. One set of keys (a single key for each lock) should be in the personal custody of the Evidence Controller. This set is secured at the station when the Evidence Controller completes his or her tour of duty and no other personnel shall have access to keys.
5. The second set (a duplicate key for each lock) shall be issued to an assistant evidence controller, assigned the responsibility by the Chief of Police.
6. No safe should be left unlocked when not attended by the person responsible for its security.
7. Random alarm testing should be done on a regular basis. The results should be logged, documented and appropriate action should be taken in the event that problems are discovered.

T. ARMS/AUTOMATED EVIDENCE SYSTEM

1. The automated evidence system has the ability to search and retrieve information by various criteria, within a matter of seconds. Additionally, it provides for the tracking and inventorying of all property items.
2. The primary concern for the Evidence Controller is the data-entry into ARMS. Data-entry becomes a critical component of any automated system, since the system is only as good as the data it receives. The importance of accurate input and updates cannot be stressed enough.
3. To enhance the integrity and maintain the chain of custody, the Evidence Controller will input each item of property and update all movement of property released for court, crime lab for analysis, etc., into the ARMS/Automated Evidence database.
4. In the event of a data-entry error, the Evidence Controller can only modify the record with the corrected data; however, the record must show the original record data in the history file. It is imperative that once a transaction is saved, the data cannot be deleted, but only modified.
5. The Evidence Controller will be issued a security access code into the ARMS/Automated Evidence System that will allow viewing, entering of data, modifying records, and run reports.
6. The Evidence Controller will make periodic audits of the ARMS/Automated Evidence System for unauthorized user transactions. The ARMS/Automated Evidence System has low security access levels which allow the user to view records for querying purposes only. This level should not allow the changing any data in the automated evidence database. The low security level is intended for the casual user or any personnel that at a given time may need to query database for official reasons (“read only” access).

#### U. RETENTION CONSIDERATION

1. The Evidence Controller will be responsible for the disposal of all property. During the input of data into the database of ARMS/Automated Evidence System database, and/or Bar Code System, the Evidence Controller will set review dates for all property as follows:
  - Felonies - 1 Year
  - Misdemeanors - Six Months
  - Property for Safekeeping - Three Months
  - Found Property – Three Months
2. The Evidence Controller will be responsible at the review dates to consider determining those items held as evidence for continuous hold for retention. The Evidence Controller will generate a computer request for clearance and confirm the need for continued retention.
3. If, and when the purging of items held as evidence is determined, the Evidence Controller will insure that all California statutes and procedures will be followed regarding the disposal of the evidence.
4. Found Property and Property for Safekeeping items have established holding periods, so they need not be reviewed. The Evidence Controller will generate a computer request for clearance for the expeditious purging of those items.
5. Found Property will be released to the Lost and Found Clerk.
6. The Evidence Controller will complete and mail a Property Release Notice Letter to the property owner at the earliest date possible of the location and method by which that owner may obtain the property (Section 1411 PC, 1413 PC). A copy of the property release notice and a statement that the release notice was mailed will be included in a follow-up report for the case file.
7. All property seized pursuant to a search warrant, require a court order for its release (Section 1536 PC).
8. Final disposition of found, recovered, and evidentiary property is accomplished within six months after legal requirements have been satisfied.

#### IV. APPENDICES:

## LAW GOVERNING EVIDENCE AND OTHER PROPERTY

B&PC Business and Profession code  
CCP Code of Civil Procedure  
EC Evidence Code  
GC Government Code  
H&S Health and Safety Code  
PC Penal Code  
VC Vehicle Code  
WIC Welfare and Institutions Code

### Abandoned Property:

Bicycles and toys 217 WIC  
Destruction or sale of abandoned firearms 12032 PC  
Intentionally abandoned 2080.7 CCP  
Transfer to City/County general fund 1422 PC  
unclaimed money held by court or D.A., deposit with County or City Treasurer 1420 PC  
Unknown owner of found property 2080.1 CCP

### Advertisement:

Found property valued at \$50 or more 2080.3 CCP  
Sale of found or saved property 2080.6 CCP  
Sale of seized property 11488.6 H&S  
Sale of unclaimed property 2080.4 CCP  
Vehicle lien sale 3071 CCP

