

Carlsbad Police Department Property & Evidence Manual

Introduction

This Property and Evidence manual is designed to guide the Department employee in the packaging and processing of items that will be placed into storage at CPD for the purposes of investigation, forensic analysis, safekeeping, or contraband destruction. While every effort is made to keep this manual current and to cover areas most frequently encountered by Department employees, unusual situations may present themselves from time to time. If you are in doubt about how to preserve or package an item of property or evidence you should seek assistance from your supervisor or the Property and Evidence (P & E) Custodians. Personal protective equipment is provided by the department for evidence processing.

Employee Responsibilities

A. Officers and Other Employees Booking Property and or Evidence

Processing

One of the most critical elements in maintaining an efficient Property and Evidence (P & E) process is how the evidence or stored property is packaged. A key concept in P & E is that proper packaging ensures the integrity of the evidence process, limits liability, and facilitates the use and eventual disposition of the items that are booked. The employee who initially packages the property or evidence has the ultimate responsibility to properly separate and identify all articles that are being placed into P & E. This responsibility includes separating items by owner, category, crime type and “hold as” classification.

Employees who package property or evidence should be familiar with all forms and procedures for properly booking these items. Reference materials are available in the packaging area to answer common questions. If in doubt, the employee should check with a supervisor or one of the P & E Custodians before placing an item into P & E. For improperly packaged items, employees will be contacted by P & E for correction(s).

B. The Property & Evidence Custodian

Custody, Maintenance and Disposition

The Property and Evidence (P & E) Custodian shall maintain the chain of custody and shall keep all property and evidence in the condition and packaging in which it was received. Currency is maintained separately in a Safe in P & E. Unclaimed currency is deposited with the City of Carlsbad Finance Department.

The Property and Evidence (P & E) Custodian is responsible for transferring items of property and evidence to appropriately authorized persons for laboratory testing, court presentation, investigative follow up and all other authorized purposes and maintaining a record of these transactions.

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The Property and Evidence (P & E) Custodian will manage the disposition of all items of property and evidence, which are no longer needed for criminal investigation or prosecution. Dispositions include return to owner, destruction, conversion to Department use, donation to charity or sale at auction. All dispositions of property and evidence shall be processed and documented in compliance with Department procedures and protocol and all governing legal statutes.

It is the responsibility of the Property and Evidence (P & E) Custodian to identify property and evidence which has not been deposited, processed, separated, identified or packaged properly and to notify the submitting employee or their supervisor so that the situation may be corrected as quickly as possible.

C. Evidence Packaging and Marking

Labels and Seals

Carlsbad Police Department (Quetel) Property and Evidence labels are designed to be attached to all evidence containers. These labels include the employee's initials, A.R.J.I.S. number, item number and description, the date and the case number. The submitting employee will attach the CPD (Quetel) Property and Evidence label prior to placing the item into the evidence locker. Seals are designed to be placed across edges or seams of packaging material to serve as an indication of whether the item has been opened or not after the original sealing. The seal is then marked with the employee's initials, A.R.J.I.S. number and the date the item was sealed.

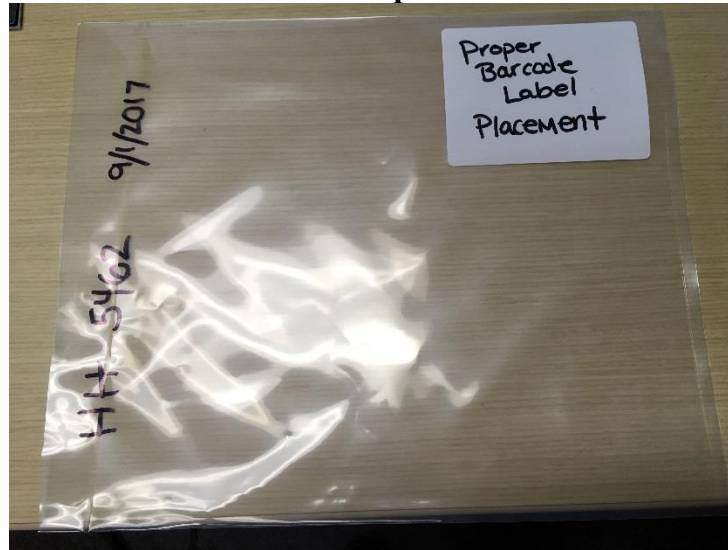
1. Heat-Sealed Packaging

The standard packaging for smaller items (other than fingerprints or something that potentially need to be fingerprinted) is a 10 x 12 heat-sealed plastic pouch (Kapak). As a general rule if an item will fit in a 10 x 12 Kapak, the heat-sealed Kapak is the preferred way to secure and submit items to P & E. Kapaks and the sealer shall be maintained in the packaging area. Jail bags (thinner plastic bags that hold suspect items for transport to VDF, Mental Health, etc.) shall **NOT** be used for evidence packaging.

- a) **Sealing** – Once items are placed in the Kapak, it shall be heat-sealed by the employee. The seal is then marked with the employee's initials, A.R.J.I.S. number and the date the item was sealed. **See Example A
- b) **Identification** – A completed CPD (Quetel) Property and Evidence label shall be placed on the sealed Kapak. The label shall be placed in the upper right hand corner of the Kapak with the sealed edge on the employee's left. **See Example A

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**Example A



- c) **Examination and Resealing** – If it becomes necessary to open a heat-sealed Kapak to examine the contents, the chain-of-custody will be maintained in the following manner: the employee opening the package shall make a cut in the Kapak as close to the original seal as possible. The employee shall reseal the bag below the cut in the same manner as it was originally sealed, placing the cut portion into the bag (if applicable).

Replacing a Heat-Sealed Kapak – If it becomes necessary to replace the original Kapak for any reason, the employee handling the evidence must contact the P & E Custodian personally. The employee will repackage and re-seal the new Kapak and the P & E Custodian will print a new CPD (Quetel) Property and Evidence label to be attached to the evidence item.

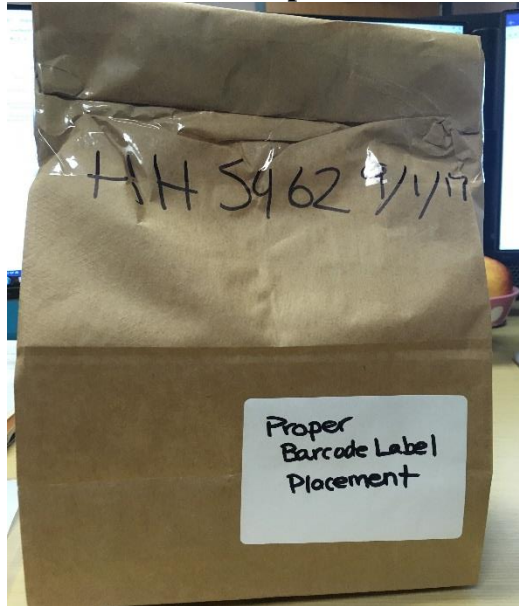
2. Paper Bags

The brown paper bags are to be used for large or bulky items that will not fit in the standard 10 x 12 Kapak, as well as for items that may need to be processed for fingerprints. A supply of bags shall be maintained in the packaging area.

