

BURBANK POLICE DEPARTMENT

Property and Evidence Manual

2015

FORWARD

“Evidence is that all important link which ties the suspect to the crime or clears an innocent person.”

This manual is not designed to comprehensively deal with techniques for searching out and gathering evidence in its many forms, nor does it attempt to individually list all of the ways in which evidence may be manifested in the myriad of crimes committed each day. Rather, it is targeted at the relatively small area of the proper method of documenting, preserving, packaging and marking for later identification, those physical items already gathered and recognized as evidence.

Most items gathered as physical evidence can be handled by adhering to industry standards and best practices. For those items in particular, this manual has only generalized instructions. In-depth, specialized instruction regarding items which require special handling and/or distribution may be found in the index.

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I. PREFACE

A. SCOPE & PURPOSE OF THE PROPERTY ROOM PROCEDURES MANUAL

The purpose of this manual is to document the tasks and duties necessary to be performed by the Property & Evidence Technicians in order to adequately track and manage all property and evidence in accordance with the International Association for Property and Evidence (I.A.P.E.) Professional Standards and best industry practices.

B. INTRODUCTION

1. The methods and procedures set forth herein are presented for two main reasons:
 - a. To ensure that evidence is properly handled, documented, and preserved to prevent contamination and/or inadmissibility in court.
 - b. To ensure that property is disposed of in an appropriate and timely manner, once it is no longer of use to law enforcement.
2. It is imperative that all employees involved in the handling of property have thorough knowledge of the appropriate procedures and strictly adhere to them. Any violations of procedures in this manual may result in corrective or disciplinary measures.

C. DEFINITIONS

BARCODE # refers to the number FileOnQ assigns to every item booked in the system. Each item booked will be assigned a barcode # and a label containing the barcode # and other information will be printed for every item.

CHAIN OF CUSTODY refers to the chronological documentation of the seizure, custody, control, transfer (temporary or permanent), and disposition of evidence, either physical or electronic.

CONTROL NUMBER is the sequential, ordinal, consecutive, or chronological number that items of property or evidence are filed by in the Property & Evidence Room. This may include case numbers, property record numbers, or barcode numbers.

CONTROLLED ROOM TEMPERATURE ENVIRONMENT is a storage environment that limits temperature variation from 60° to 75° F, and a relative humidity not to exceed 60%.

CONVENIENCE CONTAINER is a uniform size box, bag, or envelope that contains several smaller size items from one case and groups them together for ease of storage and retrieval.

DESK REPORT NUMBER (DR #, CASE NUMBER) is a number assigned to every case. The communications center provides the assigned desk report number. Every item should be booked under the item's assigned case number. The exceptions are:

- a. Items booked under a citation number, in which case the automatic case number shall be all 9's (i.e. 99-9999999).
- b. Items booked as under a vice report number, in which case the automatic case number shall be all 0's (i.e. 00-0000000).

DISPOSITION refers to the final arrangement of an item in property or evidence. This arrangement could be releasing, disposing, or retaining. The Property & Evidence Technicians send disposition sheets in order to gain the final arrangement sign off on an item.

DIVERTED PROPERTY or DIVERSION is the process by which the ownership of abandoned, forfeited, or unclaimed property is legally transferred to a public agency for public use.

EVIDENCE refers to material that has probative value in either tending to prove or disprove a material fact in a criminal or civil case.

FILEONQ is the software application utilized to manage, maintain, and track property and evidence.

FOUND PROPERTY is non-evidentiary property, which, after coming into the custody of a law enforcement agency, has been determined to be lost or abandoned and is not known or suspected to be connected with any criminal offense.

KEY-HOLDING PERSONNEL refers to a person(s) who has a key or who has unescorted access into the property room storage area.

POLICY refers to a directive, or set of directives, that instructs departmental personnel regarding protocols under a given set of circumstances, and remains in effect until it has been rescinded.

PROPERTY refers to the generic term for personal property that does not have evidentiary value and comes into the possession of a law enforcement agency as found, safekeeping, or property for destruction.

PROPERTY & EVIDENCE ROOM – the generic term for the location where property and evidence is stored, which may also include secondary storage and the office areas.

PROPERTY & EVIDENCE ROOM SUPERVISOR is the title of the person who is responsible for the direct supervision of the Property & Evidence Technicians and the oversight of all Property & Evidence Room operations.

PROPERTY & EVIDENCE TECHNICIAN is the title for the person who is assigned to the Property & Evidence Room and is charged with the responsibility for documenting, storing, retrieving, and disposing of property and evidence.

PROPERTY FOR DESTRUCTION is any property that is submitted to the department by a citizen for the purpose of lawful and controlled disposal, including firearms and drugs.

PROPERTY FOR SAFEKEEPING is non-evidentiary property that is placed in the custody of a law enforcement agency for temporary protection on behalf of the owner.

PROPERTY SHEET is the generic term for the form or computer printout that documents the case number, barcode number, and item description.

RETENTION is the period of time that regulates how long an item of property or evidence shall be kept in storage.

REQUEST pertains to the action in FileOnQ in order to change information on an item or request for the disposition of an item.

RIGHT OF REFUSAL is the direction given to the Property & Evidence Technician to reject and notify the booking officer that property or evidence is improperly packaged or documented, and needs correction.

SHARPS is a term applied to hypodermic needles, disposable scalpels, and other sharp edged implements used in medical care subject to universal precautions.

STATUTE OF LIMITATION is the legally defined period of time in which a criminal or civil action may be initiated. Once the statute of limitation has expired, a criminal case may no longer be filed.

THRESHOLD is a predetermined quantity of items or elapsed time that triggers an action, such as a transfer of money, or destruction of firearms or drugs.

II. STAFFING

A. DUTIES OF THE PROPERTY & EVIDENCE TECHNICIANS

The duties of the Property & Evidence Technician are primarily to receive, document, inspect, store, track, release, and dispose of Property & Evidence in strict accordance with departmental policies and applicable laws. The goal is to provide secure storage with transparency as to its chain of custody and disposal within all legal and policy guidelines.

1. Tasks and Duties:

- a. ensure that incoming property/evidence is packaged in accordance with agency guidelines
- b. preserve all incoming property/evidence from cross-contamination, theft, or loss
- c. document all activity by entering necessary data into FileOnQ
- d. maintain and update documentation with tracking information, commonly known as the "chain of custody"
- e. ensure that all releases and dispositions of property/evidence are authorized and are accurately documented
- f. arrange and document temporary releases and returns of evidence for court, crime lab analysis, or investigative use
- g. complete property-related forms and distribute as necessary
- h. serve as the liaison for Property & Evidence matters between the department and other local, state, and federal law enforcement agencies
- i. maintain current knowledge of state and local laws related to property/evidence management
- j. provide for maintenance of the storage facility
- k. inventory property and evidence based on the policy requirements of the department
- l. ensure that a safe working environment is maintained
- m. store property/evidence in the designated storage areas
- n. limit access to the Property & Evidence Room only to authorized individual(s) and maintain access logs of those who do enter
- o. provide an escort for individuals who need to visit the Property & Evidence Room; e.g., maintenance staff, repairmen, etc.
- p. ensure that all Property & Evidence Room security protocols are followed
- q. ensure that destruction and/or transfer of evidence occurs in accordance with the threshold levels found in this Procedures Manual

B. DUTIES OF THE PROPERTY & EVIDENCE ROOM SUPERVISOR

The Property & Evidence Room Supervisor is responsible for ensuring that the above duties are being carried out in an efficient and effective manner.

1. Task and Duties:

- a. evaluate staffing and resources for the Property/Evidence function
- b. provide opportunities for training of the Property & Evidence Technicians
- c. periodically inspect the operation of the Property & Evidence Room, for example:
 - i. evaluate security and access controls
 - ii. conduct a physical security evaluation of the Property & Evidence Room
 - iii. check key control, access logs, electronic access, etc.
- d. evaluate staffing and resources for the Property/Evidence function
 - i. written report of the results of the inspection should be completed by the Property & Evidence Room Supervisor and forwarded to the Support Services Division Captain
 - ii. prepare reports regarding inventory levels and trends
 - iii. ensure a safe and clean working environment in the Property & Evidence Room
- e. conduct employee evaluations and submit results in accordance with department requirements
- f. seek necessary funding for materials and resources needed for the disposition of evidence; e.g. biohazard materials, drugs, firearms, etc.
- g. ensure that currency is transferred to the Finance Department in accordance with Policy 805
- h. ensure compliance with threshold levels for destruction and/or transfer of evidence as identified in this Property & Evidence Procedures Manual

C. DUTIES OF THE PROPERTY & EVIDENCE ROOM MANAGER

The Property & Evidence Room Manager is responsible for oversight and ensuring that all departmental policies and applicable laws are being adhered to.

1. Responsibilities of Manager

- a. evaluate staffing levels in the Property & Evidence Room
- b. collect and analyze data on inventory levels and project trends that are or will impact upon the storage capacity of the Property & Evidence Room

- c. ensure that necessary training, specific to the Property & Evidence Room function, is provided
- d. obtain and disseminate legal updates that impact upon the Property & Evidence Room
- e. seek adequate funding to acquire and/or maintain an efficient and effective computerized property/evidence tracking and management system and other equipment
- f. facilitate the establishment of goals and objectives that address the Department's ability to adequately manage, store, and dispose of property and evidence.
- g. obtain and maintain security measures for the Property & Evidence Room; e.g. alarm system, video surveillance, access control, etc.
- h. ensure that the Property & Evidence Room staff is complying with the transfer and/or destruction of evidence based upon the threshold levels found in this Property & Evidence Room Procedures Manual

III. TRAINING

It is the policy of the Burbank Police Department to adequately train all personnel in proper Property and Evidence management techniques and safety when they are assigned responsibilities pertaining to the Property & Evidence Room in the Support Services Bureau.

A. Training of the Property & Evidence Technician

Training for a newly hired or transferred Property & Evidence Technician is essential. A training record will be created and maintained in the COPS Bureau documenting the subjects of the training and the date that the training was completed.

1. Training Overview

- a. Training in the following areas is required:
 - i. a two-day Property & Evidence Management course
 - ii. firearm safety
 - iii. blood borne pathogen training
 - iv. CPR
- b. safety equipment, fire extinguishers, and personal protective equipment (PPE), eyewash
- c. specialized equipment, computers, scanners, including FileOnQ evidence software and handheld scanners
- d. activation and deactivation of the Property & Evidence Room alarm systems, including off-site locations
- e. activation of the duress alarm at the public counter and walk-in freezer
- f. contents of all applicable policies, including the Department Packaging Manual, Department Property and Evidence Manual, Departmental Policies 804 and 805
- g. destruction methods for property that is no longer retained
- h. guidance in the release of property
- i. a new Property & Evidence Technician shall participate in documented on-the-job training under the direct supervision of a senior Property & Evidence Technician
- j. familiarization with Property & Evidence Room vehicles

2. Firearm Safety

The Property & Evidence Room Supervisor shall ensure that all Property & Evidence Technicians have been trained and are familiar with proper firearm handling and safety procedures.

- a. The following topics related to firearms in the Property & Evidence Room shall be covered during initial training for the newly hired/assigned Property & Evidence Technicians:
 - i. how to determine if a firearm has been rendered safe
 - ii. what to do if a firearm is not rendered safe
 - iii. how to validate a firearm's identifying information with FileOnQ data
 - iv. who to contact within the organization that may assist with firearm safety issues (Property & Evidence Room Supervisor or Range master)
 - v. familiarization with firearms releases

3. Handling of Biohazard Materials

The safety of the Property & Evidence Technicians, and anyone who is handling property or evidence that contains biological materials, is a primary concern of this department. Therefore, the following training topics shall be included in new or reassigned employee training:

- a. instruction on the safe handling of biological evidence
- b. blood-borne pathogen training and the use of department issued personal protective equipment (PPE)

4. Evidence Tracking and Management System: EvidenceOnQ

- a. All incoming Property & Evidence Technicians shall familiarize themselves with the EvidenceOnQ Guide located in FileOnQ under the "Help" tab.
- b. The following is a partial list of the training topics that shall be provided for the newly assigned and the veteran Property & Evidence Technicians:
 - i. data input when property or evidence is received in the Property & Evidence Room
 - ii. creating and printing barcode labels
 - iii. how to use hand-held scanners
 - iv. update of locations when property/evidence is moved to another location, temporarily released, or returned to the Property & Evidence Room
 - v. updating the system when property/evidence is released to owner, permanently released to another law enforcement agency, permanently released to the court, auctioned, destroyed, diverted, or donated to a charitable organization, etc.

- vi. creating and printing available and customized reports, notification letters, etc.
- vii. how to contact vendor for support or who to contact in department for technical assistance
- viii. how to conduct an inventory using the scanner and making exception reports

B. Training for the Property & Evidence Room Supervisor

1. Overview

The Property & Evidence Room Supervisor shall receive training or familiarization in the following subject areas/topics:

- a. a two-day Property & Evidence Management course
- b. firearm safety
- c. blood-borne pathogen training / CPR
- d. safety equipment and personal protective equipment (PPE)
- e. familiarization with specialized equipment, computers, scanners, including FileOnQ evidence software and handheld scanners
- f. activation and deactivation of Property & Evidence Room alarm systems, including off-site locations
- g. activation of the duress alarm at public counter and freezer
- h. contents of all applicable policies including the Department Packaging Manual, Department Property and Department Evidence Manual, Departmental Policies 804 and 805
- i. destruction methods for property that is no longer retained
- j. guidance in the release of property

C. Training for the Property & Evidence Room Manager

The Property & Evidence Room Manager shall receive training or familiarization in the following subject areas/topics:

1. Overview

- a. a two-day Property & Evidence Management course
- b. familiarization with activation and deactivation of the Property & Evidence Room alarms, including off site locations
- c. familiarization with Right of Refusal mandates for the Property & Evidence Technicians

- d. contents of all applicable policies including the Department Packaging Manual, Department Property & Evidence Manual, Departmental Policy 804 and 805

D. Time Requirement For Completion Of Mandatory Training

To ensure that necessary training in the responsibilities, functions and operations of the Property & Evidence Unit is accomplished in a timely manner, the following guidelines are established:

1. Property & Evidence Technicians

- a. newly hired or assigned Property & Evidence Technicians should complete their initial training within the first 90 days of their assignment to the Property & Evidence Room
- b. supervised on-the-job training with an assigned coach or mentor will be completed prior to the conclusion of the probationary period for the newly hired employee
- c. supervised on-the-job training for departmental personnel who are transferred into the Property & Evidence Room shall be completed by the 6-month anniversary of assignment to the Unit
- d. attendance at a two-day Property & Evidence Management course shall be completed within the first-year of assignment to the Property & Evidence Room

2. Property & Evidence Supervisor and Manager

- a. Property & Evidence Room Supervisors and Managers shall also be required to attend a two-day Property & Evidence Management course within one-year of assignment

E. Professional Certification

Upon completion of twelve (12) months of assignment as a Property & Evidence Technician, a member of the Property & Evidence Room should complete an application for the designation as a Certified Property & Evidence Specialist (CPES) by the International Association for Property and Evidence, Inc.

F. Membership in Property Officer Association

Property & Evidence Technicians, the Property & Evidence Room Supervisor, and the Manager responsible for the Property & Evidence Unit should become members of a Professional Property Officer Association, e.g. a statewide organization (CAPE) and/or the International Association for Property and Evidence, Inc. (IAPE) within the first year of their assignment.

IV. PROPERTY AND EVIDENCE POLICIES

A. PROPERTY & EVIDENCE PROCEDURES MANUAL – UPDATES

The Burbank Police Property & Evidence Manual provides all employees assigned to the Property & Evidence Room, including management and supervisory roles, a compilation of all assigned duties and responsibilities relating to the Property & Evidence Room.

1. Property & Evidence Room Supervisor – Responsibility

The Property & Evidence Room Supervisor is responsible for conducting an annual review of the policies including:

- a. Property & Evidence Procedures Manual
- b. Property & Evidence Packaging Manual
- c. Policies 804 and 805

2. Property & Evidence Technicians – Responsibility

The Property & Evidence Technicians will notify the Property & Evidence Room Supervisor of any changes they make that will affect the following:

- a. Property & Evidence Procedures Manual
- b. Property & Evidence Packaging Manual
- c. Policies 804 and 805

3. Policy Update – Report

A report of the review, containing any recommendations for change, will be forwarded to the Property & Evidence Room Manager no later than March 1st of each year.

V. PROPERTY & EVIDENCE INTAKE AND PROCESSING

A. INTAKE: RECEIPT OF PROPERTY AND/OR EVIDENCE

It is the responsibility of the Property & Evidence Technicians to inspect all incoming items for proper packaging and documentation. Additionally, the Property & Evidence Technician shall reconcile item(s) with the computer records to ensure all items described in FileOnQ have been submitted and received.

1. Intake: Removal of Evidence

Property & Evidence Technicians shall be responsible for removing all submitted property and evidence items from the temporary lockers at the beginning of their workday. The process is as follows:

- a. Using the "Location Code Sheet," scan the location "Property Room" and proceed to scan all items removed from the lockers.
- b. Additionally, all empty lockers shall be unlocked and prepared for reuse with the exception of the "slot locker".
- c. The overflow locker, the bulky locker, and the drying lockers shall also be inspected daily.
- d. The FileOnQ location field of "booking property" shall be checked daily after all items have been received to ascertain if there are any items that are unaccounted for.
- e. A query of the "Property Room" location shall be performed to ensure that all items taken in were stored in the proper location.
- f. If evidence/property is found in a locker that remained unlocked, the Property & Evidence Technician shall notify the appropriate supervisor.

2. Intake: Safety of Employees / Locked or Closed Containers

Locked containers and packages described as containing "unknown contents" shall not be accepted into the Property & Evidence Room.

- a. Property & Evidence Technicians receiving a locked container with unknown contents will immediately notify the Property & Evidence Room Supervisor, or in his/her absence, the Watch Commander.

3. Intake: Complies With Packaging Manual

All submitted packages of property or evidence shall be examined by the receiving Property & Evidence Technicians to ensure that they are in full compliance with the Burbank Police Department Packaging Manual. This examination shall include an inspection of the item for hidden or overlooked contents. All seals, initials and documentation shall also be inspected.

4. Intake: Right Of Refusal – Notifications

Any property or evidence item(s) received by the Property & Evidence Room that is not packaged as specified in the Packaging Manual shall be returned to the submitting employee for correction pursuant to Policy 804.

- a. The receiving Property & Evidence Technician shall be responsible for immediately notifying the submitting employee with a correction notice via email, listing the corrections that need to be taken to comply with the manual. The correction notice shall notify the employee that the items must be corrected by the end of employee's next regularly scheduled work day, or have supervisory approval pursuant to Policy 804.
- b. A copy of the correction notice shall be maintained in the shared "BPD Evidence" Outlook file folder until the item is corrected.
- c. If the correcting officer needs to make a correction on an item and is unable to come in during the working hours of the Property & Evidence Room:
 - i. The Property & Evidence Technician shall assign a "Returned to Officer" (RTO) locker.
 - ii. Create a combination lock using the last 4-digits of the Case Number for the item that needs correction.
 - iii. Notify the correcting officer which locker their item will be in and the combo to the lock.
 - iv. Lock the item in the RTO locker.

5. Intake: Right Of Refusal – Failure To Respond

- a. If there is no response to the correction notice within 7 calendar days, a second notice shall be prepared and forwarded to the employee, the Property & Evidence Room Supervisor, and the employee's immediate supervisor.
 - i. Exceptions may be approved by the supervisor for personnel known to be on vacation or other extended absences.

6. Intake: Corrections to Improperly Documented or Packaged Property or Evidence

A Property & Evidence Technician may make minor clerical corrections, and shall document any changes in a FileOnQ notes tab.

- a. Whenever the original documentation is "substantially" altered, a follow-up report shall be completed by the submitting officer, describing the alterations made to the original document and report. Examples of "substantial" alteration may include a miscount of money, a change of drug quantities, changes in serial numbers, etc.

B. INTAKE – FIREARMS

1. Intake: Firearms Documentation

All firearms that are submitted to the Property & Evidence Room shall have the description; e.g., serial number, make, model, type, barrel length, and caliber verified and compared with the FileOnQ record.

- a. Once the firearm has been examined, the Property & Evidence Technician shall place the firearm in the appropriate firearm box or a carousel and transfer it to the proper storage location in FileOnQ (2H or 2L).

2. Intake: Firearms – Packaging With Forensic Hold

The receiving Property & Evidence Technician shall inspect all firearms, including those held for prints or DNA. The Property & Evidence Technician shall use gloved hands and attempt to handle the firearm as little as possible in order to obtain the information needed.

- a. Consult with a Forensic Specialist whenever questions arise in the handling of firearms that need forensic tests.

3. Intake: Firearm Safety Check – Loaded Status

- a. When a firearm is submitted to the Property & Evidence Room, it shall be the responsibility of the receiving Property & Evidence Technician to ensure that the firearm is unloaded and rendered safe and complies with the Department Packaging Manual requirements.
- b. All firearms that are received in a sealed container shall be opened and inspected for loaded status and verification of description. Should any firearms be discovered to be loaded, immediately secure the weapon and notify the Property & Evidence Room Supervisor, or Watch Commander in his/her absence. The container shall be resealed.
- c. If the Property & Evidence Technician has any uncertainty concerning their ability to safely inspect any firearm they shall notify their supervisor or the watch commander for assistance and refrain from handling the firearm.