### Affidavit:

Destruction of controlled substances over 10 pounds and hazardous chemicals over 1 ounce, no court order necessary; affidavit must be filed with Superior Court within 10 days after destruction 11479 H&S  
Destruction of phencyclidine 30 days to file affidavit 11479.1 H&S  
Person finding or saving property 2080.1 CCP

**Annual Inventory:** county property 24051 CCP.

**Appropriation of Lost Property:** generally 485 PC

**Auctions:** Legal requirements to hold auction 2080.3 CCP

**Bicycles/unclaimed:** County use in program to prevent delinquency

### Certification for:

Assigning number or mark and returning gun to rightful owner 12092 PC  
Firearms or part of firearms delivered to law enforcement 12030 (c) PC  
Permits for short-barreled shotgun 12095 PC  
Preservation of destruction device 12307 PC  
Preservation of machine gun 12251 PC  
Retention of weapons 12029 PC

**Confiscation of Weapons:** Generally 1208 PC, 12029 PC, 12280 PC

### Contraband: Property which is contraband and should be confiscated and not returned

Altered identification 12090 PC  
Ammunition: Metal or armor penetrating ammunition 12320 PC  
Booby-traps 12355 PC  
Confiscate 12028 PC  
Destruction devise 12031 PC  
Ex-felon - narcotic addicts, possession of a firearm; Person with two convictions of 417PC, 12021PC  
Ex-felon in possession of firearm 12560 PC  
False lottery ticket, etc. 470 PC  
Firearm silencer 12500 PC  
Firearms: Any property used in commission of a crime or attempt to commit a crime, which the defendant was armed, or which the defendant had upon his person at time of arrest 1417.6 PC  
Firearms tampered with 12091 PC  
Forged public or corporate seals 474 PC  
Item with manufacturer's name plate, serial number, other distinguishing numbers or identification marks removed, defaced, covered, altered, or destroyed (can be renumbered and sold); a conviction is not required to hold property 537e PC  
Money / things of value involved in a violation and conviction of the following Health and Safety Codes is contraband. Health Code Sections: 11351, 11352, 11355, 11359, 11360, 11378, 11378.5, 11279, 11379.5, and 11382. Use Section 11470 b H&S to have items converted to campus use.  
Motor vehicle keys and wheel lock key 4666.5 PC



No deadly weapon will be released without a Superior Court order if the person is held under 5150  
WIC 8103 (f) (i) WIC  
Nuisance firearms 12025 PC  
Possession of certain weapons 12020 PC  
Possession of firearms without identification (section 12092 PC can be used and firearm returned)  
12094 PC  
Reproduced or falsified drivers license or ID card 470a PC  
Sniper scope 468 PC  
Stun gun (who may and may not own a stun gun, run RMPs, DOJ and FBI before release 12561 PC  
Switchblade, springblade, gravity and butterfly knives with blade two (2) inches or more in length  
653k PC  
Tear gas 12403.7 PC  
Tear gas shell will bear name of manufacturer 12422 PC  
Turning firearms over to other departments 12029 PC  
Violent use of firearm 12001.6 PC

**Controlled Substances and Related Paraphernalia:**

All moneys 11470(f) H&S  
All raw material, products and equipment of any kind, used or intended for use for controlled  
substances 11470 (b) H&S  
Books, research information and written records 11470(d) H&S  
Destruction of contraband 1417.6 PC  
Destruction of controlled substance without court order, over 10 pounds and dangerous chemicals  
over 1 ounce, must file affidavit within 10 days after destruction 11479 H&S  
Destruction of property upon conviction 11473 H&S  
Destruction of property without conviction 11473.5 H&S  
Firearms or weapons 11470 (2) H&S  
Items used as container (can include auto, etc.) 11470 (C) H&S  
Items subject to forfeiture 11470 H&S  
Paraphernalia 11364 H&S  
PCP: destruction of phencyclidine (PCP) must file affidavit no later that 30 days after destruction  
Recovery of expense of seizing controlled substances 11470. 1 H&S  
Seizure of plants 11476 H&S  
Seizure and summary forfeiture of Schedule 1 substances 11475 H&S

