

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 9

February 28, 2023

**SUBJECT: VARIOUS DEPARTMENT MANUAL SECTIONS REFERENCING EVIDENCE – REVISED; HAZARDOUS CHEMICAL TEAM, FORENSIC SCIENCE DIVISION, RESPONSIBILITY; OBTAINING ANALYZED EVIDENCE FROM THE EVIDENCE CONTROL UNIT, FORENSIC SCIENCE DIVISION AND/OR TECHNICAL INVESTIGATION DIVISION – RENAMED AND REVISED; AND, ORGANIZATION AND FUNCTIONS OF THE LAPD –REVISED**

**PURPOSE:** The purpose of this Order is to revise Department Manual sections regarding evidence processing, transport, and control. The affected Manual sections further clarify the associated responsibilities of Forensic Science Division, Technical Investigation Division, and Evidence and Property Management Division (formerly Property Division).

**PROCEDURE:**

- I. VARIOUS DEPARTMENT MANUAL SECTIONS REFERENCING EVIDENCE – REVISED.** Various Department Manual sections in Volume III and Volume IV regarding evidence processing, transport and control have been revised. They are attached with the revisions indicated in italics.
- II. OBTAINING ANALYZED EVIDENCE FROM THE EVIDENCE CONTROL UNIT, FORENSIC SCIENCE DIVISION AND/OR TECHNICAL INVESTIGATION DIVISION – RENAMED AND REVISED.** Department Manual Section 4/545.10, *Obtaining Analyzed Evidence from the Evidence Control Unit*, has been renamed, *Obtaining Analyzed Evidence from Evidence and Property Management Division*, and revised. It is attached with the revisions indicated in italics.
- III. ORGANIZATION AND FUNCTIONS OF THE LAPD – REVISED.** The Organization and Functions of the LAPD have been revised and are attached. The link for the same has also been updated on the Department’s Local Area Network (LAN).

**AMENDMENTS:** This Order revises Department Manual Sections 3/425.15, 3/712.13, 3/820.20, 4/212.15, 4/212.20, 4/212.56, 4/510.12, 4/535.07, 4/535.20, 4/540.14, 4/540.30, 4/540.32, 4/540.68, 4/540.72, 4/545.20 and 4/790.27. The Order further renames and revises Department Manual Section 4/212.51 and 4/545.10.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.

  
MICHEL R. MOORE  
Chief of Police

Attachments

DISTRIBUTION “D”

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**425.15 LEGAL PROCESS FOR RELEASE OF BOOKED PROPERTY.** An employee accepting a legal process, "Notice of Garnishment," "Writ of Attachment," "Writ of Execution," "Order to Withhold," or "Notice of Levy" concerning booked property shall immediately forward the document to the *Commanding Officer, Support Services Group*.

**Note:** The *Commanding Officer, Support Services Group* shall notify the Commanding Officer, Evidence and Property Management Division of an impending release of property described in a legal process. The Commanding Officer, Evidence and Property Management Division, shall request authorization for the release of booked property *from* the concerned investigating officer's commanding officer of the impending release of evidence via an Intradepartmental Correspondence, Form 15.02.00. The legal process shall be delivered to the Commanding Officer, *Risk Management and Legal Affairs Division*, once authorization has been obtained from the concerned investigating officer's commanding officer.

In the event of a conflict, the *Commanding Officer, Administrative Services Bureau*, shall have the final decision on whether to release any property or whether to seek a legal stay of execution.

**712.13 DISPOSAL OF INFECTIOUS WASTE.** Items contaminated with blood and/or any bodily fluid other than saliva and vomitus, which have **no evidentiary value and are not otherwise properly classified as property**, shall be discarded. Such items are classified as **infectious waste**, and special disposal procedures may be required.

**Definitions.**

**Infectious Material.** Infectious material includes blood and any bodily fluid other than saliva and vomitus, unless blood is visible.

**Infectious Waste.** Infectious waste is any waste item containing infectious material on the inside or outside of the item. All infectious waste is classified as contaminated infectious waste or regulated infectious waste.

**Contaminated Infectious Waste.** Contaminated infectious waste refers primarily to personal hygiene products such as sanitary napkins, adhesive bandages, diapers, tissue paper, etc. Such items are commonly used by the general public and become soiled with infectious material as a result of normal intended use. No special disposal procedures are required by law. However, any item soaked or caked with blood would qualify as regulated infectious waste and would require special disposal procedures.

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**Regulated Infectious Waste.** The definition of regulated infectious waste includes:

- Any liquid or semi-liquid infectious material, or any item contaminated with infectious material which, if compressed, could release the infectious material in a liquid or semi-liquid state;
- Any item caked with infectious material which could be released during handling; and,
- Contaminated objects capable of piercing the skin. All syringes not secured in an original manufacture's container are presumed to be contaminated.

**Note:** The distinction between contaminated and regulated infectious waste is one of different State disposal requirements. These requirements are primarily concerned with the origin rather than the type of infectious waste material. Employees should use established universal precautions, as outlined in *Training Bulletin, Bloodborne Pathogens – August 2021*, when handling any infectious material.

**Securing and Disposing of Infectious Waste.**

**Employee Responsibilities.** The proper disposal of infectious waste is the responsibility of the employee having custody of the material. A Department employee disposing of infectious waste shall do so in accordance with the procedures set forth in this *Section*.

**Contaminated Infectious Waste.** Employees disposing of contaminated infectious waste may dispose of the items as normal waste material, unless the item is caked or soaked with infectious material.