C. INTAKE: DRUGS - DOCUMENTATION

1. Intake: Drugs Documentation

All documentation on the “Narcotics Envelope” (BPD Form C320-131) (Exhibit A) and in FileOnQ shall be examined by the Property & Evidence Technician for completeness and accuracy. All data fields and prompts must be completed, or the Crime Lab will not accept the item.

2. Intake: Drugs – Packaging

The receiving Property & Evidence Technician shall inspect all drug envelopes to ensure they are in compliance with the BPD Packaging Manual, for any signs of tampering, and that they are sealed and initialed in accordance with LASD Crime Lab requirements.

- a. Once the package has been examined the package shall be scanned into the proper storage location in 3D or 3S.

3. Intake: Drugs – Testing

- a. All drug envelopes received and inspected shall be placed in a temporary preliminary drug testing cabinet that is locked and known as (1TC).
- b. The Vice-Narcotics Detail is responsible for preliminary testing of drugs received in the Property & Evidence Room. A testing location is provided in the main room, adjacent to the sink.
- c. The Detective assigned to conduct the preliminary test shall sign out the item in FileOnQ for this purpose. The location shall be listed as the Detective's name. Once the testing is complete, the Detective shall sign the item back to the custody of the Property & Evidence Room in the FileOnQ database.
- d. The Property & Evidence Technician shall ensure that the re-sealing of the item is consistent with Packaging Manual requirements, including the Detective's initials on the seal.

D. INTAKE: CURRENCY

1. Intake: Currency Documentation

- a. The receiving Property & Evidence Technician shall inspect all received money envelopes to ensure all envelope prompts and corresponding data fields in FileOnQ match and are complete.
- b. The Property & Evidence Technician shall closely examine the currency envelope for completeness and verify the count by denomination on the front for accuracy.
- c. The Property & Evidence Technician shall recount the contents of the currency envelope in the presence of a second verifying employee. If the quantity exceeds \$1000, the verifying employee shall be the Property & Evidence Room Supervisor or in their absence any other sworn supervisor.
- d. Unless directed otherwise by the Property & Evidence Room Supervisor for cases anticipated to involve an internal administrative investigation, discrepancies in money counts and documentation shall immediately be brought to the attention of the submitting employee as needing correction via the correction process.

- e. The envelope is then re-sealed, initialed, and a notation made in FileOnQ that identified who re-counted the contents, along with the date and time.
- f. Currency that is not physically needed as evidence shall be transferred to 3FIN for later transfer to Finance. Currency that is not physical evidence shall be transferred to 3C.
- g. Foreign currency shall be re-counted, if possible, and transferred to 3FC.
- h. Ensure that no denominations of foreign currency have been entered into FileOnQ.

2. Intake: Currency – Packaging

- a. The receiving Property & Evidence Technician shall inspect all received currency envelopes to ensure they are in compliance with the Packaging Manual, and for any signs of tampering.
- b. The Property & Evidence Technician shall ensure that counterfeit money is not packaged in a currency envelope.

E. INTAKE: FOUND PROPERTY

1. Intake: Found Property Identification

- a. All Found Property shall be completely examined for names of possible owners or any other type of identifying information.
 - i. If owner information is found that contains an address, the Property & Evidence Technician shall mail a claim letter.
 - ii. If any information is found, the Property & Evidence Technician shall document their findings in the notes tab and make reasonable effort to locate and inform the owner.
 - iii. Tiburon shall be utilized to compare the item with lost property reports made in the system.
- b. Found Property that is submitted must be accompanied by the Property for Safekeeping / Found Property Receipt (C320-23A) pink copy. (Exhibit B)
- c. The Found Property item(s) shall be transferred to FileOnQ location (F).

F. INTAKE: PROPERTY FOR SAFEKEEPING

1. Intake – Property For Safekeeping Documentation

- a. Property for Safekeeping that is submitted to the Property & Evidence Room must be accompanied by the Property for

Safekeeping / Found Property Receipt (C320-23A) pink copy.
(Exhibit B)

- b. The item(s) shall be transferred to Safekeeping in FileOnQ location (S).

VI. STORAGE LOCATIONS

A. Overview

1. To facilitate the efficient storage, retrieval and inventory of property and evidence, each designated identifiable storage location (bin/shelf/rack) within the Property & Evidence Room will have a specific identifier and a specific barcode label that represents the location identified.
2. The specific barcodes that pertain to the shelves are located on a "Location Barcode Sheet" that is kept next to the main computer by the entry door.
3. EXHIBITS C, D, & E provide diagrams and maps to the storage location.
4. The table on the following page provides a listing of all of the various storage locations in the different property rooms at the Police Department and City Yards.
5. Property & Evidence Technicians are required to store all property and evidence within their designated locations whenever possible.
6. Items are stored on shelves in barcode order, with the exception of the SS location which is filed by case number.
7. The Property & Evidence Room consists of six main rooms. Each room contains one or more storage locations. The following tables provide a listing of the various storage locations by room.

B. Room 1

1. Overview

- a. Located in the main area of the Property & Evidence room, encompassing the general area of the Property & Evidence Room not separated by a door. Used to store property and evidence small enough to be secured in designated manila envelopes, drawers, and shelves.
- b. The following table lists and defines the storage locations located in Room 1 (please refer to diagram on page 21 for physical storage locations):

2. Room 1 Location Chart

Location	Usage - Refer to Diagram
1A	Used to store property and evidence that fits into a 9 ½" x 12 ½" manila envelope.
1B	Used to store property and evidence that fits into a 4 5/8" x 6 ¾" manila envelope.
1BL	Used for the storage of blood envelopes.

1U	Used for the storage of urine jars.
1C	Used to store property and evidence that fits into a 6" x 9" manila envelope.
1D	Used to store property and evidence that fits into a 7 ½" x 10 ½" manila envelope.
1E	Used to store property and evidence that fits into a 14" X 18" manila envelope.
1G	Used for the storage of VHS cassette tapes.
1H	Used for the storage of items too large for a manila envelope, but may fit into one of two sizes of Kraft paper bags.
1SK	Designated to store skateboards.
B1	This area is designated to store large bulky items such as TV's, stereos, computers, etc.
B2	Designated area for the storage of large bulky items such as TV's, stereos, computers, etc.
COM	Designated to store all desktop/computer towers.
F	Designated to store Found Property.
2K	Designated to store bladed weapons, such as knives.
2HA/ 2LA	Designated to store ammunition seized with a firearm as evidence, found property, or safekeeping.
LAP	Designated to store laptop computers.
S	Designated to store Safekeeping items.
SS	Designated for boxed cases.
187	Designated shelving for homicide evidence.

FR3	<p>Designated to store small perishables, (i.e. blood-stained items, DNA evidence, etc.), or any small item(s) requiring frozen storage that fits in a 1A envelope (9 ½” x 12 ½”).</p> <p>FR 3 refers to the commercial stainless reach-in freezer adjacent to the walk-in freezer in the “back room” of the main Property & Evidence Room.</p>
FR4	<p>Designated for overflow.</p> <p>Located next to FR 3 in the “back room” of the main Property & Evidence Room.</p>
Temp	<p>TEMP is the temporary white freezer that contains items waiting to go to the Crime Lab.</p> <p>Located between FR3 and FR4</p>

C. Room 2

1. Overview

- a. Located off of Room 1 separated by an alarmed door that consists of handguns, long guns, and firearm destruction bins.

2. Room 2 Location Chart:

Location	Usage - Refer to Diagram Page xx
2H	Used to store handguns in designated handgun storage boxes.
2L	Used to store long guns in the carousels or in gun boxes in the storage bins.

D. Room 3

1. Overview

- a. Accessed from Room 2 via a separate door.
- b. Location consists of narcotics and currency both active and ready for destruction.

2. Room 3 Location Chart:

Location	Usage - Refer to Diagram Page xx
3D	Used to store narcotic and prescription drug items that can fit in a narcotic envelope. Stored

	in bins on the left-side of the room.
3S	Used to store narcotic or drug items that fit in one of three sizes of Kraft paper bags.
3C	Used to store currency.
3FC	Used to store foreign currency.

E. Parking Garage

1. Overview

- a. Located in the underground parking garage outside the Property & Evidence Room.

2. Parking Garage Location Chart:

Location	Usage - Refer to Diagram Page xx
5 - Cage	<p>Designated for the storage of Found, Safekeeping, and Evidence bicycles, both active and ready for auction.</p> <p>Room 5 also has a metal locker for the storage of flammables such as solvents, gasoline, etc. (NO FIREWORKS OR EXPLOSIVES).</p> <p>Room 5 is located in the lower parking structure adjacent to the Fire Department entrance.</p>
FR	<p>Designated to store large perishable items, i.e. bloodstained items, DNA evidence, etc., or any other item(s) requiring frozen storage.</p> <p>FR refers to the larger walk-in freezer located in the lower parking garage adjacent to the property van parking stall</p>
FR2	<p>Designated for storage of sexual assault kits which consist of the white envelope containing samples. Sexual Assault urine jars shall also be stored in FR2.</p> <p>FR 2 is the smaller freezer located next to FR in the lower parking garage.</p>

F. Offsite Location

1. Overview

- a. Located at City Yards and consists of one warehouse and two containers.

2. Offsite Location Chart

Location	Usage - Refer to Diagram Page xx
6	<p>Designated to store very large items and quantities of items that cannot be stored in the Property Room 1 location. Primarily bulky or long term storage.</p> <p>Room 6 is located at the offsite and refers to the main part of the warehouse.</p> <p>The alarm for the entire offsite is housed in Room 6.</p>
6B	<p>Designated to store old items from the 1H section.</p> <p>Located in Room 6 on the left hand side shelving against the wall.</p>
6H	<p>Designed to store inactive homicide cases, with the approval of the Investigation Division Captain and Lieutenant. Also, active bulky homicide items that cannot be stored in Room 1 due to size.</p>
6M	<p>Designed shelving unit for the storage of long items; such as bats, spears, walking canes, pipes, etc.</p>
Container 7	<p>Designated to store suspended cases more than 4 years old, which are placed in storage boxes.</p>
Container 8	<p>Designated storage for suspended cases more than 4 years old that are packaged in brown paper bags.</p> <p>Also, items that are ready for auction may be temporarily stored in this container.</p>

G. Other Locations

1. Overview

- a. These locations are used for specific items o property and evidence.

2. Other Locations Chart:

Location	Usage - Refer to Diagram Page xx
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Animal Shelter AS	Designated for the storage of animals as evidence. Located at the Burbank Animal Shelter.
Girard and Peterson G&P	Designated for vehicles or parts originally with VIN numbers, consistent with G & P contract, but also with the approval of the Property & Evidence Room Supervisor or Watch Commander.
Range WSR	Designated for items that are stored at the Range. Items that fall within the category of explosives, incendiary devices, caustic materials and any chemicals of a hazardous nature are to be booked and stored at the range.

H. Designated Locations For All Property And Evidence

1. Overview

- a. The Property & Evidence Technicians shall attempt to store all property and evidence in the respective storage locations. These locations have been designated to ensure that all property and evidence is stored in a manner that facilitates locating evidence and making easy retrieval.
- b. In order to facilitate the efficient and secure storage and retrieval of property and evidence, the following categories of items will not be commingled with other items of general evidence; i.e. the designated items will be stored in designated areas: guns, drugs, currency, homicide evidence, Found Property, Property for Safekeeping, knives, flammables, hazardous evidence, and bicycles.
- c. Evidence from one case should not be commingled with evidence from other cases. For example, a box or paper bag shall only contain evidence from one case, not multiple cases.

2. Designated Location Chart:

CATEGORY	INSTRUTIONS	LOCATION
Money - US Currency	All money shall be stored in ROOM 3 Location 3C.	3C
Money – Counterfeit	All counterfeit money shall be stored in Room 1 Location 1A-1H. (NOT ENHANCED SECURITY)	1A - 1H
Firearms – Hand Guns	All handguns shall be stored in Room 2 Location 2H.	2H

Firearms – Long Gun	All long guns shall be stored in Location 2L.	2L
Ammunition	All ammunition with an associated firearm shall be stored in Room 1, Location 2HA.	2HA
	Ammunition not associated with a firearm shall be stored in 1A-1H, S, F, in barcode order or SS in case order.	1A-1H, S, F, SS
Drugs - Narcotics Envelopes	All narcotic envelopes shall be stored in Room 3 Location 3D.	3D
Drugs Large Package	Large packages of drugs shall be stored in Room 3, Location 3S.	3S
Prescription Drugs Legal (Surrendered For Destruction)	All drugs surrendered for destruction shall be stored in Room 3, Location 3D.	3D

I. Special Handling Items

1. Overview

- a. The table provides a listing of various categories of Property & Evidence that requires special handling or specific areas where these items are to be stored.

2. Special Items Location Chart:

CATEGORY	INSTRUCTION	LOCATION
Biological Evidence	Biological evidence requiring frozen storage, as per the Crime Lab, shall be stored in FR through FR 4, depending upon size and type of evidence.	FR-FR4
Biological Evidence	All biohazard packages not requiring frozen storage, as per the Crime Lab, shall be stored in a temperature controlled environment.	1A-1H, SS
Homicide Evidence	Homicide evidence that is active shall be stored in 187. Homicide evidence	RM 1 187

	consisting of firearms, drugs, and currency shall be separated from other evidence in the case and stored in the designated area for that category of item with enhanced security; i.e., firearms with firearms, drugs with drugs, and money with money.	
Sexual Assault Kits	Sexual assault kits (consisting of the white envelope kit and the urine sample) that have been sent to the lab shall have the lab receipt attached to the outside of the envelope to show the item has been tested. All sexual assault kits shall be stored in FR2 in the lower garage.	FR2
Hazardous Materials (Flammables, Etc.)	Hazardous materials such as flammables, combustibles, or caustic materials (acid, lye, etc.) shall be stored in the storage cabinet that are labeled "Flammables" that are located in the bike cage. Larger quantities of flammables that do not fit inside the flammables cabinet should be transported to the Range.	5 Cage WSR

J. General Evidence

1. Overview

- a. The following table provides a listing of various categories of general Property & Evidence and should be stored in specified areas for efficiency and utilization of space.

2. General Evidence Location Chart:

CATEGORY	INSTRUCTION	LOCATION
Bicycles	All bikes shall be stored in location "5", the bike cage, and stored on a numbered hook.	5 Cage
Digital Media (Hard-Drives, Memory Cards, Etc.)	All packages containing hard drives, memory cards, and memory sticks shall be stored in Room 1 location 1A-1H, in an appropriate size envelope and stored on the shelf in barcode order, or in case order in SS.	1A -1H SS
Documents	All packages containing documents shall be stored in Room 1 location 1A-1H, in an appropriate size envelope, and stored on the shelf in barcode order, or in case order in SS.	1A -1H SS
Knives And Bladed/Edged Weapons	Knives that do not fold shall be stored in 2K. Other bladed weapons will be stored in the Room 1 location labeled 1A-1H.	2K 1A-1H
License Plates / Miscellaneous	License plates are filed in a bin located in 1H.	1H
Long Items (Bats/Sticks/Clubs /Canes/Etc.)	Baseball bats, long pipes, rakes, golf clubs and other long items that are submitted as evidence shall be stored in 6M.	6M
Paraphernalia	All large drug paraphernalia shall be stored in Room 1 Location 1A-1H bags.	1A-1H

K. Short Turn Around Property

1. Overview

- a. This table provides a listing of various categories of general property and that should be stored in specified areas for efficiency and utilization of space.

2. Short Term Property

CATEGORY	INSTRUCTION	LOCATION
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Found Property	Stored on shelves in Room 1 labeled Found.	F or 5 (Cage)
Property for Safekeeping	Stored on shelves in Room 1 labeled Safekeeping.	S or 5 (Cage)

L. Items Awaiting Removal

1. Overview

- a. This table provides a listing of various categories of general property and evidence that should be stored in specified areas for efficiency and utilization of space.

2. Items Awaiting removal Location Chart:

CATEGORY	INSTRUCTION	LOCATION
Drug – Ready For Destruction	Drugs are removed from their home location and placed in separate bags or boxes separated by type of drug inside Room 3.	34D
Firearms – Ready for destruction	All firearms ready for destruction shall be removed from their home location and placed in the for destruction box in Room 2.	2R

VII. SPECIAL HANDLING ITEMS

A. FOUND PROPERTY

The Property & Evidence Technicians are responsible for the intake and disposition of most Found Property items, with the exception of firearms.

1. Found Property - Statutory Requirements

- a. Found Property shall be processed in accordance with §2080.10 CC, et seq., and §2-2-401 BMC, et seq.
- b. The provisions of this statute have no application to items that have been intentionally abandoned by their owner - §2080.7 CC.
- c. Property that is found during the course of employment by an employee of any public agency and not subsequently claimed by the owner may not be claimed by the employee - §2080.3(b) CC.

2. Found Property - Responsibilities

- a. Property & Evidence Technicians are responsible for attempting to locate and notify owners of Found Property that is in the custody of the Department.
- b. Upon receipt of all Found Property, the following steps shall be taken to locate the owner(s):
 - i. read the associated case report to become familiar with the details surrounding the submission of the property
 - ii. examine any personal items that may provide identifying information
 - iii. check lost property reports in Tiburon for a match to the property booked
 - iv. if not previously done by the booking officer, the Property & Evidence Technician shall query appropriate computer systems to ascertain if the owner has been the victim of a crime
 - v. if it is determined that the Found Property is related to a crime, the Property & Evidence Technician shall forward that information to the appropriate Detective Bureau Detail for follow-up
- c. All efforts to locate and notify property owners shall be documented in the FileOnQ system.

3. Found Property - Cases: Authority To Release

- a. The handling, storage and disposition of all Found Property items, except firearms, shall be the responsibility of the Property & Evidence Technicians.
- b. Items entered as Found Property do not require an assigned case investigator's approval for release or disposal, unless there is a firearm involved in the case.
- c. If the Found Property is a firearm, responsibility for property disposition will rest with the assigned case investigator.

4. Found Property - Owner Known – Notification

- a. When an owner is identified, the Property & Evidence Technician shall:
 - i. Cause a Claim Letter to be mailed as soon as possible
 - ii. If the item(s) appear to be important personal documents (passports, government ID, checks, money, or cell phones) and the owner has not been contacted according to the Found Property report, the Property & Evidence Technician shall attempt to make contact with the owner immediately by phone to lessen the owner's need to replace those documents or take other precautions. (See Section 10, Notifications)

5. Found Property – Claim Letter Returned

- a. Whenever a Claim Letter is returned by the USPS, a notation under the "note" screen in FileOnQ will be made stating the reason for the letter being returned

6. Found Property - Not Claimed By Owner

- a. Whenever the owner has been notified to claim property and does not respond within 90 days, notification to the finder shall be made that the property is available for release pursuant to Section 8.

7. Found Property - Finders – Notifications

- a. In the event the owner has not been identified, or has not claimed his/her property within 90 days pursuant to §2080.1(a) California Civil Code, and if the property is not contraband or personal property (credit cards, identification, passports, etc.), the Property & Evidence Technician shall send a Claim Letter to the Finder notifying them what steps need to be taken to retrieve the Found Property (refer to Notification Section 10).
- b. If property to be released is valued in excess of \$250, see Section 10 for specific steps that need to be taken.

8. Found Property - Finders – Return Of Property

- a. Whenever Found Property is being released to a finder, personal items, such as Social Security cards, credit cards, or identification cards, shall not be released to the finder; they will be destroyed in accordance with this policy.

9. Found Property – Advertising Requirements

- a. Whenever Found Property is valued over \$250, the Property & Evidence Technician shall notify the finder of advertising requirements pursuant to §2-204 BMC /§2080.3(a) CC by sending a Claim Letter.
- b. Costs associated with the advertisement are the responsibility of the finder.

10. Found Property - Not Claimed

- a. If the Found Property has not been claimed by the owner by the time 90 days has elapsed, plus 30 days for the notification letter to the finder, the items shall be disposed by:
 - i. selling at public auction (§2-2-406 BMC)
 - ii. destroying (§2080.7 CC & §2-2-407 BMC)
 - iii. diverting to city public use (§2-2-407C BMC)
 - iv. donating to charity (§2-2-405.2 BMC)

B. SAFEKEEPING

Property & Evidence Technicians are responsible for safeguarding all personal property when it is submitted to the Property & Evidence Room.

1. Property for Safekeeping: Statutory Requirement

- a. Property for Safekeeping is governed by §2080.10 California Civil Code.
- b. If the owner does not claim the property within 60 days of initial submission, it will be disposed of in accordance with department policy and §2080.10 California Civil Code.
- c. The disposal of the property can take place as long as the owner of the property was given a Property for Safekeeping /Found Property Receipt at the time the department took custody, or a Claim Letter was sent to them.
- d. No Claim Letter needs to be sent if a copy of the Property for Safekeeping or Found Property Receipt is attached to the property.
- e. The statute requires that the property be retained for an additional 10 months when the owner has contacted the department and requested further retention, in writing, pursuant to §2080.10b(3) California Civil Code.

- f. Property for Safekeeping of firearms is governed by §12021.3 California Penal Code.