**Court Order: (See "Orders")**

**Cost:**

Finder of property pays cost of publication 2080.3 CCP  
Recovery of cost of vehicle lien sale 3074 CCP  
Recovery of cost by lien holder of low-valued vehicles 22851.2 VC  
Restitution payments to agency 1203.1(d) PC  
Restoration of found property after payment 2080.2 CCP  
Vehicle lien sale 3073 CCP

**Counterfeiting:**

Dies, plates, destruction 480 PC

**Declaration of ownership:**

Form signed by property owner to recover property 1413(b) PC  
Return of stolen or embezzled property 1413(b) PC

**Delivery of:**

Airplane used to transport controlled substances 11490 H&S  
Boat used to transport controlled substances 11490 H&S  
Controlled substances for destruction 11474 H&S  
Firearms to military or naval agency 12030 PC  
Stolen or embezzled property to county officer 1411 PC  
Stolen or embezzled property to owner 1413 PC  
Unclaimed bicycles and toys 217 WIC  
Vehicle used to transport controlled substances 11490 H&S

**Destruction:**

Controlled substances and paraphernalia by court order 11474 H&S  
Controlled substances without conviction 11473.5 H&S  
Controlled substances over 10 lb.'s and hazardous chemicals over 1 ounce 11479 H&S  
Counterfeiting dies, plates, etc. 480 PC  
Destructive device by Department of Justice 12307 PC  
Firearms filed in a criminal action 12032 PC  
Lottery or gambling devices 335a PC  
Machine guns destroyed upon conviction 12251 PC

Obscene material upon 312 PC  
PCP (phencyclidine) affidavit required within 30 days after destruction 11479.1 H&S  
Unclaimed property 2080.4, 2080.6 CCP  
Vehicles and component parts with numbers removed 10751 VC  
Weapons classified as nuisances 12030 PC

**Discovery:**

Effect of Discovery 1054 PC  
Exclusive means, procedures 1054.5 PC

**Disposition:**

Article with identification marks removed, replace numbers, identify by marks, return to victim or auction 537e PC  
Distribution of funds from sale of forfeit property 11489 H&S  
Firearms to a criminalistic laboratory 12030 PC  
Firearms disposition update required by DOJ 11108 PC  
Liens on seized property 11488.6 H&S  
Low-valued vehicle to dismantle or scrap processor 22851.12 VC  
Personal found or saved property; regulations 2080.6 CCP  
Proceeds of vehicle lien sale 3073 CCP  
Property or things taken on a search warrant 1536 PC  
Property seized pursuant to Section 11488 H&S 11488.5 H&S  
Recovery of costs by lien holder of low-valued vehicles 22851.12 VC  
Sale proceeds of seized property 11495 H&S  
Seized explosives 12355 H&S  
Vehicle and component parts with number removed 10751 VC  
Vehicle not exceeding \$300 22851.2, 22851.8 VC  
Vehicle sales proceeds 11495.5 H&S  
Weapons classified as nuisance 12028 PC  
Weapons classified as 12020 PC disposal 12029

**Domestic Violence:** Applicable Section 12028.5 PC

Defined 12028.5 PC  
Restoration of firearm to lawful owner 12028.5 (c) PC  
Seizure of firearm 12028.5 (b) PC  
Process of disposal:  
Default order 12028.5(h) PC  
Good faith actions 12028.5(j) PC  
Hearing requested 12028.5(g) PC  
Initiate petition 12028.5(e) PC  
Notification to owner of hearing 12028.5(f) PC  
Right to a second hearing 12028.5(j) PC  
Unclaimed firearm (12 months) 12028.5(d) PC

**Embezzled property:**

Disposition of stolen property 1404 PC  
Disposition of unclaimed stolen property 1411 PC  
Return of stolen property by court order 1410 PC  
Return of stolen property not in custody of the court 1408 PC

**Evidence:**

Defined 140 EC  
Evidence locker 350/356 EC  
Hitch's motion (See "People vs. Hitch")