- a) **Sealing** – Items placed in the paper bag should be fully contained inside the bag allowing sufficient space for the top of the bag to be folded over. The fold shall be sealed using packing or evidence tape and marked with the employee's initials, A.R.J.I.S. number, and the date the item was sealed. **See Example B
- b) **Identification** – A completed CPD (Quetel) Property and Evidence label shall be placed on the sealed bag. The label shall be placed on the bottom, right-hand corner of the front side of the bag, to allow for viewing while contained in the bins in P & E. **See Example B

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****Example B**



3. Boxes

Cardboard boxes may be used for large, fragile or heavy items and those which may have an extended storage period. Boxes can be obtained from the P & E Custodian when they are needed.

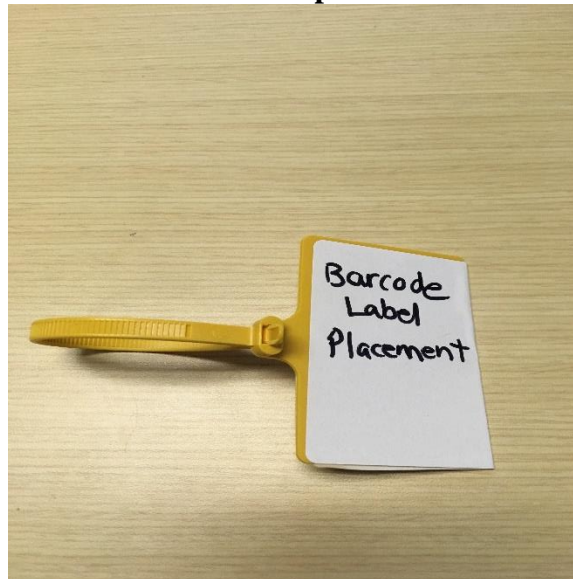
- a) **Sealing** – Items should be fully contained inside the box allowing sufficient space for the lid to be fully closed. The box should be sealed with packing tape. At least one band of tape shall be wrapped around the entire box, front to back across both the top and bottom.
- b) **Identification** - The packing tape shall be marked with the employee's initials, A.R.J.I.S. number and the date the item was packaged. A CPD (Quetel) Property and Evidence label shall be placed in the lower right hand corner of one end of the box. Keep in mind that this label should be clearly visible when the box is placed on a storage shelf.
- c) **Examination and Resealing** - If it becomes necessary to open a sealed box to examine the contents, the chain-of-custody shall be maintained in the following manner: the employee opening the box shall cut the original packing tape to open the lid. The box shall be maintained and reused to repackage the items. Boxes shall be resealed in the same manner by which they were originally sealed. The new packing tape should be placed immediately adjacent to the original seal. The new packing tape should be marked in the same manner as the original.

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4. Zip-Tie Tags

Single large items such as bicycles or long-guns (if unable to be packaged in a gun box) may be marked with the yellow zip-tie tag. A completed CPD (Quetel) Property and Evidence label shall be folded over the flat portion of the zip-tie tag so that it is completely folded across the front and back of the tag (not just placed flat on one side so that the sticky portion of the label hangs over the other side). **See Example C

****Example C**



5. Non-standard Packaging on Large Items

If the item has a smooth, clean surface that is easily visible and large enough for a property label to be attached, the CPD (Quetel) Property and Evidence label may be placed directly on the item. Care should be taken not to place labels on items that may be damaged in the process. If a large or odd sized item of property or evidence is already contained within factory packaging, the original box may be used and a label affixed as described in the section on boxes (see above).

6. Marks on Property

The scratching of initials, name, case numbers, or other identifying marks into the surface of a piece of property is generally prohibited. The use of labels, zip-tie tag or other packaging procedures is the recommended method of identifying an item.

7. Recording Package Examinations

Any employee who finds it necessary to open a closed item of property or evidence shall be responsible for resealing the package and returning it to P & E in accordance with the guidelines

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set forth in this policy. The employee opening an item of evidence shall prepare a written supplement that will be filed with the original case. This report shall detail the date, time and purpose for which the property was opened and any actions that were taken with the evidence in question. Strict adherence to the chain-of-custody documentation process is mandatory. No item of evidence shall be delivered to an employee without first having been checked out through the Quetel evidence system. P & E Custodians will ensure that the chain-of-custody is followed through in Quetel.

Evidence Categories

A. Alcoholic Beverages and Non-Hazardous Liquids

Beer, wine, liquor and other non-hazardous liquids should be stored in the original container whenever possible. It is preferred whenever appropriate, to only collect a sample of the liquid in a sealed sample bottle and discard the larger container. Sealed containers may be packaged in heat-sealed bags or other approved packaging materials as dictated by the items size.

1. If liquids are in a container that cannot be sealed, they should be transferred to a sample bottle and secured. Once the sample is secured, the remaining liquid can be discarded. The original container should be placed into evidence with the sealed sample.
2. Employees should consider photographing the container with liquid inside prior to collecting the sample.

B. Bicycles

Bicycles, tricycles, unicycles, scooters and skateboards, etc., should be marked with a zip-tie tag and a CPD (Quetel) Property and Evidence label should be folded over the flat portion of the zip-tie tag. Be sure to attach the zip-tie tag to a secure structure in a position where it will be easy to find.

1. Note in the Property and Evidence (P & E) report if there is any damage or any parts are missing.
2. Include serial numbers on the P & E report. Bicycle serial numbers are usually found on the front of the frame or under the pedal casing.
3. Do not leave loose items/trash in bicycle baskets or tied/strapped to a bicycle. These items need to be booked as separate items.
4. Bicycles with license numbers should be checked for registered owners and returned in the field whenever possible.
5. Motor scooters, motorcycles and other vehicles requiring registration must be stored or impounded on a C.H.P. 180 storage form. A copy of the C.H.P. 180 face sheet shall be sealed in a heat-sealed bag and attached to the vehicle or placed inside for easy identification.

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C. Cash

U.S. currency, U.S. coins, foreign currency, foreign coins, and counterfeit currency in both foreign and domestic denominations should be packaged in a Kapak.

1. All types of currency (US, Foreign, coins, etc.) shall be packaged **separately** from the item from which it was obtained.
2. Counterfeit currency shall be packaged **separately** and booked as a Document.
3. All U.S. currency shall be recorded in Quetel.
4. Two people **MUST** sign the Quetel Currency Report; the person sealing the package and the individual who is verifying the contents.
5. Complete the “cash” section on the property report for all U.S. currency.
6. The initialed currency report should be folded in half with the written side showing and placed inside the Kpack bag before sealing.

D. Clothing

Wearing apparel, bedrolls, linens, sleeping bags, backpacks, etc.

1. Items to be retained as evidence shall be stored in a manner consistent with standard packaging procedures (bags, boxes, etc.).
2. Clothing or other items that need to be dried before packaging must be stored in the drying room in the sally port. Field Evidence Technicians (F.E.T.) have access to this area.
3. Items taken for safekeeping, found property or destruction may be secured in a duffel bag, backpack or other similar container if it was originally received in that manner.
4. Employees **must** still inventory the contents of these bags to determine if items of value (cash, jewelry, etc.), identification, narcotics, liquids, etc., are contained within. These items of value should be separated and placed into P & E in separate packaging and all other items noted in the evidence report
5. A zip-tie bag with a CPD (Quetel) Property and Evidence label shall be attached to all non-standard containers as described above.

E. Documents

Documents include checks, credit cards, contracts, receipts, counterfeit money, etc. (See identification section below for packaging driver’s licenses, birth certificates, etc.)