**Regulated Infectious Waste.** Any employee disposing of regulated infectious waste shall secure the item in a Department-approved, bio-hazardous disposal bag. Syringes shall be secured in a Department-approved polypropylene evidence tube prior to being placed in a disposal bag. Any other contaminated sharp objects shall be secured in such a manner to prevent puncturing the bag as a result of normal handling. All regulated infectious waste shall be double-bagged. The top of the bag shall be tied in a knot *and* secured with a twist tie. Secured and bagged regulated infectious waste may be disposed of at the following locations:

- Piper Technical Center, Space 270, bio-hazardous disposal bin (key available from Forensic Science Division during normal business hours);
- Valley Headquarters Building, bio-hazardous disposal bin, northwest parking lot (key available from Valley Property Section); or,
- Dispensary, Metropolitan Jail Section or Valley Jail Section.

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**Note:** Any material deposited in a bio-hazardous disposal receptacle is presumed to thereby become contaminated and require disposal as regulated infectious waste. Ordinary waste material shall not be secured in bio-hazardous disposal bags nor deposited in bio-hazardous receptacles.

**Supervisor's Responsibility.** A watch commander, unit OIC, or immediate supervisor may determine that disposal of regulated infectious waste by the concerned employee is not practical or desirable. Properly secured regulated infectious waste material may be transported by another designated employee or secured at the work location in the Area temporary bio-hazardous disposal receptacle until transportation is arranged, not to exceed two days.

Outlying Areas which use the Department evidence courier system may use the courier service to transport regulated infectious waste to the appropriate bio-hazardous disposal location. The watch commander shall ensure that properly secured, regulated, infectious waste material is removed by the courier, daily.

**Commanding Officer's Responsibility.** Commanding officers shall ensure that their respective division or unit vehicles are equipped with Department-approved containers for securing regulated infectious waste. Concerned commanding officers shall ensure that an adequate supply of Department-approved bio-hazardous disposal bags for securing regulated infectious waste is maintained and is accessible to employees. Red bio-hazardous disposal bags and other required disposal equipment are available upon request from Supply Section.

**Detective Bureau - Responsibility.** *Detective Bureau, by way of private contractor, shall transport and dispose of properly secured regulated infectious waste throughout the Department in accordance with established state and federal regulated infectious waste disposal procedures.*

**820.20 PERSONNEL COMPLAINT ENVELOPE.** The Personnel Complaint Envelope, Form 01.81.11, shall contain copies of addenda items and rough notes (rough notes are considered information that forms a basis for a finalized report, not a draft of that document).

**Note:** No copies of the Complaint Form, Form 01.28.00, or the related investigation shall be included in the Personnel Complaint Envelope. Tapes shall not be included in the Personnel Complaint Envelope. Both *Technical Investigation Division (TID)* tapes and non-*TID* tapes shall be submitted to *TID* for storage.

**Maintenance of Personnel Complaint Envelope.** When a completed complaint investigation has been submitted for review and findings to the concerned commanding officer, the Personnel

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Complaint Envelope shall be filed and stored in a secured location (i.e., a locked file cabinet). The *Area*/division commanding officer shall be responsible for the security and maintenance of those files. Only the Department Advocate or designee may release or allow access to Personnel Complaint Envelopes, or its contents, to any individual or entity, either within or outside the Department.

**Exception:** The investigating officer handling the investigation may access the Personnel Complaint Envelope with the permission of the concerned commanding officer.

**Note:** The Personnel Complaint Envelope shall remain in *Area*/division files for two years and then be transferred to City Records Center, where it shall be retained for eight more years before it is destroyed.

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**212.15 ASSISTANCE BY FORENSIC SCIENCE DIVISION AND/OR TECHNICAL INVESTIGATION DIVISION.** The officers investigating the scene of a crime shall determine whether a specialist from Forensic Science Division (*FSD*) and/or Technical Investigation Division (*TID*) shall be summoned to the scene (Manual Section 4/212.44). If a crime is such that latent or microscopic evidence, or hazardous chemicals such as nitrous oxide may be present, the assistance of the concerned specialist from *FSD* and/or *TID* shall be requested. Officers requesting a field investigation *during normal business hours* by a unit of *FSD* and/or *TID* shall make the request by telephone whenever possible, *if the officers are intending to remain at scene. If officers do not intend to remain at scene, then they shall request a latent print investigation via the Latent Prints tab within the Incident Reporting Control System (i.e., AFDR/Incident Tracking application) on the Department's Local Area Network (LAN). During off hours or when the unit is not available via telephone,* the notification shall be made to *the Department Operations Center (DOC).*

**212.20 RADIO REQUESTS FOR FORENSIC SCIENCE DIVISION AND/OR TECHNICAL INVESTIGATION DIVISION UNITS.** *When the Department Operations Center or a telephone is not available,* requests for Forensic Science Division (*FSD*) and/or Technical Investigation Division (*TID*) units shall be made *via radio (i.e., channel 32 - ADMIN SVS)* and supplying the following applicable items of information:

- Unit making the request;
- Unit requested;
- Type of crime or incident to be investigated;
- Type of assistance required (lifting fingerprints, obtaining plaster casts, taking photographs, etc.);
- Location where service is requested; and,
- All other pertinent information.

**212.51 HAZARDOUS MATERIALS UNIT, EMERGENCY SERVICES DIVISION, RESPONSIBILITY.**

When notified of a seizure of a nitrous oxide tank or cylinder, a technician from *Hazardous Materials Unit (HMU), Emergency Services Division (ESD)* shall:

- Respond to the scene to assist officers with their investigation;
- Transport the seized nitrous oxide compressed tank or cylinder to the commercialized warehouse, Evidence and Property Management Division; and,
- Upon officers' request, obtain a sample of nitrous oxide from a cylinder or balloon for analysis.