**Explosives:**

Storage of seized explosives; petition for return 12353 H&S

**Firearm:** (See Weapons)

**Forms:**

Notification to DOJ of property description 11108 PC  
Notification to DOJ on storage of vehicles 22853 VC  
Notification to DMV for lien on vehicles 3067.1 CCP  
Prescribed by DMV for satisfaction of lien 22851.6 VC

**Found Property:**

Destruction of controlled substances in absence of conviction 11473.5 H&S  
Disposition 2080.6 CCP  
Disposal when found by public employee 2080.3 CCP  
Notice, vesting of title, public sale 2080.3 CCP  
Reports of serialized and non-serialized property to DOJ 11108 PC  
Restoration to owner 2080.2 CCP

Valued at \$10 or more 2080.1 CCP

Valued at \$50 or more 2080.3 CCP

**Gambling devices:**

Antique slot machines (Manufactured prior to 1956) protected 330.7 PC

Destruction 335a C

Notice of intent to destroy 355a PC

**Hearing for:**

Disposal of low-valued vehicles 22851.8 VC

Forfeiture proceeding for seized property traceable to drug sales 11488.1 H&S

Forfeiture proceeding; third party interest in seized property 11488.5 H&S

Pawnbroker, secondhand dealers rights to hearing 21647 B&P

Post-seizure of vehicle 10751VC

Return of firearms to person detained pursuant to 5050 WIC 8102, 8103 WIC

Return of seized explosives 12353 H&S

Seized property 11488.1, 11488.5 HS

Storage of vehicle 22852 VC

Vehicle lien sale 3071 CCP

Vehicle, boat, or airplane forfeiture, unlawful transport 11499.1 H&S

**Identification number removed:**

Equipment and items 537e PC

Vehicles or component parts 10751 VC

**Inventory:** (See "Annual inventory")

**Liens:**

Disposal of proceeds of vehicle lien sale 3073 CCP

Lien sale of vehicle valued at \$300 or less 3072 CCP

Loss of lien through trick, fraud, or device 3070 CCP, 22852.5 VC

Recovery of costs by lien holder; low-valued vehicles 22851.12 VC

Recovery of sale preparation costs for vehicle 3074 CCP

Sale of vehicle, release of interest of by vehicle owner 3071.5 CCP

Satisfaction of lien on vehicle exceeding \$300 value 22851.4, 22851.6 VC

Seized property liens 114688.6 H&S

Service lien on vehicle 3068 CCP

Vehicle lien sale 3072 CCP

**Local regulations:** (See "Regulations")

**Lottery devices:**

Destruction 3355a PC

Notice of intent to destroy 335a PC

**Mental health:**

Weapons held 5150 WIC

Disposal 8102 and 8103

**Money:**

All, securities, negotiable instruments, or other things of value or related to a violation an conviction of the Health and Safety Code is contraband. Specific codes used are: 11351 H&S, 11352 H&S, 11355 H&S, 11357 H&S, 11359 H&S, 11360 H&S, 11378 H&S, 11378.5 H&S, 11379 H&S, 11379.5 H&S, 11382 H&S. To covert seized property to City inventory , use Health and Safety Code Section 11470 (b)

**Notices:**

Claim of ownership, person from whom property was taken. Notice should be mailed to last known address 1413 PC

Destroy lottery or gambling device 335a PC

DOJ upon vehicle storage with no owner notification 22853 VC

DOJ for retention of destruction of firearms 12030 PC, 11108 PC

DMV on disposal of low-valued 22851.10 VC

DMV on removal of low-valued 22851.2 VC

DMV on 11474 H&S

vehicle seizures 10751 VC

Finder of found property 2080.1 CCP

Forfeiture hearing for vehicle, boat or airplane 11499.1 H&S

Found property valued at \$50 or more 2080.3 CCP

Impoundment of vehicle or component part 10751 VC

"Intent to Dispose of a Vehicle Valued at \$300 or Less" 22851.8 VC

owner of found property 2080.1 CCP

owner of stolen or embezzled property 1411 PC

owner of stolen weapon 12028(f) PC

release of stolen property held by pawnbroker 21647 B&PC  
sale of disposition of unclaimed property 2080.4 CCP  
sale of found or save property 2080.6 CCP  
sale of perishable property, etc. 2080.5 CCP  
storage of vehicle 22852,22853 VC  
vehicle lien sale 3071 CCP  
vehicle lien sale with valuation of \$1,000 or less 3072 CCP

