

BURBANK POLICE DEPARTMENT

PROPERTY AND EVIDENCE

PACKAGING MANUAL

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Introduction

It is imperative that all employees involved in the handling of property and evidence have thorough knowledge of the appropriate procedures for documenting and properly packaging evidence.

- a. Any violations of procedures in this manual may result in corrective or disciplinary measures.

Right of Refusal

- a. Per Burbank Police Policy 804, Property and Evidence, any item of property or evidence that is submitted to the Property and Evidence Room shall not be accepted by the Property and Evidence Technician when it does not fully comply with this Property and Evidence Packaging Manual.
- b. Items that are not in compliance with this manual shall be returned to the submitting employee for correction. (BPD Policy 804.3.2)

Packaging Supplies

All items of property and evidence being submitted to the Property and Evidence Room shall be packaged with approved packaging supplies, consisting of the following:

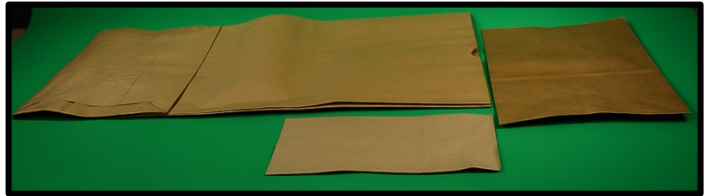
I. Main Packaging

1. Paper bags: three sizes of brown paper bags are provided for packaging various types of evidence and property,

- a. Small: 8 1/4" x 5 15/16" x 15 7/8"

- b. Medium: 12" x 7" x 17"

- c. Large: 16 1/2" x 34" x 11 1/2"



2. Plastic bags: Four sizes of re-closable plastic bags are also provided for packaging various types of evidence and property, consisting of these sizes:

- a. Small: 4"x6"

- b. Medium: 6"x9"

- c. Large: 9"x12"

- d. Extra Large: 12"x15"



3. Heavy mil bags: Two sizes of heavy, 4 mil plastic bags are provided to secure any substance (i.e. PCP, tear gas, etc.) that must be heat sealed when booked into evidence. They consist of these sizes:

- a. Small: 4"x6"

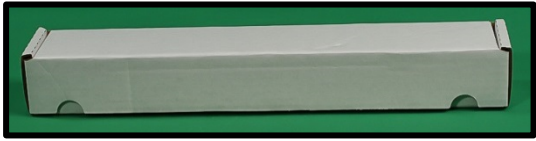
- b. Large: 8"x9.5"



4. Tubes: Two tubes are available for packaging purposes. The smaller tube is used to package syringes, while the larger tube is for the packaging of knives.



5. Knife Box: Provided to secure knives that do not fit in a knife tube.



6. Other Paper:

a. Paper tube: Provided to package long items.



b. Brown paper on a roll: Provided to package obscure items that cannot be packaged in the other paper bags provided.



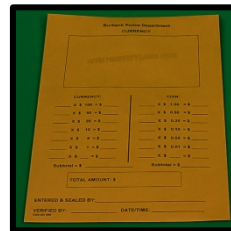
II. Envelopes

1. Coin envelope: 2 1/4 x 3 1/2" sized envelopes are provided to secure small items (i.e.

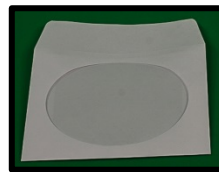


expended ammunition, paint chips, etc.)

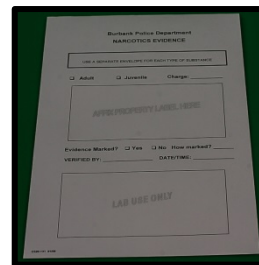
2. Currency Envelope: 6"x9" sized yellow colored envelope provided to package foreign and domestic currency.



3. Disc envelope: White envelope used to protect discs.



4. Narcotic Envelope: Form #C320-131, 6"x9" white envelope used to package prescription drugs and narcotics.



III. Gunshot residue Kit: Supplied by LASD; stored in ID Section

IV. Jars

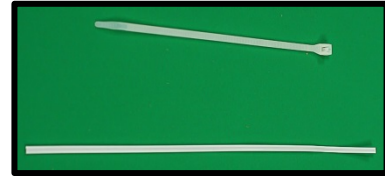
1. Glass Jar: 1oz jar provided to package liquids



2. Urine Sample Jar: Supplied by LASD; stored in the jail.

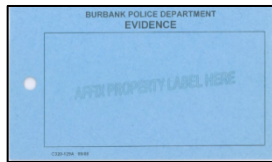
V. Ties

1. Twine: Brown twine used to secure large items together.
2. Twist-Tie: White bendable tie used to secure an item card to large items.
3. Zip-tie: Used to create a secure lock on items. Can be used to secure a weapon.

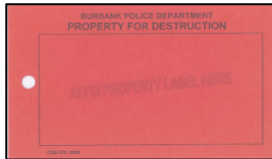


VI. Item cards

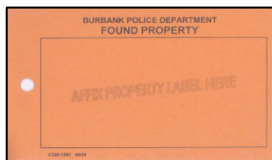
1. Evidence (Form #B320-129A) – Blue colored Cards



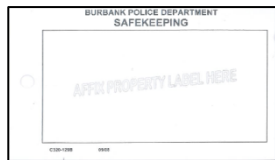
2. Destruction (Form #C320-378) – Red colored cards



3. Found (Form #B320-129C) – Orange colored cards



4. Safekeeping (Form # B320-129B – White colored cards



Documentation Requirements

1. The person that is logged onto FileOnQ as the creator of the item will be receiving all correction notifications. No person shall use any other person's computer account except their own – NO EXCEPTIONS.
2. FileOnQ requires a seven-digit DR number after the hyphen. Place leading zeroes as place holders, for example, DR number 14-1234 shall be entered as 14-0001234, not as 14-1234000.
3. In cases when a citation is issued, but no DR number is obtained, the "Case #" field shall be completed with the code 99-9999999 (nine numeric characters). The citation number shall be entered into the "Citation #" field.
4. In cases when a VR number is issued, the "Case #" field shall be completed with the code 00-0000000 (nine numeric characters). The VR number shall be entered into the "VR #" field.
5. Whenever possible, the same person finding the property or evidence should package and document in FileOnQ, thus limiting challenges to the chain of custody.
6. If the submitting employee makes a data entry error(s) after the item entry is saved, do not duplicate the entry by creating another entry.
 - a. Instead of clicking on the "New" tab in FileOnQ, the booking officer shall click on the "Request" tab in FileOnQ and make a request for a data change from the incorrect to the correct data.
7. All FileOnQ data fields shall be entered when the information is known or readily available.
8. Separate property and evidence by owner's name, when possible.
 - a. Example: Suspect is arrested for committing a residential burglary and still has a wallet from the crime in his possession. Book the wallet under the victim/owner's name, not the suspect's name.
9. All items of property and evidence shall be tagged and barcoded with the appropriate colored Item Card (see page 3), such as white for Safekeeping, orange for Found Property, red for Destruction, and blue for Evidence.
 - a. The appropriate colored Item Card must match the incident and property type in FileOnQ.
10. Whenever multiple items are being documented, each identifiable item should have its own unique barcode.

- a. Exceptions: like items that are seized at the same time / locations can be tagged and bar coded with one barcode, such as:
 - i. one case of water containing 24 bottles
 - ii. five packages of cigarettes
 - iii. one tool box containing miscellaneous hand tools
 - iv. twenty-five CDs (belonging to the same person)
 - v. one bag containing six new and unused syringes

11. Property for Safekeeping items shall be documented with the owner's information, which may or may not be the person in possession of the property. The "Associated With" in FileOnQ field shall be marked as owner, if received from a third party; the third party's name shall be documented in the "Location Found" field.

12. Found Property items shall be documented with the owner's information, when known. Whenever there is no known owner, of the property, the Finder's information shall be entered. The "Associated With" field shall be marked as Finder or Owner, as appropriate. The exact location where the item was found shall be listed in the "Location Found" field. This is generally not the Police Department unless it was actually found there.

Packaging and Labeling Reminders

I. Containers:

1. Closed containers and packages described as containing “**unknown contents**” shall not be submitted or accepted by the Property and Evidence Room.
2. Always use the smallest appropriate size packaging to reduce the need for extra storage space in the Property and Evidence room.
3. Do not staple re-closeable plastic bags.
4. Paper Bags
 - a. The open end of the paper bag may be sealed by folding over to make the bag as small as possible.
 - b. Close with the fewest number of staples necessary, and staple the item tag and barcode on the center of the fold.
 - c. Use one strip of evidence tape covering the folded seam with officer’s initials & serial number overlapping tape and packaging containing evidence.
5. Envelopes
 - a. Close the folded clasp or gummed opening, then seal by placing evidence tape over this flap only.
 - b. Do not place evidence tape on all seams. Write initials and employee number across both tape and packaging.
6. Long items
 - a. May generally have an item tag affixed by a twist-tie or twine.
 - b. If the long item was used as a weapon or a tool to commit a crime, it may be useful to protect the handle with kraft paper and examine for DNA.
 - i. Use a kraft paper sleeve, or wrap entire item in kraft paper to prevent cross-contamination.
7. Liquids shall be submitted in the original factory container, if possible.
 - a. If the original container leaks, take a sample, measure and discard the rest, if appropriate.

- b. Do not submit a leaky liquid container, or a container without a secure lid, without placing it in another container, such as a re-closeable plastic baggie.

II. Items Cards

1. When booking multiple items into the Property and Evidence Room, the appropriate color-coded Item Card shall be attached to each identifiable item. There are four different, color-coded cards that are used to categorize the property booked in (Evidence, Found, Safekeeping, and Destruction).
2. Every item of identifiable evidence should have its own unique identifying barcode label that shall be affixed to the Item Card, or at times directly to the package.
3. The item barcode needs to be printed and placed on the corresponding Item Card, and Item Card is attached to the item that is created in FileOnQ.
4. Whenever an Item Card is being affixed to a package with staples, do not use more staples than necessary.
5. Barcoding each item is extremely important when it comes to releasing property or evidence and during inventory.

III. Biohazard Labels

1. Whenever potential biohazards are submitted, the package shall be labeled with the appropriate size biohazard label.

IV. Forensic Testing

1. Hold for prints/DNA, or other forensic examination, shall be packaged in one of the following ways:
 - a. place item into a kraft paper bag
 - b. insert into a kraft paper sleeve
 - c. wrap in kraft paper
2. Paper documents should generally be placed in plastic first, then kraft paper.
3. Forensic Specialists will examine and repackage the item for submission.
4. Affix the item tag and barcode to the outside of the wrapped item with staples, if possible.

5. All packaging held for forensic testing shall be sealed with evidence tape and initialed. Initials and ID numbers shall overlap the evidence seal.

V. Safety Concerns

1. Sharp tools shall always have the blade(s) or points protected to keep them from poking through a bag. A simple piece of folded cardboard may prevent a future injury.
2. Hypodermic needles and syringes shall always be placed in a sharps tube, with the needle inserted into the foam end.

Temporary Storage/Lockers

After an item is packaged and booked into FileOnQ, it is necessary to secure the item in a designated locked location in order to ensure the chain of custody is kept. A few reminders when placing evidence and property in a temporary storage location:

1. All evidence shall be secured in a temporary locker by the end of the shift, as per Burbank Police Policy 804, Property and Evidence. (See Policy 804.4).
2. Evidence shall never be stored in employee's personal locker, office, desk, file cabinet, etc. per Policy 804, Property and Evidence. (See Policy 804.4 for exceptions).
3. Any evidence placed in temporary intake lockers shall always be secured.

Submitted evidence shall always be stored in one of the following approved locations:

I. Intake Lockers

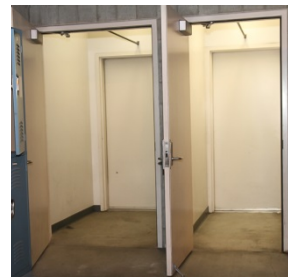
1. Located in the lower level report writing room.
2. Always secure evidence in an appropriate sized locker.
 - a. Use the drop slot whenever practical



3. When placing evidence into any intake locker, ensure that dangerous items that could cause harm to the Property and Evidence Technicians are placed in the locker in a manner that it won't fall out when the rear locker door is opened.

II. Bulky Locker

1. Located in the lower level parking garage.
2. There are two lockers assigned for bulky items.



3. If neither of the bulky lockers are available, or the item(s) are too large, the Watch Commander shall determine if a callout of a Property and Evidence Technician is required.
4. Always ensure that the door is property secured after placing an item(s) in the bulky locker.

III. Refrigeration

1. Items requiring refrigeration for a short time may be secured in the refrigerator.
2. Located in the lower level report writing room next to the packaging supplies.



IV. Drying Room

1. Located next to the lower garage jail entrance.
2. The intake location in FileOnQ should be “drying locker”
3. The item is then placed in the drying locker
4. An empty brown bag with the item card attached needs to be provided by the officer and placed inside the drying locker
5. The fan in the drying locker needs to be turned on
6. The item should not be packaged inside the drying locker
7. The door to the drying locker is then secured with the lock
8. An email will be sent by the booking officer to the Forensic Specialist Detail to notify them that there is evidence placed in the drying locker. Their email address is Bpdforensics@ci.burbank.ca.us The Forensic Specialist Detail is responsible for the packaging of the item once it has dried and placing it in the Evidence intake lockers in lower report writing. The Forensic Specialist Detail is also responsible for contacting the custodian for complete clean-up of the drying locker after each use to prevent future cross-contamination.



V. Flammables Locker

1. The flammables locker is located in the lower level garage adjacent to the Property and Evidence van.



VI. Flammables Locker – Range

1. Located adjacent to the exterior of the office wall.
2. The key for the outer parking lot gate at the range and for the inner pedestrian gate is a #2601 key. A key is also needed for the metal box attached to the exterior of the office wall with a lock on it.
 - a. Keys are located in the “Key Watcher” cabinet, located across from the Watch Commander’s office.



VII. Homeless Persons Policy 464

1. BPD Storage Containers to use for the personal property of homeless persons are described in Policy 464 section 4.
2. Located in the lower parking garage east of the motor cage.



EXHIBITS

ALCOHOL

Whenever the alcoholic beverage is probable cause or evidence of a non-citable offense, it should be preserved.

1. If opened:
 - a. Photograph, pour a sample into glass vial, seal the top with evidence tape, initial and date.
 - b. Dump the remainder of the contents, place vial and original container in a kraft paper bag, and affix item tag and barcode label to outside.
2. If unopened:
 - a. Photograph original container, place in a kraft paper bag, and affix item tag and barcode label to outside.