2. Property For Safekeeping – Responsibilities

- a. Property & Evidence Technicians shall be responsible for the documentation, handling, storage and disposition of all Property for Safekeeping items. Items submitted as Property for Safekeeping do not require an assigned case investigator's approval for release or disposal, with the exception of firearms.
- b. Exception: the release of any firearm held as Safekeeping requires the written approval of the assigned case investigator.
 - i. See Section VIII, A.4. Release of Firearms

3. Property For Safekeeping – Intake Process

- a. Upon receipt of Property for Safekeeping the following steps shall be taken:
 - i. verify in FileOnQ if the item is associated with an owner
 - ii. if "owner" is not listed in the "associated with" field, transfer the item in FileOnQ to "RTO" and physically move the item to the "Return To Officer" shelf and contact the officer via email to make a request to correct
 - iii. ensure that the Safekeeping Receipt is affixed to the actual item
 - iv. scan and attach the Property for Safekeeping /Found Property Receipt as an eDoc in FileOnQ and enter the date on the receipt in the "letter sent" field
 - v. if the Property For Safekeeping receipt is not attached to the item(s), the Property & Evidence Technician shall be required to notify the owner with a Claim Letter
 - vi. a copy of the Claim Letter shall be scanned and attached as an eDoc in FileOnQ, and the date sent entered in the "letter sent" field
 - vii. the property will be subsequently stored in the appropriate Safekeeping shelf (S) unless the items consist of firearms, drugs, or money

4. Safekeeping – Disposition

- a. If the lawful owner of the property cannot be notified, or if the owner does not claim the property within the specified time period of 60 days, the Property & Evidence Technicians shall dispose of the item(s) in accordance with the following options:
 - i. Sell at public auction (§2-2-406 BMC)

- ii. Destroy (§2080.7 CC & §2-2-407 BMC)
- iii. Divert to city use (§2-2-407C BMC)
- iv. Charity (§2-2-405.2 BMC)

VIII. DISPOSITION OF PROPERTY

A. DISPOSITION PROCESS

The Property & Evidence Technicians are responsible for the distribution and tracking of the Disposition Notification – (Exhibit J) and overseeing the final disposition of the property.

1. Disposition Notice

The Property & Evidence Technician shall run a program on the computer desktop entitled “Analysis” that determines what cases should be reviewed. The program then creates a Disposition Notice (.pdf list of item(s) for review), which is sent electronically to the supervisor of the employee associated with the property on a bi-monthly basis.

- a. If the assigned case investigator requests the item to be retained longer, it is automatically given a 1-year extension.
- b. If the assigned case investigator does not respond within 45 days, it shall be the responsibility of the Property & Evidence Room Supervisor to follow-up with the assigned case investigator's supervisor.
- c. In the event the assigned case investigator is no longer an employee, the Disposition Notice shall be electronically sent to the Investigations Bureau Lieutenant.

2. Property & Evidence Technician

- a. The Property & Evidence Technician shall review the Request Monitor daily for disposition requests.
- b. The Request Monitor can be opened by choosing the View tab in FileOnQ and selecting Request Monitor.
- c. Before acting on the request ensure there are no pending Internal Affairs Holds by checking the Hold field on every item.
 - i. Anytime a hold is found an email shall be sent to the Sergeant assigned to Internal Affairs requesting approval to disposition.

3. Disposition Requests

The assigned case investigator has the following three options when reviewing the property: retain, ok to destroy and ok to release

- a. Disposition Requests - Retain
 - i. Group all of the items marked “Retain” in the Request Monitor.

- ii. Check the “Reason” field for any special instructions to retain the item for a specific time, such as 6 months.
 - iii. Select “Retain” requests with the same retention period and query.
 - iv. Batch update the “Review” date for either:
 - 1) the extended time period that was requested by the assigned case investigator
 - 2) an additional year from when the request was made
- b. Disposition Requests – Ok To Destroy
- i. Select and query items approved for “OK To Destroy” in the Request Monitor.
 - ii. Batch transfer all items to the current location of “ok to destroy”
 - iii. Prior to the batch transfer, ensure that the home location reflects the current property room shelf location.
- c. Disposition Requests – Ok to Release
- i. View the group of items approved for “OK To Release” in the Request Monitor.
 - ii. Look in the “Reason” field for each release request to ensure the assigned case investigator indicated to whom the selected items should be released, and if an address was provided to send a Claim Letter. If the Reason field was left blank, email the assigned case investigator and request the name and address of the claimant so the notice can be mailed and the item(s) can be released.
 - iii. After emailing the assigned case investigator delete the “ok to release” requests that have a blank reason field.
 - iv. Ascertain if multiple items can be released to the same individual. If multiple items can be released to the same individual, select and query those items at the same time.
 - v. Verify that the person’s name matches the name in FileOnQ, if not add the name to the Release To section at the bottom of the FileOnQ item page. This must be done on all items that will be released. (The above process can be batch updated)
 - vi. Create a Claim Letter with the information provided by the assigned case investigator. See Section IX Notifications for additional information.
 - vii. Ensure the home location reflects the selected items’ current location.

- viii. Batch transfer the items current location to "OK to Release".

IX. NOTIFICATION – PROPERTY ROOM RESPONSIBILITIES

The Property & Evidence Technician shall be responsible for making all written notifications to an owner to claim their property.

A. NOTIFICATION: SENDING A CLAIM LETTER

1. Claim Letter

- a. The Claim Letter (Exhibit K) shall include the owner's name, address, and case number the property is associated with.
- b. Claim letters are generated and sent for the following:
 - i. once the assigned case investigator has notified the Property & Evidence Technician that property can be returned to the owner
 - ii. any item for Safekeeping that has owner information associated with it and a Property for Safekeeping / Found Property Receipt was not attached
 - iii. any Found Property with an identified owner
 - iv. any Found Property that can be claimed by the finder pursuant to §2080 CC
- c. Claim Letters can be generated in FileOnQ or Word
 - i. FileOnQ Claim Letters are generally used when the authorized recipient's information has been entered into FileOnQ as an associated party to the item(s).
 - ii. The Claim Letter in FileOnQ is generated by selecting the Claim Letter icon.
 - iii. Claim Letters generated in WORD are generally used when the authorized recipient hasn't been entered into FileOnQ.
 - 1) The Claim Letter in WORD can be located in the shared Property Room folder under the Templates sub-folder.
 - 2) Complete the template that calls for name, address, case number, date, and initials.

B. NOTIFICATION: NOTIFICATIONS LETTERS – MAILING

The assigned Property & Evidence Technician shall mail the Claim Letter to the lawful owner or designee via United States Postal Service First Class Mail as soon as practical upon receipt of the authorization for release.

1. Method of Notification: Exceptions

- a. Certified / Certified Return Receipt Requested (RRR) / Registered – shall be utilized only when requested by the assigned case investigator or Property and Evidence Room Supervisor.
- b. Once the letter is mailed, a copy of the Claim Letter shall be attached to the record in FileOnQ, utilizing the eDoc Tab. The mailing date of the Claim Letter shall be noted in the FileOnQ “Letter Sent” field.
- c. Certified / Certified Return Receipt Requested (RRR) / Registered should be considered when the estimated value of the item(s) exceeds \$5,000.

C. NOTIFICATION: NOTIFICATIONS LETTERS – TRACKING

The Property & Evidence Technician shall be responsible for documenting any responses or requests made by the owner regarding their property.

1. Documenting and Tracking Sent Mail

- a. The Property & Evidence Technician shall be responsible:
 - i. for documenting any phone calls in the Notes Tab regarding the release of the owner’s property
 - ii. for documenting the date and time the correspondence was received in addition to scanning the letter into the record in FileOnQ, utilizing the eDoc Tab
 - iii. for updating the review date to 10 months in the future in those cases where the owner has given the department written notice (This only applies to property for safekeeping cases, §2018.10 CC)

D. NOTIFICATION: RETURNED LETTER

Whenever a Claim Letter is returned by the United States Postal Service, a notation under the “Notes” tab in FileOnQ shall be made stating the reason for the letters return. The original envelope shall be scanned into FileOnQ utilizing the eDoc Tab.

1. Returned Letter: Notification to Assigned Case Officer

- a. Whenever a Claim Letter is returned as undeliverable, the assigned case investigator shall be notified.

X. RELEASING PROPERTY

A. ELECTRONIC APPROVAL REQUIRED

It is the responsibility of the Property & Evidence Technician to release item(s) once the electronic approval from the assigned case investigator has been obtained.

1. Releasing Property: Authorization

- a. Property & Evidence Technicians must have FileOnQ electronic request approval from the assigned case investigator prior to releasing any property or evidence.
 - i. Exception: Found Property and Property for Safekeeping do not require separate Investigation Division approval unless there is a firearm involved or the case has been assigned to a case investigator.

2. Releasing Property: Process

- a. Prior to releasing the Property & Evidence Technicians shall verify the following:
 - i. Compare the barcode number, the case number and the description of the items(s) on the package against the FileOnQ record.
 - ii. Confirm there are no "Holds" placed on the associated property.
 - iii. Check the person's government issued identification with photo to verify identity (Copy ID?).
 - iv. Verify that the person's ID matches the person to whom the property is authorized to be released.
- b. The following steps are to be taken in FileOnQ when property is released:
 - i. Open the "Check out" dialog box in FileOnQ to check out the items being released.
 - ii. "Check out to location" will be "Owner".
 - iii. "Reason" field will be "Releasing Property".
 - iv. Type the name of the person that the property is being released to in the "Name" field.
 - v. In the comment field provide what information was used to verify the person's identity and any associated numbers.
 - vi. Scan the barcode for each item being released.

- vii. After the scanning is complete the owner or designee shall sign the electronic signature pad.
- viii. Any releases to a person without ID shall be approved by the assigned case investigator or Property & Evidence Room Supervisor.

B. TEMPORARY RELEASE OF PROPERTY & EVIDENCE

Whenever property or evidence is released from the Property & Evidence Room, the likelihood of misplacing it, losing it, or having the item pilfered increases significantly. Special rules need to be followed whenever evidence is released for Court, Out for Investigation, for the Crime Lab, or released to another agency.

1. Authorization For Release

- a. Prior to releasing property or evidence for temporary release to any BPD employee, or employee of another agency, the Property & Evidence Technician shall obtain written authorization (via request in FileOnQ) for the release from the assigned case investigator (officer, detective, or sergeant).

2. Release Process: Temporary Removal – Court

Officer and investigating officers may at times check items to be taken to court. If the item being taken does not consist of a firearm, money, or drug then a subpoena is not required to check the item out. The following Process should be upheld:

- a. Check the item being requested out to the person requesting the item.
- b. In the checkout dialog box, the reason field should be “out to court” and the check box for a receipt should be marked.
- c. After the requestor signs, print out the Court / Lab Transfer Receipt.
- d. Inform the requestor that if for any reason the court keeps the item, they must fill out the appropriate fields on the Court / Lab Transfer Receipt.

3. Court Release Process: Temporary Removal of High Security Items

Whenever an item of evidence consisting of firearms, money or drugs is requested for court, the Property & Evidence Technician shall:

- a. scan the subpoena and electronically attach it to the Property Record using eDocs
- b. retrieve the item from its storage location
- c. “Check Out” the item to the employee taking the item

- i. the reason field should be “out to court” and make sure the box labeled “print receipt” is marked
- d. obtain the employee’s signature on the electronic signature pad
- e. print out the Court / Lab Transfer Receipt
- f. Inform the requestor that if for any reason the court keeps the item, they must fill out the appropriate fields on the Court/ Lab Transfer Receipt.
- g. advise the employee that all signed-out evidence not retained by the court as an exhibit shall be returned by the end of the court day pursuant to Policy 804
- h. any exceptions to the return policy shall be approved by the employee’s Bureau Commander pursuant to Policy 804

4. Court Return: Process

Whenever evidence is returned from court, the Property & Evidence Technician shall:

- a. Use the Check Out command to document the return of the item and return the item to its storage location.

5. Court Return: Process – Receipt Returned / Evidence Retained

- a. Whenever the Court / Lab Transfer Receipt is returned from court in lieu of the evidence, the Property & Evidence Technician shall change the current location to CE (Booked Court Evidence) using the checkout process and documenting the transfer with the signature from the officer or investigating officer returning the receipt.
- b. The returned Court / Lab Transfer Receipt shall be scanned and electronically attached to the Property Record using eDocs.
- c. The Court / Lab Transfer Receipt shall be placed in the original case file located in the Record Bureau.

6. Court Return Process: Not Returned / No Receipt

Whenever an employee fails to return the signed out evidence, or Court / Lab Receipt by the end of the business day, the Property & Evidence Technician shall:

- a. Query the “Out to Officer” file and send an email directly to the officer inquiring about the status of the evidence when it has not been returned.
- b. If the officer does not respond by the end of the next scheduled workday, the Property & Evidence Room Supervisor shall be notified and will be responsible for following up. If the item is not returned by employee within 10 days, the Property & Evidence Room Supervisor shall notify the Support Services Division Captain.

- c. If the officer has lost the receipt then they shall obtain a minute order from the court documenting the release of the evidence to court.

C. RELEASE PROCESS: TEMPORARY - INVESTIGATIVE PURPOSES

1. Investigative Purposes Release Process: Temporary Removal

Whenever an item of property or evidence is removed for investigative purposes, the Property & Evidence Technician shall:

- a. verify that electronic written approval from the assigned case investigator or supervisor has been obtained
- b. retrieve the item from its storage location
- c. use the Check Out command to document the transfer of the item in FileOnQ to the employee signing out the item
- d. document in FileOnQ the employee removing the property or evidence
- e. obtain the employee's signature on the electronic signature pad
- f. advise the receiving employee that all signed out evidence shall be returned to the Property & Evidence Room by the end of the business day, pursuant to Policy 804
- g. advise the receiving employee that any exceptions to the return policy shall be approved by the employee's Bureau Commander, pursuant to Policy 804

2. Investigative Purposes: Return Process – Temporary Removal

Whenever evidence is returned from an investigative release, the Property & Evidence Technician shall:

- a. inspect the packaging for proper seals and initials; improper packaging needs to be refused and corrected
- b. use the Check Out command to document the return of the item and return to its storage location

3. Investigative Purposes: Evidence Not Returned

Whenever an employee fails to return evidence that is temporarily signed out for investigative purposes by the end of the business day the Property & Evidence Technician shall:

- a. Contact the employee by email and inquire regarding its status.
- b. If the officer does not respond by the end of the next scheduled workday, the Property & Evidence Room Supervisor shall be notified and will be responsible for following up.

- c. If the item is not returned by employee within 10 days, the Property & Evidence Room Supervisor shall notify the Support Services Division Captain.
- d. Any exceptions to the return policy shall be approved by the employee's Bureau Commander.

D. K-9 Unit Temporary Release – Investigative Purposes

In order to efficiently train the K-9 Unit dogs on drug location, the K-9 Unit will check out drugs that have been signed off for disposal for temporary custody.

1. Drugs to use for the K-9 Unit

- a. A K-9 unit officer will contact the Property & Evidence Room if there are specific types of drugs they need to use.
- b. Once contacted, a Property & Evidence Technician shall locate drugs that meet the following criteria:
 - i. type of drug the officer is requesting
 - ii. the item has been signed off for disposal by the investigating officer
 - iii. the amount of grams the officer is requesting
 - iv. the item does not have any I/A holds
- c. The Property & Evidence Technician shall email the requesting officer the drugs that can be temporarily released to the K-9 Unit. The following information will be provided to them:
 - i. barcode number
 - ii. case number
 - iii. drug type
 - iv. quantity
 - v. any additional description that better describes the drug

2. Transfer to the K-9 Unit

- a. The K-9 unit (including officer and supervisors) will come down to the Property & Evidence Room along with an officer in Vice/Narcotics Bureau.
- b. The drugs that will be temporarily released to K-9 will be checked-out and weighed by the officer from the Vice/Narcotics Bureau.
- c. After being weighed and checked back in, the Property & Evidence Technician shall check out the drugs to the K-9 Unit.
 - i. the checkout to location shall be "K-9 Unit"
 - ii. the reason shall be "K-9 Training"

- iii. the name shall be the name of the K-9 officer the drugs are being released to
- iv. capture a signature to complete the transfer

E. RELEASE PROCESS: CRIME LAB – TEMPORARY

1. Crime Lab Service Locations

- a. The primary forensic lab used by the Burbank Police Department is the Los Angeles County Sheriff's Department, Technical Services Division; Scientific Services Bureau (will be referred to as the LASD Crime Lab for brevity).
- b. A secondary forensic lab located at the Glendale Police Department, which serves the tri-cities area for DNA and NIBN testing, is named the Verdugo Regional Crime Lab.
- c. The procedure used for the Glendale Police Department Crime Lab also applies to other state, private and federal forensic laboratories.

2. LASD Crime Lab Transfer Procedures

There are very specific guidelines that must be followed whenever releasing evidence to the Los Angeles County Sheriff's Department Crime Lab, or the Crime Lab will not accept. (Exhibit G)

- a. LASD Tracking
 - i. LASD tracks every item submitted by the LASD Crime Lab Receipt number.
 - ii. One LASD Crime Lab Receipt should be completed for each package submitted.
 - iii. A Property Room Lab Book (Exhibit F) logbook will be kept for tracking LASD Crime Lab Receipts. It will also track when an item goes to the lab and when it is returned with results.
- b. LASD Crime Lab Receipt
 - i. The LASD Crime Lab Receipt must be properly completed using their instructions
 - ii. The submitting agency is Burbank PD; Burbank is spelled out. Do not put BPD in the field, as the Lab will not accept it.
 - iii. The charge is the code violation (e.g., 11550 H&S, 23152 (a) VC).
 - iv. Name of subject is the suspect's name.
 - v. If there is a victim, write the victim's name. Do not write State of California as the victim. Leave it blank if there is no victim.

- vi. The DR number should be the barcode number, written exactly as seen (e.g. 100005645).
- vii. The field labeled "Investigator" should be the last name, or Bureau, and their office telephone number with area code.
- viii. "Received from" is the printed last name and first initial of the person that is handing over the item to the lab courier.
- ix. "Received by" is filled out by the lab courier.
- x. The Description of Evidence Requirements:
 - 1) The evidence description written on the face of the LASD Crime Lab Receipt shall reasonably characterize the contents of the envelope, and shall be consistent with the evidence description written on the barcode label.
 - 2) Blood and urine samples submitted for toxicology or blood alcohol may be described by marking the "BLOOD" or "URINE" checkbox.
 - 3) The description of all firearms shall include the serial number, if known. If the serial number is unknown, that shall be included as part of the description. The description shall also indicate if the firearm is unloaded.
 - 4) The description of narcotics evidence shall include the form of the substance (e.g., "plant material," "powder," "tablets," etc.), the controlled substance believed to be present, and the number and form of items in the package (e.g., "two bindles," "six balloons," "one plastic bag," etc.) If in pill form, the number of pills shall be indicated.
 - 5) Indicate the number of separate external packages (not items inside a container) in the "# of packages" box.
 - 6) On the far right side of the receipt, check the lab section which the evidence will be sent to. Do not mark the boxes that are directly under the words "Lab Personnel."
 - 7) When the item comes back from the lab, the Property & Evidence Technician receiving the item will sign the bottom of the receipt where the prompt reads, "Released To."

3. Special Requirements - Blood and Urine

The Property & Evidence Technician shall cause a lab receipt to be made and attached to the item being sent.

a. Blood Samples

- i. Prior to filling out the lab receipt, the Property & Evidence Technician shall verify that all fields have been filled out on the envelope and that the seal on the back flap has been initialed.
- ii. The booking employee should have noted on the envelope what the blood should be tested for.

b. Urine procedures

- i. Check to make sure that the lids are sealed tightly.
- ii. Check and make sure that the jar isn't leaking.
- iii. The evidence tape should start on one side of the jar and go up and over to the other side crossing the top of the lid.
- iv. The yellow label should cover both ends of the evidence tape overlapping them.
- v. Make sure the label does not cover the jar's lid.
- vi. Check that initials overlap the evidence tape and label.
- vii. Verify the information is correct on the label.
- viii. The booking employee should have noted on the jar label what the urine is to be tested for.

4. Vice-Narcotics Detail Action Prior To Transfer

- a. A Vice-Narcotics detective will complete the lab receipts for all narcotics that are to be sent to the lab. The Vice-Narcotics detective needs to verify that they are using the same language on the lab receipt as labeled on the barcode.
- b. The LASD Crime Lab has weight limits for drugs going to the lab or the courier will not accept cases that exceed the weight limit. The limits (per case) are as follows:
 - i. Marijuana – 5lbs
 - ii. Narcotics – 227g (8oz)
 - iii. Pills – 227g (8oz)

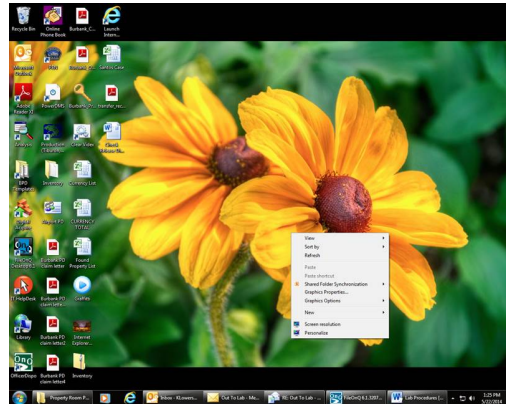
5. Prior To Crime Lab Courier Arriving

- a. All items going to the lab will be kept in the "out to lab" box.
- b. Verify all items going to the lab and that the information on the barcode, envelope, and lab receipt have been input correctly.

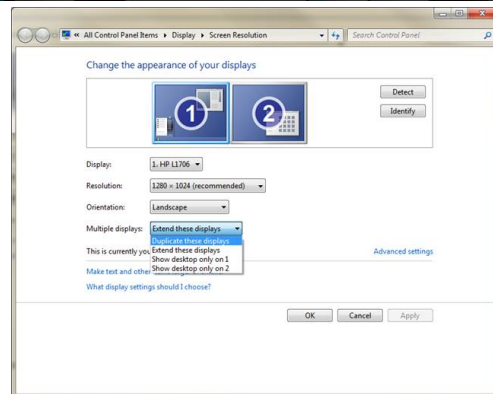
- c. In FileOnQ, add the lab receipt number in the appropriate field box for each item going to the lab.
- d. Add the information to the lab logbook.
- e. Sign the “Received From” field in the lab receipt for items going to the lab.