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**212.56 DEVELOPING BOOKED FILM.** When booked film needs to be developed, the investigating officer (I/O) shall:

- Request the Property Disposition Coordinator (PDC) “Release” (in APIMS) the film to the I/O;

**Note:** The PDC shall enter “To be developed” in the additional comments field.

- Obtain the film from Evidence and Property Management Division and transport it to the Photo Lab, TID for development; and,
- Complete a supplemental Property Report, Form 10.01.00, listing the photographs or negatives as the next sequential item number from the most recent Property Report; **or**,
- Complete a Follow-up Investigation, Form 03.14.00, if the photographs or negatives are to be retained at the Photo Lab, TID; and,
- Include the Photo Lab PC number on the Property Report.

**510.12 BOOKING ANALYZED EVIDENCE - GENERAL.** Evidence to be examined by Forensic Science Division (FSD) or Technical Investigation Division (TID) shall be booked into the evidence courier system at the Area location most convenient to the booking employee. The request for analysis shall be made to FSD or TID by the investigating officer. The evidence shall be placed in the appropriate locker: narcotics/shelf, refrigerator, or freezer. These lockers **shall not** be used for temporary storage of evidence to be booked into the Area property room.

**Exceptions:**

- Items too large for temporary storage lockers;
- Narcotics seizures in excess of 30 pounds net weight (Department Manual Section 4/540.75);
- Explosives not considered safe (Department Manual Section 4/540.20);
- Hazardous chemicals or materials including nitrous oxide samples (Department Manual Section 4/212.49);

**Note:** Officers seizing compressed gas cylinders shall request the Hazardous Materials Unit, *Emergency Services* Division, for advice, assistance, and transportation (Department Manual Section 4/540.14 and 4/540.68).

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- Toluene-soaked rags or other evidence open to the air requiring special handling (Department Manual Section 4/515.10); and,
- Any amount of PCP in a container one-half gallon or larger or a total volume of one-half gallon or more of PCP (Department Manual Section 4/540.72).

**Note:** During hours when FSD is closed, employees requiring evidence handling or storage advice shall telephonically contact an FSD criminalist via the *Department Operations Center (DOC)*.

**Booking Employee's Responsibilities.** An employee booking all types of evidence to be analyzed shall:

- Dry articles with possible Deoxyribonucleic Acid (DNA) and/or forensic evidence in the Evidence Drying Cabinet (EDC) if necessary (Department Manual Section 4/525.21);

**Note:** Only one item at a time shall be placed in an EDC compartment.

- Record appropriate information on all required envelopes or tags;
- Place the evidence in the correct classification of Laboratory and Analyzed Evidence Envelope, or tag correctly; *and*,
- Seal the Analyzed Evidence Envelope with a *signed* red Analyzed Evidence Seal, Form 10.12.07, over each flap of the required envelope and along the center seam. If the item to be analyzed is in a carton, box, or wrapped, the seams shall be secured with adhesive tape. Two separate continuous pieces of tape running the length and width of the package shall be used. A *signed, red* Analyzed Evidence Seal shall be placed on the top surface where the tape ends meet, (Department Manual Section 4/535.07). The Property Booking Guide contains additional information.

**Note:** The packaging of any item which only requires latent print analysis shall be clearly marked "Hold for Prints" and booked into an Evidence and Property Management Division (EPMD) facility, Area property room, or Area property room interim storage if the property room is closed. If an investigating officer determines that fingerprint analysis is required, a request for the analysis shall be made *telephonically* to TID or *submitted via the Incident Reporting Control System (i.e., the AFDR/Incident Tracking application)*. Technical Investigation Division shall make arrangements with EPMD for the evidence courier to transport the item for analysis.

Following supervisory approval of packaging and related reports, the booking employee shall:



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- Place the evidence and reports into the appropriate analyzed evidence temporary storage locker; and,

**Note:** Evidence requiring freezer storage shall be placed into the analyzed evidence temporary storage freezer within six (6) hours after being obtained.

**Note:** Entry into any of the analyzed evidence temporary storage lockers is restricted to an on-duty supervisor and shall be witnessed by another sworn employee.

- Complete the Analyzed Evidence Control Log, Form 10.11.01.

**Note:** Personnel assigned to specialized divisions or sections shall use Area analyzed evidence temporary storage locker facilities. Specialized division personnel shall notify the Area watch commander prior to placing any property in the storage locker. If there is insufficient space in the analyzed evidence temporary storage locker, or if distance precludes use of Area facilities, evidence shall be taken directly to the Forensic Science Center (FSC) *property room* for booking. When the FSC is closed, such evidence shall be transported to Central or Valley Property Sections.

**Supervisor's Responsibilities.** The supervisor reviewing the evidence to be analyzed shall:

- Ensure the evidence is properly packaged and, if a firearm, properly cleared;
- Place all evidence to be analyzed into the analyzed evidence temporary storage locker and secure the locker;
- Review related reports for accuracy of completion; and,
- Upon approval of packaging and reports, sign the Analyzed Evidence Control Log signifying readiness of the evidence for courier pick up and analysis.

**Watch Commander's Responsibilities.** The watch commander of an Area or facility that contains an analyzed evidence temporary storage locker shall:

- At the start of each watch, inventory any evidence in the analyzed evidence temporary storage locker to ensure that the contents correspond with the Analyzed Evidence Control Log and immediately reconcile any discrepancies;
- Remove evidence from the analyzed evidence temporary storage locker as requested by the evidence courier;
- Ensure that any booking irregularities identified by the evidence courier are immediately corrected by on-duty Area personnel, and a Follow-up Investigation, Form 03.14.00, is completed when appropriate;

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- Retain a copy of the Analyzed Evidence Control Log after it has been reviewed and signed by the evidence courier;
- When the Area property room is closed, accept any transferred evidence from the evidence courier and place it in the Area property room interim storage locker; and,
- Accept and appropriately store any evidence submitted by EPMD personnel for transfer to FSD, TID or any other EPMD facility.