Citable alcohol offenses:

1. If unopened:
 - a. Take a photograph of the item. Place in kraft paper bag and affix barcode label to outside with staples.
2. If multiple cans or bottles are unopened:
 - a. Photograph, book one separate container for evidence, and book the rest for destruction.
 - b. Place the representative container in a small paper bag and affix the item tag and barcode label on the outside with staples.

Special Handling:

- If opened: photograph, pour a sample into glass vial, seal the top with evidence tape, initial and date. Dispose of the remainder of the contents and place original container and vial in most appropriate sized kraft paper bag and affix barcode label to outside with staples.
- If a multiple 6, 12, or 24 can or bottle pack is seized: photograph, remove one representative sample can or bottle from the pack and discard the rest.
- Place the representative sample in kraft paper bag and affix barcode label to outside with staples.
- If the entire multiple 6, 12, or 24 can or bottle container is needed: photograph, then secure all cans or bottles so they don't fall out of the container. Affix the item tag and barcode label with clear tape.
- Use packaging tape and submit as-is. If cans or bottles do fall out, then place the entire container in a kraft paper bag of the smallest appropriate size with the item tag and barcode affixed on the outside of the bag with staples.

Temporary Storage Location: Intake lockers in lower report writing

FileOnQ Location: Intake



If item is contained in a case, attach barcode and colored item card to outside of case with tape.



If bottle is opened, take a sample and empty the bottle. Book the bottle and sample together.



If alcohol bottle is unopened or hold for prints, place in brown paper bag with barcode and item card stapled to the front. If Hold for Prints, seal with evidence tape and initial across the tape.

AMMUNITION

WARNING: LIVE ROUNDS MAY EXPLODE IF DROPPED

Ammunition - Evidence

Live ammunition in small quantities of less than 100 rounds that are submitted as evidence, not being held for forensic examination; shall be packaged in a bubble wrap envelope.

Special Handling:

- If rounds are held for forensic testing, place live rounds in small individual coin envelopes and inside a new padded bubble envelope.
- Ammunition from different firearms needs to be packaged separately, if possible. Different calibers shall always be packaged separately and documented by caliber.
- Each caliber should have its own item number and barcode for data entry purposes.
- Safekeeping and Found Property ammunition shall be tagged with appropriate color Item Cards.

Temporary Storage Location: Intake lockers in lower report writing

FileOnQ Location: Intake Locker



Place loose ammunition in bubble bag with item card and barcode.



Place loose ammunition in bubble bag with item card and barcode.



If ammunition is in a box, it can be placed in a plastic bag with the barcode and item card inside the bag.



Multiple boxes of ammunition of the same caliber can be packaged in a brown paper bag with the barcode and item card stapled to the front.

Ammunition – Large Quantities

Packaging a large quantity of ammunition is dependent upon how it is delivered to the Police Department. Again, factory boxes are preferred, and these may be placed in a large kraft paper bag with item tag and barcode attached by staples to the folded portion of the bag.

Ammunition submitted in a bulk commercial box, or military ammunition can, may be tagged with an Item Card and barcode and not packaged in another container.

Special Handling:

- Live ammunition in large quantities of more than 100 rounds should be immediately transported to the Range.
- Storage at the Range requires keys for opening the outer gate, the inner gate, and the red metal storage container mounted on the wall next to the Range office.

Temporary Storage Location: Range

FileOnQ Location: Range



Ammunition in ammo boxes can be booked with no packaging. Use a zip tie or twist tie to attach the barcode and item card.

Ammunition – Property for Destruction

Live ammunition that is turned in for destruction shall be packaged in a manner that ensures it will not explode if dropped.

Special Handling:

- Different calibers shall always be packaged separately and documented by caliber. Each caliber should have its own item number and barcode for data entry purposes.
- Ammunition for destruction shall utilize the red Item card for the barcode to attach to.

Temporary Storage Location: Intake lockers in lower report writing

FileOnQ Location: Intake Locker



Use a bubble bag to insure safety.

AMMUNITION - EXPENDED

Evidence:

1. Expended cartridges believed to be from the same source, and at the same location, shall be individually identified and packaged in individual paper coin envelopes, but may be placed into one common plastic bag with one barcode.

Special Handling:

Exemplars

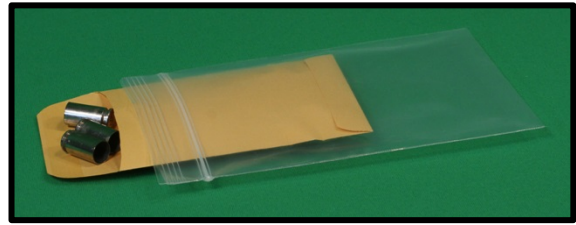
- Expended ammunition fired for forensic purposes shall be individually packaged in a coin envelope and booked separately from the firearm it was obtained from. The item card and barcode number shall be inserted with the coin envelope into a plastic closeable bag.

Temporary Storage Location: Intake lockers in lower report writing room.

FileOnQ Location: Intake Locker



A shell casing shall be packaged in a coin envelope, then placed in a plastic bag with the barcode and item card.



Multiple shell casings shall be packaged in a coin envelope then placed in a plastic bag.

AUTO PARTS

1. If it fits, package in appropriate size brown paper bag with the item card and barcode affixed to the outside of the bag.
2. If item is too big for a bag, place item tag with barcode using twine or a twist-tie through a mounting hole.
 - a. Use packaging tape if unable to use zip-ties, wire, or string.
3. Small pieces should be placed in a bag and attached to the bumper as an additional item.

Special Handling:

- Do not place long items vertically against the Bulky Storage Room interior door for the safety of the receiving personnel.

Temporary Storage Location: Intake Locker or Bulky Storage Room

FileOnQ Location: Intake Lockers or Bulky Room



Barcodes and item cards can be directly affixed to a bumper using a twist or zip tie.

AUTO AIRBAGS

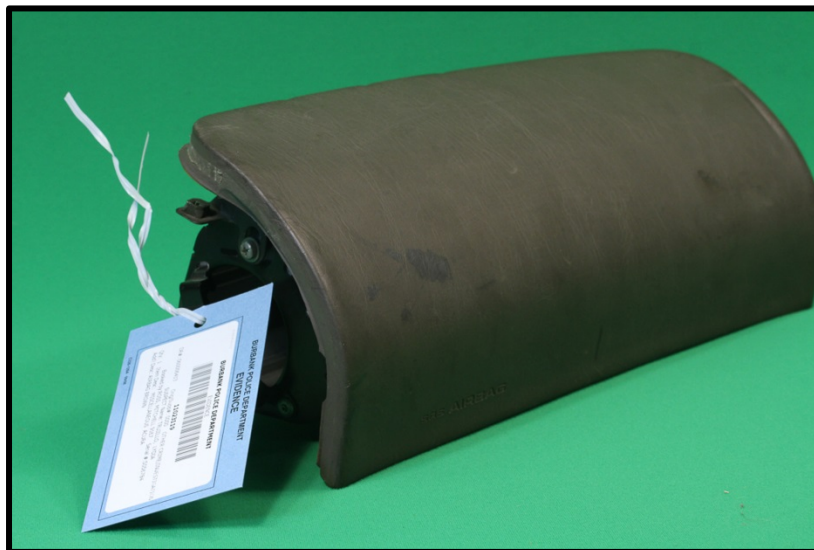
Place an Item Card and barcode label with twine (not wire) and transport the bag to the range.

Special Handling:

- Do not submit live airbags into the intake lockers in report writing due the explosion hazard.
- Storage at the Range requires keys for opening the outer gate, the inner gate, and the red metal storage container mounted on the wall next to the Range office.

Temporary Storage Location: Range

FileOnQ Location: Range



Attach item card and barcode with a twist or zip tie.
Transport to range.

BICYCLES

Bikes - Evidence

- Bicycles not being held for forensic examination can be submitted with an appropriate Item Card and Barcode tag affixed to the handlebars with twist-tie or twine.

Bikes – Evidence Held For Forensic Examination

- Bicycles being held for forensic examination shall have both the seat, handlebar, grips protected by paper bags and or kraft paper wrap.

Bikes - Found Property and Property for Safekeeping

- Most bicycles submitted will fall into these categories. Generally, no bagging of handlebars and seat is necessary.

Special Handling:

- Note the serial number, make, and model description for the report. Some bikes may have a State of California license sticker on the bottom bracket that may help identify the owner.
- Use the color-coded item tag for evidence with the barcode affixed onto it, and secure to the handlebars with a twist-tie or twine.

Temporary Storage Location: Bulky Storage Room

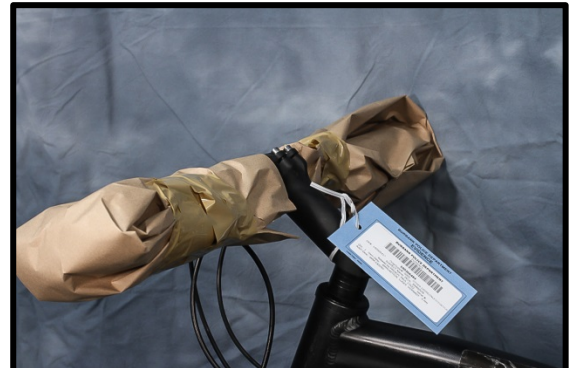
FileOnQ Location: Bulky Room



Attach barcode and item card to the bicycle handlebars.



Example that shows a part of a bike that is being packaged to protect people from coming in contact with biohazard material.



Example of a part of the bike that is being packaged for DNA/Prints purposes.

BLOOD DRAW EVIDENCE

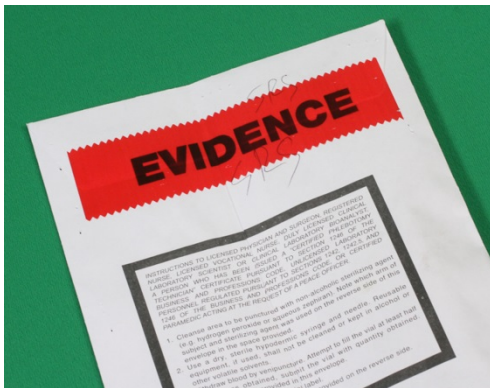
1. Blood draw evidence is generally documented and packaged at the hospital.
2. The LASD Blood draw envelope shall be labeled with the appropriate colored Item Card and Barcode.

Special Handling:

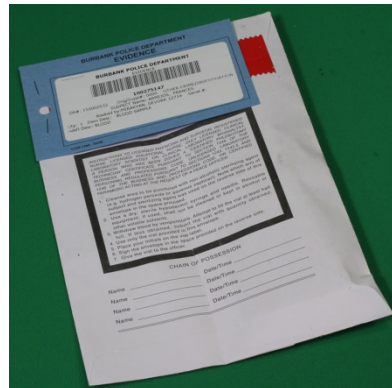
- Ensure that the blood draw technician writes their name on the vial and label the date and time the draw was take. The technician shall place the vial in a DUI envelope and the flap shall be sealed with evidence tape with initials from the technician overlapping the tape.
 - Booking officer shall witness process to ensure that the right blood vial was packaged and the technician performed the correct procedures.
- Ensure that prompts are filled out completely, including the full name of “Burbank Police Department” and the DR that matches the 9-digit barcode label. Place your initials and serial number on the evidence tape over the flap.
- DUI blood kits being sent to LASD Lab do not need refrigeration.

Temporary Storage Location: Intake lockers in lower report writing room

FileOnQ Location: Intake Locker



Insure that the evidence tape on blood envelope is initialed across the tape.



Staple the item card with barcode to the front of the envelope.

COUNTY OF LOS ANGELES
SHERIFF'S DEPARTMENT
CRIMINALISTICS LABORATORY

FOR LAB USE ONLY
LAB. NO. _____
DATE _____
CRIMINALIST _____

BLOOD SPECIMEN FROM LIVING SUBJECT • TOXICOLOGY

SUBJECT'S FULL NAME ARMIZOS, FRANCIS SUSANA
 OFFENSE 2315 2(a) VC CASE NO. 15-0002532
 AGENCY BURBANK PD ARRESTING OFFICER DELROSARIO
 HOSPITAL SSMC DATE/TIME OF SAMPLE 3-18-15/0412
 BLOOD DRAWN BY RN TIKU
 SIGNATURE OF WITNESSING OFFICER SSB 1039
 STERILIZING AGENT H₂O₂ ARM left
 right

INSTRUCTIONS TO ARRESTING OFFICER:


1. Obtain specimen as promptly as possible.
2. Fill out this envelope.
3. Place subject's name, today's date, and your initials on the blood vial.
4. Do not allow blood vial out of your observation at any time.
5. Invert vial gently to mix blood with anticoagulant/preservative.
6. Place vial into this envelope. **DO NOT SEAL VIAL.** Seal this envelope with the seal provided.
7. **DO NOT USE THIS VIAL IF BLOOD TYPING IS NEEDED.**

SEE REVERSE SIDE FOR MEDICAL INSTRUCTIONS

PLACE BAR CODE LABEL HERE

76B578 SH-CR-343 REV. 02/11

TEST REQUESTED: Blood Alcohol Drugs (Specify): _____
 WAS BREATH TEST GIVEN? Yes No
 Result _____ %

 BIOHAZARD

Fill out all of the fields completely, insure that the "Case No." is 9 digits long and that "Burbank PD" is spelled out.

BLOOD EVIDENCE or SUSPECTED BODY FLUIDS

Call a Forensic Specialist for guidance. There are protocols for collecting samples that must be followed depending upon the surface it is being collected from a crime scene.

Special Handling:

- Generally the Forensic Specialist will collect and submit the evidence

Temporary Storage Location: Intake lockers in lower report writing room

FileOnQ Location: Intake Lockers

BLOOD SAMPLES – (WET SAMPLES)

Wet items must be dried before being packaged.

Special Handling:

- Wet blood or body fluids on clothing or bedding shall be hung in drying lockers located in the lower parking garage behind the red door. Packaging for the items shall be left near the entrance on the inside of the drying locker. The door should be secured after the officer hangs up the items.
- The officer shall book the items into FileOnQ and place the barcode on a colored item tag. The tag shall be left in the door file that is attached to the outside of the drying locker door.
- The dried item(s) shall be packaged by the Forensic Specialists upon email notification from the submitting officer. (See page 9)
- See Page 28 for details on clothing evidence

Temporary Storage Location: Wet Evidence Drying Locker

FileOnQ Location: Drying Locker

BUILDING MATERIALS

Try to package same types of materials together. Items with different descriptions shall be packaged and booked individually with separate barcodes. Some examples of types of materials and how to package are as follows:

1. Copper Wire: use string or wire to tie together in several places along its circumference and affix an item card with a barcode label with twine or twist-tie.
2. Pipe(s): items that are the same in size and type should be bound together with string or zip-ties and labeled as one item, if possible. If they cannot be contained together, they will need separate barcodes.
3. Rocks: If used as weapon or a tool may contain contact DNA, and should be placed into a paper bag or wrapped in kraft paper.

