(c) Assistant Evidence Custodian - refers to the employee assigned to assist the evidence custodian in accounting for evidence or property being held by the Department.

(d) Serial Number - the number applied by the manufacturer that identifies a product as unique from other products of the same model and manufacturer.

(e) Owner Applied Number (OAN) - the number applied by any person other than the manufacturer which identifies a product as unique from other products of the same model and manufacture. OAN may include, but is not limited to, driver's license number, social security number or state property number.

IV. PROCEDURES

(a) All evidence and property seized shall be stored in accordance with department guidelines.

(b) Any employee who seizes, receives or otherwise takes custody of any property or evidence shall properly process the property/evidence. Each item will be properly packaged, identified individually, marked, tagged and described in the report. An evidence sheet will be completed and placed with the property in the temporary storage locker or hand delivered with the property to the evidence custodian. If an item is placed in a locker, the key will be dropped in the key drop box. The only exception is where responsibility is fully or partially delegated to an investigator outside of the Department, i.e., the coroner's deputy.

(c) Employees will process only that quantity of evidence necessary for case prosecution. Property may be returned to its owner in instances where the rightful ownership of the property can readily be determined and case prosecution will not be jeopardized. A photo of the property and the owner's picture identification will be taken prior to the release of the property. The photo(s) will be attached to the evidence sheet.

prepared and a copy attached to the main report. The original evidence report will remain with the item of property/evidence.   Vehicle code misdemeanors shall have the item booked into evidence attached to the evidence sheet, i.e., tabs, placards and license plates.

(f) Employees shall not, under any circumstances, store property or evidence in their personal locker or any other unauthorized location. The packaged and labeled items will be placed in the temporary evidence storage locker and the key will be dropped in the evidence key lock box in the report writing room prior to the end of the officer's tour of duty.

(g)

VI. PACKAGING OF EVIDENCE

(a) Officers may use envelopes, bags or boxes, whichever is most appropriate, for packaging. Evidence which contains body fluids, such as blood and semen, are not to be packaged in plastic bags. These items should be air dried and placed in paper bags. Officers should always use the smallest packaging possible.

(b) Always package money, drugs and guns separately and not with any other items. Money must be counted and verified by two officers. Coins will be packed in manila envelopes and sealed. The verified total of coin and currency will be

(d) Use extreme caution in unloading any weapon. Firearms will be unloaded and made safe for handling. Officers unfamiliar with the operation of a weapon will seek assistance from an officer more familiar with weapon functioning. Original condition of the weapon shall be noted in the report, including position of the clip or cylinder, position of the safety, hammer, live and empty rounds in the weapon. The clip, magazine or ammunition will not be stored with the weapon.

(e) All firearms will be marked with the word "FIREARM" printed on the outside of the package. .1 (R)-3.1 (M)-1 ARM"ill beahe outsiAll2 6 13.8 s (oa)4.1 (de)3.2ef t13.8 s (oa

evidence refrigerator. The evidence custodian will comply with all California statutes and requirements regarding the disposition of property.

(b) The evidence custodian will monitor all temporary storage areas each work day and ensure all evidence is packaged and tagged properly. All items in temporary storage will be moved to the evidence storage room. Written records will account for all movement of evidence. An entry/exit log to the evidence storage room will contain the date/time, name of person(s) and reason for entry. Entry into the facility will be tightly controlled. Only the evidence custodian and the assistant evidence custodian will have keys permitting access to the evidence storage room. The supervisor of investigations will be allowed entrance to perform the required periodic audits. No other individuals will be allowed access to the facility.

   (1) Property released to the crime lab will include date/time, person releasing the property and the receiving technician with the lab.

IX. PROPERTY DISPOSAL

(a) The evidence custodian will ensure that all California statutes and procedures are followed regarding the disposal of evidence and property held for safekeeping. Such property can be disposed of in four possible ways:

   (1) Returned to the owner with documentation.

   (2) Sold in accordance with legal requirements.

   (3) Converted to use by this Department for official use with documentation.

   (4) Destroyed in accordance with legal requirements.

   (5) Any time an item is destroyed there should be a witness to the destruction. An inventory of all property destroyed will be prepared by the evidence custodian and maintained with other property records.

(b) Under no circumstances, will evidence or property be converted to personal use by any member of this Department.

X. AUDITS

(a) The Administration Services Division Commander will make periodic audits of items stored in the evidence room.

   (1) The audit will include an examination of case files to verify that required notifications and release authorizations have been properly submitted and that a legitimate basis for the release decision is apparent from the follow up reports. These audits will minimally include guns, narcotics, jewelry, money and other valuables.

   (2) A mandatory audit will be conducted when there is a change in evidence custodian or assistant evidence custodian.

   (3) The evidence custodian will do an audit quarterly.

APPROVED