6. Crime Lab Courier Procedures

- a. When the lab courier arrives, duplicate your screen so that it mirrors your work onto the screen located next to the release counter. Do this by right clicking anywhere on your desktop. Click “Screen Resolution” from the pop-up box. On the next pop-up box under multiple displays, select “duplicate these displays”. Select ‘apply’ and ‘yes’ to keep changes.
- b. To change the computer settings in order to duplicate your screen onto the monitor located in the vestibule area:
 - i. right click anywhere on the main screen of the computer used for public check out



- ii. Select “Screen Resolution”. A new box will pop up. On Multiple Displays field, select “Duplicate these displays”



- iii. Select “Apply”. Then another box will pop up asking if you want to keep the changes. Select “Keep changes”
- iv. After you are finished with the lab, perform the same process but select “show desktop only on 1”

7. Out to Crime Lab

- a. The LASD Crime Lab courier will sign the “received by” field on lab receipts of items they will be taking.
- b. In FileOnQ, open the “Check out” dialog box to check out the items being sent to the LASD Crime Lab.
- c. “Check out to location” will be “Out to Lab.”
- d. “Reason” field will be “Out to Lab.”
- e. Type the LASD Crime Lab Courier’s name in the “Name” field.
- f. Scan the items being taken to the lab.
- g. The LASD Crime Lab Courier shall sign the electronic signature pad for the items being checked out.
- h. The LASD Crime Lab Courier will provide the green receipts from the items being taken to the Crime Lab.
- i. Verify that the green receipts given back from the lab match those in the Lab Receipt logbook. (Exhibit F)
- j. Log the date the items were given to the courier.

8. Back From the LASD Crime Lab

- a. Items coming back from lab will have their results attached to the item unless otherwise noted.
- b. Blood and urine lab results are attached to the back of the original lab receipt.
- c. Drug lab results are on a full page sheet attached to each Narcotic envelope.
- d. Results need to be scanned and electronically attached in FileOnQ, utilizing the eDoc program for each item.
- e. Depending on the crime code, copies of the results will be made and delivered to the Vice-Narcotics Detail and the Traffic Bureau.
- f. All results shall have a copy made for the City Attorney’s office. After all the copies are made and distributed, re-attach the original lab results to each item.
- g. Transfer each item back to their home location in FileOnQ, and physically place them back in their correct locations.

9. Split Requests

- a. Court orders are occasionally sent requesting for a blood/urine/narcotic to be sent back to the lab for a split of the item.
- b. Follow the normal lab receipt procedures but mark the “split” field on the lab receipt.

- i. note the new lab receipt number in FileOnQ utilizing the “notes” tab
- ii. attach the lab receipt and court order to the item being sent

10. Confirmatory Testing

- a. The City Attorney’s Office will contact a Property & Evidence Technician if a blood/urine/narcotic needs to be sent for a confirmatory test.
- b. Follow the normal lab procedures.
- c. On the Lab Receipt, write in for the lab to perform a confirmatory test per the City Attorney.
- d. Note the new lab receipt number in FileOnQ, utilizing the “notes” tab.

11. Firearms Transfers

- a. Before firearms can be sent to the lab, the assigned case investigator should call ahead to that department of the Crime Lab and request an examination and analysis.
- b. The Lab Receipt should have an “attention to” with the name of the crime lab employee the assigned case investigator contacted.
- c. DO NOT PACKAGE ITEMS WITH SEPARATE BARCODES IN ONE GUN BOX. Package each barcoded item separately with its own Lab Receipt. This helps with verifying the items when they return.
- d. Make sure that each item is properly sealed with evidence tape around any flaps or openings.

12. Sexual Assault Kit Transfers

- a. Sexual assault kits can be submitted to the Crime Lab by the Lab Courier or directly by the assigned case investigator.
- b. An LASD Sexual Assault Submission Form (Exhibit H) must be completed for each sexual assault case being sent to the lab.

13. Procedures for Other Labs

- a. The investigating officer will be responsible for checking out the items and escorting them to the lab.
- b. Perform the normal checkout procedure as described in the FileOnQ section.
 - i. choose the investigating officer as the location
 - ii. select “out to lab” for the “reason” field

14. Crime Lab: Annual Query

- a. It shall be the responsibility of the Property & Evidence Technician to annually review the “Out to Lab” file to ensure that submitted item(s) can be accounted for.
- b. By the end of each January, it shall be the assigned Property & Evidence Technician’s responsibility to remind the I/O, or submitting party, to contact the Crime Lab and ascertain the status of submitted items. An email notification to the Property & Evidence Room Supervisor shall be sent indicating when the annual check was done.
- c. The Property & Evidence Room Supervisor shall forward a list of non-tested sexual assault kits to the Investigation Division by the end each January.

F. RELEASE PROCESS: OTHER AGENCY

Items of evidence and property can be released to another agency for their investigative purposes. All releases to other agencies shall be first approved by the assigned case investigator.

1. Other Agency: Release Process – Temporary Release

- a. Whenever an item of property or evidence is transferred to another agency the Property & Evidence Technician shall:
 - i. ensure the assigned case investigator provided an electronic request through FileOnQ to release designated evidence to a particular person representing another agency
 - ii. use the Check Out command to document the transfer of the item in FileOnQ to “OJ” (Other Jurisdiction)
 - iii. document in FileOnQ the other agency employee signing out the property or evidence
 - iv. obtain the employee’s signature on the electronic signature pad

2. Other Agency: Annual Query Requirement

- a. The Property & Evidence Technicians shall query the Other Jurisdiction file annually, to ensure that the released to other agency item(s) are accounted for. The Property & Evidence Technician shall:
 - i. remind the assigned case investigator, or submitting party, to ascertain the status of the item by the end of each January
 - ii. send an email notification to the Property & Evidence Room Supervisor stating when the annual check has been done

3. Other Agency: Return Process – Temporary Removal

- a. Whenever the property or evidence is returned back from “Other Jurisdiction”, the Property & Evidence Technician shall
 - i. Check the item back in to the Property & Evidence Room and obtain the signature from the other agency employee bringing back the items.
 - ii. The items may then be returned to their storage location(s) and documented in FileOnQ.

4. Other Agency: Not Returned

- a. Anytime property or evidence is not returned from “Other Jurisdiction” in the agreed upon time, the Property & Evidence Technician shall contact the assigned case investigator to ascertain the location or disposition of the evidence.
- b. In the event that the item is to be retained by the other jurisdiction, the Property & Evidence Technician shall notify the assigned case investigator that written documentation is required to close out the record.

G. RELEASE PROCESS: THIRD PARTY

- a. It shall be the policy of the Burbank Police Department to allow third party releases under the following circumstances:
 - i. The third party shall provide a notarized letter from the property owner authorizing the release of the property.
 - ii. The assigned case investigator can also facilitate the release of the property to a third party without a notarized letter by making an electronic request in FileOnQ.
- b. The Property & Evidence Technician shall follow the checkout procedure for releasing items to a third party.
- c. All documents submitted in order to obtain the items shall be uploaded into the FileOnQ eDoc system.

H. RELEASE PROCESS: SPECIAL ITEM RELEASE

1. Firearms

- a. Property & Evidence Technicians shall never release any firearms without an electronic approval from the assigned case investigator. Any time a firearm(s) is released, the Property & Evidence Technician shall ensure the following is completed:
 - i. Validate with Records that all storage fees have been paid when applicable.
 - ii. Examine the persons DOJ – Law Enforcement Gun Release Firearms Eligibility Clearance letter to ensure that

the person is not prohibited from possessing a firearm or ammunition, and that they are the registered owner of the firearm(s).

- iii. Prior to releasing a firearm, the Property & Evidence Technician will ask the assigned case investigator if the person was checked for any incidents that may have changed the owner's Prohibited Status since the Law Enforcement Gun Release – Firearms Eligibility Clearance was dated.

2. Releasing Firearms -Third Party Releases

Whenever a release of a firearm is made to a third party, the following shall apply:

- a. a sale or transfer shall only be made through a federally licensed firearms dealer approved by the owner.
- b. release to a federally licensed firearms dealer shall require:
 - i. Obtaining a copy of the Federal Firearms License (FFL).
 - ii. Obtaining a copy of the Power of Attorney for Firearms Relinquishment, Sale of Disposal – Declaration.
 - iii. Obtaining a copy of the dealer's government identification.

3. Releasing Ammunition

As used in this paragraph, ammunition shall include all types of fixed ammunition and gunpowder. For security reasons, ammunition and a firearm require a special release process as described:

- a. Ammunition will not be released on the same day as the firearm.
- b. Exceptions to this release policy shall be approved by the assigned case investigator, Property and Evidence Room Supervisor, or the Watch Commander.
 - i. Exceptions shall be documented in the FileOnQ notes section.

4. Releasing Currency

Releases of currency will be in cash or check. Any money that has not been transferred to the City Treasurer's Office will be returned in cash.

- a. Any money that has been previously transferred to the City Treasurer's Office shall be released by check that is generated by the City Treasurer's Office. For a check to be issued the Property & Evidence Police Technician shall:
 - i. verify the electronic FileOnQ request to release the currency

- ii. verify the owner's information is correct and that there are no discrepancies with the amount being given back
 - iii. explain to the owner that there could be a fee attached if they deposit the check at a bank they are not a member of
 - iv. email the Burbank Police Department Finance office and include the chain of custody, property sheet, and a screenshot of the item for release
 - v. refer to Burbank Police Department policy 805
- b. If the currency to be released is more than \$1000 in cash, the Property & Evidence Room Supervisor or Watch Commander must be present for the verification and release.

5. Releasing Currency: Process At Counter

- a. Cash release:
- i. A Property & Evidence Technician will open the envelope and count the currency in front of the person taking possession and complete the FileOnQ checkout procedure.
 - ii. Before turning over the currency to its owner, all denominations and total sum shall be verified against the information documented on the currency envelope.
- b. Check release:
- i. verify the check was made out to the owner, spelling is correct, and amount is correct
 - ii. follow the FileOnQ checkout procedure for the release of the check

6. Releasing Currency: Discrepancy

If there is a discrepancy between the amount indicated on the envelope and the final count, the currency will be immediately placed back in the envelope and the Property & Evidence Room Supervisor will immediately be contacted (if not already present). If the Property & Evidence Supervisor is not available, contact will be to:

- a. Internal Affairs Bureau, Professional Standards Bureau, or the Watch Commander.
- b. The responding supervisor (Property & Evidence Room Supervisor, Professional Standards or the Watch Commander) shall recount the money in front of the citizen.
- c. If the discrepancy still exists the following shall occur:
 - i. Notify the recipient that they will be contacted in the near future regarding their currency.

- ii. Repackage the currency with a correct count in a new money envelope.
- iii. A supplemental report to the existing DR shall be written regarding the circumstances.
- iv. The repackaged currency and the corrected money envelope shall be returned to active evidence.
- v. Make a note in FileOnQ "Do Not Release", pending approval by the Professional Standards Bureau.

7. Release Of Marijuana

Whenever marijuana is to be released to the owner it must first be approved by the assigned case investigator. The marijuana can only be released by order of the court.

- a. Marijuana releases shall be facilitated by the assigned case investigator checking out the marijuana and transporting it to court for its final release.
- b. The Property & Evidence Technicians shall provide the assigned case investigator a Court / Lab Transfer Receipt for signature by a court representative.
- c. Upon return of the signed receipt, the Property & Evidence Technician shall scan the receipt and electronically attach it to the entry in FileOnQ using the eDoc system.
- d. The original receipt shall be filed in the case folder located in the Records Bureau.

8. Release of Prescription Drugs

- a. Verify that the prescription on the RX bottle is the same name as who the item is being released to.
- b. If there is no prescription RX bottle, the owner shall bring in prescription documents authorizing her ability to have the prescription in her possession.

XI. DISPOSAL AND DESTRUCTION OF PROPERTY

A. DISPOSAL AND DESTRUCTION OF PROPERTY

Once the Property Room has received a final disposition approval of “OK to Destroy” in FileOnQ, it shall be the responsibility of the Property & Evidence Technician to ensure the item(s) are purged from the inventory in a timely manner.

1. Duties Of The Property & Evidence Staff

- a. “OK to Destroy” in FileOnQ gives Property & Evidence Technicians the authority to remove the item(s) from its storage location and make arrangements for the item(s) to be purged. The Property & Evidence Technicians shall have the following options under OK to Destroy:
 - i. Auction
 - ii. Divert To Public Use
 - iii. Destroy

B. AUCTIONS

1. Auction: Responsibilities

- a. Property & Evidence Technicians are responsible for the preparing, processing and releasing of auction items to the auction company.
- b. PropertyRoom.com is the auction company that the Property & Evidence Room uses. Contract with the company is maintained by the Burbank Police Finance Office.

2. Auction: Authority

The auction of any unclaimed property is governed by §2080.5 California Civil Code and §2-2-407 BMC. The auction process may not occur until all required notifications have been made to the owner(s) and the property has not been claimed.

3. Auction: Firearms and Other Weapons

It is the policy of the Burbank Police Department not to auction firearms or other weapons.

4. Auction: Criteria for Submission

- a. Items of property that have an estimated value in excess of \$25, should be considered for the auction process.
- b. Items submitted for auction sale shall not be contaminated with biological or hazardous materials.

5. Auction: Process – Movement

- a. Whenever an item is to be processed for PropertyRoom.com, the following shall occur:
 - i. The item(s) shall be moved from its present storage location to Container 8 at the City Yard.
 - ii. When the item(s) are moved from the Property Room to the City Yard, the location in FileOnQ shall be transferred to “4AU”, for Auction.
 - iii. Document in the Note Tab – Container 8

6. Auction: Schedule

- a. PropertyRoom.com sends an email to customers approximately every 60 days asking if they have items for auction.
- b. Whenever the email is received, the Property & Evidence Technician shall query the FileOnQ location known as “4AU” (for Auction) and determine if a sufficient number of items that warrant a pickup.
- c. In the event a special pick-up is needed, the Property & Evidence Technician can contact PropertyRoom.com at (626) 369-0275.

7. Auction: Preparing Auction Transfer List

- a. Once the Property & Evidence Technician determines that item(s) are ready for auction, the assigned Property & Evidence Technician shall generate an Auction List from FileOnQ. (Exhibit L)
- b. The procedure is as follows:
 - i. Schedule an appointment time and date for the company to pick up the items
 - ii. Query the location of 4AU
 - iii. Click Reports >External Reports> Auction List
 - iv. Print the list
 - v. Verify that all items on the list are in Container 8

8. Auction: Releasing Property To Auction Company

- a. Prior to the arrival of the PropertyRoom.com driver, the Property & Evidence Technician shall:
 - i. respond to Container 8 at the City Yard
 - ii. set up a display table outside Container 8 for the examination of the items by the PropertyRoom.com driver
 - iii. all small items shall be placed on the table in barcode order for the driver to validate

- iv. verify each item with the Auction List (Exhibit L) as the company driver takes the item
- v. driver shall sign the bottom of Auction List (Exhibit L)
- vi. lock up Container 8 and set the alarm in Room 6
- vii. the Property & Evidence Technician shall make a copy of the signed Auction List (Exhibit L) and give the original to the driver
- viii. a copy of the Auction List (Exhibit L) can be made inside the Public Works front office

9. Auction: Final Documentation

- a. After the items have been transferred to PropertyRoom.com, it shall be the responsibility of the Property & Evidence Technician to ensure that FileOnQ has been updated by showing a final location of "Auctioned."
- b. The signed PropertyRoom.com Auction List (Exhibit L) shall be scanned into FileOnQ eDocs.

10. Auction: Final Documentation: Records

- a. A copy of the PropertyRoom.com auction list shall be sent to the Record Bureau for the removal of the serialized records from APS (Automated Property System).

C. DIVERSION

1. Diversion Authority

- a. Diversion of any unclaimed property is governed by §2080.6 California Civil Code and §2-2-407 BMC. Property may only be used if the property is diverted in compliance with, §9-406 and §9-407 Burbank Municipal Code.

2. Diversion Of Property – Responsibilities

- a. Property & Evidence Technicians are responsible for preparing, processing and the final release of the property.

3. Diversion Process

- a. The Property & Evidence Technicians shall not prepare any property for Diversion without obtaining previous approval for destruction by the assigned case investigator, the detail supervisor, or the Property & Evidence Room Supervisor.

4. Diversion Request – Internal Approval Process

- a. The Property & Evidence Technicians shall be responsible to ensure the following process is followed:
 - i. Requesting Party - Any employee requesting an item(s) to be diverted for departmental use shall be required to submit a Justification Memo via their Chain of Command to their Division Captain.
 - ii. The Division Captain shall review the request and approve or disapprove the request. If the request is approved, the Captain shall forward the Justification Memo to the Property & Evidence Room for processing.
- b. Property & Evidence Technicians – shall search the FileOnQ inventory for such item(s) meeting the requirement of the request.
- c. Once the item has been identified, the Property & Evidence Technician shall verify the item(s) are approved for destruction.
- d. The Property & Evidence Technician shall physically examine the item(s) to ensure that it is in working order.
- e. The Property & Evidence Technician will then draft a Diversion Memo addressed to the Deputy Chief and to the Purchasing Manager, via the Chain of Command. (Exhibit M)
- f. The memo shall include the following information:
 - i. Identify who wants the item, the purpose of its use, and who authorized the disposition of the property.
 - ii. A copy of the FileOnQ Property Sheet describing the item (Exhibit N).
 - iii. Original Justification Memo from requesting party (Exhibit O).
 - iv. The bottom of the memo shall include a signature block for both the Deputy Chief and Purchasing Manager (Exhibit P).
 - v. Forward the completed packet to the Property & Evidence Room Supervisor and to the Deputy Chief.

5. Diversion Process – After Approval

- a. The Property & Evidence Technician shall contact the requesting party for the purpose of releasing the item(s).
- b. The following steps are necessary to complete the release:
 - i. Perform the checkout procedure in FileOnQ
 - ii. Checkout to location shall be the appropriate Diversion Location – Diversion Vice, Diversion Juvenile, etc.

- iii. Input the requesting parties name in the "Name Field" and then have sign the electronic signature pad.
- iv. Attach the completed diversion packet with all approvals in FileOnQ – eDocs.
- v. Forward the original justification packet and approvals to Records for filing with the original case.

6. Donate To Charity - General Property

- a. Any unclaimed property can be donated to a local charitable organization in accordance with §2-2-405 BMC.
- b. The Property & Evidence Technician shall be responsible for evaluating unclaimed property for the purpose of donating to a local charity.

7. Donation of Bicycles To Charities

- a. The City of Burbank participates in a youth program in conjunction with the Salvation Army referred to as Angel Tree Program that provides disadvantaged youth bicycles that have been refurbished by volunteers.
- b. The Property & Evidence Technician routinely evaluates those bicycles that may qualify to be refurbished and utilized for the Angel Tree Program. Those bikes selected shall remain in the home storage location and transferred to "P4C" (Property for Charity) in FileOnQ.
- c. Once each month the Property & Evidence Technician will review the "P4C" (Property for Charity) location to ascertain the number of bikes that are ready to transfer.
- d. The Property & Evidence Technician shall then create a list of the bikes that can be transferred to the Angel Tree Program. A list of bikes will be manually generated by the Property & Evidence Technician. The list shall contain the following information:
 - i. DR
 - ii. Barcode
 - iii. Model
 - iv. Brand
 - v. Color
 - vi. Serial Number
 - vii. Description
- e. Once the Donation of Property to Charitable Organization memo and list of bikes is completed they shall be forwarded via the Chain of

Command to the Community Development Administrative Officer.
(See Exhibit P)

- f. When the Property & Evidence Technician receives the approved Donation of Property to Charitable Organization memo they shall then contact the Community Development Administrative Officer to arrange the pick-up of the bikes.
- g. When the Administrative Officer picks up the bikes, he/she will be required to sign for bicycles through the FileOnQ check out process. The location in the FileOnQ dialog box shall be Charity.

D. DISPOSAL OF PROPERTY

It shall be the responsibility of the Property & Evidence Room personnel to ensure that once written approval has been received from the assigned case investigator, property is disposed of in accordance with this policy.

The destruction process for different types of Property & Evidence varies based upon security concerns, and environmental requirements.

1. Disposal – Authorization

- a. Before a Property & Evidence Technician can dispose of property or evidence, the property's Audit Trail shall be checked to ensure the proper authorization has been documented in the FileOnQ record.
- b. The audit trail can be viewed by selecting the "View" menu tab in FileOnQ and selecting "Show Audit Trail."
 - i. Found Property and Safekeeping do not require an assigned case investigator's approval, except for firearms.
 - ii. Any exception to this policy shall be approved by the Property & Evidence Room Supervisor.

2. Disposal – Monitoring Inventory

- a. It shall be the responsibility of Property & Evidence Technicians to continuously monitor and track the **OK-TO-DESTROY** items in FileOnQ.

3. Monitoring Evidence For Disposal

- a. The Property & Evidence Technicians shall monitor items that are eligible for destruction when time permits, but no less than once daily.
 - i. Generate an Ok-to-Destroy query report by each storage location (1A, 1B, 1C), etc. to determine items in the specified location to be identified for removal and review for final disposition (Auction, Destroy, Divert).

- ii. Once an OK-to-Destroy query report is generated, the Property & Evidence Technician can print out the list and commence removing the item(s) from its home location for examination to determine if the item should be returned to owner, destroyed, diverted or auctioned.
- iii. If the item is determined to have little or no saleable value, or value for public use, the item shall be physically destroyed and discarded in a refuse or recycling bin.