Special Handling:

- Large quantities of any material that does not fit in the Bulky Storage Room requires an Evidence Technician call-out

Temporary Storage Location: Bulky Storage Room

FileOnQ Location: Bulky Room



Either book bulky building materials separate or book them together when you can secure them to one another with twine. The barcode and item card can be attached with a twist or zip tie.

CDs and DVDs

1. CDs and DVDs should be packaged in their original sleeves, if available.
 - a. If not, consider paper sleeves available from the packaging supplies as an alternative.
2. Place sleeve with CD or DVD in re-closeable plastic bag.
3. Do not write or place labels on discs.

Special Handling:

- If discs need to be printed, place in a medium size kraft paper bag – 12” x7”x4.5”
- Never mark the CD or DVD on the data surface with a permanent marker.
- Do not place CD or DVD near magnet.

Temporary Storage Location: Intake lockers in lower report writing

FileOnQ Location: Intake Locker



Place CD in envelope (unless case was provided) then in closeable plastic baggie with the barcode and item card.

CATALYTIC CONVERTERS

- 1. If applicable, package item in brown paper bag and affix item card with barcode to the front with as few staples as possible.
- 2. If item cannot fit in a brown paper bag, use a Twist tie or twine to tie the Item Card and barcode tag to the item.

Special Handling: None

Temporary Storage Location: Intake lockers in lower report room or Bulky Storage Room – depending on quantity or size.

FileOnQ Location: Intake Lockers or Bulky Room



If you are able, place catalytic converters in paper bag or wrap in Kraft paper



Affix barcode and item card to outside of packaging

CHEMICALS

1. It may be advisable to take small samples of larger quantities in certain cases.
2. Call Forensic Specialist for guidance.
3. Glass vials may be used for small samples.
4. Do not submit leaking containers.

Special Handling:

- Haz-Mat containers should be labeled “Haz-Mat” with a permanent marker and placed in a designated Haz-Mat locker outside in the lower parking lot.
- It may be advisable to take small samples of larger quantities in certain cases. Call Forensic Specialist for guidance. Glass vials may be used for small samples. Do not submit leaking containers.
- Call Fire Department Arson Detail for guidance about the hazardous nature of certain chemicals.
 - ✓ pool acid and chlorine – danger, do not mix!
 - ✓ bleach, bleach wipes, and other household cleaners.
 - ✓ Drain cleaners
 - ✓ Poisons
 - ✓ fertilizer – ammonium nitrate
 - ✓ car batteries – lead/acid

Temporary Storage Location: Range

- Storage at the Range requires keys for opening the outer gate, the inner gate, and the red metal storage container mounted on the wall next to the Range office.

FileOnQ Location: Range

CLOTHING

1. Worn or soiled clothing may transmit communicable diseases or parasites and should be handled as Biohazards.
2. Place worn clothing items in separate paper bags. For instance, pants, shirt, and shoes would have three bags.
3. The bags should be folded and stapled shut with a minimum number of staples or tape, and the item tag with the barcode label should be affixed to the bag with staples

Special Handling:

- Place a biohazard sticker on the outside of each bag.
- **Brand new, unworn clothing items:** Place in kraft paper bag, no biohazard stickers are required. The bag should be folded and stapled shut with a minimum number of staples or tape, and the item tag with the barcode label should be affixed to the bag with staples.

Temporary Storage Location: Intake lockers in lower report writing room

FileOnQ Location: Intake Locker



Package clothing in paper bag then affix barcode and item card to the outside of the bag with staples

COMPUTERS

Towers & mini-towers:

1. Place item card with barcode label directly onto the computer case with clear packaging tape
2. Affix item card and barcode label to tower using a twist-tie.

Laptop computers: Place in laptop box or appropriate size brown paper bag with item card and barcode label affixed to the outside of the box or bag.

Monitors:

1. Place item card with barcode label directly onto the case with clear packaging tape.
2. Do not place stickers on screen to avoid damage.
3. Item card and barcode label can also be affixed to item using a twist-tie.

Printers and Scanners: Place item tag with barcode label directly onto the case with clear packaging tape.

Cables: should be wound and placed in an appropriate size re-closeable plastic bag.

Smart Phones:

1. Package in an appropriate size re-closeable plastic bag.
2. Do not place labels or evidence tape directly on the item.
3. If possible, put in airplane mode and turn power off.

IPADs, tablets, e-readers:

1. Place in laptop box.
2. Do not place labels, evidence tape directly on item.

Special Handling:

- If possible, place smart phone, tablets, etc. in airplane mode and turn power off.

Temporary Storage Location: Intake lockers in lower report writing room

FileOnQ Location: Intake Locker



On monitors and All-in-One computers, attach barcode and item card with a twist or zip tie to the base of the monitor.



On towers, attach barcode and item card using a twist or zip tie

CONTAINERS, CASES, & LUGGAGE

CONTAINERS – LOCKED AND CLOSED

1. Locked containers cannot be accepted by the Property and Evidence Room
 - a. Briefcases, metal cases, plastic cases, etc.
2. Cases may be labeled with appropriately colored item card and barcode label.
3. Contents may need to be individually itemized and tagged depending on the type of items found within.

Special Handling:

- Locked containers and packages described as containing “unknown contents” shall not be accepted by the Property and Evidence Room
- No locked containers with unknown contents shall be allowed to be brought into the evidence room. Consider x-rays at Bob Hope Airport prior to forcing locked containers open.

Temporary Storage Location: Intake lockers in lower report writing room or – Bulky Storage Room – parking lot near back door

FileOnQ Location: Intake Locker or Bulky Room



All containers need to be opened prior to booking and kept unlocked

CREDIT CARDS

Evidence:

1. Credit Cards shall be packaged in re-closable plastic bags.

Special Handling:

- If more than one named victim, separate cards by name and place in a plastic bags for each victim. Each named victim should have its own barcode item number.
- If only one named victim, place all cards into evidence under one barcode.

Found Property and Property for Safekeeping:

1. Credit Cards shall be packaged in re-closable plastic bags.

Special Handling:

- All credit cards in the name of one cardholder may be packaged in documented under one barcode. Wallets, purses, additional ID, may use the same Item Card and barcode label.
- Credit cards in different cardholder names should be documented and labeled separately.

Temporary Storage Location: Intake lockers in lower report writing room

FileOnQ Location: Intake Locker



Place credit card in plastic baggie along with the barcode and item card



If multiple credit cards have the same owner and the owner's name is on the card, they can all be booked under one barcode

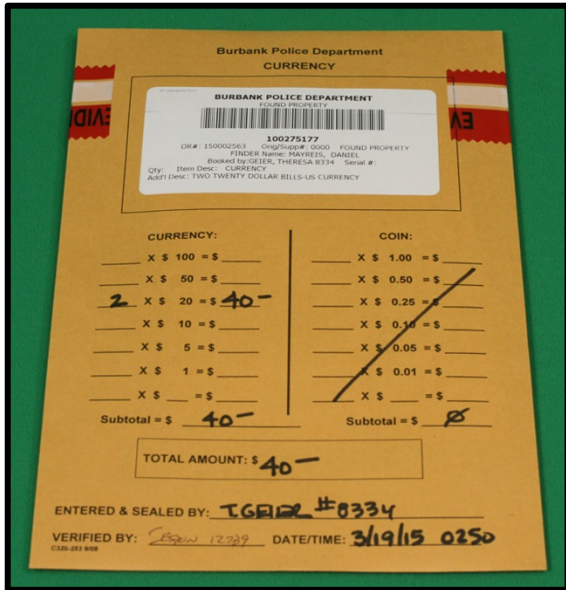
CURRENCY

Domestic Currency

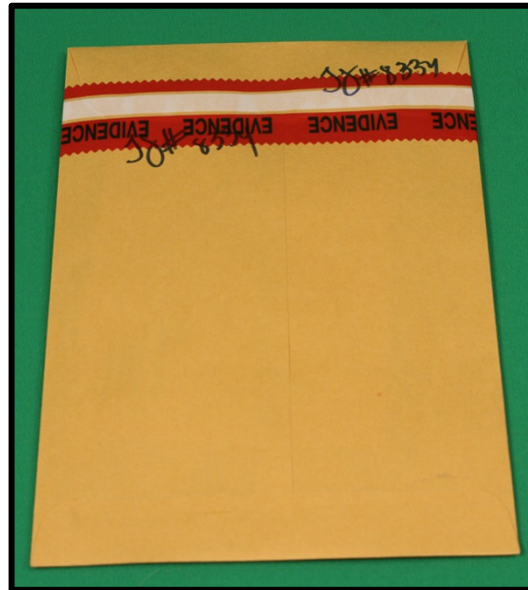
1. Document the coins and bills by denomination as prompted on the currency envelope. Add the columns to ensure that it adds up to the same total count as the two previous counts.
2. Place loose coins in a plastic re-closable bag and then insert into the same currency envelope. Place evidence tape on the flap and initials and employee's serial number on the evidence tape on the top flap.
3. If a large quantity of cash is seized that does not fit in a currency envelope, place currency in a kraft paper bag and attach the currency envelope to the outside of the paper bag. Mark the bag with the case and barcode number in the event the currency envelope is separated from the bag.

Special Handling:

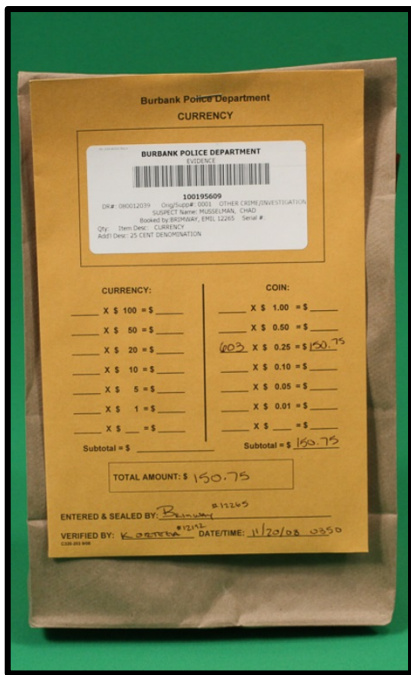
- Currency shall be counted once by the submitting employee, and then re-counted by a second employee for verification.
- Money with dye-pack or other shredded money may have evidentiary value and should be placed in a currency envelope when possible, or appropriate sized paper bag. Dye pack money may possibly be exchanged if the serial numbers of the bills are still readable.
- Any currency that is to be preserved as physical evidence (i.e., has trace evidence or unique/identifiable serial number) shall mark the field labeled "Has Physical Evidentiary Value" in the FileOnQ system located under the currency total field. The reason for the hold shall be documented in the "Notes" tab.
- Whenever multiple arrests are made and each respective suspect has money in their possession, the money shall be booked separately under the respective suspect's name unless the owner of the money is known for certain



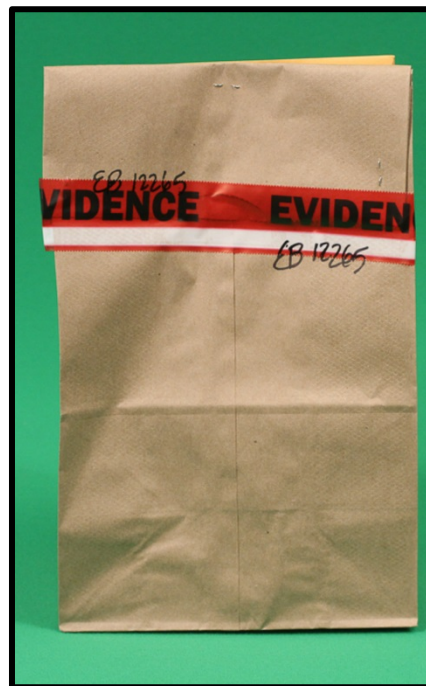
All currency gets packaged in a currency envelope



Seal the back of the currency envelope with evidence tape. Be sure to initial across the tape and include your ID number



Large amounts of currency can be sealed in a paper bag with the currency envelope affixed to the front with staples



Seal where the flap top meets the bag. Write initials and ID number across the tape

Currency - Foreign

1. Foreign currency (money) – use currency envelope with notation on the envelope that it is foreign currency, how many coins or bills, and what country, if known.

Special Handling:

- Document by denomination in additional description field, not in the US currency denomination box in FileOnQ.

Temporary Storage Location: Intake lockers in lower report writing room

FileOnQ Location: Intake Locker

Burbank Police Department
CURRENCY

BURBANK POLICE DEPARTMENT
EVIDENCE

DR#: 110004230 Orig/Suppl#: 0010 - OTHER CRIME/INVESTIGATION
SUSPECT Name: VALLADARES, ERICKA
Booked by: ANDERSON, SAM 9979 Serial #:
City: Item Desc: CURRENCY
AGST Desc: GUATEMALAN COINS/UNK. VALUE

CURRENCY:

X \$ 100 = \$ _____
X \$ 50 = \$ _____
X \$ 20 = \$ _____
X \$ 10 = \$ _____
X \$ 5 = \$ _____
X \$ 1 = \$ _____
X \$ _____ = \$ _____

Subtotal = \$ _____

COIN:

X \$ 1.00 = \$ _____
X \$ 0.50 = \$ _____
X \$ 0.25 = \$ _____
X \$ 0.10 = \$ _____
X \$ 0.05 = \$ _____
X \$ 0.01 = \$ _____
13 X \$ _____ = \$ UNKNOWN

Subtotal = \$ UNKNOWN

TOTAL AMOUNT: \$ UNKNOWN GUATEMALA CURRENCY

ENTERED & SEALED BY: S. ANDERSON AGATA

VERIFIED BY: NK 210422 DATE/TIME: 7-1-11 950

All foreign currency shall be booked in a currency envelope. Describe the currency on the front of the envelope.

CURRENCY - COUNTERFEIT

1. Package suspected counterfeit bills in plastic re-closable bags (not a currency envelope), and do not list as legitimate currency.
2. If the suspected counterfeit bill is later determined to be genuine US currency, it shall be repackaged in a currency envelope and documented as real money.

Special Handling:

- Use pull-down menu in “item description” field to list as counterfeit.
- Denominations of counterfeit currency shall not be entered into the denominations field in FileOnQ.

Temporary Storage Location: Intake lockers in lower report writing room

FileOnQ Location: Intake Locker



Counterfeit currency can be packaged in a closeable plastic baggie.