**Investigative Personnel's Responsibilities.** Concerned investigative personnel shall make a request *with* FSD or TID for evidence analysis as soon as it becomes apparent that the evidence will be needed to further the case investigation or prosecution. Items being held only for latent print *or other laboratory* analysis shall be booked directly into *an* EPMD facility, Area property room, or Area property room interim storage if the property room is closed and will only be processed upon the request of the investigating officer to TID *or FSD*.

\*\*\*\*\*THE REMAINDER OF THIS MANUAL SECTION REMAINS UNCHANGED\*\*\*\*\*

**535.07 PACKAGING ANALYZED EVIDENCE - GENERAL.** Evidence to be analyzed shall be packaged in, or tagged with, the appropriate Analyzed Evidence Envelope, Laboratory Envelope or Analyzed Evidence Tag.

Employees booking evidence to be analyzed shall place a *signed, red* Evidence Seal, Form 10.12.07, over each flap of the required envelope and along the center seam. If the item to be analyzed is in a carton, box, or wrapped, the seams shall be secured with adhesive tape. Two separate continuous pieces of tape running the length and width of the package shall be used. A *signed, red* Evidence Seal shall be placed on the top surface where the tape ends meet.

**Note:** The packaging of any item that requires Deoxyribonucleic Acid (DNA) or latent print processing shall be clearly marked "Hold for Touch DNA" or "Hold for Prints" and booked into an Evidence and Property Management Division facility, Area property room, or Area property room interim storage if the property room is closed.

If an investigating officer (I/O) determines that the item shall be classified as "Hold for Touch DNA," the I/O shall *complete and submit a Request for Serology/DNA Analysis, Form 12.56.00*, to Forensic Sciences Division (FSD) for the analysis and FSD shall make arrangements with Evidence and Property Management Division for the evidence courier to transport the item. If an I/O determines that the item shall be classified as "Hold for Prints," the I/O shall make *Latent Print Investigation Request* telephonically or via Form 12.01.00 *within the Latent Prints drop down menu of the Incident Reporting Control System (i.e., AFDR/Incident Tracking application) on the*

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*Department's Local Area Network (LAN). The Latent Prints Unit (LPU) will either respond to the Area Evidence and Property Management Division to process the evidence or make arrangements with Evidence and Property Management Division for the evidence courier to transport the item. If the item is designated as "Hold for Touch DNA" and "Hold for Prints," the I/O shall notify both FSD and Technical Investigation Division (TID), who shall coordinate the transport (by evidence couriers) for the analysis.*

\*\*\*\*\*THE REMAINDER OF THIS MANUAL SECTION REMAINS UNCHANGED\*\*\*\*\*

**535.20 PACKAGING AMMUNITION.** Each discharged projectile, cartridge case, or misfired cartridge which is *collected as evidence* shall be sealed in a coin envelope, and packaged separately from *any firearm(s)*. *The discharged cartridge case or "casing" shall be packaged by itself and booked in an envelope separate from any other evidence items (per Chief of Detectives Notice, dated May 3, 2018).*

The words "Live Ammo" shall be printed in red letters on the outside of a package containing live ammunition.

**540.14 BOOKING COMPRESSED GAS CYLINDERS.** Compressed gases are typically stored under pressure in metal cylinders. These cylinders are designed and constructed to withstand high pressures. Improper handling and use of compressed gases can result in devastating consequences. If the compressed gas cylinder contains a hazardous material, officers shall follow Department Manual Section 4/212.49 for proper handling; or, if the compressed gas cylinder contains nitrous oxide, officers shall follow Department Manual Section 4/540.68.

Officers seizing any other gas compressed cylinder or tank *affixed with a cylinder valve* shall request the Hazardous Materials Unit (HMU), Emergency Services Division (ESD), for advice, assistance, and transportation *via the Department Operations Center (DOC)*.

**Note:** *Officers may book a gas compressed cylinder or tank without a cylinder valve at Evidence and Property Management Division (EPMD). Examples are a small propane, butane or CO2 tank which are used for cooking or an air gun. Non-compressed gas items may also be booked at EPMD.*

In the event that a tank or cylinder is to be booked as evidence by the HMU, ESD, the investigating officers shall complete a Property Report, Form 10.01.00, including the serial number (when available), manufacturer, and size of the tank or cylinder. Officers shall *forward* the completed

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Form 10.01.00 to *ESD via direct delivery, fax or electronic (scanned) copy.*

**Note:** Officers can request the Trace Analysis Unit, FSD, to *analyze the gas* from the cylinder, if necessary for their investigation.

The officer shall issue a Receipt for Property Taken into Custody, Form 10.10.00, to the owner or possessor of the cylinder.

### **540.30 BOOKING FIREARMS.**

**General.** All firearms coming into the custody of the Department shall be classified as evidence.

**Booking Firearms-Officer's Responsibility.** An officer booking a firearm into Department custody shall ensure that the firearm is unloaded and safe for handling. Employees unfamiliar with the unloading or securing of a firearm shall contact the Firearms Analysis Unit, Forensic Science Division (FSD), for advice. Additionally, if physical evidence such as DNA or latent prints is important and there is a potential for damaging such evidence during the unloading process, FSD shall be requested to respond for assistance.