4. General Evidence Destruction

- a. It shall be the responsibility of the Property & Evidence Technicians to ensure that general property is destroyed if not returned to the owner, diverted for public use, or auctioned.

5. General Evidence Destruction Methods

- a. Items of property shall be destroyed in accordance with the following guidelines:
 - i. All items shall be rendered un-useable prior to placing in the refuse bin.
 - ii. Personal items such as documents or credit cards that include the names or other identifiable information of persons shall be shredded prior to placing in the refuse bin.
 - iii. Any items of property that may be considered contraband, such as drug paraphernalia, alcohol, and/or sexually explicit materials shall be shredded, broken, or cut up prior to placing them in the refuse bin or recycling disposal location.

6. General Evidence Destruction Methods

Items other than drugs and firearms shall be destroyed in accordance with the below table.

ITEM TYPE	DISPOSAL LOCATION	SPECIAL INSTRUCTIONS
Alcohol - Contents	Open – dispose contents in sink	(See glass, plastic, or cans for container)
Aluminum Cans	Trash Container located in main Property Room and later dumped into locked trash dumpster located next to Property Room vehicle	Picked up by Refuse Dept. 124 S. Lake Burbank, CA 91502 (818) 238-3800

Ammunition	Ammo For Destruction Box	Transport to Range
Auto Parts	Recycle Center	Recycle Center 500 S. Flower Street, Burbank, CA 91502 (818) 238-3900
Batteries (all sizes)	<u>Wet batteries</u> awaiting destruction are stored in the <u>gray plastic</u> tub in the Bike Cage. <u>Dry batteries</u> awaiting destruction are stored in the <u>blue plastic</u> tub in the back of the main Property Room.	Recycle Center 500 S. Flower Street, Burbank, CA 91502 (818) 238-3900
Biological Materials (clothing, liquid items,	Gray Bio Bin	Picked up by Stericycle 800-633-9278
Blood Samples / Urine Samples	Gray Bio Bin	Picked up by Stericycle 800-633-9278
CD's /DVD's	Shred	Shred It Box
Cell Phones	Remove SIM Card and cut up. Remove battery and secure in battery bin. Phone is recycled.	Recycle Center 500 S. Flower Street, Burbank, CA 91502 (818) 238-3900
Chemicals	Take Directly to Public Works - Hazmat Area	Public Works Key in Property Room Lock Box - labeled Haz Mat
Clothing	Trash Container located in main Property Room and later dumped into locked trash dumpster located next to Property Room vehicle	Picked up by Refuse Dept. 124 S. Lake Burbank, CA 91502 (818) 238-3800
Computer	Dismantle – Remove RAM and hard drive and	Recycle Center 500 S. Flower Street,

	physically destroy with sledge hammer	Burbank, CA 91502 (818) 238-3900
Computer - Battery	Battery Bin	Recycle Center 500 S. Flower Street, Burbank, CA 91502 (818) 238-3900
Computer Hard Drive (External)	Crushed prior to taking to Recycle Center	Recycle Center 500 S. Flower Street, Burbank, CA 91502 (818) 238-3900
Documents / Credit Card	Shred	Picked up by Shred-IT
Electronics	Electronic Bin	Recycle Center 500 S. Flower Street, Burbank, CA 91502 (818) 238-3900
Flash Cards	Crushed – Trash Container	General Trash
Food / Perishables	Trash Container located in main Property Room and later dumped into locked trash dumpster located next to Property Room vehicle	Picked up by Refuse Dept. 124 S. Lake Burbank, CA 91502 (818) 238-3800
Glass and glass bottles	Blue - Glass Bin	Recycle Center 500 S. Flower Street, Burbank, CA 91502 (818) 238-3900
Grow Equipment	Auction	PropertyRoom.com
Hypodermic Needles	Sharps Container	Picked up by Stericycle 800-633-9278
Knives	Destroyed with firearms	S.A. Recycling 3200 E. Frontera Street, Anaheim, 92806 714-630-8901

License Plates	California - DMV	Glendale Office 1335 W. Glenoaks Boulevard Glendale, 91201
Long Items / Lumber	Call Public Works	
Memory Cards,	Physically destroy / cut with scissors – trash bin	Picked up by Sanitation Dept. 124 S. Lake Burbank, CA 91502 (818) 238-3800
Paraphernalia (glass)	Trash Container located in main Property Room and later dumped into locked trash dumpster located next to Property Room vehicle.	Picked up by Refuse Dept. 124 S. Lake Burbank, CA 91502 (818) 238-3800
Shopping Carts	Call Public Works	Picked up by Public Works 124 S. Lake Burbank, 91502 (818) 238-3800
Telephone	Electronic Bin	Recycle Center 500 S. Flower Street, Burbank, CA 91502 (818) 238-3900
Video / Audio Tapes	Tape - Destruction Box	Destroyed with Drugs at SERRF Long Beach

7. General Evidence – Security

The refuse bin for destroyed Property & Evidence shall remain locked at all times. The key to the refuse bin is located in the lock box in the Property & Evidence Room.

- a. Keys to the refuse bin are to remain in the custody of the Property & Evidence Room personnel at all times.
- b. Two people shall be involved in the process to dump the refuse in the refuse bin.

8. General Evidence: Destruction Documentation

When evidence is approved for destruction and removed from the shelf, it shall be placed in the refuse bin and immediately documented as “Disposed” in FileOnQ.

9. General Evidence: Dumpster Removal

- a. It shall be the responsibility of the assigned Property & Evidence Technician to contact the City of Burbank Street and Sanitation Division Telephone: (818) 238-3800 to empty the refuse bin.
- b. The Property & Evidence Technician shall be responsible for following the refuse truck to the landfill site to ensure it was properly disposed of.

E. DISPOSAL OF FIREARMS – RESPONSIBILITY

It shall be the responsibility of the Property & Evidence Technician to ensure that firearms designated for destruction are destroyed in accordance to this policy.

1. Firearms: Review And Approvals

- a. As a part of the assigned case investigator's review and purging process, they will approve items as "Ok to Destroy", "Okay to Release", or "Retain".
- b. The Property & Evidence Technicians shall review the FileOnQ Request Monitor on a daily basis for items that have been approved for disposition.
 - i. The items on the Request Monitor can then be sorted by current location (2H and 2L).
 - ii. Sort the list and select those firearms that are approved for destruction (OK TO DESTROY).
 - iii. Query the selected items to check for holds. Verify that the home location has been entered, if not change the home location to reflect the current location.
 - iv. Perform a batch transfer to OK TO DESTROY.

2. Firearms: OK To Destroy Query Report

- a. Query all firearms that are in the current location Okay to Destroy and have home locations of "2H" and "2L". Review the query to ensure that there are no IA - Internal Affairs holds on any of the firearms.
- b. After the firearm has been checked for holds and determined to be eligible for destruction it can be physically moved to the firearm pending destruction bin in Room 2, and the current location in FileOnQ shall be updated to F4D (Firearms For Destruction).

3. Firearms: Destruction - Threshold Number

- a. It shall be the responsibility of the assigned Property & Evidence Technician to monitor both handguns and long guns that have been

approved for destruction, to ensure they are removed from the inventory in a timely manner.

- b. Whenever the number of firearms that are approved for destruction reaches an aggregate of 50, the Property & Evidence Technician shall commence the final destruction process.

4. Firearms: Destruction Process – Removal

After the firearms have been staged for destruction, the Property & Evidence Technician shall:

- a. Contact the Property Room & Evidence Supervisor and select an approximate date for transporting the items to an approved destruction site. (SA Recycling, 3200 East Frontera Street, Anaheim, CA. 92806)
- b. Contact SA Recycling at 714-630-8901 and schedule an appointment for the destruction.
- c. After an appointment has been made, the assigned Property & Evidence Technician shall print out a “Firearm Destruction List” (Exhibit Q) from FileOnQ for F4D.
- d. Prior to leaving for the destruction site, the assigned Property & Evidence Technician and Property & Evidence Room Supervisor shall once again compare the Firearm Destruction List with the firearms being transported to the destruction site.
- e. Both witnessing parties shall be responsible for initialing each line item validating that the information is correct.
 - i. When arriving at SA Recycling, the Property & Evidence Technician shall contact the office for further direction.
 - ii. As the firearms are being destroyed it shall be the joint responsibility of the entire destruction team to closely observe the final process to ensure that the firearms have not been tampered with and have been properly destroyed.
 - iii. Once the firearms have been destroyed a representative of the company shall provide the assigned Property & Evidence Technician with a Certificate of Destruction.
 - iv. The Property & Evidence Technician and Supervisor shall sign and date the Firearm Destruction List. (Exhibit Q)

5. Firearms: Destruction – Documentation After Destruction

Upon completion of the destruction process the Property & Evidence Technician shall batch transfer all the firearms that were destroyed to FileOnQ location “FD” (Firearms Destroyed). The Property & Evidence Technician shall forward the original Firearm Destruction List (Exhibit Q) to the Records Bureau for entry into AFS (Automated Firearms System).

F. WEAPON DESTRUCTION

Weapons that are made of metal and are not combustible can be destroyed with the firearms at SA Recycling.

1. Disposal of Weapons - Responsibility

- a. It shall be the responsibility of the Property & Evidence Technicians to ensure that weapons designated for destruction are removed and destroyed with a firearm disposal.

2. Weapons: Review and Approvals

- a. The Property & Evidence Technicians shall review the FileOnQ request Monitor on a daily basis for items that have been approved for disposition.
- b. If a weapon has been approved for disposal, the Property & Evidence Technician shall verify if the weapon should be disposed at SA Recycling.
- c. The following are examples of weapons that can be disposed of at SA Recycling:
 - i. Swords
 - ii. BB Guns
 - iii. Knives
 - iv. Metal Rods
- d. If a weapon has been determined to be disposed at SA Recycling, the Property & Evidence Technician shall move the item to the round barrel in the back room and transfer the location to W4D (Weapons For Disposal).

3. Weapons: Destruction Process

- a. Weapons shall be disposed on the same day as the firearm destruction.
- b. Prior to leaving for the destruction site, the Property & Evidence Technician shall print out the Weapons Disposal List (Exhibit W) and verify that the weapons in the bin match what is on the list.
- c. After the weapons are disposed of the Property & Evidence Technician and Supervisor shall sign and date the Weapon Disposal List.

4. Weapons: Destruction – Documentation after Destruction

- a. Upon completion of the destruction process, the Property & Evidence Technician shall batch transfer all the weapons to WD (Weapons Disposed).

- b. The Weapons Disposal List shall be electronically attached to each weapon disposed in FileOnQ using the eDoc system.

G. DRUGS DESTRUCTION

It shall be the responsibility of the Property & Evidence Technicians to ensure that drugs are removed in a timely manner from the inventory in accordance to this policy.

1. Drugs: Review And Approvals

As a part of the assigned case investigator's review and purging process, they will approve items as "OK to Destroy", "OK to Release", or "Retain".

- a. The Property & Evidence Technicians shall review the FileOnQ Request Monitor on a daily basis for items that have been approved for disposition.
- b. The items on the Request Monitor can then be sorted by current location 3D and 3S.
 - i. Sort the list and select those drug items that are approved for destruction (OK TO DESTROY).
 - ii. Query the selected items to check for holds. Verify that the home location has been entered, if not, change the home location to reflect the current location.
 - iii. Perform a batch transfer to OK TO DESTROY.

2. Drugs: Destruction - Threshold Number

- a. It shall be the responsibility of the assigned Property & Evidence Technician to monitor drugs that have been approved for destruction, to ensure they are removed from the inventory in a timely manner.
- b. Whenever the amount of drugs in Room 3 reaches a quantity that hampers efficient operation, the Property & Evidence Technicians shall commence the final destruction process.

3. Drugs: Destruction – Process

After the drugs have been approved by the assigned case investigator for destruction and electronically transferred in FileOnQ to the current location "Okay to Destroy," the assigned Property & Evidence Technician shall:

- a. query drugs that have a current location of "Okay to Destroy" and home locations of "3D" and "3S"
- b. verify that each item in the query has been signed off and no other requests were made after the fact
- c. ensure that there are no I/A holds on any of the items
- d. print the queried report from FileOnQ

- e. physically remove each item on the list from its location on the shelf using the printed report
- f. scan each item in FileOnQ. Again verify that the item has been signed off and there are no Internal Affairs holds. Transfer the item in FileOnQ to 34D and place item into designated bin or bag separated by drug type
- g. ensure all drug items that have been transferred to 34D will be stored in their designated drug type bins and sealed in the gray lockers located next to the sink in the back room

4. Drugs: Destruction - Appointment

The Property & Evidence Technician shall contact a representative from SERRF to schedule an appointment for the next available date and time to perform drug destruction at their facility.

- a. SERRF, 120 Pier S Avenue,
Long Beach, CA 90802
PH: (562) 570-7840 FX: (562) 570-1230
- b. The Property & Evidence Room Supervisor shall request at least two sworn Vice- Detail personnel to assist in the drug destruction.

5. Drugs: Destruction - Order for the Destruction or Disposition of Controlled Substances

In order for drugs to be destroyed, a Drug Destruction Order for the Destruction or Disposition of Controlled Substances shall be completed and signed by the court. The following process shall be followed:

- a. The Property & Evidence Technician shall generate and print a Narcotics Destruction List. (Exhibit R)
- b. The Order for the Destruction or Disposition of Controlled Substance is located in a Word document found under the Support Services Property Room Folder on the shared drive (W) in the computer. The document shall be completed by including both the date the list was printed and the number of pages of the Narcotics Destruction List. (Exhibit R)
- c. Attach the Narcotics Destruction List (Exhibit R) to the Order for the Destruction or Disposition of Controlled Substance and obtain the Property & Evidence Room Supervisor's signature.
- d. The Property & Evidence Technician shall physically carry and hand over the signed document and attachments to the Burbank North Central Superior Court for the judge's signature and court seal stamp.
- e. Once the document is signed and stamped, the Property & Evidence Technician shall then complete the SERRF – Narcotic Destruction Manifest which is obtained from the City of Long Beach – Gas and

Oil Department. The blank manifest can be obtained by contacting SERRF 562-570-7840.

6. Drugs: Destruction Process – Day Before

The Property & Evidence Technician and the Property & Evidence Room Supervisor shall verify all drugs to be destroyed the day before the date of destruction. Once verified, the drugs shall be resealed and locked in Room 3 or Room 2.

7. Drugs: Destruction Process – Day Of

The Property & Evidence Technician and the Property & Evidence Room Supervisor shall verify that the sealed items have not been tampered with.

- a. Remove all drugs from the drug destruction bins and pack into the Property & Evidence Room van.
- b. All paperwork and attachments must go down to SERRF along with the destruction items.
- c. Once the van is packed and all personnel are accounted for, the van and the follow vehicle will head down to SERRF.
- d. Upon arrival, the Property & Evidence Technician shall sign in with the front office. The front office will verify the paperwork, make copies as needed, and assign the group to a burn area.
- e. The Property & Evidence Technician and the Vice-Narcotics personnel shall transport the drugs to the burn location.
- f. If more than one trip to the burn location is required, at least two people, one of whom must be sworn, shall stay with the remaining narcotics.
- g. The Property & Evidence Technician shall show the paperwork to the crane operator at the burn site. The operator must be informed from when the drop-off starts to when it ends in order to avoid placing other materials into the burn drop.

8. Drugs Destruction Process – Final Documentation

- a. Upon completion of the destruction process and return to the station, the Property & Evidence Technician shall perform a batch transfer in FileOnQ of the drugs located in location “34D” to “ND” (Narcotics Destroyed). The Property & Evidence Technician and the Property & Evidence Room Supervisor shall sign the Narcotic Destruction List.
- b. The List shall be scanned and attached electronically to the first item on the Narcotic Destruction List. A batch note will be made on all items burned in the destruction detailing all BPD personnel present during the destruction process at SERRF. The Narcotic Destruction List will be filed in the Property & Evidence Room main office.

XII. INVENTORY

A. PURPOSE OF INVENTORY

The purpose of an inventory is to ensure that all items of property and evidence are accounted for. A complete inventory involves matching each item of property or evidence with its corresponding documentation in FileOnQ.

Conducting annual inventories will identify any property or evidence items that are missing or misplaced from its assigned location. Doing so protects the interests of the department as well as both the outgoing and incoming Property & Evidence Room personnel, who are charged with the storage and safekeeping of property and evidence.

1. Inventory: Frequency

Staffing and workload permitting, the Property & Evidence Technicians should conduct an on-going inventory of all items in the Property & Evidence Room so that all items are accounted for during any 12-month period. In no case shall the inventory of any item in the Department's custody exceed 24 months.

- a. The Property & Evidence Room shall be inventoried anytime a key-holding person is transferred into or out of the unit, workload and staffing permitting.
- b. Policy does not require the inventory to be conducted all at one time, but it may be done in intervals according to the following Inventory Schedule:

Month	Locations	Money	Firearms	Drugs
Jan	Cage, 5L, B1	3C		
Feb	RM 7, 1B		2H, 2L	
Mar	RM 8, 1BL, 1U			3D, 3S
Apr	1A, 1G, F	3C		
May	1C, 1SK, COM		2H, 2L	
Jun	1D, LAP, 2K			3D, 3S
Jul	1E, B2	3C		
Aug	1H, S		2H, 2L	
Sep	FR, FR2			3D, 3S
Oct	FR3, REF, SS	3C		
Nov	RM 6, 6M		2H, 2L	
Dec	187			3D, 3S

2. Methodology For Conducting Inventory

See Exhibit W for guidance in conducting inventory.

B. MISSING EVIDENCE: REQUIRED ACTIONS

1. Missing Evidence: Property & Evidence Technician

Whenever an item of property or evidence is discovered missing, the Property & Evidence Technician shall:

- a. Inspect the audit trail in the FileOnQ computer.
- b. Check for any notes in FileOnQ.
- c. Check adjacent storage locations.
- d. Communicate information with other Technicians.
- e. Contact the assigned case investigator.
- f. Have another Technician recheck the documented location.
- g. Notify the Property & Evidence Room Supervisor who will determine what action needs to be taken next.

C. MISSING EVIDENCE: PROPERTY & EVIDENCE SUPERVISOR

1. Missing Evidence: Property & Evidence Room Supervisor

- a. Whenever the Property & Evidence Supervisor is apprised that property or evidence is missing, he/she shall take steps to determine if the item(s) is/are indeed missing, signed out, misfiled, etc.
- b. Whenever any firearms, currency, drugs, or property or evidence in any case appears to be missing, the Property & Evidence Supervisor shall notify the Support Services Division Captain in writing with information about the item(s), including case number, type of crime, description and status of case (active / closed), and last time it was accounted for.

2. Missing Evidence: Support Services Captain

- a. Anytime the Support Service Captain is apprised by staff that property or evidence is missing they shall immediately evaluate the circumstances.
- b. The Support Services Captain shall review the facts of the missing item(s) and make a determination of what action is to be taken:
 - i. Further investigation
 - ii. Internal Investigation
 - iii. Criminal Investigation
 - iv. Administrative Closure
- c. When making such a determination, the following factors shall be considered after all efforts have been taken to locate the item(s):
 - i. If an item of property or evidence that has monetary or evidentiary value (from an active case) is missing from the

Property & Evidence Room, an internal investigation may be in order.

- ii. In the event the case has been adjudicated, and has no appreciable monetary value or evidentiary value, the Captain may determine an administrative closure of the item(s) in question. For example:
 - 1) Little or no monetary value (used clothing, documents, license plate(s), car parts from traffic accident, trace evidence, bike frames, parts, etc.
 - 2) No evidentiary value, or when the statute of limitations has expired, or there are no warrants for a suspect and the evidentiary value is of no benefit to the case.
- iii. Once it is determined that the item(s) have neither monetary value or evidentiary value the Support Services Captain can close the record out with a memo that is returned to the Property & Evidence Room giving approval to close the investigation.
- iv. A copy of the closure memo will be attached to the Property Sheet. The FileOnQ record shall document the final location as ADMIN CLOSE.

3. Inventory: Unable to Locate File (UTL)

- a. The Property & Evidence Room shall maintain an Unable to Locate (UTL) file in the computer of any Property Records for any item(s) of property or evidence that is temporarily missing.
- b. The record will remain in the UTL file until such time as the property record is Administratively Closed and the record is moved to the Closed file.
- c. It shall be the responsibility of the Property & Evidence Room Supervisor to check this file at least annually.

D. INVENTORY: UNIDENTIFIABLE ITEMS LOCATED – DOCUMENTATION

1. Locating Evidence With No Markings

During the course of an inventory, inspection, audit or merely finding property on the shelf with no associated record or barcode label, the Property & Evidence Technician shall:

- a. Search for the item in FileOnQ based upon the description of the found item or, if possible, by running a list of all items that were stored in the location in which the item was found.

- b. If the search is unsuccessful, the Property & Evidence Technician shall prepare a Found Property Report with any information that might help later identify the case the item came from.
- c. The Found Property report will be given to a supervisor for approval.
- d. After entering the item(s) into FileOnQ as Found Property, the Property & Evidence Technician will physically re-label and relocate the item(s) to Found Property (F).

E. INVENTORY: SUBMISSION OF INVENTORY REPORT

When a report of the annual inventory of the Property & Evidence Room is completed, a written report of the findings shall be prepared by the Property & Evidence Room Supervisor and will be submitted through the chain-of-command to the Support Services Captain.