1. Documents that will be used as evidence shall be photocopied whenever possible and the copies attached to the report.
2. Documents should be packaged in a Kapak whenever possible. If this is impractical, other authorized packaging may be used.
3. Owners of documents, when known, **MUST** be identified on the property report by name and address.

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4. Items of property and evidence belonging to multiple people **must** be separated by owner whenever possible prior to packaging.
5. Non-court evidence items contained in a wallet or purse may be packaged with the wallet or purse, except money, narcotics, fluids, etc.

F. Drug Paraphernalia

Paraphernalia includes: hypodermic needles, fix kits, glass pipes, etc.

1. Use a Kapak whenever possible.
2. Hypodermic needles **must** be placed in a syringe keeper prior to packaging.

G. Electronic Media

Electronic media includes: compact discs, DVD's, videotapes, video discs, drives and other electronic/digital recording and/or storage media.

1. Use a Kapak whenever possible. Electronic media discs should be stored in protective cases when they are available.
2. Photo and audio evidence recordings that are stored on compact discs should be processed in keeping with the Department's digital camera and media guidelines. Evidence recordings or video on storage media should be uploaded into Quetel and the original media should be booked as evidence. If unable to upload, make a copy of the original to attach to the report and document on your Property and Evidence report, "unable to upload".

H. Fingerprint Cards

1. Fingerprint cards (latent print cards) are placed in a **9 x 12 manila paper envelope** and sealed with packing or evidence tape. The CPD (Quetel) Property and Evidence label shall be placed in the upper right hand corner with the sealed edge on the employees left.

The envelope containing the cards shall be deposited in the P & E evidence locker. Print cards will be assigned by the Investigations Supervisor(s) to a Fingerprint & Evidence Specialist as necessary.

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I. Firearms, Ammunition, and Explosive Materials

Firearms present significant safety issues and strict safety rules must be followed at all times. Treat all weapons as if they are loaded. Seek assistance if you are unsure about how to handle any weapon.

1. All firearms **must be unloaded and rendered safe** before they are placed into P & E.
2. If an employee is unsure of how to clear a weapon, they should contact a member of the Range Staff to assist them. If no knowledgeable employee is available, the weapon should be secured in the evidence locker in the field equipment room. The locker key should be deposited with the Property and Evidence report. A note indicating that the weapon is loaded or possibly loaded, should be attached to the Property and Evidence report and a copy attached to the weapon.
3. All firearms placed into P & E **must** include a teletype, DROS (Dealer Record of Sale) abstract or an indication that no record exists. A copy of the teletype should be placed into P & E with the firearm.
4. All firearms entered into Quetel **MUST** have the following information entered:
 - a. Firearm Make/Model/Serial number
 - b. Firearm color(s)/finish
 - c. Firearm caliber
 - d. Barrel length
 - e. Firearm type (ie; pistol, revolver, shotgun, etc.)
5. **The drop off of ammunition at the station should be discouraged.** This ammunition presents a storage hazard and is difficult to dispose of. Persons wishing to drop off ammunition should be directed to a local gun shop or range facility.
6. All ammunition that is received must be booked separately from the weapon as a separate item of property.
7. Loose or bulk gun powder, fireworks and dangerous ammunition components (primers, primed cases, etc.) must be handled with care. The employee encountering such items should consult with a Supervisor and/or the San Diego County Sheriff's Bomb/Arson Unit for proper recovery, evidence collection and/or disposal.
8. Non-explosive items like bulk bullets and unprimed cases may be handled like other non-hazardous items.
9. When packaging hand guns, **use a gun box** whenever possible. Zip-tie tags shall be attached through the breach or chamber of the weapon to indicate that the chamber is empty and the weapon has been rendered safe.
10. When packaging long guns, a zip-tie tag shall also be attached through the breach of the weapon and then **packaged in a gun box** whenever possible.
11. Digital photographs of the firearm should be taken by field personnel **prior** to sealing the firearm in a gun box. Photos should clearly depict
 - a. Firearm serial number
 - b. Make and model
 - c. Show that the firearm has been packaged in a safe condition (unloaded with action open)

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- d. If you are unsure or cannot find the serial number/make/model, please contact P&E **prior to sealing the box.**
12. Long guns that do not fit in a standard evidence bin should be placed in the evidence lockers in the field equipment room and the key deposited with the Property and Evidence report.
13. When packaging hand guns or long guns in a gun box, please indicate the direction of the barrel and that the weapon has been rendered safe.
14. Weapons that are contaminated with chemicals or body fluids should be placed in a paper bag to dry and secured in the appropriate evidence locker or drying room. A note shall be attached indicating the presence of potential biohazard material. Once the weapon is dry, it should be packaged in a gun box marked with a "BIOHAZARD" sticker. **Explosive devices or suspected explosive devices or components must not be moved from the field and may not be placed into Property and Evidence until properly dismantled or destroyed by Hazmat or Explosive Ordinance personnel.**

J. Hazardous and/or Flammable Liquids

Gasoline, kerosene, accelerants, volatile and hazardous liquids and items soaked or covered in these chemicals.

1. Hazardous fluids and items that have been exposed to hazardous or flammable materials must be packaged in special metal containers. Employees who need to collect this type of evidence should consult with an F.E.T. to obtain the proper packaging containers.
2. Items of property known or believed to be flammable or hazardous must be identified as such in a manner that makes it clear to anyone examining the container that caution must be taken before opening/handling.

K. Identification

Driver's licenses, identification papers and cards, passports, birth certificates, social security cards, etc.

1. Items of personal identification should be placed in a Kapak whenever possible.
2. The items should be placed in the Kapak in a manner that exposes the most identifying information. Personal ownership information must be listed on the Property and Evidence report.
3. Items belonging to the same person may be packaged together unless there is a specific reason to keep individual documents separate.
4. Non-court/evidence items contained in a wallet or purse may be packaged with the wallet or purse. These items should be exposed to view whenever possible.

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L. Jewelry

Jewelry includes all watches, medals, exnumia, non-monetary/collectable coins and other small items that may be of value.

1. Use a Kapak whenever possible.
2. Items must be described by appearance (Example: yellow colored, metal ring with four clear stones). Value terms **should not** be used in the description (Example: solid gold ring with four diamonds).

M. Keys

1. Keys should be placed in a Kapak whenever practical.
2. If the ownership of the keys is known, it should be listed in the Property and Evidence report.

N. License Plates

Vehicle license plates issued by any State or Country.

1. Use a zip-tie tag or brown paper bag whenever practical.
2. Identify the registered owner of the license plate when that information is available; include the name and address information on the Property and Evidence report.

O. Narcotics

Narcotics include all controlled substances and suspected controlled substances.

1. **Use narcotic/drug heat-sealed packaging.**
2. Each type of controlled substance or suspected controlled substance **must** be packaged and booked separately.
3. Multiple pieces that are found together and containing the same substance may be listed as one item. (Example: Item #1, 10 bags of white powdery substance.)
4. Controlled substances **may not** be packaged with any other items, including paraphernalia, unless the two items cannot be separated. (Example: residue secured to a pipe.)
5. Dried marijuana may be packaged in a narcotic/drug heat-sealed bag.
6. Fresh marijuana **must** be dried in a paper bag before it is packaged and placed into P & E.
7. Employees who wish to impound fresh marijuana that needs to be dried should contact V.N.I.U. or the P & E Custodian to arrange to have the marijuana stored in the drying room.
8. Items that need to go to the lab for analysis must be listed on the S.D.S.O. lab request form.