**Note:** The package of a firearm that requires latent print processing or touch DNA analysis shall be clearly marked "Hold for Prints" or "Hold for Touch DNA" and booked into an Evidence and Property Management Division facility, Area Property Room, or Area Property Room interim storage if the Property Room is closed. If an investigating officer determines that only fingerprint processing is required, a *Latent Print Investigation Request (Form 12.01.00)*, shall be made to Technical Investigation Division (TID) via the Latent Prints *drop down menu within the Incident Reporting Control System (i.e., AFDR/Incident Tracking application) of the Department's Local Area Network (LAN)*. If an investigating officer determines that only touch DNA analysis is required, *he or she shall complete and submit a Request for Serology/DNA Analysis, Form 12.56.00*, to FSD. If both fingerprint processing and touch DNA analysis are required, mark the appropriate Analyzed Evidence Envelope with "Hold for Prints and Touch DNA" and notify both TID and FSD. The investigating officer will be contacted by TID and/or FSD to determine in which order to analyze the item.

**Note:** During off-hours and weekends, FSD firearms examiners may be contacted for advice or response through the Department Operations Center.

In all cases, the Firearm Analysis Unit shall be contacted to examine and clear the following types

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of hazardous weapons prior to booking:

- Muzzle loaders;
- Cap-and-ball black powder weapons; and,
- Jammed or inoperative weapons, including weapons with rounds that cannot be extracted.

When possible, weapons shall be packaged to allow easy visual examination and assurance they are unloaded.

\*\*\*\*\*THE REMAINDER OF THIS MANUAL SECTION REMAINS UNCHANGED\*\*\*\*\*

**540.32 PROCESSING FIREARMS HELD FOR LATENT PRINTS OR OTHER SCIENTIFIC EVIDENCE.**

**Employee Booking Firearm - Responsibility.** Firearms to be examined for latent fingerprints or other scientific evidence shall be unloaded safely and in a manner consistent with the preservation of evidence prior to booking.

**Note:** Employees unfamiliar with the unloading or securing of a firearm shall contact the Firearm *Analysis* Unit, FSD, for advice or response. Additionally, if physical evidence such as latent prints is of extreme importance and there is a potential for damaging such evidence during the unloading process, FSD shall be requested to respond for assistance. The Firearm *Analysis* Unit shall be contacted to examine and clear hazardous weapons (*Department Manual Section 4/540.30*). During off-hours and weekends, FSD firearms examiners may be contacted for advice or response through the Department *Operations Center*.

Employees in possession of a firearm requiring examination for latent prints or other scientific evidence shall:

- Place long guns in a long gun box, seal the box with a *signed*, red Analyzed Evidence Seal, Form 10.12.07, and affix an Evidence Tag, Form 10.12.00, to the box;

**Note:** Long guns too large for an appropriate carton shall be wrapped to protect their evidentiary value. The wrapping shall be taped and sealed with a *signed*, red Analyzed Evidence Seal as described in Manual Section 4/535.07, Packaging Analyzed Evidence.

- Place handguns in a handgun box, seal the box with a *signed*, red Analyzed Evidence Seal, fold the Handgun Evidence Envelope, Form 10.20.00, into thirds and secure it in a manner

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that clearly displays the bold "Handgun" label as well as the information completed by the employee;

- Complete the Property Report, recording as much information as possible about the firearm without destroying any of its evidentiary value; and,
- Indicate on the Property Report that the firearm is *in the custody of FSD for examination and will be booked into EPMD once completed.*

**Note:** All firearms which are being held for examination of any type shall be secured in the required manner as noted in Manual Section 4/535.07, Packaging Analyzed Evidence, *and booked into an Evidence and Property Management Division facility.*

**Investigating Officer's Responsibility.** Upon determining that *FSD/Technical Investigation Division (TID)* analysis is required for any item booked, the investigating officer shall:

- *Submit a request to FSD/TID of the desired analysis;*
- Ensure that a properly completed Analyzed Evidence Report, Form 12.20.00, *or equivalent TID Laboratory Examination Report* is received from FSD/TID; and,
- Document on a Follow-up Investigation Report, Form 03.14.00, any pertinent information.

*If a firearm is no longer needed for analysis of Touch DNA and/or latent prints, the I/O shall notify EPMD by forwarding a Follow-up Report, Form 03.14.00, cancelling the analysis.*

\*\*\*\*\*THE REMAINDER OF THIS MANUAL SECTION REMAINS UNCHANGED\*\*\*\*\*

**540.68 NITROUS OXIDE - DEFINED.** *Nitrous Oxide, or N2O* is a clear, colorless, liquefied gas with a slightly sweet odor. When inhaled, N2O produces intoxicating effects and short term analgesia (pain relief) for the user. The most common methods of N2O storage include a tank and/or cylinder, and balloons. Possession of N2O, or any substance containing N2O, with the intent to breathe, inhale or ingest for the purpose of causing a condition of intoxication is a misdemeanor offense, in violation of California Penal Code (PC) Section 381(b).

**Exception:** Penal Code Section 381(b) does not apply to persons under the influence of N2O or any material containing N2O pursuant to an administration for the purpose of medical, surgical, or dental care by a person licensed to administer such an agent.