- a. The report shall include:
 - i. A statement that all of the property or evidence in the Property Room has been reconciled against the records in FileOnQ.
 - ii. A listing of any property or evidence item(s) that is identified as missing and has been placed in the UTL File.
 - iii. A listing of any item(s) of property or evidence that have been located in the Property & Evidence Room and no corresponding records can be located.
 - iv. A recap of what actions have been taken to locate the missing item(s) or paperwork.

XIII. SECURITY

A. SECURITY: ACCESS TO THE PROPERTY ROOM

The integrity of the Property & Evidence Room shall not be compromised. The doors to the office and storage areas shall be secured whenever Property & Evidence Technicians are not physically present.

1. Security – Personnel Authorized To Enter

The following individuals are authorized unfettered access to the Property & Evidence Rooms and storage rooms:

- a. Property & Evidence Technicians assigned to the Unit during assigned work hours.
- b. The Property & Evidence Room Supervisor who is responsible for the Property & Evidence Room.

2. Security – Escort Requirement

- a. It shall be the responsibility of all Property & Evidence Technicians to ensure that all visitors (anyone not assigned to the Property & Evidence Room) to the Property & Evidence storage areas be escorted by a Property & Evidence Technician at all times while in the storage areas.
- b. The Vice Narcotics Detail detective(s) assigned to perform preliminary drug testing has limited entry authority. The detective shall sign the visitor log and shall have a Property & Evidence Technician inside the storage room at all times while in the storage area.

3. Security: Property Room Access Log

- a. The Access Log shall record the identity of any non-assigned personnel making entry into the Property & Evidence Room, why it was necessary, who escorted them and the time of entry and exit. (See Exhibit V)
- b. The Property & Evidence Technician is responsible to ensure that the entries are completed when visitors enter and exit.
- c. The Property & Evidence Room Supervisor shall be required to inspect the entries on the Access Log when conducting an inspection.

4. Security: Retention Of Access Log

The Property & Evidence Room Access Log shall be retained in the Property & Evidence office for the supervisor to monitor.

5. Security: After-Hours Entry Into Property Room

- a. Whenever after-hours entry into the Property & Evidence Room is necessary, a Property & Evidence Technician, the Building Manager, or the Property & Evidence Room Supervisor shall be present.
- b. Whenever a Property & Evidence Technician wishes to enter the Property & Evidence storage areas after-hours, approval is required from the Property & Evidence Room Supervisor or Watch Commander.

6. Security: Key / Lock Control

- a. It is the policy of the Burbank Police Department to maintain tight control over the number of persons who are authorized to enter the Property & Evidence storage areas.
- b. The number of persons who have unfettered access shall be limited to only those persons who have been assigned to work in the Property & Evidence Room storage areas and they will be the only persons that have keys to those areas.
- c. The Support Service Captain is responsible to inventory all keys on an annual basis during the month of January.

7. Security: Authorized Key Holders

The Property & Evidence Room Supervisor and assigned Property & Evidence Technicians are authorized to be issued and possess key(s) to the Property & Evidence Room.

The Division manager and COP may choose to retain a key, but no one person outside of assigned personnel may have both a key and the alarm code. Discussion with Capt., ECS suggests that the Capt keep a key, but not the alarm code. One of four persons may be contacted for alarm codes. The Chief should not have a key. What about COP and Capt?

Additionally, the Building Manager is authorized to possess a master key and Core Key which are to be maintained in a secure location inside the Building Manager's Office. The Building Manager shall not have access to the alarm system (code).

8. Security: Prohibition Against Sharing Pins Or Combination Numbers

Neither the Property & Evidence Room Supervisor, nor any assigned Property & Evidence Technicians, shall share any pin numbers, proximity cards, or combinations to any storage area with any unauthorized person.

9. Security: Requirement To Report Lost Key(S)

- a. All authorized key-holders are responsible for the security of the key(s) issued to him/her and he/she shall immediately report the loss of an issued key to the Property & Evidence Room Supervisor.

- b. In the event that a key is lost, new locks (cores) should be installed at the direction of the Support Services Division Captain.

10. Security: Change Of Lock/Lock Core When A “Key-Holding” Staff Member Leaves

- a. Whenever any person assigned to the Property & Evidence Room leaves the unit, the Property & Evidence Room Supervisor shall contact the Support Services Division Captain for written authorization to change locks/cores.
- b. If the Property & Evidence Room Supervisor leaves his/her assignment, the Manager or next level supervisor is responsible for initiating the request to have the locks/keys changed.

11. Security: Alarm System Testing

- a. It shall be the responsibility of the Communications Center to test the intrusion, duress, and freezer temperature alarms monthly and the record the results.
- b. The Public Works Department is responsible for testing the freezer call boxes and recording the results. The Property & Evidence Technicians shall be responsible for ensuring the tests are performed and documenting the results when the tests are completed.
- c. It shall be the Property & Evidence Room Supervisor’s responsibility to ensure that these tests are regularly performed and documented.

12. Security: Process To Activate/Deactivate Alarm

A Property & Evidence Technician shall always deactivate the Property & Evidence Room alarm before entering the Property & Evidence Room storage areas, unless conducting a test.

13. Security: Main Property Room

- a. It is the responsibility of the Property & Evidence Technician to ensure that the alarm is activated when the Property & Evidence Room is closed for the day. The alarm is set by using the activation code.
- b. Gun Room (Room 2) – is alarmed with a silent alarm that is deactivated by using the Property & Evidence Technician’s assigned proximity card. Arming of the alarm is done by closing the door.
- c. Drug Room (Room 3) is alarmed with a silent alarm from Room 2 that is deactivated by using the Property & Evidence Technician’s assigned proximity card. Arming of the alarm is done by closing the door to Room 2.
- d. Room 6 (Homicide Room and Containers) are alarmed with silent alarms that are deactivated by using a keypad and the assigned

Activation Code Number. Any time a Property & Evidence Technician leaves the room the alarms shall be activated by using the same Activation Code Number.

14. Security: Alarm Code Changes

The Property & Evidence Room Supervisor is responsible to coordinate with the Building Manager to have the alarm codes changed if the supervisor or a Property & Evidence Technician leaves their assignment in the Property & Evidence Room.

15. Security: Use Of Duress/Panic Alarms

In the event that a Property & Evidence Technician is in fear of imminent personal injury or otherwise needs emergency assistance, the Property & Evidence Technician shall activate the duress alarm located at the public release counter.

XIV. SUPPLIES AND HOUSEKEEPING

A. SUPPLIES AND HOUSEKEEPING: Packaging Supplies

1. Supplies Inventory:

- a. The Property and Evidence Room Supervisor shall designate one employee to conduct a monthly inventory of supplies that are used within the Property & Evidence Unit and in the packaging area utilized by submitting officers.

2. Supplies Ordering

- a. The assigned Property & Evidence Technician will then submit the required documentation to re-order supplies that are needed.

B. SUPPLIES AND HOUSEKEEPING

1. Maintenance Responsibilities

- a. It shall be the responsibility of all persons assigned to the Property & Evidence Room to maintain a clean, safe, and efficient work area in the Property & Evidence Room.
- b. The Property & Evidence Room Supervisor is responsible to ensure that all employees in the Property & Evidence Unit maintain their work area in a clean and safe condition, thereby enhancing the work environment for all of the Property & Evidence Technicians.

C. SUPPLIES AND HOUSEKEEPING

1. Reporting malfunction or safety issues

- a. Safety is everyone's responsibility. Every employee in the Property & Evidence Unit is responsible to report any unsafe and/or hazardous conditions to the supervisor.
- b. It is the supervisor's responsibility to get the unsafe or hazardous conditions corrected as soon as practicable.
- c. Additionally, each person assigned to the Property & Evidence Room is responsible to report any malfunctioning equipment, e.g. computer, alarms, security/access control devices, temporary storage lockers, etc., to the Property & Evidence Room Supervisor.

D. SUPPLIES AND HOUSEKEEPING

1. Responsibility To Report

- a. The Property & Evidence Room Supervisor shall make informal inspections and walks-through, at his or her discretion, to spot any hazardous conditions that need attention.

- b. When the Property & Evidence Room Supervisor receives a report of an unsafe or hazardous condition he or she shall take immediate steps to correct the reported condition(s).

XV. EXHIBITS

EXHIBITS

- A. Narcotics Envelope
- B. Found and Safekeeping Receipt
- C. Property Room Diagram
- D. City Yard Map
- E. City Map of Property Room Locations
- F. Property Room Lab Receipt Log Book.....
- G. LASD Lab Receipt
- H. Sexual Assault Kit Submission From (Outside Agencies)
- I. Claim Letter
- J. Disposition Notification
- K. Claim Letter
- L. Auction List
- M. Diversion Memo.....
- N. Property and Evidence Report.....
- O. Justification Memo.....
- P. Donation of Property Memo (Charity).....
- Q. Firearms Destruction List.....
- R. Narcotics Destruction List.....
- S. Currency Envelope.....
- T. SERRF Narcotics Destruction Manifest
- U. Order for Destruction – Controlled Substance
- V. Access Log
- W. Weapons Disposal List.....
- X. Inventory

**EXHIBIT A
Narcotics Envelope**

**Burbank Police Department
NARCOTICS EVIDENCE**

USE A SEPARATE ENVELOPE FOR EACH TYPE OF SUBSTANCE

Adult Juvenile Charge: _____

AFFIX PROPERTY LABEL HERE

Evidence Marked? Yes No How marked? _____

VERIFIED BY: _____ DATE/TIME: _____

LAB USE ONLY

EXHIBIT B
Property for Safekeeping Receipt
Found Property Receipt

Burbank Police Department
PROPERTY FOR SAFEKEEPING - RECEIPT
FOUND PROPERTY – RECEIPT

Date _____ DR Report # _____ Original/Supplemental # _____

Property for Safekeeping

The Burbank Police Department has possession of personal property belonging to you. The property **MUST** be claimed within sixty (60) calendar days of the date the property came in the possession of the Burbank Police Department or it will be disposed of in accordance with section 2080.10 of the California Civil Code and/or Section 12021.3 of the California Penal Code. If the property is a firearm, you must contact the California Department of Justice Firearms Division at (916) 263-4887 to obtain a "Law Enforcement Gun Release Application." The application is also available online at www.ag.ca.gov/firearms. **Unclaimed firearms will be disposed of after (180) calendar days in accordance with Section 12021.3 of the California Penal Code.**

Found Property

Items submitted as found property will be held for 90 days. If after 90 days the item has not been claimed by the owner, it may be released to the finder. If the item is valued at \$250 or more, the department will cause a notice to be published, at finder's expense, in a newspaper of general circulation. This notice shall run for 7 days. If the owner is not found after 7 days following the first publication, the property may be released to the finder. Finders wanting to claim property need to provide their mailing information at the time the property is turned over to the department. If no owner has come forward by the end of the 90-day period, finders making a claim will be notified by mail for pick up. Items of a personal nature (i.e. wallets, purses, clothing, documents, etc.), weapons, or items that are deemed hazardous or contraband will not be released to the finder and will be disposed of in accordance to the provisions of Section 2080.4 of the California State Civil Code.

In order to claim property, you must bring this form along with photo identification to the Burbank Police Department Property and Evidence Room located at 200 North Third Street, Burbank, CA 91502, between the hours of 8:00 a.m. and 4:00 p.m., Monday thru Thursday **ONLY**, excluding holidays. Contact (818) 238-3040 to schedule an appointment or if you have any questions regarding the property. If you are unable to claim your property personally, you may give written authorization to another person to claim the property. **Written authorization must include your notarized signature.** In the event that you are incarcerated and unable to recover your property, you may make a **WRITTEN REQUEST** for the Department to hold your property for an additional ten months; however, firearms will not be retained for a period of more than 180 days after the date of notice.

Description of property:

OWNER/FINDER NAME _____ ADDRESS _____

ISSUED BY _____ ID # _____

C320-23A (rev. 7/14) White Copy – ORI DR Yellow Copy – Owner/Finder Pink Copy – Property and Evidence Room

EXHIBIT C
Property Room Diagram

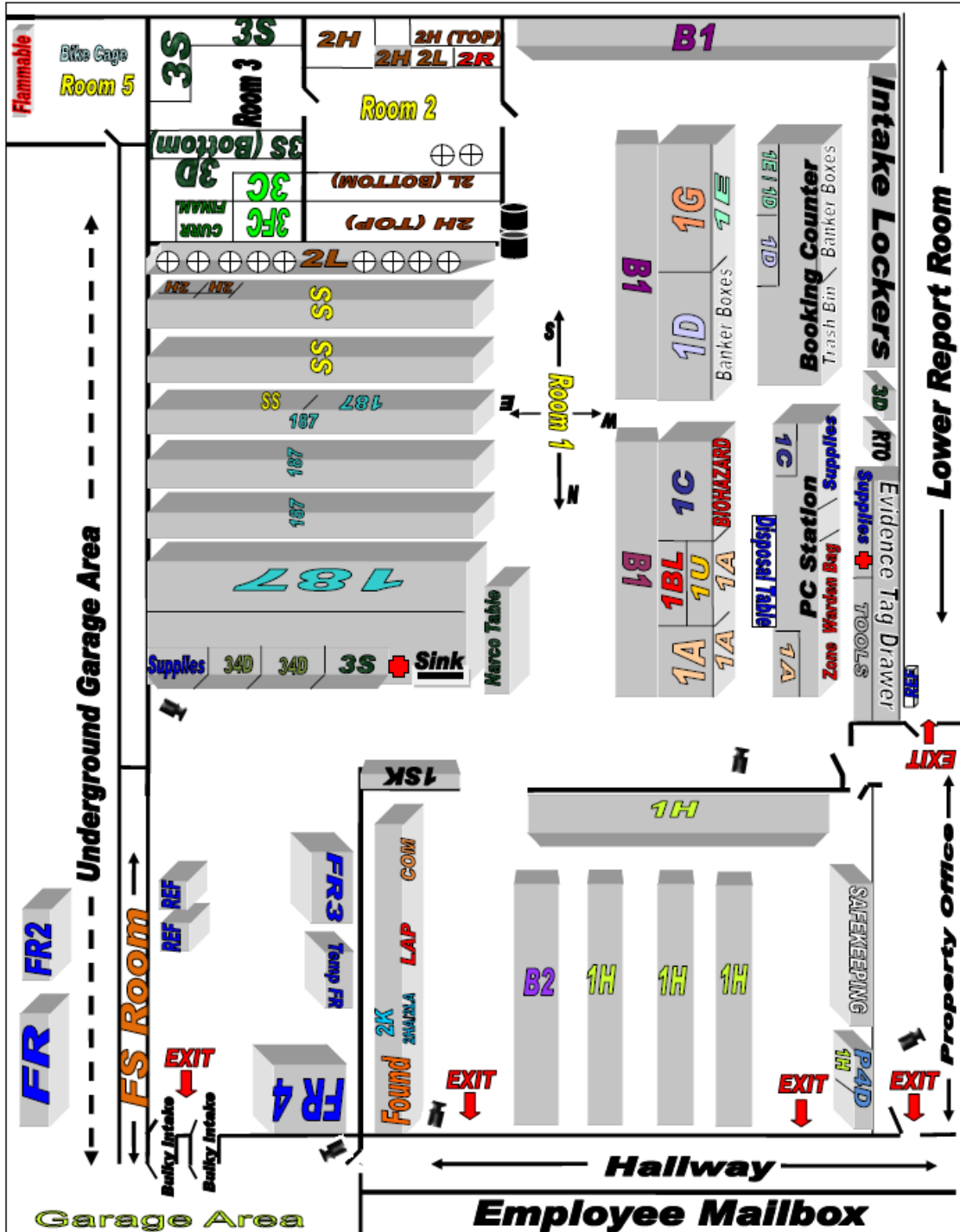


EXHIBIT D
City Yard Map

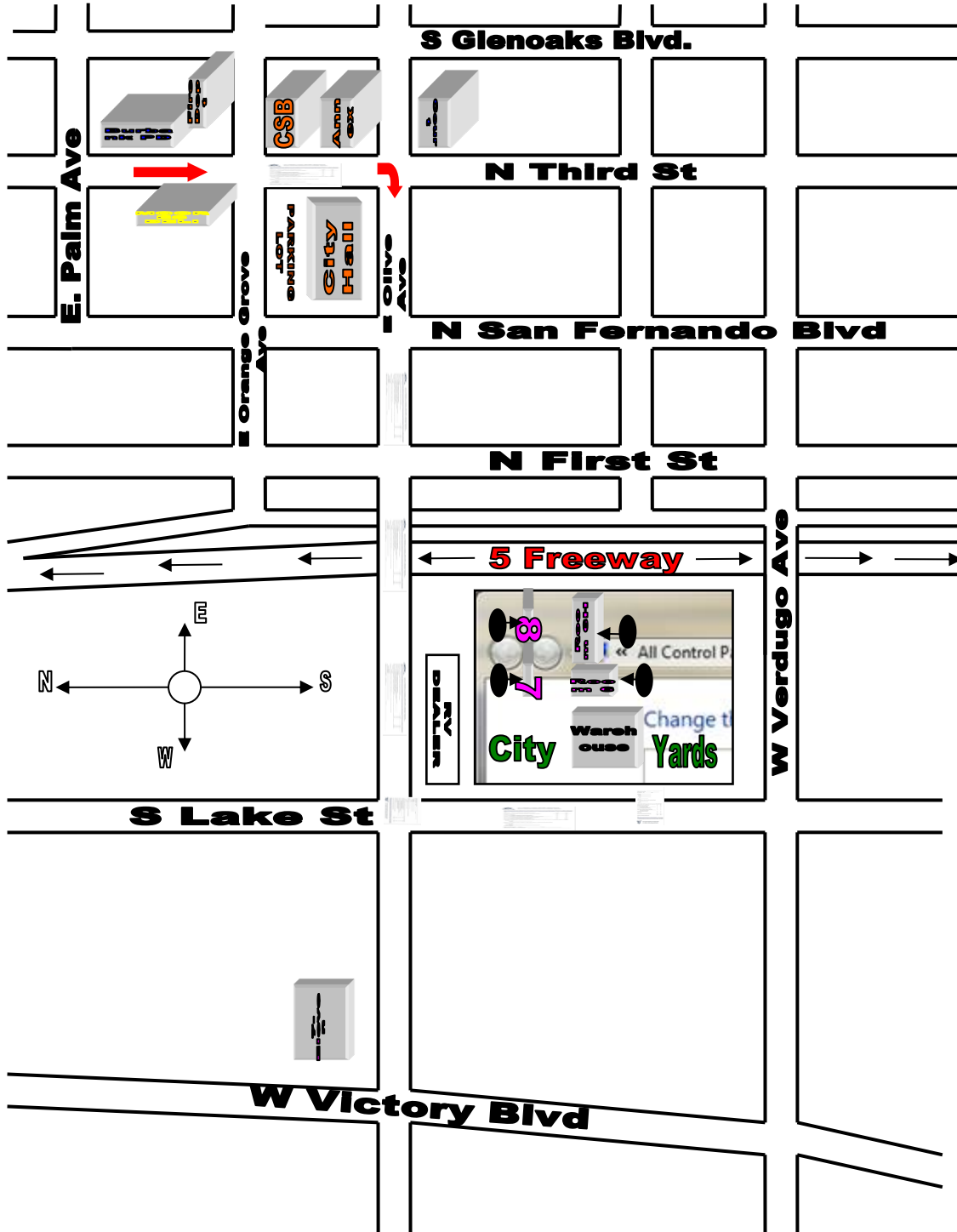


EXHIBIT E

Map of Property Room Locations

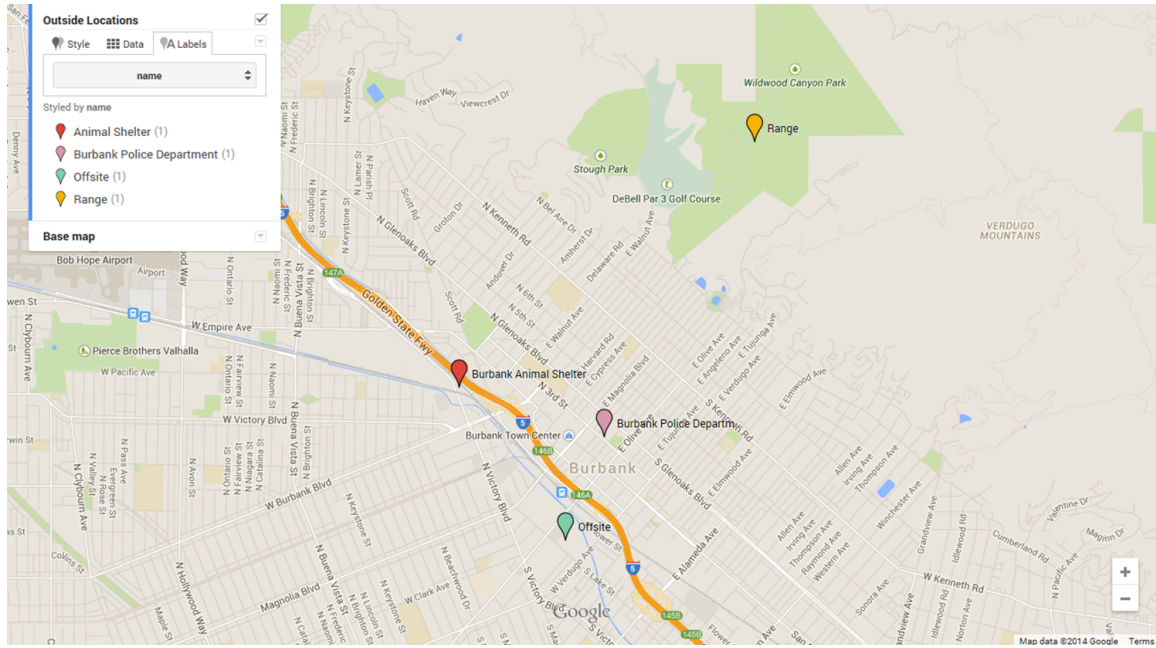
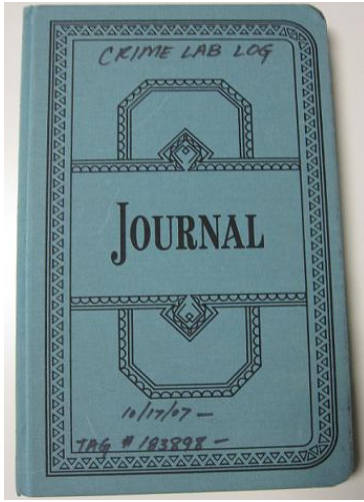


EXHIBIT F

Property Room Lab Receipt Log Book




The image shows an open log book with two pages of handwritten entries. The pages are numbered 44 and 45. The entries are organized in columns, with the left column containing dates and times, and the right column containing descriptions of items and their locations. The handwriting is in black ink on lined paper.