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P. Photographs and Film

1. Use a Kapak whenever practical.
2. When listing individual photographs, they should be tagged with a photo identification tag and listed as individual items.
3. Undeveloped film should be deposited as individual rolls. After the film is developed, the P & E Custodian will generate a continuation page with the actual number of developed photos listed.
4. A series of developed photographs from the same roll may be listed as prints from the roll number or item number.
5. Digital images, video and audio should be uploaded into Quetel. A receipt should be printed to be included with the original report.

Q. Purses, Backpacks and Wallets

1. Use a Kapak or brown paper sack whenever possible.
2. Cash, illegal or legal/prescription drugs, contraband items, hazardous fluids, etc. and weapons **must** be separated from wallets and purses and stored as a separate item.
3. Be sure that the best available identification is visible through the Kapak.

R. Refrigerated Items

Refrigerated items include rape kits and other perishable items that require storage in a freezer or refrigerator.

1. Use paper bags, 9 x 12 manila envelopes, and/or pre-made DNA or Stain Collection kits for storage of these types of evidence whenever possible.
2. Employees depositing perishable items in cold storage must advise P & E that the item is in the refrigerator. Fluids are refrigerated and swabs are frozen.

S. Tools and Equipment

Construction and mechanics tools, slide hammers, pry bars, screwdrivers, etc.

1. Larger items may be identified with a zip-tie tag with the attached CPD (Quetel) Property and Evidence label.
2. Toolboxes will usually be an acceptable container and will not require additional packaging, but high-valued, serial numbered or uniquely identifiable tools must be listed individually. Toolboxes should be identified with zip-tie tags. The contents of the toolbox should be listed in the Property and Evidence report.

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T. Weapons (other than firearms)

Knives, nunchaku, razors, saps, etc.

1. Use a Knife Box or Kapak whenever practical.
2. Employees **should** cover any exposed sharp edges or points using paper, tape, cardboard, etc.
3. Items that may present a danger to the P & E staff or others opening the package should be identified on the packaging and on the Property and Evidence report.

Property and Evidence Report Preparation

A. Preparing P & E Reports

The accurate and timely preparation of P & E reports is important to maintaining a record of all items that are taken into the possession of the Carlsbad Police Department by its employees. These reports are designed to maintain a proper chain-of-custody for the evidence and to make it possible to track all property which is placed in the Department's care and keeping. It is the responsibility of the employee submitting items to P & E to complete the reports and packaging process in the correct manner as described by this manual.

B. P & E Packaging and Report Corrections

Items that are submitted to P & E with improper or incorrect packaging or report formatting shall be set aside until the submitting employee can make corrections. The P & E Custodian shall notify the employee submitting the item of the needed corrections and will be available to assist the employee in the proper booking process. If an employee fails to respond to the P & E request for corrections, the issue will be forwarded via e-mail to the appropriate Supervisor with a request for action.

C. Report Format

The Carlsbad Police Department Property and Evidence Report (Quetel) has been created to capture all the information needed to place items into Department storage and to track them through final disposition. The Property and Evidence Report includes the following items (a description of the information needed in each section is added where applicable.)

1. **The Carlsbad Police Department case number.**
2. **The date that the document was completed and the case date.**
3. **Name of the employee completing the report and the reporting employee's A.R.J.I.S. number.**
4. **Assigned Detective's name, where applicable, and the assigned Detective's A.R.J.I.S. number.**

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5. **Crime Type** – indicate the most serious crime identified in this case. If no crime has been identified, i.e., found property, safekeeping, destruction etc., select “other” in this section. “Incident report” is not an acceptable entry.
6. **Incident location and seizure location.**
7. **Name** –indicate the name of the principle person in the case.
 - a. **Crime cases** – enter the name of the primary suspect; if no suspect is identified, enter the name of the victim.
 - b. **Found property** – enter the owner’s name, if known, and/or the name of the finder in the next area for names.
 - c. **Seizures** – Federal and State, confiscated items, items for destruction, recovered property and safekeeping items – enter the owner’s name if known.
8. **Relationship Codes: V, O, F, S**

V = Victim, the victim, if known, must be identified in all crimes cases.

O = Owner, identify the complete owner information, if known. If the owner is also the victim, circle both the **V** and the **O**. If the owner is identified, list the full name.

F = Finder, complete information on the finder is required. The law requires that employees determine if the finder knows who owns the property and if all the found property was given to the officer. The finder shall be given a completed property receipt and shall be directed to sign the section for found property and the notification of finder’s rights.

S = Suspect, identification of the suspect, if known, is necessary for evidence analysis and for disposing of evidence.

U = Unknown, if unable to identify item/owner relationship or not applicable to go back to anyone
9. **RES or BUS** - document the residence or business address of the person listed in #9.
10. **RES/BUS Phone** – document the residence or business phone number where the person listed can be contacted.
11. **Sex** - the gender of the person listed.
12. **Date of Birth** - the date of birth of the person listed.
13. **Additional Information** – include additional information that may be of importance in the maintenance or disposition of this item of property; business information, names of additional owners, suspects, acquaintances, etc.
14. **Item #** - each item must be listed individually under a unique number.
 - a. All items are booked utilizing the employee’s ARJIS and then the sequence of items numbers following (ie; -001, -002, etc.). Quetel defaults to **-000** for the first item, so attention must be maintained to change the first item booked to start with **-001**.
 - b. When booking items that are a derivative of an original item – utilize the ARJIS number and item number from the original item – and then add your derivative number (ie; **cb5462-001.001**, **cb5462-001.002**, etc.)
15. **Item Description** – describe items by category first (alcohol, audio visual, bicycle, etc.), then list other identifying characteristics.
16. **Make** – manufacturer of the item when known, e.g., Smith & Wesson
17. **Model** - model number or letter when known.

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18. **Serial Number** – you **must** list serial numbers when present. Conduct a serial number check on all serialized items and include a copy of the teletype with the Property and Evidence report and the original case.
19. **Cash** - indicate the amount of cash in the item. Note: “CASH” should have been listed in the description box.
20. **Deposit** circle the appropriate box indicating whether it is ok to deposit the cash with the finance department. See the cash disposition section of this manual for more information, Evidence Packaging and Marking, Section C.
21. **Quantity** – indicate the number of pieces placed under this number. Example; 3 bindles containing off-white powder, 12 photographs, etc.
22. **Weight** – used primarily in narcotic/drug cases, this number indicates the weight of the substance placed into evidence, noted as either gross or net. Example, 1.5 oz. gross weight, .25 gr. net weight, etc.
23. **Comments** – any additional information that may be relevant to the description of the item. Example; lab request completed.
24. **Owner’s Name, etc.** – record the name, DOB, address and phone number of the owner of this item. If the name of the owner has been listed on the form previously, the last name will be sufficient. If the owner is not known, write ‘unknown’ in this box.
25. **Classifications** – the classification section tells the P & E Custodian how to process the items. **Only one classification may be used.** Options include:
 - a. **Court/Evidence** – this classification is for items to be used as evidence in a court trial or other legal proceedings. These items will be disposed of when:
 1. Ordered by the Court
 2. Disposition is received from the Court or District Attorney
 3. After **expiration of statute of limitations**, if a complaint has not been filed, or case rejected by District Attorney, review 801 – 804
 4. Disposition is approved by the assigned officer/investigator and the Investigations Division Commander.
 - b. **Impound** – this classification is for items taken from a person with statutory or legal justification. Impounded property generally falls into two categories:
 1. **Impound for Domestic Violence (12028.5(b) P.C.)** – this section pertains to weapons seized at a domestic violence scene where there was physical injury or threats of violence. When items are seized under this section, the following will apply:
 - a. The officer taking the weapon shall issue a Field Property Receipt to the person from whom the weapon is taken.
 - b. A firearm may not be returned until it has been checked to determine its status; employees should attach a teletype to the Property and Evidence report at the time of booking. No firearm will be released unless the rightful owner presents a current release through the Law Enforcement Gun Release (LEGR) process of the California D.O.J. The P&E Custodian will follow CBPD firearm owner notification procedures for any potential return of firearms. The P&E Custodian will also enter all

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firearms into the AFS (Automated Firearm System) and NTF crime gun trace as appropriate.