**Officer's Responsibility.** When conducting a preliminary investigation of N2O possession, officers shall adhere to the following procedures:

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- Determine if the possession of N2O is a violation of 381(b) PC and take appropriate action;
- Contact the Hazardous *Materials Unit (HMU)*, *Emergency Services Division (ESD)*, for advice and/or assistance;

**Note:** Do not transport N2O tanks or cylinders, regardless of size, in the police vehicle. Officers seizing an N2O tank or cylinder shall request the HMU, ESD, for transportation;

**Note:** During non-business hours, officers should contact ESD through the Department Operations Center (DOC).

- In the event that a tank or cylinder containing N2O is to be booked as evidence by the HMU, ESD, the investigating officers shall complete a Property Report, Form 10.01.00, including the serial number (when available), manufacturer and size of the tank or cylinder. Officers shall *ensure a copy of the completed Property Report is delivered to ESD via direct delivery, fax, or electronic (scanned) copy*; and,

**Note:** Officers can request that HMU, ESD *analyze the N2O* from the cylinder or an inflated balloon, if necessary for their investigation.

- Issue a Receipt for Property Taken Into Custody, Form 10.10.00, to the owner or possessor of the cylinder.

**540.72 PHENCYCLIDINE OR ITS ANALOGS - HANDLING PROCEDURES.** *The term PCP shall refer to phencyclidine or any of its analogs.*

**Transporting Employee's Responsibility.** An employee handling seized quantities of phencyclidine (PCP) or its analogs shall:

- Not smoke;
- Ensure that there are no flames in the immediate vicinity;
- Avoid unnecessary contact with the container or cigarettes containing PCP;
- Handle the container or cigarettes only while wearing protective gloves;
- Secure the container of PCP to avoid any excess seepage;
- Place the secured PCP container into a plastic bucket containing vermiculite as soon as practicable and seal the bucket with a plastic lid; and,
- Place the sealed plastic bucket into the trunk of the police vehicle and transport it to the appropriate Department facility and immediately book the PCP.

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**Note:** The plastic bucket shall be booked only in those situations when the PCP spills into the vermiculite while being transported. When the PCP spills, officers shall leave the PCP in the bucket and ensure that the bucket is sealed and booked according to established booking procedures. Forensic Science Division (FSD) can analyze the PCP even though it has spilled into the vermiculite.

**Booking Procedures.** An employee booking PCP or its analogs shall:

- When PCP is in a *one-half* gallon or larger container OR there is a total volume of *one-half* gallon or more of PCP, the Hazardous Chemical Team (HCT), FSD shall be notified. Officers shall not remove the PCP from the location without the approval of the HCT. Officers shall be guided by the HCT regarding the packaging and booking of the PCP. During off-hours, the HCT can be reached by contacting *the DOC*;
- When the amount of PCP is between one pint and one-half gallon, officers shall transport the PCP to Central or Valley Property Section for booking;
- When the amount of PCP is less than one pint, the PCP may be placed in the narcotics/shelf storage locker for transfer to *Evidence Control Section, EPMD* by the courier unit;
- Place the container of PCP into a numbered plastic property bag as soon as practicable;
- Heat seal the container and contents in at least two unnumbered plastic property bags *before placing them into an Analyzed Evidence/Narcotics Envelope, Form 12.51.03*;
- Keep the container of PCP away from all work spaces as much as practicable;
- Officers shall adhere to the proper packaging procedures for PCP as delineated in the Property Booking Guide;
- Seek the advice of FSD personnel when in doubt about the handling/packaging of PCP;
- Place the container of PCP in the narcotics/shelf storage locker for transportation to *Evidence Control Section, EPMD*.

**Note:** If any amount of PCP is in a container one-half gallon or larger, or the aggregate amount of PCP is one-half gallon or more, or if other chemicals are present at the location of seizure, the Hazardous Chemical Team (HCT), FSD, shall be notified. Officers shall not remove the PCP from the location without the approval of the HCT. Officers shall be guided by the HCT regarding the packaging and booking of the PCP. During off-hours, the HCT can be reached by contacting *the DOC*.

\*\*\*\*\*THE REMAINDER OF THIS MANUAL SECTION REMAINS UNCHANGED\*\*\*\*\*

**545.10 OBTAINING ANALYZED EVIDENCE FROM EVIDENCE AND PROPERTY MANAGEMENT DIVISION.** An employee requesting analyzed evidence from *Evidence and Property Management Division (EPMD)*, for court purposes shall:



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- *Contact EPMD to verify the storage location of the required item(s) and sign out the item(s) for court from the location where the item(s) is stored; and,*
- *Return to the location where the item(s) was signed out and sign in the item(s) which was not needed by the court, or submit the original court receipt with the original court stamp if the item(s) was retained by the court;*

\*\*\*\*\*THE REMAINDER OF THIS MANUAL SECTION REMAINS UNCHANGED\*\*\*\*\*

**545.20 EVIDENCE RECEIVED BY COURT.** When evidence is received by the court, the employee shall:

- Have the court clerk sign and affix the court stamp to the Property Court Receipt. One copy of the Property Court Receipt may be retained by the court;
- *Return one copy of the completed Property Court Receipt with original clerk signature and court stamp to the location from which the evidence was signed out, no later than the next working day; and,*
- If some evidence items are retained by the court and others are returned to an Evidence and Property Management Division facility, the employee shall have the court clerk sign the Property Court Receipt for the items retained. Indicate on the receipt which items were retained and which items were returned to storage.

**Note:** The courts have indicated they will no longer take physical custody of any hazardous material after it is admitted into evidence. The officer shall return the evidence to the sign out location.

**790.27 PROPERTY BOOKED - JUVENILE NARCOTICS.** When Forensic Science Division (FSD) receives an Analyzed Evidence Report in juvenile narcotic cases, the concerned analyst shall:

- Complete the analysis of the evidence as soon as possible;
- Complete appropriate portions of the Analyzed Evidence Report and forward two copies to the Juvenile Justice System Monitoring Unit, Juvenile Division; *and,*
- Ensure that *they are* available on an “on-call” status for court appearances.