**Nuisance:**

Devices of destructive devices 12307 PC  
Destruction of machine guns 12251 PC  
Disposition of weapons 12028 PC  
Disposition of unclaimed firearms 120321PC  
Weapons classified as nuisances: destruction 12029 PC

**Obscene Materials:**

Destruction upon conviction 312 PC

**Orders (court):**

Destruction of controlled substances 11473.5, 11474 &S  
Motion to return property or suppress evidence 1538.5 PC  
Disposition of vehicle or parts without ID 10751 VC  
Release of seized property 11488.5 H&  
Release/disposal of exhibits 1417 PC  
Return of property taken on search warrant 1536 PC  
Return of stolen property or embezzled property to owner 1408 PC  
Superior court order to return firearms to mental patient 8103 WIC

**Payment:**

Finder of property to pay cost of publication 2080.3 CCP  
Owner to pay costs of storage and care of property 2080.1 CCP  
Pawnbroker right to costs if no criminal complaint filed by true owner 21647 B&PC  
Return of found property after payment of costs 2080.2 CCP  
Surrender of stolen property by pawnbroker 21647 B&PC

**Photographs: These must be photographed prior to release or destruction:**

Property that is alleged stolen or embezzled property. Also use declaration of ownership form when releasing to owner 1413 PC  
Phencyclidine (to be destroyed without court order). File affidavit with court within 30 days of destruction. 11479.1H&S  
Suspected controlled substances and hazardous chemical (to be destroyed without court order) requires affidavit filed with court within 10 days of destruction 11479 H&S

**Records:**

Delivery of firearms to military or navy agency 12030 PC  
Disposal of hazardous chemical over 1 ounce 11479 H&S  
Photograph, sample, and court orders or affidavit stolen or embezzled property 1413 PC  
Photo, Declaration of ownership, and Court ordered release if taken pursuant to search warrant

**Regulations:**

Adoption by public agency for disposition of found property 2080.6 CCP  
Evidence locker, Hitch's motion (People vs. Hitch) 350 EC & 355 EC  
Local regulation for care, restitution, sale etc., of unclaimed property 2080.4 CCP

**Release: (also see return)**

Declaration of ownership required for release 14139(b) PC  
Firearms to person detained for metal exam 8102 WIC  
Owners interest in vehicle 3071.5 CCP  
Return of stolen/embezzled property to true owner 1408 PC  
Seized property  
Stolen property held by pawnbroker 21647(b) B&PC  
Vehicle impounded for investigation of hit and run 22655 VC  
Vehicle, boat or airplane 11490 H&S

**Reports:**

Property reports to DOJ 11107 PC, 11108 PC  
Stored vehicle report to DOJ when owner was not notified 22853 VC

**Restoration:**

Found or saved property to owner 2080.2 CCP  
Vehicle and component parts with ID number removed 10751 VC  
Weapons to lawful owner 12028 (f) PC

**Retaking goods:**

Generally 102 PC

Removing evidence or property from custody of officer 102 PC

**Retention:**

Certification to preserve weapons defined as nuisance 12029 PC

Firearms of official duties 12030 PC

Unclaimed property by public agency 2080.4 CCP

**Return:** (also see release)

Controlled substance lawfully possessed 11473.5 H&S

Found or save property 2080.2 CCP

Motion to return property 11488.3 H&S

Seized property 114488.3 H&S

Stolen or embezzled property 1408 PC, 1411 PC

Stored vehicle 22853 VC

Weapon used without owner's prior knowledge 12028 PC, 12028(f) PC

**Sale:**

Disposal of lien sale proceeds 3073 CCP

Disposition of seized property sale proceeds 11495 H&S

Perishable personal property, etc. 2080.5 CCP

Personal property found or saved; adoption of regulation 2080.6 PC

Property found in course of employment 2080.3 CCP

Relinquishment of claim in forfeiture proceedings 11488.6 H&S (part 1)