Weapons will not be returned to felons and restrained persons per 12021(g) (1) P.C.

- c. Ammunition can be returned if the subject is eligible to possess firearms (per DOJ), however, it cannot be returned on the same day as the firearm(s). The subject will need to make a second appointment for retrieval of ammunition.
 - d. If a weapon remains unclaimed for longer than 180 days, it shall be destroyed per 12028.5(d) P.C.
2. **Impound for Investigation** – this section covers items that have been impounded as suspected stolen property and are in need of investigative follow-up to determine ownership status. All cases involving items that are impounded for investigation must be forwarded to the General Investigations Sergeant.
- a. The officer taking suspected stolen property shall issue a property receipt to the person from whom the property is taken.
 - b. The officer taking suspected stolen property shall attempt to identify the owner and shall document those efforts.
 - c. If the officer taking suspected stolen property is able to identify the owner, they must notify the P & E Custodian that the owner has been identified. The classification of the evidence will be changed from “impounded” to “court/evidence” or “recovered”.
 - d. After three (3) business days, the P & E Custodian shall release the suspected stolen property upon the demand of the person from whom it was taken unless the P & E Custodian has been notified that the owner has been identified or the claimant is clearly shown not to be the owner.
 - e. If after fifteen (15) days the suspected stolen property has not been claimed by the person from whom it was taken and the true owner has not been identified, the P & E Custodian shall process the item(s) as found property.
- c. **Found Property** – this classification is used for items that are found by employees or the public and are unattended by their owners. It may include items which have no identification of ownership or items, such as a wallet, that have abundant information identifying the owner. Employees shall make a reasonable effort to identify the owner of found property and return it prior to placing it into P & E. Property that cannot be returned prior to the end of an officer’s shift must be placed into P & E.

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If the owner has indicated that they will be picking it up by a specific time, the property may be transferred to the Watch Commander for disposition. When processing found property, employees **must**:

1. Complete a Field Property Receipt. When items are turned in by the public, the officer will ask the finder to sign the Found Property Receipt and the Notification of Rights sections of the form. This document will serve to identify the finder and satisfy the found property affidavit requirements per 2080.1 California Civil Code, C.C.C., and 3.30.020 Carlsbad Municipal Code, C.M.C.
 2. Property which is in the possession of the Police Department will be returned to the owner when he/she proves ownership and pays any accrued charges associated with the storage, per 2080.1 of the California Civil Code, C.C.C and 3.30.030 of the Carlsbad Municipal Code, C.M.C.
 3. The finder of most any property (excluding public employees) may claim the property by contacting the P & E Custodian after ninety (90) days have elapsed. Weapons, bicycles and most electronics (ie; computers, tablets, cellphones, etc.) may **not** be released to the finder per 2080.3 C.C.C. and 3.30.040 C.M.C.
 4. If after ninety (90) days the property goes unclaimed by the owner and the finder, it will be designated for public auction, when appropriate. Items designated for auction will be posted in a public notice that is published in a newspaper in general circulation in the city of Carlsbad per 2080.6 California Civil Code, C.C.C. Found property may be converted to Department or City use if there is a demonstrated use and it is approved by the City Manager. Items converted for City use shall be identified as City property per 2080.3, .4, .5, and .6 of the C.C.C. and per 3.30.050, 3.30.060 and 3.30.070 of the C.M.C.
 5. Property which is of low, or no, value and property which is not fit for sale at public auction may be destroyed or given to a public charity organization after the ninety (90) day holding period has expired, per 2080.6 of the C.C.C. and 3.30.090 of the C.M.C.
- d. Safekeeping**– this classification is for items taken from a person who is taken into custody and where the property cannot be stored at the persons eventual destination, i.e., County Mental Health, County Jail, etc., and no person is available to take custody of the property at the time of arrest.
1. Employees should encourage the subject to turn the property over to a friend or relative whenever possible.
 2. Employees shall complete a Field Property Receipt and provide a copy to the person from whom the property was taken. Special care should be taken to describe the items that are taken and make note of any items of significant value.
 3. When the property is processed, a letter will be sent to the owner’s address, if listed, advising the property will be disposed of after sixty (60) days of

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storage. If the owner is “transient” – a letter will be sent to them care/of General Delivery.

4. Safekeeping items that are unclaimed after sixty (60) days will be disposed of by the same process as found property.
 5. If the property belongs to a person who is in custody or otherwise unable to pick it up, the P & E Custodian may process it for release to a person of the owners choice through an notarized letter naming the authorized person..
 6. If the property belongs to a person who is in custody, and no arrangement can be made for its release, it will be disposed of after one year.
- e. **Recovered** – this classification is for items that have been reported stolen and are to be returned to their owner. Employees should include a copy of any teletypes indicating the property’s stolen status with the Property and Evidence report. If the reported stolen item is needed for investigation or court presentation, it must be booked as “court/evidence”. Items classified as recovered will be returned to their lawful owner, as soon as it is possible.
- f. **Destruction** – this classification is used for items that are designated for immediate destruction. They may include such contraband as illegal weapons, found narcotics, where no prosecution is anticipated, or illegal fireworks.
- 26. Disposition** – this section is used by the P & E Custodian to indicate the final disposition of an item that is taken in as property or evidence.

Property and Evidence Forms

A. Cash Deposit

Cash deposits of U. S. currency are made by the P & E Custodian to the City Finance Department. Individual deposits greater than \$1,000.00 require a Sergeant, or above, signature. See Cash Evidence Processing.

B. Cash Inventory or Currency Report

Cash inventory or currency report forms are completed by the employee who is placing the cash into P & E. This form must include:

1. The issued case number.
2. The item number from the Property and Evidence Report.
3. The number of bills and coins of each denomination.
4. The values of the bills and coins of each denomination.
5. The total value of all bills and coins in each item.
6. The signature (after printing) and A.R.J.I.S. number of the employee counting and sealing the money.
7. The second signature (after printing) and A.R.J.I.S. number of the employee verifying the money.
8. The name of the person the money was taken from.
9. The “hold as” description.
10. The name of the person whom the money belongs to, or may be returned to, if it has been confirmed.

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C. Conversion Requests

Conversion request forms are used for the transmittal of property in the Quetel Property and Evidence system to the Department or the City for official use. Only items that have passed all statutory waiting periods and efforts to locate the lawful owner will be considered for conversion. Transfer of property for Department or City use requires the approval of the Chief of Police and the City Manager.