CHECKS

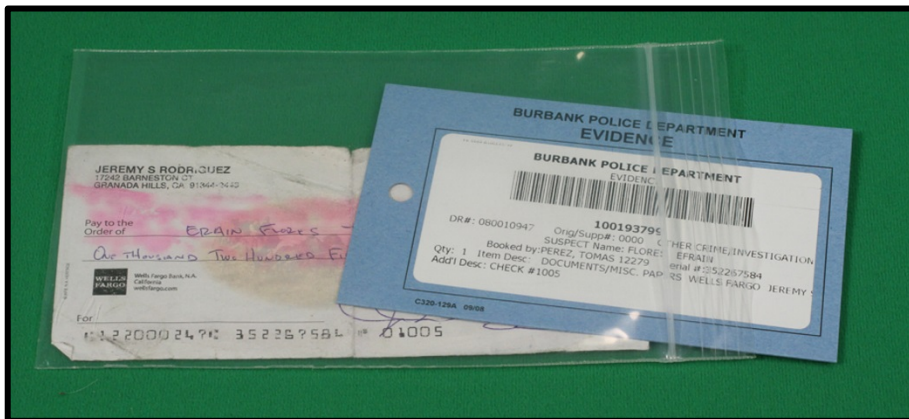
1. Checks, Travelers Checks, Money Orders and Cashier's Checks should be photocopied and a copy included with the original report.
2. Secure items in re-closeable plastic bags and attach Item Card and barcode label to the package.

Special Handling:

- If all checks are from the same account holder, then they may be put in one package with one barcode tag.
- If the checks are all issued to one payee, then they may all be placed in one package under one barcode.
- Groups of checks in the same name may be documented and barcoded as one item.

Temporary Storage Location: Intake lockers in lower report writing room

FileOnQ Location: Intake Locker



Checks can be packaged in a closeable plastic baggie

DOCUMENTS

1. Generally, documents may go in plastic re-closable bags that will take a complete 8 1/2" x 11" sheet of paper.
2. Use the smallest appropriate size bag that fits without folding the document.

Special Handling:

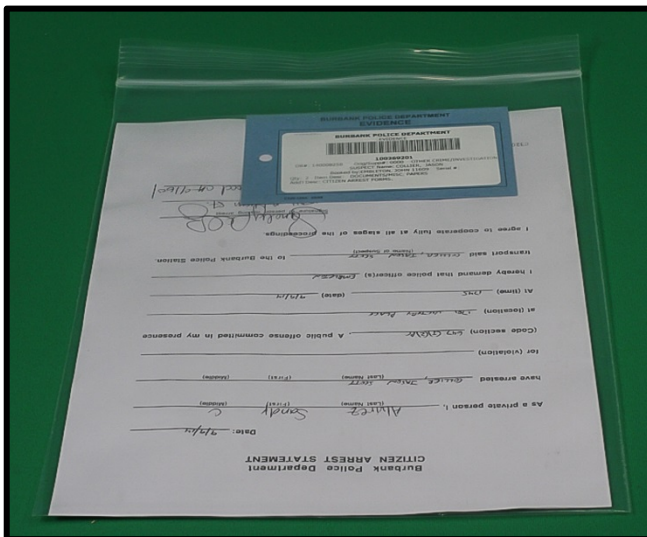
- When booking in paper document packet(s) that contain more than one sheet of paper, a thorough count of each sheet is required and under the "quantity" field in FileOnQ the total sum amount needs to be entered.

If forensic examination is necessary:

- Paper documents should go in plastic re-closable bag.
- Plastic ID cards and plastic coated documents should go in paper bags.

Temporary Storage Location: Intake lockers in lower report writing room

FileOnQ Location: Intake Locker



Keep documents flat and package in plastic bag

DRUGS – RESTRICTED

Restricted drugs are those defined in Schedules I – V of the Controlled Substance Enforcement Act of 1986.21 U.S.C.§ 812.

Small Quantities Packaging

1. Drugs bindles or small baggies should be placed in a plastic bag before being inserted into a Narcotics Envelope. (C320-131)
2. A separate Narcotics Envelope shall be used for each type of substance.
3. Evidence Tape displaying the officer's initials and serial number shall be used to seal the flap.
4. The barcode label shall be affixed to the designated box (affix here) on the Narcotics Envelope (C320-131).
5. Document the prompts on the Narcotics Envelope (C320-131) completely and indicate if the suspect is a juvenile on the prompt and in FileOnQ, and the charge associated with the case.
6. All drugs being packaged in a Narcotics Envelope (C320-131) shall be verified by a witnessing officer, who shall be identified on the Narcotics Envelope (C320-131) with initials, serial number, date and time.

Special Packaging

1. Suspected PCP shall be placed and heat-sealed in a heavy mil (4 mil) heat sealable pouch. The contents shall include the original container, such as the cigarette box found in.
2. Place large quantities and kilo sized packages of drugs in a paper bag, folding the top and sealing with evidence tape. Attach a Narcotics Envelope (C320-131) to the outside with staples and completely fill in the information called for on the prompts.
3. Bales of marijuana (large quantities) may require special temporary storage. Check with the Watch Commander for guidance.
4. Un-dried marijuana should never be packaged in plastic bags until it has been thoroughly dried. Package un-dried marijuana in paper bags.
5. Liquid prescription medications with a restricted drug, such as codeine, shall be placed in a re-closeable plastic bag then into a Narcotics Envelope (C320-131)

Prescription Pills Packaging

1. Pills of different types should not be commingled when packaging. Package all pills in a re-closeable plastic bag before placing inside the Narcotics Envelope. (C320-131)
2. Prescription pills should be individually counted except in non-coroner death investigation cases.
3. If the suspect has an empty pill vial in his/her possession, book this into evidence also using a re-closeable plastic bag.

Special Handling:

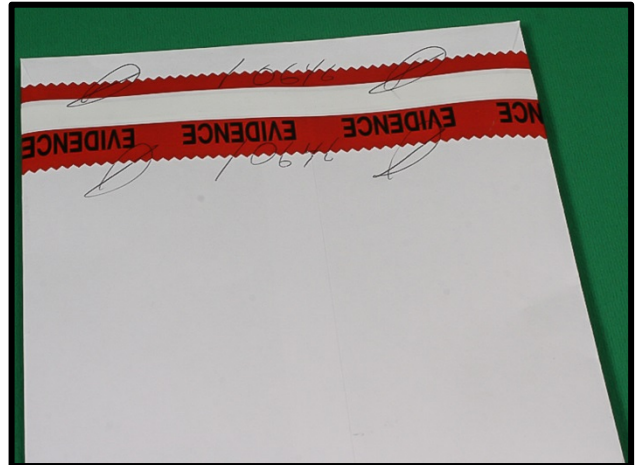
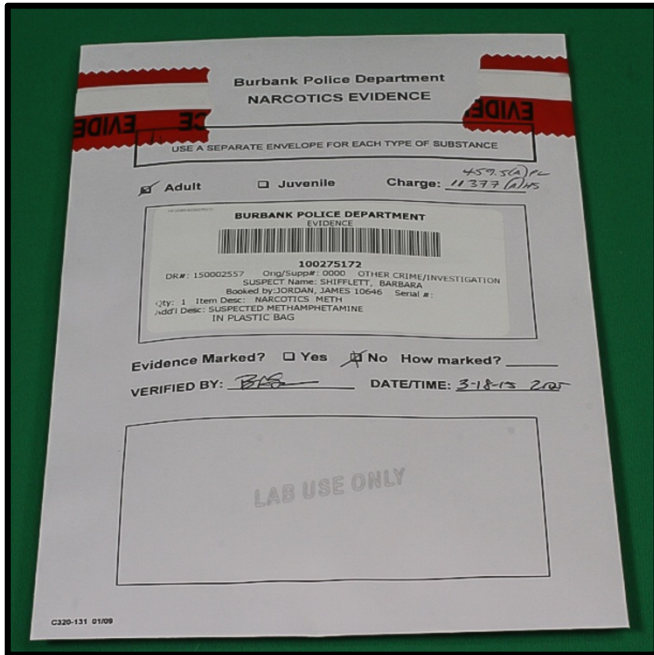
- Pills (unidentified substance) should be closely examined and any pill press information and descriptions should be noted in the crime report and in FileOnQ.
- Do not place pills into an empty pill vial unless they were found there originally.
- Coroner's Case: All prescription meds should be booked as Evidence.

Non-Coroner's Case:

- All prescription meds should be booked as Property for Destruction
- Large quantities of prescription pills may be weighed and not counted.
- Document the weight in FileOnQ under quantity.

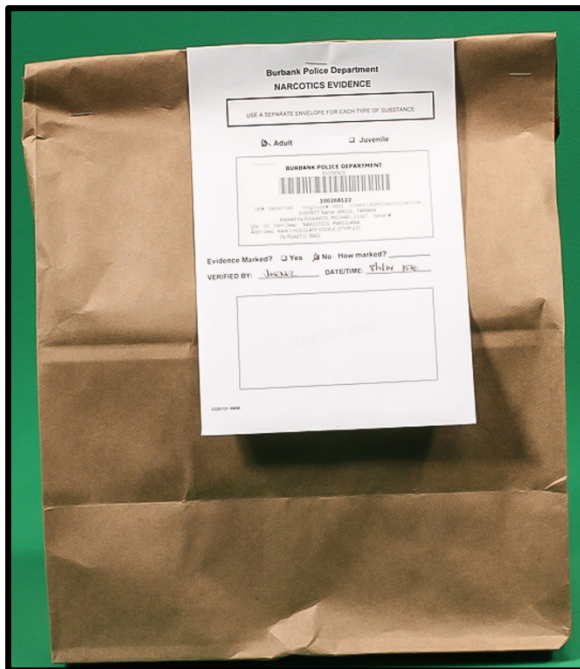
Temporary Storage Location: Intake lockers in lower report writing room

FileOnQ Location: Intake Locker

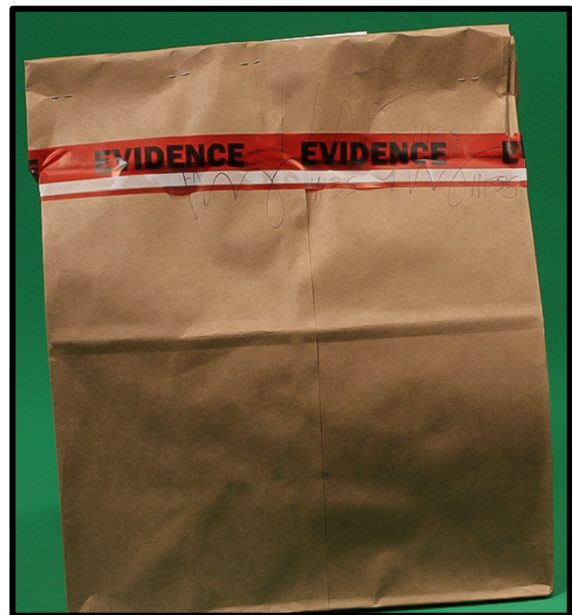


Seal the envelope with evidence tape and initial across the tape. Include ID number with initials.

Package prescription medication, dangerous drugs, and narcotics in a narcotics envelope. Drugs shall not be placed loosely in the envelope.



Package multiple quantities of the same drug in a brown paper bag. Affix the narcotics envelope to the outside of the bag with staples.



Seal the paper bag where the opening flap meets the bag. Initial across the tape and include your ID number

DRUGS – OVER THE COUNTER

1. Over the counter drugs are those sold directly to a consumer without a physician's prescription.
2. Over the counter medications (O.T.C) shall be separated from prescription drugs and from other O.T.C. types; these separate types shall be documented and barcoded separately.

Liquid OTC Medication: Packaging

1. Leave O.T.C. meds in original bottle and place inside a re-closeable plastic bag.

Pills OTC Medication: Packaging

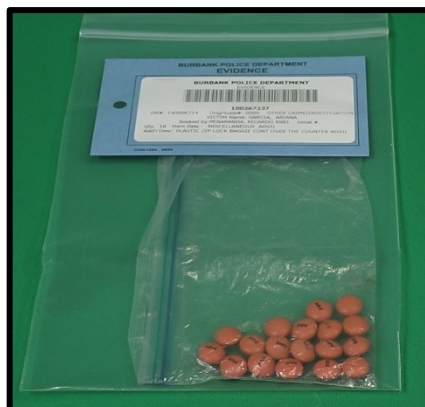
1. Officers should generally complete a full inventory, including the number of pills in each bottle, and input the total amount in the "quantity field" in FileOnQ.

Special Handling:

- Officers should generally complete a full inventory, including the number of pills in each bottle and input the total amount in the "quantity field" in FileOnQ.
- There is generally no need to place OTC meds in a narcotics envelope.

Temporary Storage Location: Intake lockers in lower report writing room

FileOnQ Location: Intake Locker



Over the counter medication can be packaged in a plastic baggie

DRUG PARAPHERNALIA

Drug paraphernalia refers to items used to cultivate, refine, cut, package, smoke, inject, and inhale restricted drugs.

1. Usable quantities of drugs should be removed from the paraphernalia and booked separately in a narcotics envelope.
2. Bongos and water pipes shall have all liquids poured out.
3. Paraphernalia should be placed in an appropriate size paper bag.

Special Handling:

- Syringes shall be photographed and unloaded into a vial, then the syringe shall be packaged in a sharps tube.