**Note:** Investigating officers requesting petitions in juvenile narcotic cases where analysis of evidence is required shall include the notation “FSD Representative On Call-DR Number” in the subpoena list on the appropriate reports and make a request for analysis to FSD.

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**Note:** Investigating officers normally have to file the petition on “detained” juvenile cases within 24 hours and, on “released” juvenile cases, within seven calendar days.

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***EVIDENCE AND PROPERTY MANAGEMENT DIVISION.***

***EVIDENCE AND PROPERTY MANAGEMENT DIVISION – FUNCTIONS.*** *Evidence and Property Management Division (EPMD) is responsible for:*

- *Overseeing the chain of custody by receiving, retaining, and disposing of narcotics, currency, firearms, as well as evidence associated with criminal cases and property booked into its facilities, other than motor vehicles and motor-driven cycles, classified as evidence or non-evidence.*

***EVIDENCE AND PROPERTY MANAGEMENT DIVISION ORGANIZATION.*** *Evidence and Property Management Division is composed of:*

- Central Property Section;
- Valley Property Sections;
  - *Valley Support Operations; and,*
  - *Valley Area Operations.*
- Evidence Control Section;
- *Forensic Science Center Operations;*
- Courier Unit;
- Support Section (CPS);
- *Administrative Unit;*
- *Warehouse Operations; and,*
- Area Operations.

***COMMANDING OFFICER, EVIDENCE AND PROPERTY MANAGEMENT DIVISION.***

The Commanding Officer, *Evidence and Property Management Division*, under the direction of the Commanding Officer, *Administrative Services Bureau*, exercises line command over *Evidence and Property Management Division*.

***COMMANDING OFFICER, EVIDENCE AND PROPERTY MANAGEMENT DIVISION –SPECIAL DUTIES.*** The Commanding Officer, *Evidence and Property Management Division*, is responsible for the following special duties:

***Evidence Destruction.*** Notifying responsible commanding officers that narcotics or firearms are ready for destruction.

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**Pretrial Destruction of Large Quantities of Controlled Substances.** Notifying responsible commanding officers of the necessity for pretrial destruction of controlled substances which exceed ten pounds in gross weight and which pose security or storage problems.

**Property Claims and Non-Evidence.** Investigating and disposing of disputed claims for property held in custody by the Department as evidence and non-evidence.

**Subpoenas Duces Tecum.** Responding to subpoenas duces tecum and legal process directed to the Property Claims Officer, *with the approval of the commanding officer(s), Administrative Services Bureau and/or Risk Management and Legal Affairs Division, where appropriate.*

**Release of Property.** Developing criteria and procedures for identification of individuals and designation of agents receiving property released by personnel of *Evidence and Property Management* Division and the Area/division property rooms.

***EVIDENCE AND PROPERTY MANAGEMENT* DIVISION, CENTRAL PROPERTY SECTION.**

**CENTRAL PROPERTY SECTION – FUNCTIONS.** The Central Property Section is responsible for:

- Receiving, storing, and issuing evidence and non-evidence property booked or transferred into Central Property *Section* at Metropolitan Detention Center;
- *Handling all high-profile, high-value, and/or confidential bookings;*
- *Receiving and processing of large amounts of narcotics, money, firearms, and/or other types of bookings per Division of Records (DR) Number or case; and,*
- *Processing unclaimed property for disposition: i.e., auction, trash, e-waste, shredding, or incineration.*

**CENTRAL PROPERTY SECTION – SPECIAL DUTIES.** The Central Property Section is responsible for the following special duties:

**Special Files.** Maintaining files of the following:

- Property in custody;
- Property released from custody;
- Unclaimed property retained for Department use in accordance with the *Los Angeles Municipal Code (LAMC) Section 52.55;*
- Unclaimed property sold at *online* auctions;

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- Unclaimed and contraband monies transferred to the Booked Money Account;
- Firearms destroyed by the Department; and,
- Narcotics destroyed by the Department.

**Special Equipment Storage.** Under exigent circumstances, storage of emergency weapons and field equipment issued on a temporary loan basis to Department personnel to Areas except the Valley.

***EVIDENCE AND PROPERTY MANAGEMENT DIVISION, VALLEY PROPERTY SECTION.***

**VALLEY PROPERTY SECTION – FUNCTIONS.** *Valley Property Section (VPS) consists of Valley Bureau Area Operations, and a Support Unit. The Valley Property Section is responsible for:*

- *Receiving, booking, storing, maintaining continuity, sign-out/sign-in, releasing, and disposition of items in custody;*
- *Auditing the previous watch's work;*
- *Intake of Excess Personal Property (EPP) including Adult Use Marijuana Act items (AUMA);*
- *Intake of narcotics under 30 lbs., firearms, and releases; and,*
- *Intake of currency less than \$20,000.*

*Area Operations (VPS) consists of six Area property rooms in the Valley Bureau. Personnel in these assignments perform evidence counter operations duties. In addition, they initiate and follow-up on property and evidence kickbacks. Area property officers audit the 90-day "Hold for Prints" firearms and process the transfer of firearms for National Integrated Ballistic Information Network (NIBIN) analysis. Area personnel prepare disposition transfers to VPS for items no longer needed in custody. They also accept and transfer Excess Personal Property and counterfeit currency bookings to VPS.*

*The VPS Support Unit personnel:*

- *Retrieves and transports property items that are authorized for destruction from Valley Bureau Area rooms;*
- *Transfers items to be stored at VPS;*
- *Processes items from VPS that are ready for disposal; and,*
- *Identifies items that can be sold at auction, converted, or discarded.*

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*The VPS Support Section prepares firearms for destruction.*

**EVIDENCE AND PROPERTY MANAGEMENT DIVISION, EVIDENCE CONTROL SECTION.**

**EVIDENCE CONTROL SECTION – FUNCTIONS.** The Evidence Control Section is responsible for the direct intake of all evidence to be analyzed and for the storage of the following:

- Narcotic bookings under 30 pounds;
- Blood and urine samples;
- *Gunshot Residue (GSR) kits;*
- Biological evidence; and,
- Hazardous chemicals.