D. Disposition Reports

Disposition reports are used by the P & E Custodian to document the final disposition of all evidence that is booked into the Quetel Property and Evidence system.

E. Field Property Receipts

Field Property Receipts are required whenever an item is taken directly from a person in the field or is received from a member of the public. Field Property Reports must include:

1. The C.P.D. case number.
2. The date the document was completed.
3. The reason the property was taken. Only one reason may be selected per form. If items of property are taken from a person for more than one reason, separate forms will be required.
4. A description of the property taken or received.
5. Serial numbers, make-and-model, if applicable.
6. The name, address and contact phone number(s) of the person from whom the property was taken or received.
7. Personal identification for the person from whom the property is taken or received. A driver's license is the preferred means of identification. Other forms of government issued identification are also acceptable.
8. Department employees are required to verify that persons who are delivering found property to the Department have turned over all found items. If the finder refuses to sign the property declaration, the employee must investigate the circumstances concerning the finding of the property.
9. When a finder refuses to sign the declaration, the employee taking the report shall print "refused" in the signature box.
10. A copy of the Property Receipt will be given to the person from whom the property was taken or received. When the person is in custody, a copy of the form may be placed in their jail property bag.

F. Owner Notifications

Owner notifications are used by the P & E Custodian to contact the listed owner of the property that has come into possession of the Department. Whenever possible, an employee who places items into Property and Evidence should make every effort to identify the owner to expedite the return of items to their lawful owner.

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G. Release Request

Release requests are used by the P & E Custodian to document the release of property from Department storage. Release requests must be accompanied by proof-of-ownership from the claiming party. If items are to be shipped to claimants, the shipping fees must be collected prior to the item being released.

H. Transmittals

Transmittal forms and digital signature in Quetel are designed to track the flow of property in and out of the property room and to maintain the chain-of-custody for evidence that is removed for forensic processing, investigation or Court presentation. Transmittal forms must include:

1. The C.P.D. case number.
2. The date the document is completed.
3. The item number from the Property and Evidence Report.
4. A brief description of the item.
5. The signature of the employee receiving the property.
6. The signature of the employee returning the property.
7. The signature of the employee certifying that the item was retained by the court or transfer of the item to another agency.

Cash Evidence Processing

A. Retention of Cash

All cash that is placed into P & E shall be deposited into a special bank account that has been established specifically for this purpose, unless the logging employee articulates a valid reason why the cash should not be deposited. Cash will be deposited by the P & E Custodian on a quarterly basis.

B. Classification of Cash Evidence

Cash evidence falls into three categories, those that exempt it from deposit and those that require it to be deposited. Cases that exempt cash from deposit include:

1. **COURT/EVIDENCE** – The logging employee has the option whether cash placed into evidence under this classification is to be deposited into the bank or not. If he/she believes that it is important to the case that the actual bills and/or coins are presented in court, the cash should not be deposited into the bank. In making that decision, the employee should consider whether the actual cash is an important element of the case(Example: cash that has drops of blood on it that could identify the suspect, money stained by a bank dye-pack or bills that may have the suspect's fingerprints on them).
2. **SEIZURES** – Cash that is classified as a Federal or State seizure is generally not deposited because it is almost immediately transferred to the custody of another agency, such as the transfer of counterfeit funds to federal authorities.
3. **COLLECTABLES** – Items of U.S. currency or coins that have a value greater than that indicated on their face, i.e., silver certificates, proof sets, coin collections, etc.

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- 4. FOREIGN CURRENCY** – A reasonable attempt will be made to exchange foreign currency for U.S. currency in order to deposit it in the bank.

The P & E Custodian will deposit all other impounded U.S. currency into the bank.

C. Officer's Responsibilities

Officers are required to properly package and log all items of cash and coins as soon as possible after they are received. Cash may not be set aside or held over for later processing. Officers must decide whether the cash should be deposited or held in P & E and indicate that selection on the P & E Report. Report narratives must reflect the receipt and disposition desired of all cash assets.

D. P & E Custodian Responsibilities

The P & E Custodian is responsible for the processing of all cash evidence and its secure storage, deposit or eventual disposition and will maintain meticulous records regarding this process.

E. Deposits

Once per quarter, the P & E Custodian shall prepare a cash deposit.

1. The P & E Custodian will notify his/her supervisor that a deposit is being prepared and when the deposit will be made.
2. The P & E Custodian will contact the Finance Department and confirm that a clerk or finance supervisor will be available to receive the deposit.
3. The P & E Custodian will prepare P & E cash deposit slips for each case/k-pack and staple them to the front of the item.
4. The sealed pouches will be taken to Finance, where they will be opened in the presence of the finance clerk or supervisor and the Property and Evidence Supervisor and they will verify the amount of money received.
5. The Finance personnel will receive the cash and prepare a separate receipt for each individual pouch.
6. The cash receipt should include the police case number, the amount of the deposit and the account number where the cash was deposited.
7. The receipts shall be attached to the rear of the cash deposit form.
8. An Investigations Supervisor shall accompany the P & E Custodian and sign the cash deposit form anytime a single deposit exceeds \$1,000.00.
9. An Investigations Supervisor will accompany the P & E Custodian when deposits are made at the City's bank

F. Disbursement of Claimed Cash

A release request starts the process for the return of all property. If the property to be returned is cash that has been deposited with the Finance Department, a City of Carlsbad Request for Refund must also be completed.

1. The "release request" may be initiated by the claimant, their agent, the P & E Custodian or any other Department employee with jurisdiction over the property.

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2. The “release request” and the “request for refund” must be signed by the claimant or his/her agent.
3. The P & E Custodian will be available to assist with the completion of release forms as needed.
4. The P & E Custodian will verify that the funds requested are on deposit and confirm that all requests are complete and accurate.
5. The Investigations Commander or an Investigations Supervisor will sign the “request for refund”.
6. The P & E Custodian will make copies of the request forms and forward the original request for refund and a copy of the cash receipt to the Finance Department. Refunds will be mailed to the claimant by the Finance Department.
7. When all items in the case have been disposed of, the P & E file will be forwarded to Records to be added to the case jacket.

G. Disbursement of Unclaimed Cash

Cash that cannot be returned to its legal owner and is not subject to any other claim will be converted to City use and transferred to the General Fund. Fund balances will be reviewed annually and amounts in excess of a base fund of \$10,000.00 will be converted to City use. The conversion process will be initiated by the P & E Custodian in accordance with established law and City procedures.

H. Cash Audit Procedures

An Investigations Division Supervisor will perform an internal cash audit not less than twice a year. The scope of the audit will include:

1. Verification of funds received and maintained in P & E.
2. Verification of funds that have been deposited with the Finance Department.
3. Verification of funds dispersed.
4. Verification of funds converted to City use.

If irreconcilable discrepancies are noted, the Supervisor shall forward a report to the Investigations Commander for follow-up investigation.

Refer to Department Policy 804.8, Inventory and Audits for Mandated Audits, the Audit Processes, Audit Reports and Documentation and Property and Evidence Inventory Control for specifics on mandated audits of Property and Evidence.

Release of Property in the Field

Purpose – The purpose of this procedure is to release, at the earliest opportunity, all recovered property of non-evidentiary value where the ownership is not in dispute.