Temporary Storage Location: Intake lockers in lower report writing room

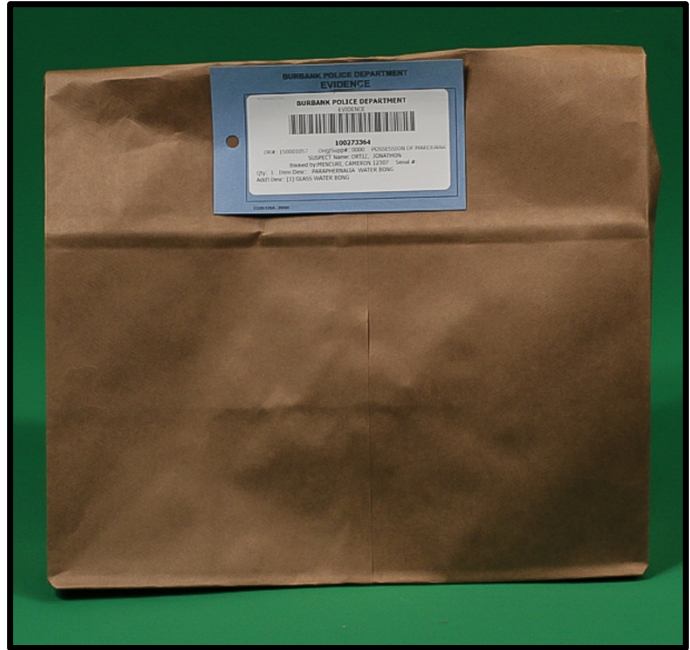
FileOnQ Location: Intake Locker



Pipes can be packaged in a plastic baggie



Larger drug paraphernalia can be packaged in a paper bag



Staple the barcode and item card to the outside of the bag

ELECTRONICS - AUDIO - VIDEO EQUIPMENT

Try to package items in brown paper bags. If item is too large, try to affix item card with barcode label to item with a twist-tie. Examples of items and suggestions of packaging are as follows:

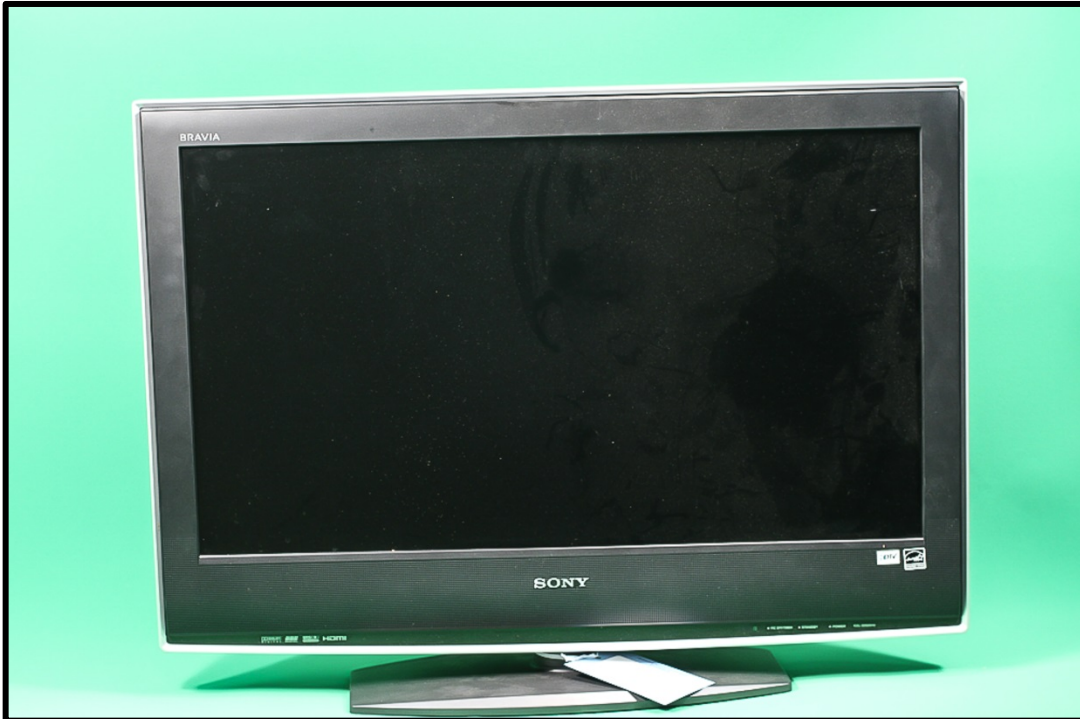
1. Audio equipment:
 - a. Package in brown paper bag and affix item card with barcode label to outside with staples.
 - b. If item is too large for a brown paper bag, affix item card and barcode label to item using a twist-tie.
 - c. Place item card with barcode tag directly onto the case with clear packaging tape.
2. Small equipment (Apple TV, Roku, Slingboxes, Chromecast, remotes, DVD player): Place in brown paper bags with Item Card and Barcode labels affixed to the outside of the bag.
3. Televisions and monitors:
 - a. Affix item card and barcode label with twist-tie.
 - b. Place Item Card with barcode label directly onto the case with clear packaging tape. Do not place stickers on screen to avoid damage.

Special Handling:

- TV power cords should be removed and coiled, and packaged in a plastic bag as a separate item and barcode.
- Remotes should be packaged separately in a plastic bag with separate barcode.
- Cables that are attached to accessories other than television equipment should remain connected to the device, when possible, and submitted as one item.

Temporary Storage Location: Intake lockers in lower report writing room

FileOnQ Location: Intake Locker



TVs can be booked with the barcode and item card affixed to the item by a twist or zip tie



Cables should be packaged separately in a plastic bag

EXPLOSIVES

Explosive materials contain substances that detonate or burn rapidly, changing from a solid or liquid to a rapidly expanding gas (pressure), releasing heat, sound, and light.

EXPLOSIVES SHALL NOT BE BROUGHT INTO THE POLICE STATION

Some examples of items that may contain dangerous explosive materials are:

- a. Bombs
 - b. blasting caps
 - c. fireworks, firecrackers, cherry bombs, M-80s
 - d. gunpowder
 - e. incendiaries
 - f. military munitions, grenades
- ❖ Call Watch Commander for guidance on possible explosive devices, and do not bring to station, even if rendered safe.

Special Handling:

- Explosives shall not be brought into the station. Explosive items that are not retained by the Bomb Squad shall be stored at the BPD range once rendered safe.
- Storage at the Range requires keys for opening the outer gate, the inner gate, and the red metal storage container mounted on the wall next to the Range office.

Temporary Storage Location: Range

FileOnQ Location: Range

FECES

All feces or items containing fecal matter shall be frozen. In FileOnQ the “Freeze” field shall be marked.

1. Place the items containing fecal material in a paper bag then secure in a plastic re-closeable bag for odor control.
2. The paper bag may be placed in a plastic bag for odor control before being placed in the refrigerator.
3. Individual stool should be placed in a plastic jar.

Special Handling:

- Secure package in lower report writing room refrigerator.
- Place a Bio-Hazard label on outside of bag.

Temporary Storage Location: Refrigerator (lower report writing room)

FileOnQ Location: Refrigerator



Feces shall be packaged in a glass vial and then placed in a paper bag with the barcode and item card affixed to the outside with staples

FIREARMS - HANDGUNS

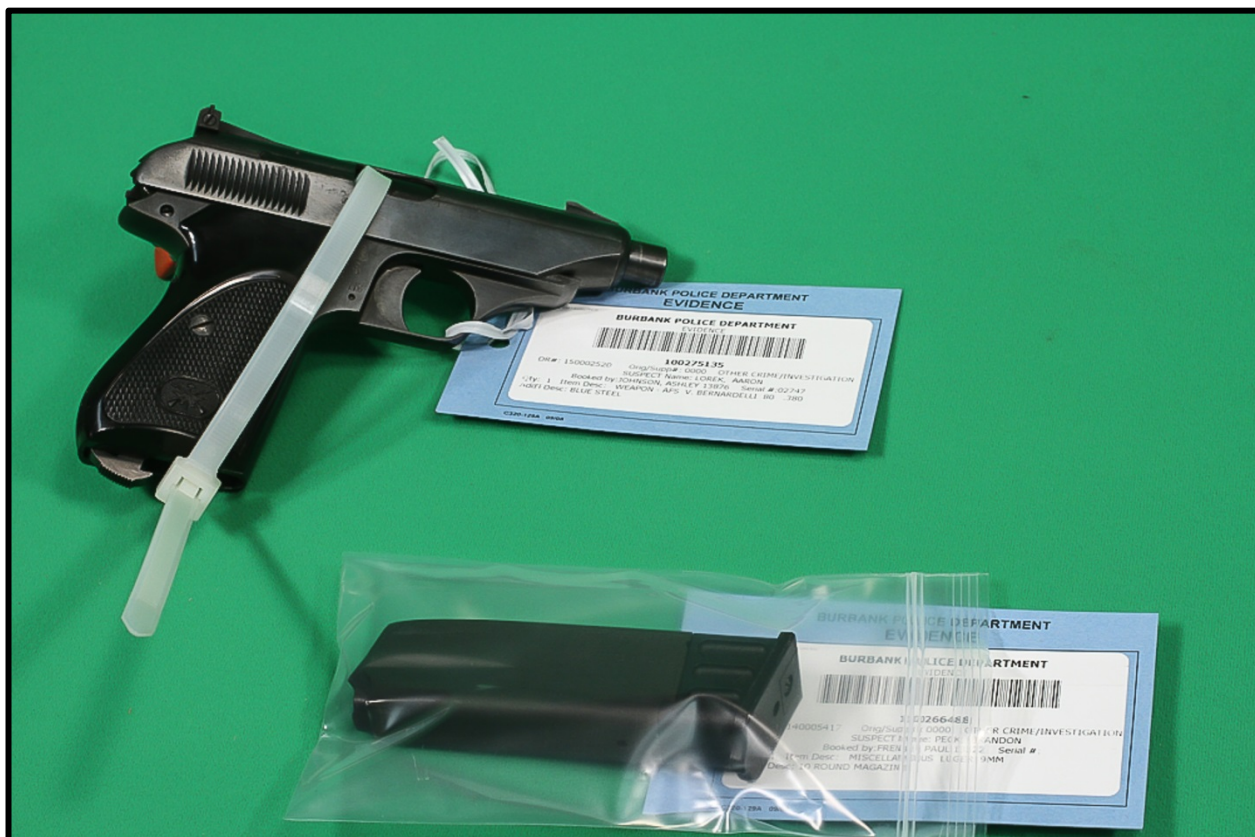
- Firearms are weapons that launch a projectile at high speed as a result of expanding gases resulting from the burning of a propellant under pressure. Handguns are firearms that have a barrel length of less than 12". A firearm with a barrel length over 12" is defined as a long gun, rifle, or shotgun.
- Firearms do not include air lever guns, CO2 guns, spring guns, or other methods of launching the projectile that does not burn propellant under pressure.
 1. All firearms shall be unloaded, even if forensic testing is required.
 2. Remove the magazine from the pistol magazine well.
 3. Live rounds shall be left in the magazine only if forensic testing is required, otherwise package live rounds separately.
 4. Open slide, insert a safety-tie through the action on a pistol.
 5. Remove live rounds from the cylinder of a revolver, package separately.
 6. Insert a safety-tie through the cylinder on a revolver.
 7. Handguns shall be submitted in a brown paper bag unsealed with Item Card and barcode attached to the outside of the bag.

Special Handling:

- All firearms shall be unloaded, even if forensic testing is required.
- Consult with Rangemaster if unloading cannot be accomplished. If after hours, the loaded firearm may be temporarily secured in a locker until it can be examined by the Rangemaster. A loaded firearm shall be prominently labeled as LOADED. An e-mail notice shall be sent to "bpdevidence" and the Rangemaster informing them of the loaded weapon.
- Consult with Forensic Specialist if live rounds need to be examined.
- Ensure that all necessary AFS entry information data is properly entered into FileOnQ, including brand, model, serial number, barrel length, caliber, type, category, entry code, and document code.

Temporary Storage Location: Intake lockers in lower report writing room.

FileOnQ Location: Intake Locker



Wrap a zip tie through the main chamber of the gun. Barcodes and item cards can be affixed to the gun with a twist or zip tie.

Magazines shall be booked separately from the gun in a plastic bag

FIREARMS – LONG GUNS

A long gun is a rifle or shotgun that has a stock or a barrel length of more than 12”, and is generally designed to be fired from the shoulder.

1. All firearms shall be unloaded, even if forensic testing is required.
2. Consult with Forensic Specialist if live rounds need to be examined.
3. Remove magazine (if any) from the magazine well of a semi-auto rifle.
4. Insert a safety-tie through the open action if possible to make safe.
5. Empty any internal magazine of rounds in a bolt-action or semi-auto rifle.
6. Open bolt to ensure chamber is empty, put safety-tie around the bolt and stock once the action is de-cocked.
7. Empty magazine tube in lever action rifle or shotgun.
8. Safety-tie the lever to the hammer in the un-cocked position to make safe.
9. Long guns (rifles and shotguns) shall have an Item Card with barcode attached to the trigger guard with a twist-tie.
10. Insert into brown paper sleeve or wrap in brown paper if forensic exam is needed.

Special Handling:

- A sawed-off shotgun is considered a long gun for handling purposes.
- All firearms shall be unloaded, even if forensic testing is required.
- Consult with the Rangemaster if unloading cannot be accomplished. If after hours, the loaded firearm may be temporarily secured in a locker until it can be examined by the Rangemaster. A loaded firearm shall be prominently labeled as LOADED. E-mail notice shall be sent to “bpdevidence” and the Rangemaster.
- Consult with Forensic Specialist if live rounds need to be examined.
- Ensure that all necessary AFS entry information data is properly entered into FileOnQ, including brand, model, serial number, barrel length, caliber, type, category, entry code, and document code.

Temporary Storage Location: Intake lockers (tall) in lower report writing room.

FileOnQ Location: Intake Locker



Place a zip tie through the chamber to mark as unarmed. Twist or zip tie the barcode and item card to the gun.



A close-up showing the zip tie through the main chamber

FLAMMABLES

Flammables are generally collected by a Forensic Specialist or the Arson Investigator.

Special Handling:

- If flammables are collected by other than police department personnel, call the Department's Arson Investigator for guidance in packaging.

Temporary Storage Location: Flammables Temporary Storage locker in lower parking structure adjacent to the Property and Evidence van.

FileOnQ Location: Flammables Locker



Place flammables in the locker located in the lower level parking garage next to the Property van

FOODSTUFF

- Foodstuff consists of consumable food items.
- Foodstuff should generally not be submitted as evidence due to the inevitable tendency of fresh items to decompose; photograph and release back to the victim, if possible.

If absolutely necessary to book foodstuff:

1. Keep frozen items frozen; package in plastic first, then put inside a paper bag. Attach Item Card and barcode label with staples to the folded bag. Check with Watch Commander for possible callout for storage of frozen item.
2. Package cold foodstuff (not frozen) in plastic first, then put inside a paper bag. Attach Item Card and barcode label with staples to the folded bag. Place in the refrigerator located in the lower report writing room.
3. Dry goods in sealed commercial packaging should be placed inside a paper bag directly. Open boxes shall be placed inside a plastic bag first, then inside a paper bag.

Special Handling:

- Whenever a food item may contain DNA evidence that is pertinent to the case, mark Hold for DNA or prints (where) when applicable.
- There are occasions where foodstuff is needed as evidence and forensic testing, especially DNA. Foodstuff submitted for forensic examination needs to be packaged in a kraft paper bag and NOT refrigerated.

Temporary Storage Location: Intake lockers or refrigerator in lower report writing room.

FileOnQ Location: Intake Locker or Refrigerator

JEWELRY

All fine jewelry and suspected fine jewelry, including watches, shall be individually described, documented, and packaged in appropriately sized re-closeable plastic bags, and labeled with a separate barcode.