11488.6 H&S (part 2)

seized property 11488.6 H&S

stolen or embezzled, unclaimed property 1411 PC

unclaimed property by local regulation 2080.4 CCP

vehicle or component parts with ID removed 10751 VC

vehicle lien sale 3068 CCP

vehicle lien sale; valuation of \$1,000 or less 3072 CCP

vehicle lien sale proceeds of seized vehicles 11495.5 H&S

weapons 12028 PC

**Statement:** (See "Notice")

**Stolen property:**

Disposition of stolen property 1407PC

Held by pawnbroker 21647 B. & PC

Return to owner of stolen property in custody of court 1409 PC

Return owner of stolen property not in custody of court 1408 PC

Return of stolen property to owner by court 1410 PC

Sale or destruction of stolen weapons 12028 PC, 1209 © PC, 12032 PC

Sale of stolen or embezzled, unclaimed property 1411 PC

Stolen property held by pawnbroker 21647 B&P

Unclaimed stolen property disposal 1411 PC

**Storage:**

Payment of storage cost(s) when claiming stolen property 1408 PC, 1409PC

Seized explosives 12353 H&S

Vehicle when owner cannot be notified 22853 VC

**Time requirements/limitations:**

Affidavit upon destruction of controlled substances over 10 pounds and hazardous chemicals over 1 ounce 11479 H&S

Affidavit upon destruction of phencyclidine 11479.1 H&S

Annual inventory of county property 24051 GC

Delivery of unclaimed property 1411 PC

Destruction of lottery or gambling devices 335 (A) PC

Destruction of weapons (nuisances) 12028 PC

Disposal of vehicle to dismantler 22851.10 PC

Disposition of seized property 11488.5 H&S

Forfeiture hearing for vehicle, boat, or airplane 11499.1 H&S

Forwarding balance of lien sale to DMV 3073 CCP

Hearing for disposition of impounded vehicle parts 10751 VC

Hold placed on property in possession of pawnbroker 216487 B.& PC

Notice of claim and proof of ownership 1413 PC

Notice to DMV on vehicle seizures 10751 VC

Notification to DMV of removal of low-valued vehicle 22851.2 VC

Notification to DOJ of vehicle storage; no owner notification 22853 VC

Notice of sale of unclaimed property 2080.4 CCP

Notice of sale of found or saved property 2080.6 CCP

Notification of stored vehicles 22852 VC  
Owner to claim found property 2080.3 CCP  
Post-seizure hearing for vehicles 10751 VC  
Processes on disposal of low-valued vehicle 22851.8 VC  
Release of vehicle impounded for investigation of hit-and-run 22655 VC  
Reports of DOJ 11107, 11108 PC  
Restoration of found property to owner 2080.2 CCP  
Return of firearms to person detained for mental exam 8102 & 8103 (f) (i) WIC  
Return of property after motion 1538.5 PC  
Return of seized explosives to petitioner 12354 H&S  
Return of seized property 11488.3 H&S  
Return of stolen or embezzled property 1411 PC  
Return of stored vehicle 22853 VC  
Sale or destruction of firearms 12032 PC  
Sale or destruction of unclaimed property; local regulation 2080.4 CCP  
Service lien sale of vehicles 3068, 3068.1 CCP  
Stored vehicle return and notice 22853 VC  
Vehicle lien sales 3071 CCP  
Vehicle lien sale; valuation of \$300 or less 3072 CCP

**Title:**

Of found property vested to the finder 2080.3 CCP  
Notice to vehicle title owners of post-seizure hearing 10751 VC

**Toys/unclaimed:**

County use in programs to prevent delinquency 217 WIC

**Unclaimed property:**

Bicycles and toys 217 WIC  
Disposition of unclaimed stolen property 1411 PC  
Local regulations for care restitution, sale, etc. 2080.4 CCP