**EVIDENCE CONTROL SECTION – SPECIAL DUTIES.** The Evidence Control Section is responsible for the following special duties:

- *Processing narcotic evidence for analysis by the lab;*
- *Analyzing evidence for long-term storage;*
- *Releasing evidence to outside agencies; and,*
- *Processing narcotics, blood/urine samples, biological evidence, and chemicals for destruction.*

**FORENSIC SCIENCE CENTER – FUNCTIONS.** The Forensic Science Center is responsible for direct intake of *blood and urine samples, new analyzed evidence bookings from the Field Unit, Forensic Science Division, as well as* the following special duties:

- *Processing blood/urine samples for analysis by the lab;*
- *Processing biological evidence for analysis by the lab;*
- *Processing “hold for print” items, and all other items requested to be analyzed by the lab;*
- *Processing firearms and discharged cartridge casings for NIBIN testing;*
- *Processing court orders requiring biological evidence to be sampled and sent to private labs; and,*
- *Completing daily transfers for all the above.*

**EVIDENCE AND PROPERTY MANAGEMENT DIVISION – COURIER UNIT.** The Courier Unit is responsible for:

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- *Picking up and transporting evidence items from the geographic Areas to the Forensic Science Center (FSC), Evidence Control Section (ECS), Central Property Section (CPS), and Valley Property Section (VPS);*
- *Transporting and maintaining the Digital In-Car Video System (DICVS) disks, and ensuring the DICVS video disks are delivered to the concerned Area Watch Commanders;*
- *Informing Area Watch Commanders of incoming evidence, verify Property Reports, evidence packages (narcotics, firearms, gunshot residue kits, rape kits, blood and urine samples, and any other analyzed evidence) and evidence control logs;*
- *Providing instruction and training for patrol officers, supervisors, and watch commanders on the proper handling and packaging of analyzed evidence items; and,*
- *Picking up and delivering selected items other than evidence to be analyzed – with the approval of the Commanding Officer, EPMD, and to the extent that the efficiency of Courier operations is not negatively impacted.*

***EVIDENCE AND PROPERTY MANAGEMENT DIVISION – SUPPORT SECTION.***

*Evidence and Property Management Division Support Section provides support to the division. The Support Section is divided into three primary units. Specific duties are as described:*

***Administrative Unit. The Administrative Unit provides the following:***

- **Acts as the Property Disposition Coordinator for specialized divisions that do not have one;**
- **Processes Form 10.14.00, Property Owner's Notification, for mailing;**
- **Prepares the Booked Money Disbursement requests for released money from the checking account;**
- **Prepares, coordinates and oversees the monthly money deposits;**
- **Prepares the report and correspondence for the transfer of funds from the LAPD checking account to the trust fund account;**
- **Processes items and related correspondence for items that require shipping;**
- **Processes firearms in preparation for destruction;**
- **Participates in the destruction of firearms;**
- **Pulls the available narcotics containers from the secured storage, weighs and prepares narcotics containers for destruction;**
- **Participates in the destruction of narcotics along with other required personnel; and,**
- ***Provides support services by coordinating disposition of evidence booked into the Department by the following:***

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- California Highway Patrol
- Community College Police
- Los Angeles Port Police
- *Los Angeles World Airport Police*
- *Los Angeles Unified School District Police*

Property Claims Officer (PCO). The *Principal* Property Officer assigned to Support Section acts as the Property Claims Officer with the following duties:

- Receives and interprets court orders regarding property and evidence;
- Maintains documentation related to Court Orders presented to LAPD;
- Liaise with Investigating Officers regarding court orders allowing the investigator to contest with the court if appropriate;
- Inputs release information into the computerized tracking system pursuant to the directions of the court orders; and,
- Inputs holds as directed by Risk Management *and* Legal Affairs Division for items needed involving civil litigation.

***Warehouse Operations.***

- Maintains security and custody of items stored at the Commercial Street Warehouse location;
- Books, signs in and out, or presents for public viewing items stored at the warehouse;
- Pulls items available for disposition from storage and processes those items for destruction or auction;
- Transports, stores, and/or processes property and evidence from Area property rooms including items for disposition, overflow bicycles, and excess prisoner's property;
- Prepares items to be auctioned and monitors the transfer of items to the Auction Company;
- *Utilizes a City disposal site for the destruction of contraband items;* and,
- Updates requests and releases items that are involved with the LAPD convertible property retention program.

***EVIDENCE AND PROPERTY MANAGEMENT DIVISION, AREA OPERATIONS SECTION.***

**AREA OPERATIONS SECTION – FUNCTIONS.** The Area Operations Section is responsible for:



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- Staffing geographic Area Property rooms;
- Receiving, storing, and issuing evidence, non-evidence, and arrestee excess personal property booked at the geographic property rooms in the geographical Areas and specialized Divisions;
- Preparing evidence, non-evidence, and arrestee excess property for transfer to Central Property Section *and/or Warehouse Operations* upon receiving destruction authorization; and,
- *Complies with Americans with Disability Act (ADA) provisions when mobility devices are stored as excess personal property and transferred out of the Area to Central Property Section.*