Fine jewelry metals

1. Items that are made from gold, silver, or platinum, and are generally stamped with the markings 14k, 18k, or .999 pure are suspected to be fine jewelry.
2. If the item reads plate or plated, it is not.
3. All jewelry items may be described as yellow metal or white metal for the purposes of describing the item.

Fine jewelry stones

1. Stones fall into two categories, precious and semi-precious. Stones also come in many colors. Officers are not expected to recognize stones and should refer to them only as a white stone, green stone, blue opaque stone, blue clear stone, etc.
2. Timepieces may be automatic self-winding, electronic, or solar.
3. Timepieces are generally white metal, or yellow metal. Newer high quality designer watches may also be made of black metal, or stainless steel.
4. Timepieces may have a designer label, are historically significant, or have a “pedigree” name, such as Rolex, Omega, or Cartier. These will all have serial numbers visible on the back.
5. Officers are not expected to be able to distinguish a fraudulent knock-off from the real high-quality item. Merely describe the item and list as a suspected xxxxxx brand, and document serial numbers.
6. These suspected fine watches may be worth thousands of dollars and even designer knock-off watches may be worth hundreds of dollars. These watches should not be handled in a cavalier manner.

Packaging

1. All fine jewelry items shall be described, documented, and packaged individually with their own unique barcode number.
2. Place item card and barcode label inside re-closeable plastic bag.

Special Handling:

- All fine jewelry and timepieces shall be individually described, documented, packaged, and labeled.

Temporary Storage Location: Intake lockers in lower report writing room.

FileOnQ Location: Intake Locker

Fashion Jewelry

Jewelry that is not considered fine may be labeled as fashion jewelry or costume jewelry. This includes plastic chunk bracelets, crystal beads, glass, metal, or plastic earrings, and non-fine quality watches. These may also have value, but do not require the same level of description and individual handling.

1. Package in a re-closeable plastic bag, include the item card with barcode label in the bag.
2. Fashion pieces do not need to be booked individually.
3. Multiple types can be booked together under one barcode as long as the additional description field lists the items.

Special Handling:

- Fashion and costume jewelry belonging to one person, as well as daily wear timepieces may be packaged, and labeled in one bag if individually described.

Temporary Storage Location: Intake lockers in lower report writing room.

FileOnQ Location: Intake Locker



If there is a possibility that multiple pieces of jewelry can have different owners, package each piece separately

KNIVES, BOXCUTTERS, SHARP TOOLS

Any instrument that contains a blade or a sharp edge that could be used as a weapon needs to be packaged in a way that protects staff when handling the item.

1. Use a plastic evidence tube if the item fits. If the item is pointed on the tip, insert it into the Styrofoam block of the evidence tube.
2. Whenever a knife or sharp tool is too large for a plastic evidence tube, consider using a knife box and securing the sharp item to the box using zip-ties.

Special Handling:

- Close jack knives, butterfly knives, gravity knives, and switchblades if not to be forensically examined. Place these in plastic bags.
- Leave knife blades open if used in a violent crime, but place in a knife box for forensic testing.
- Use an improvised cardboard scabbard to make blade safe if it does not fit in a box or tube.

Temporary Storage Location: Intake lockers in lower report writing room.

FileOnQ Location: Intake Locker



Knives can be placed in a knife tube with the blade inserted into the blue foam



Pocket knives can be packaged in a plastic bag



Knives can be packaged in a knife box. Secure the knife with zip ties. *If knives are held for prints/DNA, package them in a knife box only!

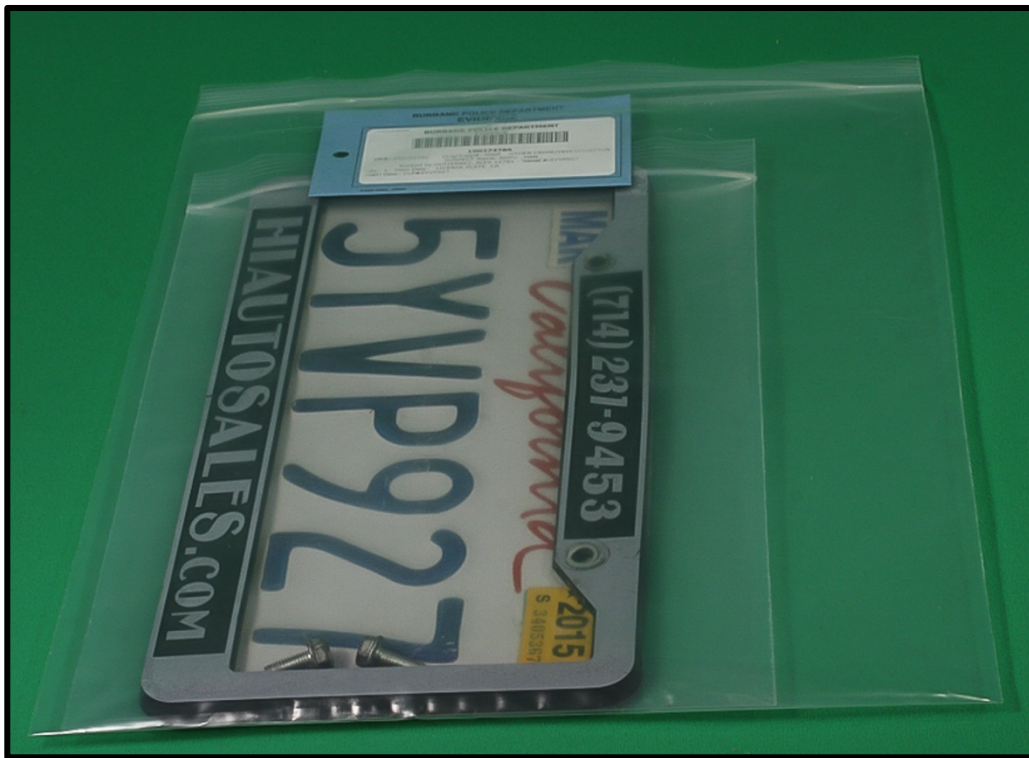
LICENSE PLATES

1. License plates should be packaged in a re-closeable plastic bag or in a brown paper bag if the plate is larger than US plates
2. Insert item card and barcode label inside the plastic bag or staple to the outside of the brown paper bag.

Special Handling: None

Temporary Storage Location: Intake lockers in lower report writing room.

FileOnQ Location: Intake Locker



Package license plates in a plastic bag

LONG ITEMS

Long Items Requiring Forensic Exam

1. Long items such as baseball bats, pool cues, hockey sticks, shovels, pitchforks - should be wrapped with the handle in brown paper or placed into a brown paper sleeve to protect possible DNA.
2. All sharp edges shall be covered to protect those who subsequently handle the item.

Long Items Not Requiring Forensic Exam

1. Long items not requiring forensic exam may be submitted without packaging. Attach Item Card with barcode label using twist-tie or zip-tie.

Special Handling:

- Do not lean any long items against the back door of the locker. This prevents it from injuring the Property Technician when opening the temporary locker on the backside.

Temporary Storage Location: Intake lockers in lower report writing room, or Bulky Storage Room

FileOnQ Location: Intake Locker or Bulky Room

MAGNETS

Magnets, if not packaged properly and stored near electronic devices, can erase or affect the information stored on an electronic device.

1. Wrap the magnet in paper, then place in bubble bag
2. Insert Item Card with barcode label into bubble bag.

Special Handling: Keep away from any video or data evidence. i.e. CDs, DVDs, hard drives, etc.

Temporary Storage Location: Intake lockers in lower report writing room.

FileOnQ Location: Intake Locker

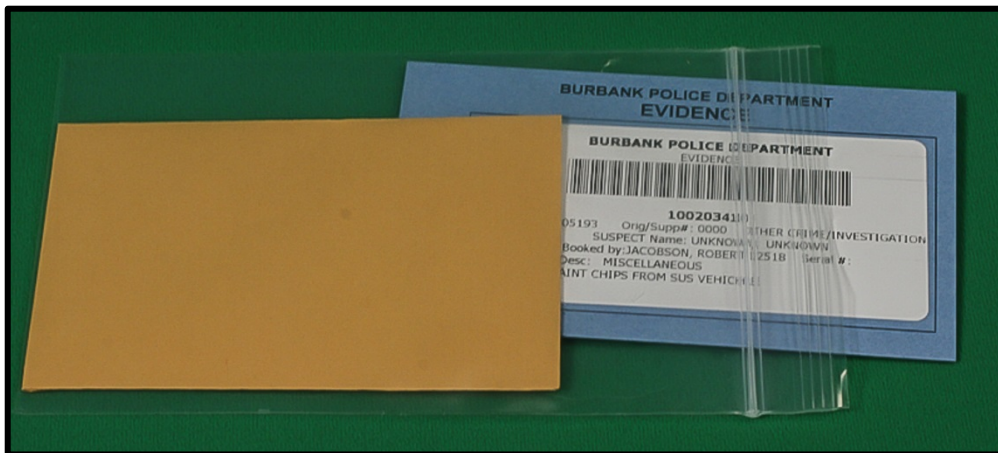
PAINT CHIPS

1. Place in paper coin envelope, then in re-closeable plastic baggie.
 - a. Alternative packaging: Place in paper bindle, then in a small re-closeable plastic bag.
2. Insert Item Card with barcode label into plastic bag.

Special Handling: None

Temporary Storage Location: Intake lockers in lower report writing room.

FileOnQ Location: Intake Locker



Place paint chips in a coin envelope then in a plastic bag with the item card and barcode

ROPE

1. Coil rope carefully and place in a paper bag.
2. Fold over the top of the bag and staple the Item Card and barcode tag to the fold.

Special Handling:

- Do not undo knots or disturb cut ends.

Temporary Storage Location: Intake lockers in lower report writing room.

FileOnQ Location: Intake Locker



Package in a paper bag. Affix the item card and barcode to the front of the bag with staples.

SEXUAL ASSAULT KITS

Sexual Assault Kits obtained from the Center for Assault Treatment Services (C.A.T.S.) generally consists of a large white envelope that contains the DNA evidence from the victim, a CD/DVD, documents, clothing, and a urine sample jar.

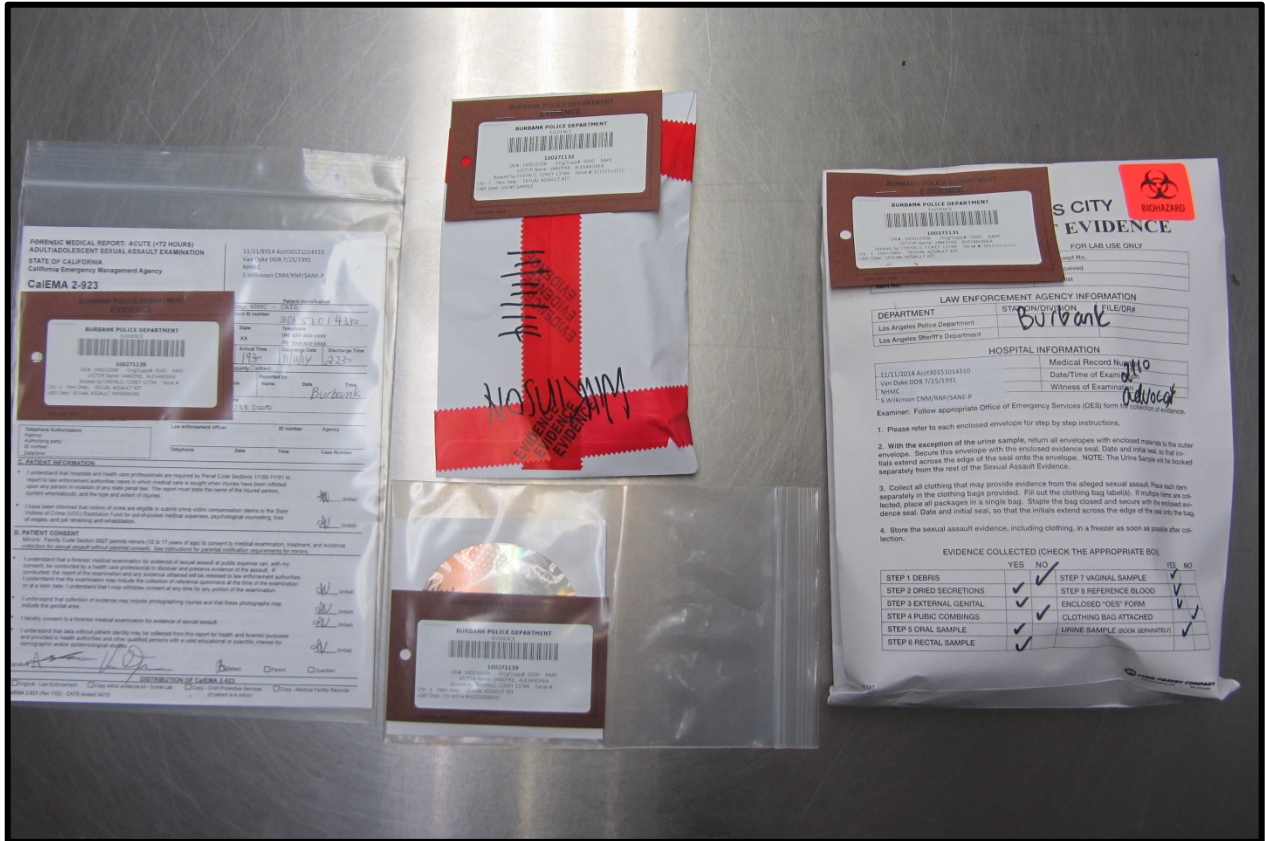
1. All items should be sealed and initialed by the person collecting the items and the officer shall ensure that this occurs.
2. The CD/DVD and documents shall be booked and barcoded separately. Ensure that they were not packaged in the sealed Sexual Assault Kit.
3. The urine sample shall be booked and barcoded separately.
4. The clothing shall be packaged, booked, and barcoded individually and sealed in brown paper bags. If clothing is dry it can be placed in the intake lockers located in the lower report writing room.
5. If items were transported in a plastic bag, discard the plastic bag.
6. The white envelope that contains DNA samples and the urine jar shall be placed in the refrigerator located in the lower report writing room.

Special Handling:

- Do not package the sexual assault kit in a plastic bag.

Temporary Storage Location: Intake lockers and refrigerator (white envelope/urine sample) located in the lower report writing room.

FileOnQ Location: Intake Locker and Refrigerator (white envelope/urine sample)



The following should be separated and barcoded individually: the paperwork, CD, urine sample, clothing, and rape kit. The urine sample and the main rape kit envelope shall be marked in FileOnQ to freeze and placed in the Lower Report Writing Room fridge. The documents, CD, and any clothing can be placed in the regular intake locker.