Date	Time	Item Description	Location
10/15/07	08:10:28	10/15/07	10/15/07
10/15/07	08:11:00	10/15/07	10/15/07
10/15/07	08:11:30	10/15/07	10/15/07
10/15/07	08:12:00	10/15/07	10/15/07
10/15/07	08:12:30	10/15/07	10/15/07
10/15/07	08:13:00	10/15/07	10/15/07
10/15/07	08:13:30	10/15/07	10/15/07
10/15/07	08:14:00	10/15/07	10/15/07
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10/15/07	08:41:00	10/15/07	10/15/07
10/15/07	08:41:30	10/15/07	10/15/07
10/15/07	08:42:00	10/15/07	10/15/07
10/15/07	08:42:30	10/15/07	10/15/07
10/15/07	08:43:00	10/15/07	10/15/07
10/15/07	08:43:30	10/15/07	10/15/07
10/15/07	08:44:00	10/15/07	10/15/07
10/15/07	08:44:30	10/15/07	10/15/07
10/15/07	08:45:00	10/15/07	10/15/07
10/15/07	08:45:30	10/15/07	10/15/07
10/15/07	08:46:00	10/15/07	10/15/07
10/15/07	08:46:30	10/15/07	10/15/07
10/15/07	08:47:00	10/15/07	10/15/07
10/15/07	08:47:30	10/15/07	10/15/07
10/15/07	08:48:00	10/15/07	10/15/07
10/15/07	08:48:30	10/15/07	10/15/07
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10/15/07	08:57:30	10/15/07	10/15/07
10/15/07	08:58:00	10/15/07	10/15/07
10/15/07	08:58:30	10/15/07	10/15/07
10/15/07	08:59:00	10/15/07	10/15/07
10/15/07	08:59:30	10/15/07	10/15/07
10/15/07	09:00:00	10/15/07	10/15/07

EXHIBIT G LASD Lab Receipt

COUNTY OF LOS ANGELES SHERIFF'S DEPARTMENT — SCIENTIFIC SERVICES BUREAU

AGENCY / STATION		CHARGE	K590976				
NAME OF SUBJECT (PLEASE PRINT)							
LAST	FIRST						
NAME OF VICTIM (PLEASE PRINT)			FILE / DR NUMBER				
LAST	FIRST						
INVESTIGATOR / PHONE		REC'D FROM	REC'D BY	DATE / TIME			
DESCRIPTION OF EVIDENCE (PLEASE PRINT)			# PKG(S):	BLOOD URINE			
			CRIME LAB Personnel ONLY				
			Lab Personnel				
			BLOOD ALCOHOL				
			NARCO (Solid Drugs)				
TOX (Drugs in Urine or Blood)							
TRACE							
BIOLOGY/DNA							
FINGERPRINTS							
FIREARMS							
DOCUMENTS							
SPLITS							
PHOTO LAB							
NIBIN							
DRYING SHED							
ANALYTICAL RESULTS -Lab Personnel ONLY (Date/By)			SAFETY CHECK (DATE / BY)				
			FIREARMS Personnel ONLY				
RELEASED TO - SIGNATURE / ID #			RELEASED BY				
NAME (Print)		AGENCY	DATE				

76 R 197C - SH - CR - 126 (REV. 3/2003)

EXHIBIT H

Sexual Assault Kit Submission Form (Outside Agencies)



Los Angeles County Sheriff's Department

Sexual Assault Kit Submission Form (Outside Agencies)

This Sexual Assault Kit Submission Form MUST be filled out by the assigned case detective or their supervisor. This form MUST be attached to the OUTSIDE of the evidence package (e.g. The SAK Kit or clothing package) and it is MANDATORY that the evidence and form are submitted to the laboratory. ONLY attach one form per case.

Directions: Please complete all information below.

	YES	NO
Has this case been filed with the District Attorneys Office?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a suspect?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, has a suspect reference been obtained?	<input type="checkbox"/>	<input type="checkbox"/>
Suspect reference lab receipt number: _____		
Did the victim have consensual sex within 5 days of the assault?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, has a consensual partner reference been obtained?	<input type="checkbox"/>	<input type="checkbox"/>
Partner reference lab receipt number: _____		
Do you believe a crime has been committed?	<input type="checkbox"/>	<input type="checkbox"/> *
Does this evidence need to be worked at this time?	<input type="checkbox"/>	<input type="checkbox"/> *

* If case circumstances change you MUST contact the lab at 323-267-6110 to request evidence analysis.

Victim's Age: _____

Charge: _____

If there is no suspect leave suspect's age and suspect's SAK Lab Receipt blank.

Suspect's Age: _____

Agency: _____

File Number: _____

Investigator: _____

Phone Number: _____

SAK Lab Receipt(s) Victim _____ Suspect _____

Additional Evidence Lab Receipt(s) _____

EXHIBIT I
Claim Letter (Found Property)



BURBANK POLICE DEPARTMENT
Scott LaChasse, Chief of Police
200 North Third Street, Burbank, California 91502-1201
www.burbankpd.org

NAME
ADDRESS
CITY, STATE, ZIPCODE

Notice to Claim Property

The property you turned in to the Police Department has not yet been returned to the owner. The property is valued at \$250 or more. You may obtain possession of the property by following this procedure:

- 1) Place an advertisement in the Los Angeles Times newspaper describing the property for at least one general publication. Include the Burbank Police Department's contact number (818) 238-3040.
- 2) If the owner is not found after 7 days following the first publication, the property may be released to you.
- 3) Call 818-238-3040 to schedule an appointment before pickup. Bring your photo ID and proof of the publication to the Burbank Police Department when all steps listed above are met.

If you fail to respond within 30 days after the date of this notice the property will be disposed of according to law.

To claim this property, please call **(818) 238-3040** to schedule an **appointment** for pickup between 8:00 a.m. and 4:00 p.m. Monday through Thursday ONLY. Once an appointment is scheduled, please bring this notice with you to the Burbank Police Department. If you are unable to personally claim your property, you may give written authorization to another person to claim the property. **(THIS WRITTEN AUTHORIZATION MUST BE NOTARIZED)**

PHOTO IDENTIFICATION WILL BE REQUIRED

CASE # XX-XXXXXX

Date: 3/24/2015

Sincerely,

A handwritten signature in cursive that reads "R. Caruso".

Ron Caruso, Captain
Support Services Division

RESPECT

INTEGRITY

EXCELLENCE

EXHIBIT J

Disposition Notification

Burbank Police Department Disposition Notification

Officer: LAST, FIRST (EMPLOYEE ID NUMBER)

The following cases are assigned to you and have property or evidence items that have come up for review. Please log on to the FileOnQ evidence management system and indicate the appropriate dispositions for each item.

(Please Note: All 187 PC, 664/187 PC and 261 PC related items of evidence need to be signed off in person, at the Property Room, by the assigned detective after supervisory approval has been obtained).

<u>Case #</u>	<u>BarCode</u>	<u>Incident type</u>	<u>Item type</u>
03-0009848	10122772	OTHER CRIME/INVESTIGATION	MISCELLANEOUS
Prop: EVIDENCE		Description: CASE W/ROLLERS	
99-0005660	10067122	OTHER CRIME/INVESTIGATION	NARCOTICS
Prop: EVIDENCE		Description: KLONOPIN	
99-0005660	10067123	OTHER CRIME/INVESTIGATION	WEAPON - OTHER
Prop: EVIDENCE		Description: 5" BLADE	
99-0005660	10067124	OTHER CRIME/INVESTIGATION	PARAPHERNALIA
Prop: EVIDENCE		Description: PIPE	

1. Search for the property. Easiest ways to search are:
 - a. By case/citation/VR number (for a group of items)
 - b. By barcode number (for an individual item)
2. If you have a list of items to choose from, click on the Browse icon and select the items from the list by putting a check mark on the left. Click Ok.
3. Click on the Request icon on the toolbar.
4. Choose "OKAY TO RELEASE", "OKAY TO DESTROY" or "RETAIN"
5. Type any necessary comments.
6. If you are referencing several items, put a check mark in the box "Request All"
7. Click on Ok.
8. Log out of evidence system.

EXHIBIT K
Claim Letter (Property for Safekeeping)



BURBANK POLICE DEPARTMENT
Scott LaChasse, Chief of Police
200 North Third Street, Burbank, California 91502-1201
www.burbankpd.org

NAME
ADDRESS
CITY, STATE, ZIPCODE

Notice to Claim Property

- The Burbank Police Department holds property that belongs to you.
- The property you turned in to the Police Department has not been returned to the owner and can be released to you.

Regardless of which box is marked above, if you fail to respond within 60 days after the date of this notice the property will be disposed of according to law.

To claim this property, please call (818) 238-3040 to schedule an appointment for pickup between 8:00 a.m. and 4:00 p.m. Monday through Thursday ONLY. Once an appointment is scheduled, please bring this notice with you to the Burbank Police Department. If you are unable to personally claim your property, you may give written authorization to another person to claim the property.

(THIS WRITTEN AUTHORIZATION MUST BE NOTARIZED)

PHOTO IDENTIFICATION WILL BE REQUIRED

CASE # XX-XXXXXXX

Date: 3/24/2015

Sincerely,

A handwritten signature in cursive script that reads "R. Caruso".

Ron Caruso, Captain
Support Services Division

INITIALS

RESPECT

INTEGRITY

EXCELLENCE

EXHIBIT L

Auction List

Property Auction Manifest

Name or Department **Burbank Police Department**
 Pickup Address **200 N. Third Street**
Burbank, California 91502

06/01/2009



Page 1 of 1

Line #	Description	Serial #	Reference Number	PR Barcode (SKU)
1	COMPUTER EQUIPMENT MICROSOFT WIRELESS NOTEBOOK OPTICAL MOUSE		11000571	 *0189-A11000571*
2	COMPUTER EQUIPMENT SONY VAIO 1 LAPTOP WITH MISC ACCESSORIES	3000506	11037201	 *0189-A11037201*
3	COMPUTER EQUIPMENT SONY VAIO 1 LAPTOP WITH MISC ACCESSORIES	J002DCFS	11037202	 *0189-A11037202*
4	COMPUTER EQUIPMENT TOSHIBA P35S609 LAPTOP COMPUTER	94418148K	11000572	 *0189-A11000572*
5	ELECTRONIC DEVICES GARMIN ONE GARMIN GPS SYSTEM		11028651	 *0189-A11028651*
6	ELECTRONIC DEVICES SONY CDX-GT-310 CAR STEREO		11035699	 *0189-A11035699*
7	TELEVISION PHILIPS 30PF99460137 TELEVISION		11000573	 *0189-A11000573*
8	WALLET/PURSE LADIES TAN COACH PURSE		11033738	 *0189-A11033738*
9	WALLET/PURSE COACH LADIES BRN COACH PURSE		11033736	 *0189-A11033736*
10	WALLET/PURSE COACH LADIES TAN COACH PURSE		11033737	 *0189-A11033737*

Manifest Detail Verified

<input type="checkbox"/> At Pickup
<input type="checkbox"/> At Processing Center (PR Count Final; discrepancies will be reported promptly)

Received From: _____
 Driver Acceptance: _____
 ID Check Required

ID Checked

Printed from EvidenceOnQ®

Attachment U

**EXHIBIT M
Diversion Memo**

C I T Y O F B U R B A N K

MEMORANDUM

DATE: July 15, 2010
TO: Tom Angel, Deputy Chief
Paul Herman, Purchasing Manager
FROM: Travis Irving, Sergeant
SUBJECT: CONVERSION OF EVIDENCE TO CITY USE

The property listed below has been authorized for disposal by the Burbank Police Department; authorization for disposal has been given by:

Detective

DR #:
BARCODE #:
SERIAL #:
BRAND/MODEL:
ITEM DESCRIPTION:

It is requested that, under the provisions of Section 2-2-407 of the Burbank Municipal Code, this property be converted to City use. Once converted to City use, this property will be assigned to.

APPROVED DISAPPROVED _____
Tom Angel
Deputy Chief
Date _____

APPROVED DISAPPROVED _____
Paul Herman
Purchasing Manager
Date _____

Administrative Division personnel will subject this property to annual audits.

Received by: _____

Date: _____

EXHIBIT N

Property and Evidence Report



BURBANK POLICE DEPARTMENT
PROPERTY AND EVIDENCE REPORT
CA0191200


DR # 13-0011507 **Original/Supp. : 0000**

Page 1 of 1

Incident Type: PROPERTY FOR SAFEKEEPING
Property type: SAFEKEEPING

Name: HASKINS, JOHNNY (OWNER)

Address: 1212 GOWER ST #204, HOLLYWOOD , CA 90026

BarCode	Qty	Item Type	Description
 100259144	1	BICYCLE	GIRLS MOUTAIN BIKE, GREEN/WHITE

Location Found: 2500 W. VICTORY

Collected on: 12/04/2013 Collected by: DYRNESS, BR 8119

Booked on: 12/04/2013 Booked by: DYRNESS, BR 8119

EXHIBIT O
Justification Memo

City of Burbank
Memorandum

DATE:

TO:

FROM:

SUBJ: Property Diversion, DR #(s):

I have been advised that the Property Room has equipment/supplies available for diversion on the above-referenced case(s). I am requesting that the following item(s) be diverted to the Division. I have been advised that these items will be held for 30 days due to space limitations.

TAG #(s):

1.

ITEM #(s):

1.

DESCRIPTION(s):

1.

SERIAL #(s):

1.

REASON FOR DIVERSION:

1.

EXHIBIT P
Donation of Property Memo (Charity)

CITY OF BURBANK

MEMORANDUM

DATE: February 19, 2013

TO: Tom Angel, Police Deputy Chief
Paul Herman, Purchasing Manager

FROM: Daniel Yadon, Police Lieutenant


SUBJECT: DONATION OF PROPERTY TO CHARITABLE ORGANIZATION

The property listed below is property that has been authorized for disposal by the Burbank Police Department. Authorization for disposal has been given by the case Detective or Supervisor. (Please see attached memo of items dated 02/12/2013 for full details).

- 1. DR: 12-9698 BARCODE: 100243382
- 2. DR: 12-10983 BARCODE: 100244668
- 3. DR: 11-10571 BARCODE: 100231657
- 4. DR: 12-6852 BARCODE: 100240712
- 5. DR: 12-8588 BARCODE: 100242397
- 6. DR: 12-8589 BARCODE: 100242399
- 7. DR: 12-9025 BARCODE: 100242775

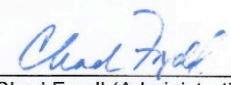
It is requested that, under the provisions of Section 217 of the Welfare & Institutions Code and Section 2-2-407 of the Burbank Municipal Code, this property be approved to be released to the following charitable organization, The Salvation Army, for use in their programs: Salvation Army's Angel Tree Program.

APPROVED DISAPPROVED


~~Tom Angel~~ **REN CARUSO**
~~Police Deputy Chief~~ **AL CHIEF**
Date 2-25-13

APPROVED DISAPPROVED


Paul Herman
Purchasing Manager
Date 3/6/13

Received by: 
Chad Foydl (Administrative Officer)

Date received: 3/6/13

EXHIBIT Q Weapons Disposal List

WEAPONS DISPOSAL LIST June 04, 2009

Page 1

Barcode #	DR#	Serial#	Make/Model/Caliber	Type/Category	
11043475	070010057	237334	BERSA Model: 23 .22 Cal.	Type: P - PISTOL Cat: I - SEMIAUTOMATIC ACTION (AUTOLOADING)	✓
	Qty: 1				
	OLD FCN: _____		NEW FCN: _____		

Total: 1

This is to certify that the 1 weapons listed here on pages one through one have been destroyed as prescribed by Section 12028 of the California Penal Code. Department of Justice has been notified of the destruction as prescribed by Section 12030 of the California Penal Code.

_____ _____ _____ _____
 Signature Date Witness Date

EXHIBIT R Narcotics Destruction List

NARCOTICS DESTRUCTION LIST June 01, 2009

Page #

Tag#	No	DR#	Substance Description	✓	Comment
190926	3	080009464	PILLS 1 PLASTIC BOTTLE CONTAINING 24 PILLS OF HYDROCODONE/APAP 5MG/500MG		
190926	4	080009464	PILLS LISINOPNY 5MG		
190926	5	080009464	PILLS HYDROXYCHLOROQUINE 200MC		
190926	6	080009464	PILLS ACETOMINOPHEN W/ CODEINE #3		
190926	7	080009464	PILLS PRANDIN 1 MG		
191281	1	080010228	PILLS MED BOTTLE CONTAINING 11 PILLS OF VYTORIN		
191281	2	080010228	PILLS MED BOTTLE CONTAINING 8 PILLS OF TORSEMIDE		
191281	3	080010228	PILLS MED BOTTLE CONTAINING 19 PILLS OF HYDROCODONE		
191281	4	080010228	PILLS MED BOTTLE CONTAINING 9 PILLS OF POTASSIUM		
191281	5	080010228	PILLS MED BOTTLE CONTAINING 22 PILLS OF TEMAZEPAM		
191281	6	080010228	PILLS MED BOTTLE CONTAINING 21 PILLS OF GLYBURIDE		
191281	7	080010228	PILLS MED BOTTLE CONTAINING 8 PILLS OF SULFAMETH		
		090001812	UNKNOWN ALBUTEROL SULFATE INHALATION CARTIRDGES 2.5 MG		
		090001812	UNKNOWN ADVAIR 250/50		
		090001812	UNKNOWN XOPENEX INHALTOR CARTRIDGE 45 MCG/ACTUATION		
		090001812	UNKNOWN XOPENEX INHALATOR CARTRIDGE 45 MCG/ACTUATION		

This is to certify that the above 833 items were destroyed on the below date.

 Signature Date Witness Date

EXHIBIT S
Currency Envelope

Need Replacement

Burbank Police Department
CURRENCY

AFFIX PROPERTY LABEL HERE

CURRENCY:	COIN:
_____ X \$ 100 = \$ _____	_____ X \$ 1.00 = \$ _____
_____ X \$ 50 = \$ _____	_____ X \$ 0.50 = \$ _____
_____ X \$ 20 = \$ _____	_____ X \$ 0.25 = \$ _____
_____ X \$ 10 = \$ _____	_____ X \$ 0.10 = \$ _____
_____ X \$ 5 = \$ _____	_____ X \$ 0.05 = \$ _____
_____ X \$ 1 = \$ _____	_____ X \$ 0.01 = \$ _____
_____ X \$ ____ = \$ _____	_____ X \$ ____ = \$ _____
Subtotal = \$ _____	Subtotal = \$ _____

TOTAL AMOUNT: \$ _____


ENTERED & SEALED BY: _____

VERIFIED BY: _____ DATE/TIME: _____

EXHIBIT T

EXHIBIT S
SERRF Narcotics Destruction Manifest

SERRF Narcotics Destruction Manifest

CITY OF LONG BEACH

DEPARTMENT

CHRISTOPHER J. GARNER
DIRECTOR
2400 EAST SPRING STREET - LONG BEACH, CA 90804
(562) 570-2000 • FAX (562) 570-2008
www.lrbgo.org

DATE: _____

Property & Evidence Custodian
Burbank Police Department
200 N. Third Street
Burbank, CA 91502

SUBJECT: **NARCOTICS DESTRUCTION MANIFEST**

This will confirm that your department will burn narcotics at SERRF on _____ at _____ am/pm. Approximately _____ pounds of drugs will be destroyed. Prior to the burn, SERRF must have a signed **ACKNOWLEDGEMENT AND RELEASE** from your organization.

This will be the official record of the burn and remain on file at SERRF for inspection by permitting agencies and the public.

List below the drugs to be burned by their weight in pounds.

Please sign a copy of this letter and deliver it to SERRF on the day of the burn.

Sincerely, _____ Weight and Content Certified

For SERRF 12007.100

For Responsible Agency

BUSINESS OPERATIONS (562) 570-2004 ENGINEERING / CONSTRUCTION (562) 570-2037 GAS SERVICES (562) 570-2111 OIL OPERATIONS (562) 570-2004 OIL PRODUCTION / SUBSIDIARY (562) 570-2000 SERRF (562) 570-1040

EXHIBIT U
Order for Destruction – Controlled Substance

**ORDER FOR THE DESTRUCTION OR DISPOSITION
OF CONTROLLED SUBSTANCES**

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

IT IS HEREBY ADJUDGED AND DECREED, that the Burbank Police Department, 200 N. Third Street, Burbank, California, is authorized, in accordance with Section 11474 of the Health and Safety Code of the State of California, to destroy or dispose of the controlled substances and paraphernalia which are before the court in the instant proceeding, and which have been held for the time prescribed by law.