A. Release of Property at the Scene (No Suspect Present)

If the releasing officer can answer yes to the following questions, and the owner of the property is present, or can be present in a reasonable time period, the property should be released at the scene.

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1. Is the victim/owner known?
2. Is there only one owner claiming the property?
3. Does the situation allow for the release of property according to procedures outlined?

B. Release of Property at the Scene (Suspect not Claiming Ownership)

If the property is taken from a suspect at the scene of a crime or arrest, the identified owner is present and if the releasing officer can answer yes to the following questions, the property may be released at the scene.

1. Is the victim/owner known?
2. Is there only one owner claiming the property?
3. Does the situation allow for the release of property according to procedures outlined?
4. Has the suspect stated that the property is not his/hers?
5. Has the victim clearly identified the property in question?

C. Release of Property (Suspect Claiming Ownership)

If the suspect claims ownership of the property, does not acknowledge that the property is stolen or invokes his/her right against self-incrimination, the property may not be released at the scene. The following procedure shall be followed:

1. The suspect shall be given a Field Property Receipt by the arresting officer. The box labeled "held for evidence" or "recovered" must be marked. The officer shall give one copy to the suspect (yellow copy), attach a second copy to the report (pink copy), and provide a copy to P & E (white copy).
2. The victim shall be asked to identify the property in dispute and complete a written statement identifying the property in as much detail as possible.
3. Advise the victim to contact the P & E Custodian after ten (10) working days for information on how to claim ownership and when property can be released.
4. Make sure to alert the P & E Custodian so he/she is aware of the items in dispute when the property is booked.
5. If the arresting/investigating officer determines that the property should not be released to either party, they must contact the P & E Custodian with five (5) days.
6. Fifteen (15) days after the delivery of a claim of ownership by a victim and no claim of ownership from the suspect, the P & E Custodian will contact the claimant to process the property release. The property shall be released as described in section G.
7. If the P & E Custodian receives an objection from any person claiming to be entitled to the property, no release shall be made until the issue of ownership is resolved.

D. Procedure for Photographic Release

1. A photograph is taken of the property and the owner together.
2. An additional photograph is taken of any serial numbers, unique marks or distinguishing characteristics of the property.
3. All photographs shall include a marker displaying the case number.
4. The releasing officer or the P & E Custodian shall complete a declaration of ownership.
5. The declaration of ownership shall be signed by the owner.

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6. The releasing officer or P & E Custodian shall insure that all serialized items that are released are clear in the D.O.J. automate property system per 11108.5 P.C.
7. Clearance teletypes shall be added to the case with the declaration of release. Field releases shall go directly to the case file in Records. P & E Custodian releases shall be maintained in the P & E case file until all items in the case have reached disposition. When all items are disposed of, the records shall be forwarded to the Records case jacket.

E. Exceptions to Photographic Release

The following types of Property and Evidence shall not be released by the photographic procedure.

1. Money.
2. Explosives.
3. Hazardous or illegal substances.
4. Narcotics.
5. Property confiscated pursuant to a search warrant.
6. Firearms or weapons used in the commission of a crime.
7. Property requiring laboratory analysis.
8. Any property that is illegal to possess under Federal, State or Local law.
9. Items held for investigation of a capital offense.

Items held in crimes with a statute of limitation in excess of six years

Vehicles Impounded for Evidence

A. Vehicle Storage and Impound

Vehicles may be stored at C.P.D. temporarily for the purpose of evidence processing, on-going investigations or seizures under Federal and State statutes. Vehicle impounds are not processed through the Property and Evidence system.

B. Vehicles Held for Evidence Processing or V.I.N. Verification

Vehicles (cars, trucks, motorcycles, boats, etc.) that are evidence of a crime or contain evidence of a crime may be temporarily stored at C.P.D. for processing. This procedure should be reserved for major crimes or specific cases where evidence or chain-of-custody may not be preserved if the vehicle is stored at a contract storage facility.

1. All vehicles held for evidence processing must have a completed C.H.P. 180 and must be entered into S.V.S.
2. Entry into S.V.S. may be delayed with Watch Commander approval if the entry would jeopardize an on-going investigation.
3. V.I.N. verification requests should be forwarded to the appropriate investigator in a timely manner.
4. Vehicles held as evidence on non-traffic, criminal case must be reported to the General Investigation Sergeant and proper evidence processing requests must be processed in a timely manner.

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5. Vehicles that are stored for accident investigations must be reported to the Traffic Sergeant and the proper processing requests made in a timely manner.
6. All vehicles brought to the station for evidence processing or for long-term evidence hold, regardless of whether crime cases or collision investigation, shall have a copy of the face page of the C.H.P. 180 placed in a heat-sealed bag and placed inside the vehicle for storage purpose and identification.

C. Seizure Vehicles

Vehicles that are seized under Federal or State asset forfeiture statutes may be stored at the Carlsbad Police Department. These vehicles may only be seized with the consent of the Department's Narcotics Task Force, N.T.F., agent or a member of the Vice and Narcotics Investigative Unit, V.N.I.U. Officers from these specialized units will be responsible for processing the seizure documentation and making the proper legal notices.

1. When a seized vehicle is stored at C.P.D., the on-duty Watch Commander should be notified and briefed on the circumstances of the seizure.
2. The Investigations Commander shall be notified of the seizure on the next regular working day via e-mail or voice-mail.

D. Long Term Storage

Long term storage at C.P.D. is generally not encouraged, but may be necessary at times. If a vehicle is to be held long-term as evidence, it will be the responsibility of the Investigations Division to secure and store the vehicle in accordance with legally established guidelines.

E. Vehicle Disposition

Vehicles should be released to their legal owner as soon as it becomes practical.

1. If the vehicle's owner is unavailable or unable to take possession, the original tow vendor that delivered the vehicle to C.P.D. should be called to pick up the vehicle.
2. If the legal owner is able to pick up the vehicle, they should be directed to the Records Division to receive a release form. Vehicles will not be released until the appropriate fees have been paid to the Department and/or the tow vendor.

F. Vehicle Storage Disputes

Vehicle storage disputes are handled through the Traffic Division. The Investigations Division Sergeant will work with the Traffic Sergeant to resolve disputes in cases where the storage was made for criminal investigation.

Property and Evidence Case Files

A. Documentation

All original P & E documents will be submitted with any item of property or evidence.

1. The original documents will be retained in the P & E case file.
2. The submitting officer will make **ONE** copy of the Property and Evidence documents and they will be filed in Records with the case file.

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B. Case File

A Property and Evidence case file shall be created and maintained for every case where property or evidence is submitted for storage and disposition. This case file will contain the following:

1. Case number – the case number shall be identified on the file folder.
2. Property Report – the Property Report logging items into P & E will be affixed to the file folder.
3. Documentation – all related documents shall be included and retained in the P & E file, including:
 - a. Field Property Receipt (Original).
 - b. Release Requests (Original).
 - c. Transmittal (Original).
 - d. Cash Deposit (Original).
 - e. Conversion Request (Original).
 - f. Request for Refund (Copy).
4. All documents for P&E files that are created outside of Quetel will be scanned and uploaded into that case within Quetel as an attachment.

C. Disposition

The P & E case file will be retained until all items in the case reach disposition. When disposition is complete, the case file will be forwarded to the Records Division for inclusion in the Records case jacket.