SHARPS (SYRINGES)

7. Sharps are hazardous medical waste consisting of hypodermic needles, pen needles, intravenous needles, lancets, and other devices that are used to penetrate or cut the skin.
8. Because they are biohazards, sharps should be always be packaged in a manner that protects others from inadvertent needle sticks or cuts. In most cases this will be a syringe tube.
9. Ensure that the actual hypodermic syringe is needed as evidence before deciding how to package. In many cases a photo will suffice and the syringe may be disposed of in the red sharps container located in the jail.

Special Handling:

1. Syringes are generally not accepted by the LASD Crime Lab for routine testing. Take a photograph of the syringe as found. Consider forensic exam for latent prints or DNA, if warranted.
2. If the contents of the needle are important to the case, the contents must be carefully unloaded and placed in a small glass vial with a screw-on top. This vial is then placed in a Narcotics Envelope.
3. If the syringe is important to the case, it may be preserved by inserting into an evidence tube. Always insert the needle into the Styrofoam block.

Temporary Storage Location: Intake lockers in lower report writing room.

FileOnQ Location: Intake Locker



Place syringes in tube and place in plastic bag with item card and barcode.



Multiple syringes that cannot fit in the regular syringe tube can be placed in a knife tube. Tape the item card and barcode to the outside of the tube.

PROPERTY FOR SAFEKEEPING and FOUND PROPERTY

Safekeeping Property:

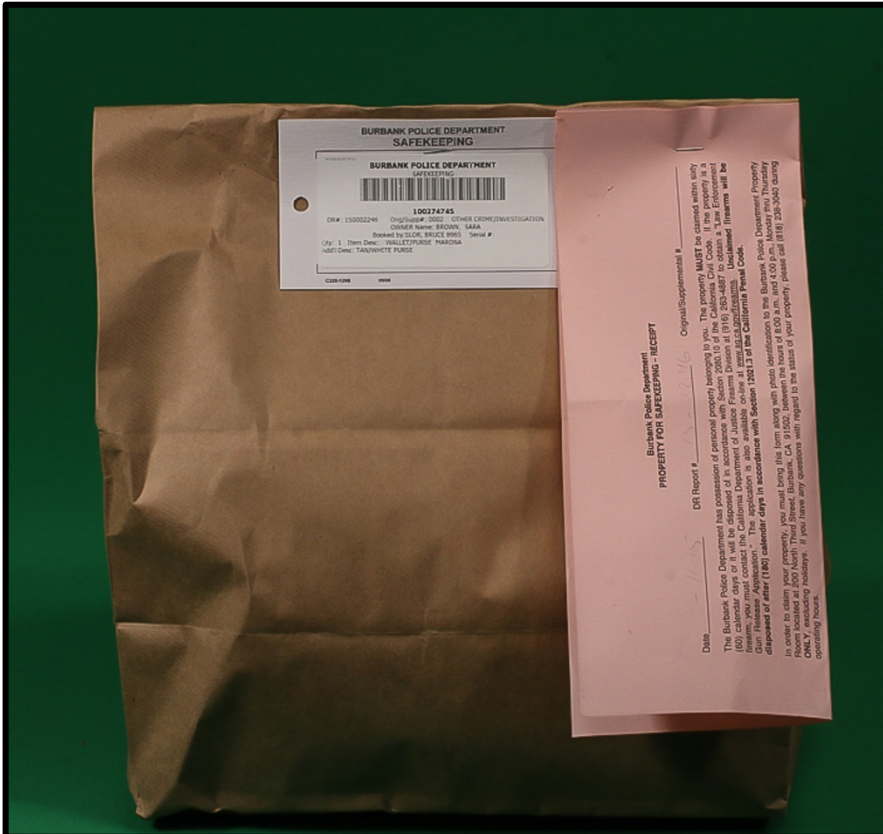
1. Safekeeping property is non-evidentiary items placed in the custody of the police department for temporary protection on behalf of the owner.
2. All items being booked as safekeeping should be thoroughly checked for illegal effects, currency, and food items. Food determined to be perishable shall NOT be booked into the Property Room.
3. Only book items that are allowed to be released back to the owner.
4. Safekeeping items shall be booked under the owner’s information. In FileOnQ, the “Associated with” field should be marked “owner”.
5. Package Safekeeping items in an appropriate-sized plastic or paper bag. Affix “white” item card with barcode to the outside of paper bags or on the inside of plastic bags.
6. Staple the “pink” safekeeping/found receipt to the outside of the paper bag or place inside the plastic bag.

Special Handling:

1. If items are considered bio-hazard, please clearly mark the packaging with a bio-hazard sticker.

Temporary Storage Location: Intake lockers or Bulky Storage Room

FileOnQ Location: Intake Lockers or Bulky room



Safekeeping items shall be booked with a white item card and the Found/Safekeeping Receipt.

Found Property:

2. Found property consists of non-evidentiary items that have been abandoned.
3. All items being booked as Found Property should be thoroughly checked for a possible owner.
4. The items should also be checked for any illegal effects, currency, or food items. Food items deemed perishable shall NOT be booked into the property room.
5. Try to book Found Property under the possible owner’s information in FileOnQ.
6. If an owner cannot be determined, book the property under the finder’s information.
7. Package Found property in an appropriate-sized plastic or paper bag. Affix “orange” item card with barcode to the outside of paper bags or on the inside of plastic bags.

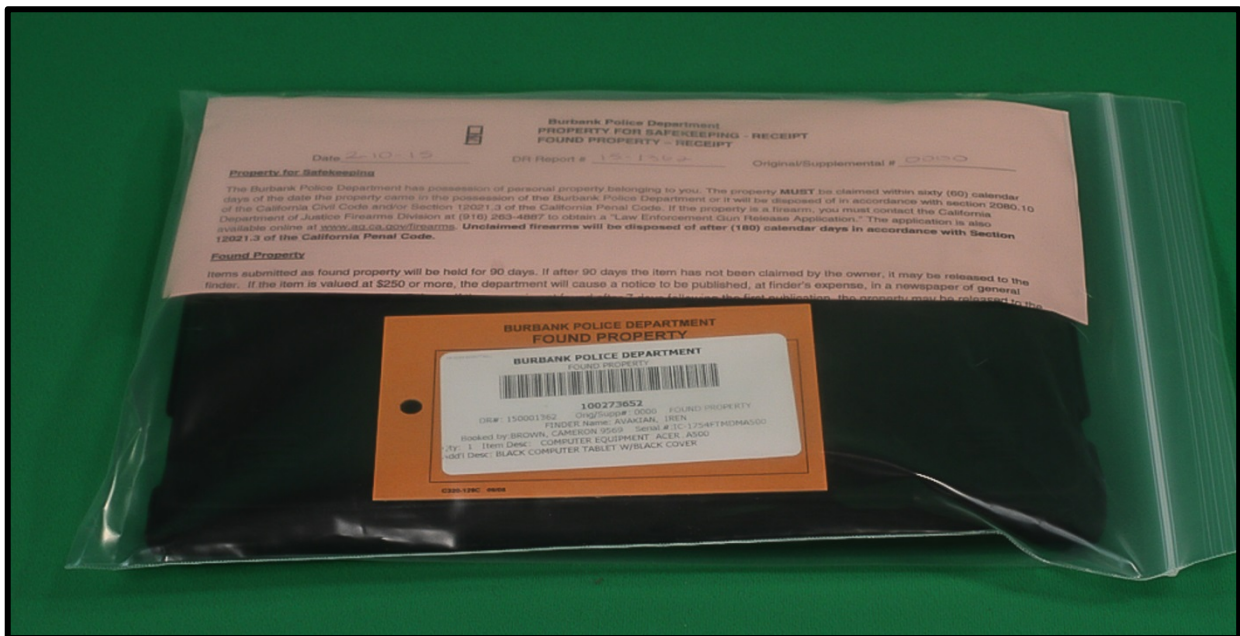
8. Staple the “pink” safekeeping/found receipt to the outside of the paper bag or place inside the plastic bag.

Special Handling:

1. If items are considered bio-hazard, please clearly mark the packaging with a bio-hazard sticker
2. If items are being held for prints or DNA, please package in a brown paper bag and seal with evidence tape and initials

Temporary Storage Location: Intake locker or Bulky Storage Room

FileOnQ Location: Intake Lockers or Bulky room



Found property items shall be booked with an orange item card and the Found/Safekeeping receipt.

Large Quantity Transient Safekeeping Property:

Refer to Homeless Policy 464.

1. Shopping carts with identifiable markings from a private business are not considered a person's personal property. These items are the property of the retail store. Book the cart in FileOnQ under the owner's name (business name), not the person in possession. The Communications Center should be notified to contact the pickup service on file in CAD.
2. Recyclables are not considered personal property when there is probable cause to believe it has been stolen from city recycle bins. If the person admits taking the recyclables from city containers, the items should be returned to the City and documented in the report.
3. Cardboard boxes that are broken are considered refuse.
4. Perishables and newspapers may be considered refuse and not collected.
5. Heavily soiled items of personal property such as sleeping bags and heavy outer clothing often contain lice, scabies, mites, bedbugs, fleas, and other parasites that can infest a building. Pest/vermin infested garments or items soiled with human waste shall not be collected, however, they should be documented in any report.
6. Personnel cannot walk away from items of value; however, personnel can determine how the department documents (photos) the items and under what circumstances officers will not safeguard hazardous or worthless items. Personnel may consult with a supervisor for direction when uncertainties arise.
7. If the cart's ownership is unknown, the contents and cart may be tagged as one item.
8. If the cart's ownership is identifiable, the contents shall be booked separately.
9. Carts should be tagged with a twist-tie for the item tag and placed in bulky storage.

Evidence:

1. The cart must be emptied of contents and booked separately.

2. Carts should be tagged with a twist tie for the item tag and placed in bulky storage.

Special Handling:

Temporary Storage Location: Bulky Storage Room

FileOnQ Location: Bulky Room

TASERS

The discharge of electric shock weapons, or department issued Tasers, may be classified into two groups: intentional discharge and accidental discharge; both require slightly different handling.

Taser Documentation

1. If the Taser has been intentionally discharged against a person or animal, the cartridge shall be booked as Evidence, and the Taser gun shall be booked as Property for Safekeeping.
2. If the Taser was accidentally discharged, except while training, both cartridge and Taser gun shall be booked separately as Property for Safekeeping.
3. In the FileOnQ system, book the Taser as “weapon-other” in the item description field; select “electric shock gun” in the weapon type field.

Taser Packaging

1. Insert probes into the holes of the expended cartridge, pointed ends first, wrap wire leads around the cartridge and secure wire.
2. The cartridge should be placed in a blue disposable glove.
3. The Taser gun shall be placed in a yellow holster provided by the Watch Commander.

Special Handling:

Temporary Storage Location: Intake lockers in lower report writing room.

FileOnQ Location: Intake Locker



Book the BPD issued taser for safekeeping with a white item card. "Burbank PD" shall be listed as the owner. The taser cartridge shall be wrapped in a blue glove and booked as evidence with a blue item card.

TIRES

1. Both mounted and un-mounted tires should use long lengths of twine to affix the Item Cards containing the barcode tag. The twine should be long enough to permit the Item Card to hang in the tread area in the event tires are stacked.
2. Tire and wheels from major injury or fatal cases should be wrapped in brown paper. Affix the Item Card with the barcode to the exterior of the wrapped tire.

Special Handling:

1. If the tires appear to be a part of a set belonging to one owner, a barcode should be affixed to each tire.

Temporary Storage Location: Bulky Storage Room

FileOnQ Location: Bulky Room



Keep the tire flat and never place it on the tread for evidentiary purposes. Attach the item card and barcode with twine tied through the center.

TOOLS

Tools Requiring Forensic Exam

1. Do not disturb the tool's face or cutting edge if tool mark comparison is needed. Wrap with cardboard to protect where tool may leave tool marks.
2. Wrap entire item in brown paper if DNA or other forensic exam is needed.
3. Attach Item Card with barcode label to brown paper package with staples.

Tools Not Requiring Forensic Exam

1. Tools not requiring forensic exam may be submitted without packaging. Attach Item Card with barcode label using twist-tie.
2. Small tool(s) shall be packaged in a plastic bag.
3. Toolboxes containing non-serialized tools may be packaged as one item. Item Card and barcode label shall be attached with a twist-tie to the handle. Toolbox contents may be described in FileOnQ as "toolbox containing misc. tools" and packaged inside the toolbox as one item.
4. Tools that are marked with some type of owner identification markings shall be grouped together as a separate item.

Special Handling:

5. Serial numbered tools shall be individually documented and barcoded.
6. Power tools may be submitted without packaging by attaching an Item Card with barcode using twist-tie or twine.

Temporary Storage Location: Intake lockers in lower report writing room or Bulky Room – dependent on size and quantity.

FileOnQ Location: Intake lockers or Bulky Room



If tool box with multiple tools belong to one owner, then book them all in the tool box with item card and barcode affixed to the handle with a twist or zip tie.



If there is a possibility of multiple owners, book each tool separately. If the tools were used in a crime, book each tool separately in order to accurately describe and itemize them.

TRACE EVIDENCE

Trace evidence consists of hairs, fibers, fingernail scrapings, scalp combings, vacuum debris from clothing, and glass.

1. Trace evidence should be packaged in a paper bindle, and placed inside an appropriate sized re-closeable plastic bag.
2. Insert item card with barcode label inside plastic bag.

Special Handling:

Temporary Storage Location: Intake lockers in lower report writing room

FileOnQ Location: Intake Locker

URINE

Urine Sample Packaging:

1. Ensure that the LASD glass jar lid is screwed on securely, and does not leak.
2. Affix the provided evidence seal over the lid of the jar onto the glass on both ends.
3. Place the yellow/orange LASD label around the jar, covering both ends of the evidence seal.
4. Initial the label where it overlaps the seal.
5. Do not cover any part of the lid with the yellow/orange label, other than the supplied evidence seal.
6. Ensure that all required information is completed on the prompts of the label.
7. Under the agency prompt, spell out the city name, i.e.: "Burbank P.D."
8. Under the "File #" prompt, be sure to write the entire DR number including all of the zeros.
9. Place urine sample jar into a re-closeable plastic baggie with the Item Card containing the barcode inside.

Special Handling:

- Always handle samples using personal protective equipment (gloves), and do not handle other items with contaminated gloves.

Temporary Storage Location: Intake lockers in lower report writing room

FileOnQ Location: Intake Lockers



Urine can be packaged in a plastic bag. Keep the jar upright. Item card and barcode can be placed inside the bag.