**Vehicles:**

Disposal of vehicle or parts with no ID 10751 VC  
Disposal of lien sale proceeds 3073 CCP  
Disposal of low-valued vehicle to dismantler 22851.10 VC  
Disposition of low-valued vehicle not exceeding \$300 value 22851.2, 22851.8 VC  
Forfeiture hearing for vehicle used transport 11499.1 H&S  
Forms required by DMV for liens on vehicles 3067.1 CCP  
Impounds for investigation of hit-and-run accidents 22655 & 22655.5 VC  
Lien sales 3071 CCP  
Lien sale; valuation of \$1,000 or less 3072 CCP  
Loss of lien through trick, fraud, or device 3070 CCP, 22852 VC  
Mobile home applicability 3067.2 CCP  
Notice to DOJ of vehicle storage; no owner notification 22853 VC  
Post-seizure hearings and time limits 10751 VC  
Recovery of costs by lien holder; low-valued vehicles 22851.12 VC  
Release by owner of vehicles interest 3071.5 CCP  
Sale of seized vehicles 11495.5 H&S  
Satisfaction of lien of vehicle exceeding \$300 value 22851.4, 22851.6 VC  
Service lien 3068 VC  
Seizure of vehicle used to transport 11490 H&S  
Storage; notice; hearing 22852 VC

**Weapons:** (See also "Disposition", "destruction" and "Firearms")

Certification of weapons for retention 12029 PC, 12070 PC, 12072 PC  
Court directed disposal of weapons and contraband 1417.6 PC  
Delivery of firearms to military or naval agency 12030 PC  
Destruction of destructive devices by DOJ 12307 PC  
Destruction of machine guns by DOJ 12251 PC  
Destruction of nuisances 12029 PC  
Destruction of weapons filed in any criminal action 12032 PC  
Domestic violence restraining orders 12021 PC, 547 CCP, 559 CCP  
Notification of retention or destruction of firearms 12030 PC  
Retention of official duties 12030 PC  
Return of firearms to person detained for mental exam  
Sale and destruction 12028 PC

## California State University, Los Angeles

# PROPERTY & EVIDENCE CONTROL

### INSPECTIONS FORM

Type of Inspection / Audit	
<input type="checkbox"/>	ANNOUNCED
<input type="checkbox"/>	UNANNOUNCED
<input type="checkbox"/>	SEMI-ANNUAL

Name of Person Performing Inspection _____	Date of Inspection _____	Time of Inspection _____
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Names of Personnel Interviewed			
A _____	C _____	B _____	D _____

<b>Administration and Operations - Audit Factors</b>		Yes	No
1	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>
Property/Evidence is being logged into the system as soon as possible.			
2	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>
Property/Evidence is placed under the control of the evidence system before an officer ends their tour of duty.			
3	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>
Written reports are completed with information and description of property/evidence.			
4	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>
Guidelines for packaging and labeling property/evidence are clear and being followed prior to storage.			
5	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>
Extra security measures for handling exceptional, valuable, or sensitive items are in place and operating appropriately. [money, precious metals, weapons, narcotics, body fluids]			
6	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>
Has there been an effort to identify and notify the owner of the property?			
7	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>
Are the established procedures for the temporary and final release of property/evidence being followed?			
8	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>
All in-custody property and evidence is stored within designated, secure areas.			
9	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>
Secured facilities provided for storage of in-custody and evidentiary property during periods when the property room is not accessible are operational and in good order.			
10	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>
Are only authorized personnel allowed access to areas used for the storage of in-custody or evidentiary property?			
11	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>
Records reflect the status of all property held by the department.			
12	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>
The final disposition of found, recovered, and evidentiary property is accomplished within six months after legal requirements have been satisfied.			
13	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>
The written directive establishing guidelines and procedures used for the collecting, processing, and preserving physical evidence in the field is current and valid.			
14	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>
Personnel have access to equipment and supplies used for processing crime scenes, including the recovery of fingerprints, photography, sketching of scenes, and the collection and preservation of physical evidence.			

Comments: [Any audit factor not meeting requirements shall be explained. Include case numbers that were reviewed and actions taken.]

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<b>Audit Meets Requirements:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	Signature of Person Performing Inspection / Audit _____	Number of Additional Pages Attached _____
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