D. Computerized Tracking

Every item that enters Property and Evidence must be entered into Quetel. Each time an item leaves or re-enters P & E, it must be scanned and recorded in Quetel. The P & E Custodian(s) is responsible for maintaining the system and making appropriate notations, as property is transferred and eventually disposed of.

Audit Procedures, Per Department Policy 804.

A. Types of Audits

The Department has established a number of audit procedures to ensure the proper receipt, maintenance and disposition of all items of Property and Evidence. These audits include:

1. P & E Internal Audits - The P & E Custodian will confirm, by regular spot checks, those items of property and evidence in the possession of the Department are documented and maintained in a manner that is consistent with the industry standard.
2. Annual 100% Inventory – The P & E Custodian will conduct a complete inventory of items in Property and Evidence on an annual basis. Any discrepancies noted shall be brought to the attention of the immediate supervisor for further investigation.
3. Bi-Annual Supervisors Audits – The Investigative Supervisor that has responsibility for the Property & Evidence Division shall conduct a P & E audit not less than two

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- times per year. Special attention shall be given to cases involving money, drugs and firearms.
4. Annual Outside Review and Audit – The P & E Supervisor shall engage the services of an outside auditor at least once per year to conduct an impartial review of the P & E process and procedures and to conduct an independent audit of items which are in storage or have been recently disposed of. The Unit Supervisor and the independent auditor shall set the scope of the audit.
 5. Special Audits – The Investigations Supervisor in charge of P & E, the Investigations Division Commander, the Support Operations Captain or the Chief of Police may request an audit at any time. Special audits will generally be directed toward a specific issue or item of property.

B. The Audit Process

All audits of the Property & Evidence room shall be conducted in a manner consistent with good business practice and current industry standards. The general audit process will be conducted in the following manner:

1. A selected number of cases (type and number to be determined by the auditor) shall be reviewed in Records. Particular attention will be given to cases involving money, drugs and firearms.
2. After selection of cases for review, the auditor will follow the audit trail from the time the item was obtained until final disposition, if applicable. Care should be taken to include cases with open evidence files.
3. A review of all drug disposal documents should be made to ensure all drugs were included on the disposition report document signed by a judge.
4. An audit will be conducted through Quetel to ensure that proper annotations reflecting dispositions are being made.

C. Audit Reports

The results of internal P & E audits and the 100% Annual Inventory shall be made to the Investigations Supervisor in charge of P & E. The results of the Quarterly Supervisory Audits and the Annual Outside Review shall be reported to the Investigations Division Commander. The results of the Special Audits shall be made to the command level office requesting the audit.

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DESTRUCTION OF DRUGS AND FIREARMS

The destruction of dangerous drugs and firearms require specialized processing and procedures. The following procedures shall be followed when destroying these items.

Drug Destruction:

REQUIRED DOCUMENTATION:

1. Signed order from the court.
2. Listing of all drugs to be destroyed.
3. Application for destruction.
4. Document from the South East Resource Recovery Facility, SERRF, showing weights of the drugs to be destroyed.

SCHEDULING:

Scheduling destruction of drugs is accomplished by contacting Southeast Recovery Facility (SERRF) at 562-570-1196. You should forecast the destruction at least 30 days beforehand. SERRF (the actual burn site) is located at 120 Henry Ford Avenue, Long Beach, CA.

SECURITY PERSONNEL:

By SERRF rules, a minimum of two (2) armed, sworn officers are required for a burn of 250 lbs. of drugs or less. If over 250 lbs. of drugs are to be destroyed, six (6) armed, sworn officers are required for this operation. The General Investigations Supervisor or Corporal designated on behalf of the Supervisor accompanies the security personnel and is the O.I.C. of the operation. SWAT officers are used for the security on this detail. The SWAT Supervisor arranges scheduling of the SWAT personnel. Therefore, a detail will consist of at least one O.I.C. and two armed SWAT officers.

PROCEDURE:

Approximately one (1) week prior to the actual burn, the P & E Custodian(s) will prepare an Application for Destruction of Drugs, a Court Order and the Listing of Drugs to be destroyed. These will be presented to a judge for signature. Prior to the date of destruction, the P & E Custodian(s) will prepare a letter detailing the weights of the drugs to be destroyed.

Prior to the drugs being transported to SERRF for destruction, they are inventoried against the drug destruction list by the P & E Custodians. Once each box is inventoried, it is sealed and marked with the initials of the P & E Custodians. At the end of the inventory, all boxes and bags are counted and the number reflected on the drug destruction list. The P & E Custodian then signs the list

On the day of the destruction, the General Investigations Supervisor or designee will count the number of bags and boxes and compare that number to the number reflected

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on the destruction list. The seals will also be checked at this time to ensure they have not been tampered with. The P & E Custodian, accompanied by the Supervisor and security team, then transports the drugs to SERRF. SWAT officers follows the vehicle transporting the drugs.

~~Appointments are made for either 1000 or 1300 hours.~~ A copy of the drug weight listing is provided to SERRF personnel and they direct our personnel to the site where the drugs will be burned.

The P & E Custodian and the Supervisor take the drugs to the ~~sixth floor by elevator and proceed to~~ the incinerator while the SWAT officers protect any drugs remaining in the vehicle. The SWAT officers are to remain by the vehicle the entire time drugs are present.

Once the drugs are dropped in the incinerator hopper, the P & E Custodian and/or the Supervisor will keep watch until the drugs have slipped far enough into the hopper to make retrieval impractical. The attending Supervisor will sign off on the destruction document as a witness to the destruction.

Weapons Destruction:

By law, weapons destruction may only be accomplished at two times: 1) anytime within the first ten (10) days of July of every year, or, 2) when there are so many -weapons for destruction their continued storage impacts on the efficient operation of the Property and Evidence room. ~~It is the policy of this department to dispose of weapons in the first ten (10) days of July, yearly.~~

A listing of all weapons to be destroyed will be prepared showing the make, model, caliber and serial number of the weapon (if known) and the case to which that weapon belongs. A Gun Disposition form will be prepared for each case having a weapon(s) to be destroyed.

An appointment will be scheduled with the ~~vehicle maintenance yard~~contracted firearms destruction company ~~to destroy the weapons~~to pick-up the firearms., ~~which is accomplished by sawing them into two pieces, through the chamber of the weapon.~~

Each weapon will be checked ~~through Dispatch~~by the P&E custodians to ensure it has not been reported stolen and this check reflected on the Gun Disposition sheet.

On the day the weapons are to be destroyed, ~~they will be transported to the yard by the P & E Custodian(s) and inventoried by yard personnel (normally the person that will be destroying the weapons). The P & E Custodian will remain at the yard and ensure each and every weapon is destroyed in the aforementioned manner. The General Investigations Supervisor will be notified in advance of the destruction schedule and will be present for the destruction of the weapons.~~the contracted company will report to the Department to pick-up the firearms. The firearms will then be transferred to the company's vehicle by the P&E custodians and supervisor.

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The contracted company will then provide the Department with certificates of destruction, along with photos of each firearm that was destroyed.

After the weapons have been destroyed, the ~~Gun Disposition sheets will be provided to Records and Records P&E custodians~~ will ensure D.O.J. is notified of the destruction. A teletype verifying this will be attached to the Gun Disposition sheet and it will be filed with the appropriate case record. The listing of all weapons destroyed will be maintained by the P & E Custodian and available for inspection during inventories.