The evidence tape shall cover the top and the yellow label shall wrap around the jar covering both ends of the tape. Initial where the tape meets the label. Be sure to write out the full case number, including the filler zeros. Make sure "Burbank PD" is spelled out. Do NOT write "BPD" in the "station" field.

FILEONQ ACCESS INSTRUCTIONS

Log In Procedures:

1. In Windows, launch the application from your desktop icon, or click:

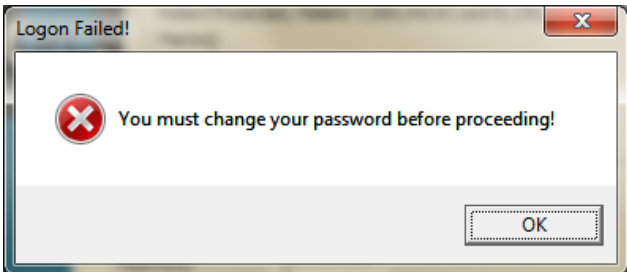
Start > Programs > FileOnQ > FileOnQ Desktop 6.1.

2. The **FileOnQ** Login screen appears.
3. The standard login window appears in the illustration at the right.

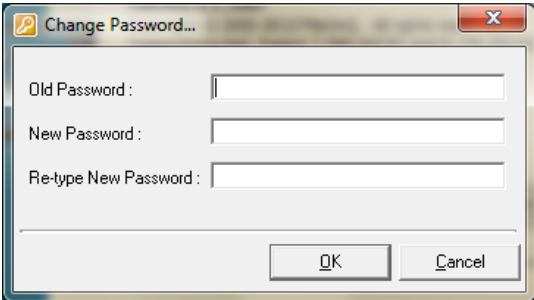


To log into the Desktop:

1. Type your user ID which is your employee ID number. For Airport employees, the letter “A” goes in front of your employee ID number.
2. Press Tab. Type your password (up to 16 alphanumeric characters). Passwords are case-sensitive. The first time you login, your password is “burbankpd” all lower case letters. A screen will appear requesting that you change your password.



3. Click “ok”
4. Another screen will appear allowing you to create a new password
5. After you create your password, the next screen will be the original login screen. Input your new password and click “ok”





Query Mode

The initial screen in FileOnQ is the query screen. Notice in the bottom right hand corner the word “query”. On this screen property and evidence items booked in the system can be searched for. Any field can be utilized to search for specific items.

Enter New Evidence:

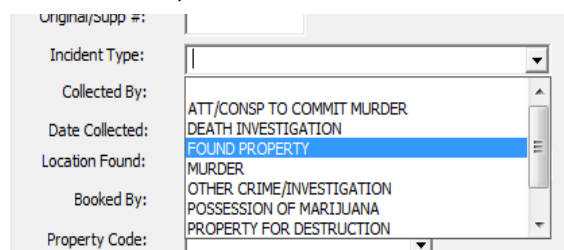
You can quickly and easily create electronic records to track and manage each item of property or evidence.

1. Select **File > New** or click the New icon.  You will see the word “New” in the bottom right hand corner, showing that the screen is ready to create a new item.
2. The cursor appears in the **case number** field first. The case number includes the last two numbers of a year followed by a hyphen and followed by the rest of the Case number provided by the Communications Center. In FileOnQ, the Case Number must contain 7 digits after the hyphen. If the Case Number is shorter than 7 digits, place zeros as place markers before the actual numbers (i.e. 14-0002637).
 - a. If the item was issued a **citation number** but not a case number, enter 99-9999999 in the Case Number field and enter the citation number in the appropriate field.
 - b. If the item was issued a **VR number** but not a Case Number, enter 00-0000000 in the Case Number field and enter the VR number in the appropriate field.
3. After entering the appropriate information into that field, you can press Tab to advance to the next data entry field or move your cursor to the next field.
4. Continue to type information into fields and use dropdown menus to choose entries for fields.
5. After you are done entering information into the new record, select **File > Save** or click the Save icon. 

Tips for entering data:

If a field has a drop-down list you **MUST** select a value from the list. You can choose from the following options:

- Click the arrow at the end of the field to scroll the list, and then click the value you want to use.



- Type the first character or characters of your selection, and then click the value you want to use.
- Type the first character or characters of your selection, press the down arrow on the keyboard, and then click the value you want to use.

You can use the following options for date fields:



- Press F3 to insert today's date.
- Press F5 to display a calendar from which you can choose a date.
- Press F2 to delete the date.

If you cannot create a new record

If you create a new record but are unable to save it, one of the following situations may be occurring:

- FileOnQ is not in New mode. Select **File > New** or click the New icon to change to New mode.
- A required field has missing or invalid information.
- You are not authorized to create a new record. Contact the Property and Evidence Room.

Enter multiple items for the same case

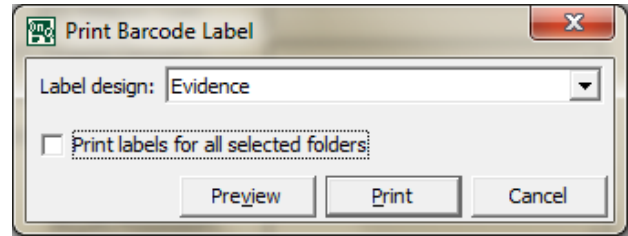
1. With the previously saved item still displayed on the screen (or an item just returned in a query), select **File > New** or click the New icon.  Some fields will be reset, and others will carry over the previous value. You can either keep or change the retained data.
2. Press Tab to move through the fields and enter new data, or use the mouse to click fields you want to edit.
3. After you are done entering information into the new record, select **File > Save** or click the Save icon. 

Enter items for a new case:

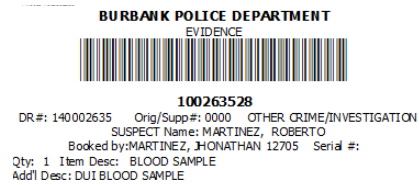
To add items for a new case, press the ESC key on the keyboard to clear the screen. Select **File > New** or click the New icon  and enter the information on the new case number.

Add notes to a record:

You can add notes to a record by clicking on the “Notes” tab next to the “Property Entry” tab. Type in the space provided but be sure to include your initials. Prior to entering any notes, be sure that your property entry is completed. Once you hit save, you will not be allowed to edit your property entry. After you hit save, notice that the “Notes” tab is marked in red to indicate a note has been inputted.



The notes tab should only be used if you want to add additional information regarding the item or the case that was not entered in the property entry due to a lack of an appropriate field needed for the information.

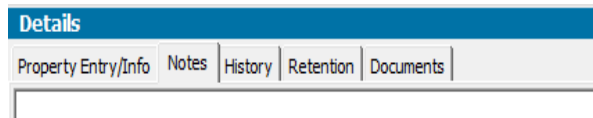


Printing Barcode Labels and Property Sheets:

Barcode Labels:

Automatically generated labels containing information unique to the item booked in. Barcode labels must be attached to the item it is associated with. They can either be attached via an item card (Evidence, safekeeping, Found, or destruct) or directly attached to a currency or narcotics envelope.

1. Run a query to bring the record or records you need onto the main screen.
2. From the menu bar, click **Labels**. Select **Print Barcode Label**. The **Print Barcode Label** dialog box appears.
3. If you want to print a label only for the current record that appears on the main screen, leave the **Print labels for all selected folders** check box unselected.
4. If you want to print multiple barcode from a case, select the **Print Labels for all Selected Folders** check box.
5. If you want to preview the label design before printing, click **Preview**.
6. Click **Print** to print the label or labels.
7. You can now attach the label to an item card (Evidence, Safekeeping, Found, or destruction) or to a currency or Narcotics envelope, put the item in a temporary locker, and submit it to the evidence unit.



Property Sheets:


Once the property entries are completed for every item booked, a property sheet must be printed and attached to the Tiburon police report.

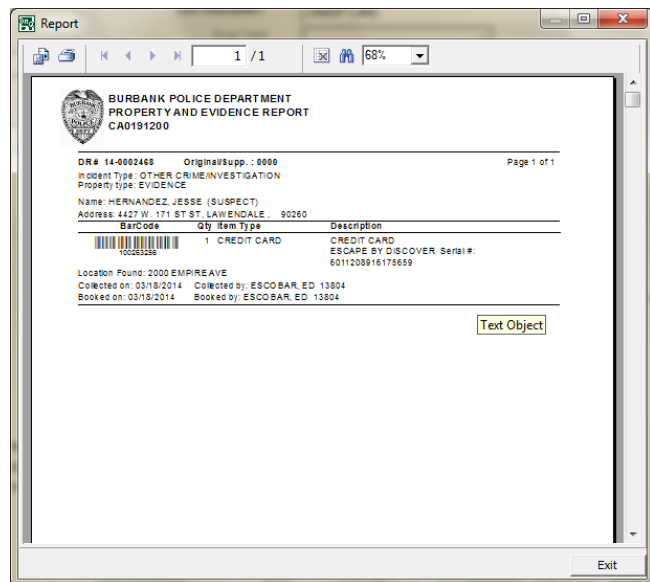
- Property sheets can display information for one item or a list of items under the same case number.
- If you print a Property sheet for a case with multiple items, it will separate the items onto different pages by the Property Code (Evidence, Safekeeping, Found, or Destruction)

Printing the property sheet:


- If you print the Property Sheet immediately after saving an item, it will print the sheet only for the one item
- If there are multiple items on a case, press the ESC key on the keyboard to clear the screen and enter the case number in the appropriate field and press enter. Printing a property sheet after this step will showcase all items under a case number.
- If you don't want all items under a case on the Property Sheet but only want a few, select the browse icon to check the items you want and hit ok, then print your property sheet.

Print your property sheet using the following method:

1. From the **Reports** menu, select **External Reports > Property Report**. A preview of the report appears on the screen.
2. To print the report, click the **Print** icon.
3. In some cases, a Property Sheet icon  will be at the top of your screen. Clicking on it will also print the property sheet.



The screenshot shows a software window titled "Report" displaying a property and evidence report. The report header includes the Burbank Police Department logo and the title "PROPERTY AND EVIDENCE REPORT" with case number "CA0191200". The report details include: DR# 14-0002468, Original/Supp.: 0000, Incident Type: OTHER CRIME/INVESTIGATION, Property type: EVIDENCE, Name: HERNANDEZ, JESSE (SUSPECT), Address: 4427 W. 171 ST ST, LAWRENDALE, 90260. A table lists one item: a CREDIT CARD with a barcode, description "CREDIT CARD ESCAPE BY DISCOVER Serial#: 6011205916175659", and location found "2000 EMPIRE AVE". Collection and booking information for ESCOBAR, ED (13804) is provided for both dates 03/18/2014. A "Text Object" button is visible at the bottom right of the report content area.


Barcode	Qty	Item Type	Description
	1	CREDIT CARD	CREDIT CARD ESCAPE BY DISCOVER Serial#: 6011205916175659

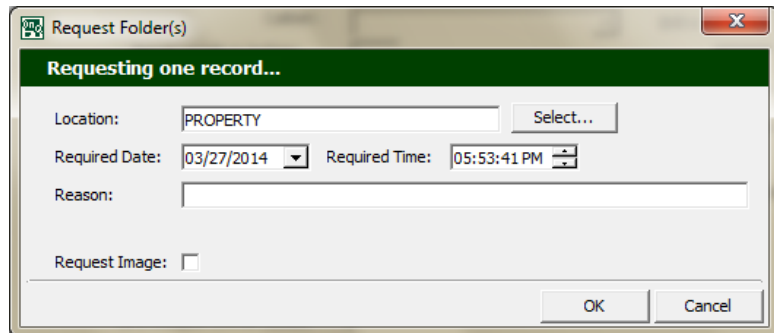
Submit Requests for Property or Evidence:

Requests can be made for the following reasons:

- To alter information on an item
- To delete a duplicate entry
- To request for lab analysis
- To request for court
- To authorize Destruction or release

To make a Request perform the following:

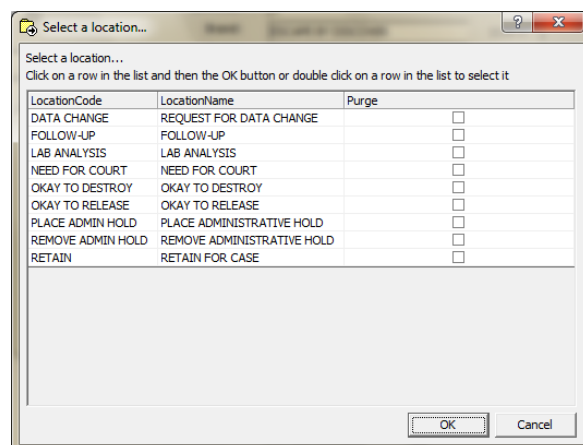
1. Run a query to bring the item you need onto the main screen. If your query returns additional items, click the **Browse** icon and select the one you need.
2. Click the **Request** icon  or select **File > Request**. The **Request Folder(s)** dialog box appears.



The 'Request Folder(s)' dialog box is titled 'Requesting one record...'. It contains the following fields and controls:

- Location:** A text box containing 'PROPERTY' and a 'Select...' button.
- Required Date:** A dropdown menu showing '03/27/2014'.
- Required Time:** A dropdown menu showing '05:53:41 PM'.
- Reason:** A text box.
- Request Image:** A checkbox.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

3. Click **Select**. Double-click the location where you want the item.
4. Use the **Required Date** and **Required Time** drop-down lists to specify when the item must be received.
5. (Optional) Type a reason for the request.
6. Select the **Request All** check box if you need more than one item.
7. Click **OK** to send your request to evidence personnel.



The 'Select a location...' dialog box contains a table with the following data:

LocationCode	LocationName	Purge
DATA CHANGE	REQUEST FOR DATA CHANGE	<input type="checkbox"/>
FOLLOW-UP	FOLLOW-UP	<input type="checkbox"/>
LAB ANALYSIS	LAB ANALYSIS	<input type="checkbox"/>
NEED FOR COURT	NEED FOR COURT	<input type="checkbox"/>
OKAY TO DESTROY	OKAY TO DESTROY	<input type="checkbox"/>
OKAY TO RELEASE	OKAY TO RELEASE	<input type="checkbox"/>
PLACE ADMIN HOLD	PLACE ADMINISTRATIVE HOLD	<input type="checkbox"/>
REMOVE ADMIN HOLD	REMOVE ADMINISTRATIVE HOLD	<input type="checkbox"/>
RETAIN	RETAIN FOR CASE	<input type="checkbox"/>

At the bottom of the dialog box are 'OK' and 'Cancel' buttons.