See attached Narcotics Destruction List

WHEREFORE, IT IS ORDERED AND DECREED that the following controlled substances and/or paraphernalia be disposed of or destroyed by the Burbank Police Department:

All cases have dispositions or have been closed.

First and Last Name
Property Sergeant

Date _____

Dated: _____

Judge, North Central Superior Court

EXHIBIT W Weapons Disposal List

WEAPON DISPOSAL LIST June 02, 2015

Page 1

Barcode #	DR#	Serial#	Make/Model	Description	✓
100193286	080010581 Qty: 1		HOFFRITZ Model:	8" STAINLESS STEEL KINFE, BLACK HANDLE	
100203132	090004920 Qty: 1		Model:	BLACK SAMURAI SWORD	
100205867	090007255 Qty: 1		COLLINS&CO Model: LEGITIMUS	21" MACHETE WITH BLOOD SPOTS	
100211246	109001081 Qty: 1		BRITISH BULLDOG Model: UNK	POT METAL STARTERS GUN	
100264838	140003827 Qty: 1		WUSTOFF Model:	CHEFS KNIFE APPROXIMATELY 6 INCHES	
100266488	140005417 Qty: 1		LUGER Model: 9MM	10 ROUND MAGAZINE	
100269353	140008429 Qty: 1	UNK	CENTURION Model: UNK	19" MACHETE, METAL W/YELLOW&BLACK GRIP	

Total: 7

This is to certify that the 7 weapons listed here on pages one through one have been destroyed as prescribed by Section 18275 of the California Penal Code.

Signature

Date

Witness

Date

EXHIBIT X Inventory Process

FileOnQ Inventory Process

Using a portable or attached scanner, you simply scan the barcodes of property and evidence items in their storage location. The Inventory program automatically flags any discrepancies between the items you scanned and their documented locations in the database, allowing you to quickly correct any problems. You can also generate and print inventory reports on demand for accreditation or other audit requirements.

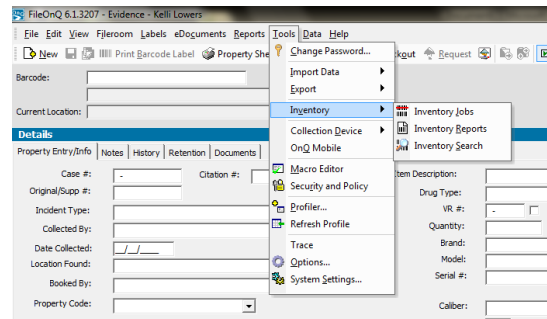
The FileOnQ Inventory module provides a number of features to make inventory projects quick and simple without sacrificing the integrity of the inventory. An inventory job can include one location or many. You can create and work on more than one inventory job at a time, and you can stop work on a project at any time and restart it later.

For each item scanned, the Desktop application keeps a record of the item's location at the time of the inventory. The system also captures the login ID of the person conducting the inventory and provides a time and date stamp for the project and for each item scanned.

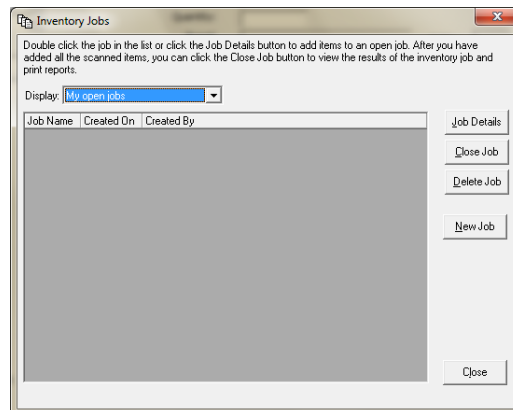
You can use either a portable (Videx) scanner or a local (attached) scanner to scan items. Also, you can use both portable and local scanners in the same job.

To start an Inventory:

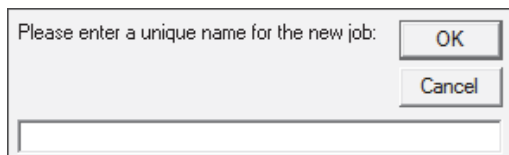
1. Login to FileOnQ on the computer has the portable wand connection the local wand you wish to use
2. From the FileOnQ menu, select "Tools"
3. Select Inventory > Inventory Jobs
4. The Inventory Jobs dialog box appears
5. Click on "New Jobs"
6. The Inventory Job Name dialog box



that
or

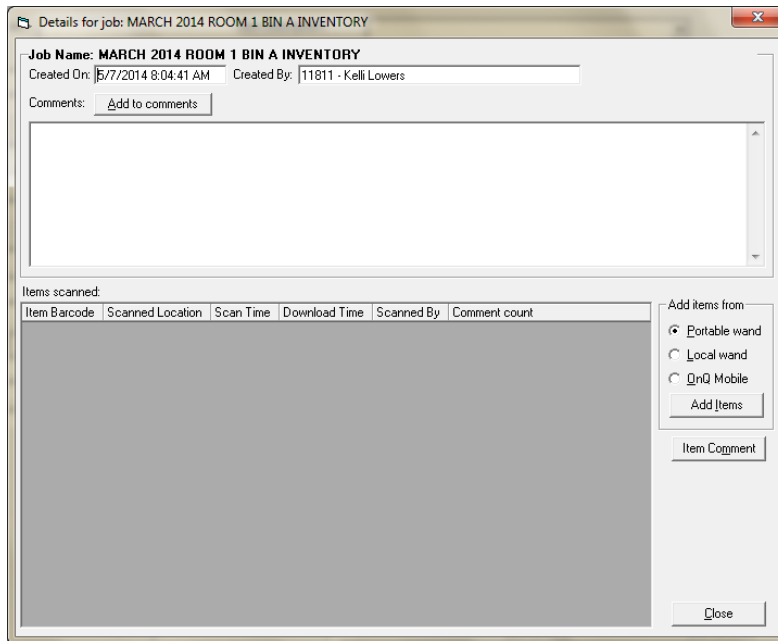


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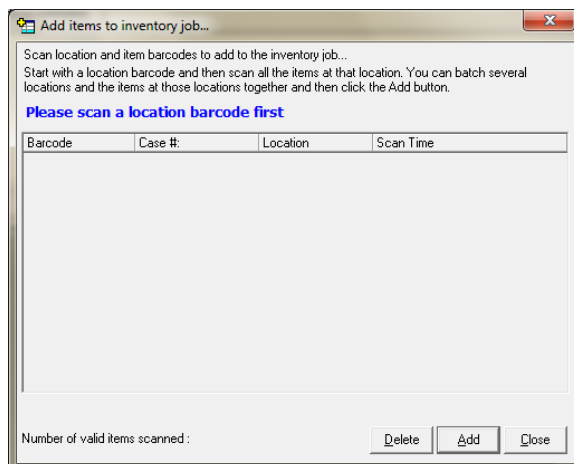
you to name your Inventory

7. Create a unique name for the inventory (i.e. March 2014 Room1 Bin A Inventory)
8. Select Ok
9. Your job will open up and you can select the wand (portable or local)

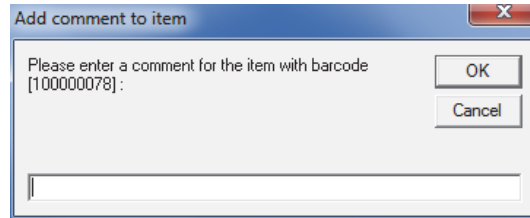


Scan and add items (local wand)

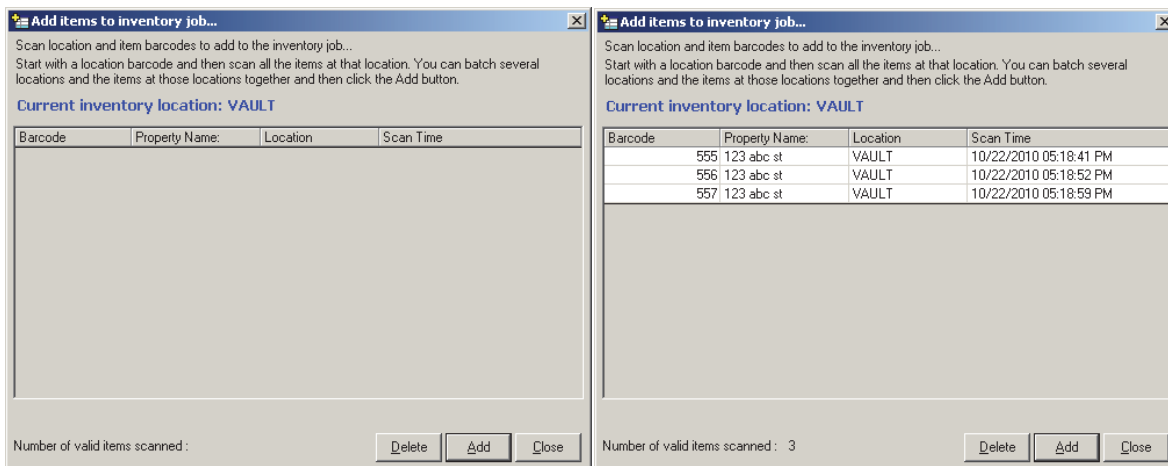
- Keep in mind if you are using the local wand that it has an area range and cannot leave that range and the scanning of locations and items occurs in real time.
1. Under **Add items from**, click Local wand. Click Add Items.
 2. The Details for job: Local wand dialog box appears



3. The local wand dialog box must stay up during your scanning. Scan the location barcode of the location you will be inventorying. Now scan the items. Once you are finished, select add and the items will be added to your job.
4. When all the items are added click “close”



The following screenshot on the left shows the screen that appears after you scan a location. The screenshot on the right shows the same screen after you scan three inventory items.



Scan and upload items (portable scanner)

For portable wand, scan the location barcode and scan your items. When you are finished, dock your portable wand

1. From the Inventory Jobs dialog box, select the job you are working on and click Job Details.
2. The Details for Job dialog box appears.
3. Under Add items from, click Portable wand, and add items. The computer will recognize the portable wand in its base and automatically add the data.
4. When all the items are added click “close”

Add comments to items in the inventory

You can add comments or clarifications to individual items in an inventory job. These comments will appear in detailed reports on the inventory job, along with a date and time stamp and the name of the person who entered them.

1. From the Items Scanned section in the Details for job dialog box, click the item you want to add a comment to.
2. Click Item Comment.

3. In the dialog box that appears, type your comment. Click OK.

Add comments to a job

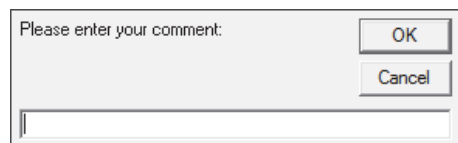
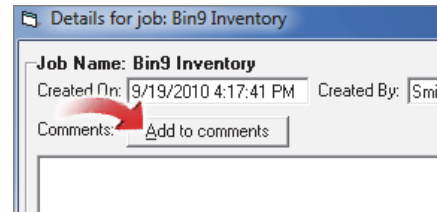
Comments that you add to the inventory job appear on the Details for job screen and on any reports you create for the inventory job.

1. From the Details for job dialog box, click Add to Comments.
2. Type the comment in the space provided.
Click OK.

Close the Details screen

After you are done adding the items scanned and any comments, you can close the Details for job screen.

Note that this does not close the inventory job. If you have more items to add, you can continue to scan more items at the current location or start scanning items at a new location.

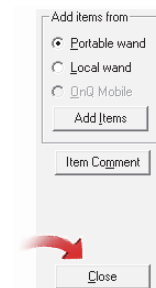


you

Close an Inventory Job

An inventory job stays open until you specifically close it, even if you must shut down a FileOnQ session and start again later or on another day. Close an inventory job only after you are done adding items and comments. Make sure you have scanned all items. After close a job, you cannot reopen it and add more items.

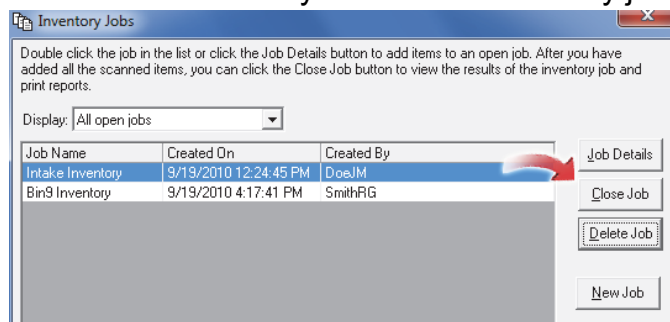
- From the Inventory Job dialog box, select the job you want to close.
- Click Close Job.
- You are asked whether you are sure you want to close the job. Click Yes.
- You are informed that the job is now closed.



all
you

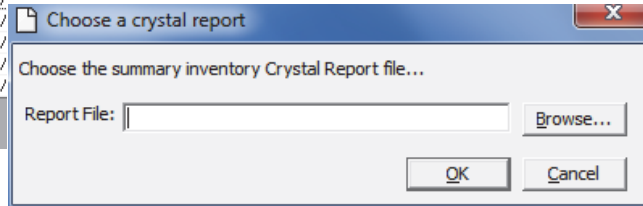
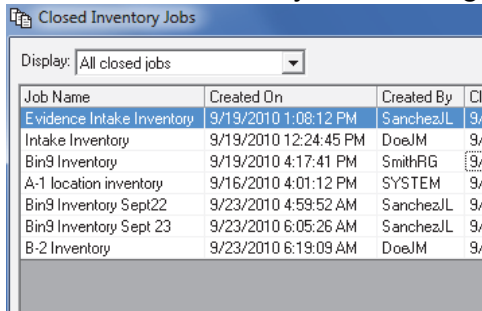
Inventory Reports

Inventory reports can serve a number of functions. After you close an inventory job, you can view details on the job, including whether any discrepancies were found between the inventory job and the current FileOnQ database. You can also generate reports on demand if you must provide documentation on current or past inventories.

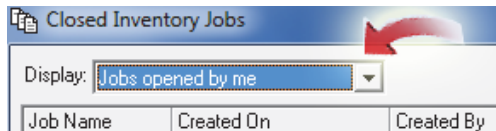


View list of available inventories

- From the FileOnQ menu, select Inventory > Inventory Reports.
- The Closed Inventory Jobs dialog box appears.



The dialog box can display either jobs you created, jobs you closed, or all closed jobs in the system. If you want to select a different display option, select it from the Display drop-down list.



From the list of closed jobs, you can select an inventory job and then generate an exception report, a printable summary report, or a printable detailed report.

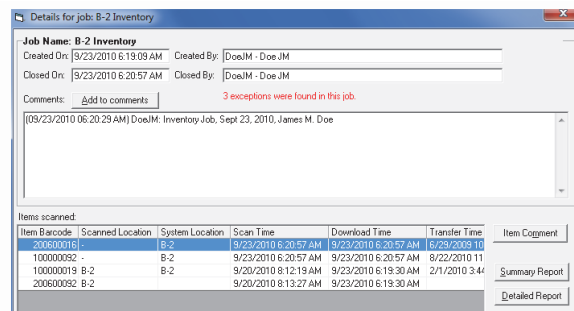
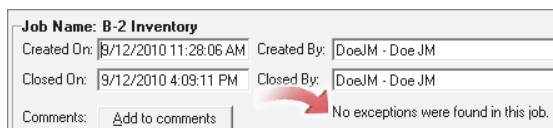
View exception reports

- From the Closed Inventory Jobs screen, select the job you want to view. Click Job Details.

Information on the inventory appears, including the time and date the inventory was created and closed and by whom, notes on the inventory job, items scanned, and any exceptions found.

Interpreting exceptions

The Details for job screen shows information on missing or misplaced items, which allows you to easily correct problems. A message at the top of the screen shows you whether exceptions were found.



Job Name: Bin9 Inventory			
Created On:	9/19/2010 4:17:41 PM	Created By:	SmithRG - SmithRG
Closed On:	9/19/2010 4:28:55 PM	Closed By:	SmithRG - SmithRG
Comments:	<input type="button" value="Add to comments"/> 5 exceptions were found in this job.		

Reports

Summary

Detailed

If exceptions were found, examine the Items scanned section to see which items are missing or whose location does not match that in the system.

The example on the right shows three exceptions.

Items 200600016 and 100000092 were not scanned in the B-2 inventory job, but the FileOnQ database shows them to be at the B-2 location. Item 200600092 was scanned, but the database does not identify this item at the B-2 location.

Create summary reports

A summary report shows basic information about an inventory job, including the time and date the inventory was created and closed and

Items scanned:			
Item Barcode	Scanned Location	System Location	Scan Time
200600016	-	B-2	9/23/2010 6:20:57 AM
100000092	-	B-2	9/23/2010 6:20:57 AM
100000019	B-2	B-2	9/20/2010 8:12:19 AM
200600092	B-2		9/20/2010 8:13:27 AM

by whom, comments on the inventory job, number of items missing from the inventory, number of items accounted for, and number of exceptions. This type of report does not include specific information on the individual items.

The following illustration shows an example of a summary report.

Summary Inventory Report

Job Name: A-1 location inventory
 Created by SYSTEM on 9/16/2010 4:01:12PM
 Closed by SmithRG on 9/19/2010 4:28:59PM
 Comments for the job (if any):

Some items were not scanned during the inventory
 Exceptions: 1

Location: A-1
 Items accounted for: 6
 Exceptions: 1

To generate a summary report:

1. From the Closed Inventory Jobs screen, select the inventory job for the report.
2. In the Reports box, select Summary.
3. Click Setup.
4. Select a Crystal Report file to use for the report.
5. Click OK.
6. Click Print. The report appears on the screen.
7. To print the report, click the Print Report icon.

Create detailed reports

A detailed report shows all the information that appears in a summary report along with the barcode numbers of missing, misplaced, and scanned items, and relevant time and date stamps.

The following illustration shows an example of a detailed report.

<u>Detailed Inventory Report</u>	
Job Name: Bin9 Inventory Created by SmithRG on 9/19/2010 4:17:41PM Closed by SmithRG on 9/19/2010 4:28:55PM Comments for the job (if any):	
<u>The following items were not scanned during the inventory</u>	
Item 100000004 was transferred to BIN9 at 11/5/2009 3:23:27PM Item 100000006 was transferred to BIN9 at 11/5/2009 3:23:27PM Item 100000008 was transferred to BIN9 at 11/5/2009 3:23:27PM	
Exceptions: 3	
<u>Location: BIN9</u>	
The following items were present at this location during the inventory: Item 200600019 - 9/20/2010 11:30:20AM Item 200600050 - 9/20/2010 11:32:45AM Item 200600058 - 9/20/2010 11:42:10AM	
Items accounted for: 3	
The following items were scanned at this location but are exceptions which are supposed to be at the indicated locations: Item 100000078 was transferred to INTAKE at 11/5/2009 10:39:28AM	
Exceptions: 1	

To generate a detailed report:

1. From the Closed Inventory Jobs screen, select the inventory job for the report.
2. In the Reports box, select Detailed.
3. Click Setup.
4. Select a Crystal Report file to use for the report. Click OK.
5. Click Print. The report appears on the screen.
6. To print the report, click the Print Report icon.

Inventory History

The system maintains a complete inventory history for each item it contains. You can look up how many times an item was inventoried and its status each time. Inventory history is preserved separately from the chain of custody.

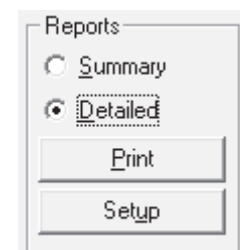
Whenever a record is visible on the main screen, you can view that item's inventory history:

- From the FileOnQ menu, select Inventory > Inventory Search.

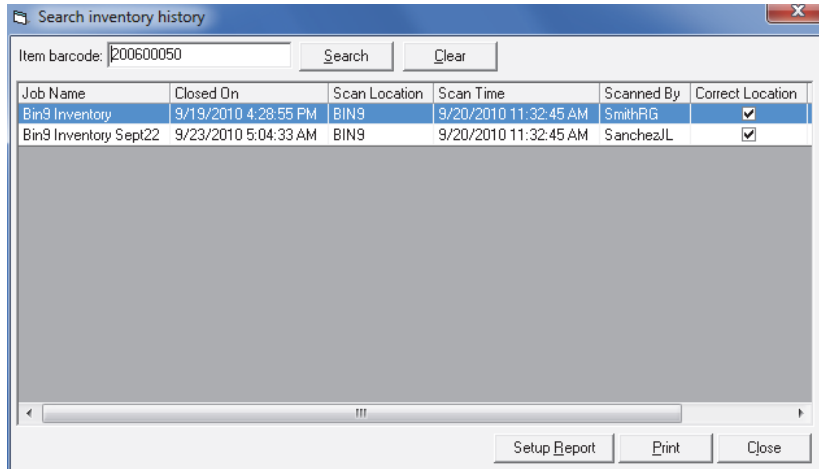
You can also see an item's inventory history by typing its barcode:

1. From the FileOnQ menu, select Inventory > Inventory Search.
2. Type the item's barcode into the Item barcode field and click Search.

The Search Inventory History dialog box appears. You can see information on the inventory jobs that include the item, and whether the item was in the correct location according to the job.



The image shows a dialog box titled "Reports". It contains two radio buttons: "Summary" and "Detailed". The "Detailed" radio button is selected. Below the radio buttons are two buttons: "Print" and "Setup".



- To generate and print a report showing the inventory history, click the Print button. Click Setup Report to choose a report if this is the first report you have generated.

The following illustration shows an example of an inventory history report.

