

## PACIFIC AREA

AREA ORDER NO. 1

December 1, 2009

**SUBJECT: EXCESS PERSONAL PROPERTY**

**EFFECTIVE: IMMEDIATELY**

**PURPOSE:** This order is intended to supplement the Department's current policy on booking excess personal property and provide a more expedient manner of handling large amounts of property that an individual may possess at the time of arrest. Although not unique to Pacific Area, we clearly recognize that officers could spend a considerable amount of time inventorying items from those arrested in Pacific Area. Therefore, Pacific Area has developed the following plan to alleviate the amount of time it takes to book these items. This procedure is similar to Central Area Order No. 21, which was implemented in Central Area December 3, 2002, and has been modified to address the specific needs of Pacific Area.

**PROCEDURE:** This procedure shall only be used by officers assigned to the Pacific Area Beach Detail and the Pacific Area Community Relations Office. Any other officers requesting to utilize this booking procedure must first obtain approval from either the Officer-in-Charge of the Pacific Area Beach Detail or the Officer-in-Charge of the Pacific Area Community Relations Office.

### **I. Involved Officer's Responsibility:**

When an officer has determined that an individual with a large amount of excess property is being taken into custody, the officer shall:

- Ask the subject the following questions:
  1. Do you have any dangerous items in your property?
  2. Do you have anything perishable in your property?
  3. Do you have any items that cause your property to exceed \$250.00 in total value?
- If the subject identifies items in his possession to be dangerous or having a total value of over \$250.00, then the arresting officer shall remove and book those items separately, utilizing standard booking procedures. All perishable items shall be discarded. A supervisor shall resolve all disputes regarding the value of an item. A supervisor who assesses the value of the item as not exceeding \$250.00, shall sign in the space provided on the Excess Personal Property Receipt.
- Officers shall take digital photographs of all excess personal property at the location of arrest before placing the items in bags or removing the items from the area.
- The arresting officer shall provide the arrestee with an Excess Personal Property Receipt (Attachment No. 1) for the property taken into custody and ask the subject to sign the receipt indicating the value of the property does not exceed \$250.00.
- If the subject refuses to sign, the officer shall indicate "Refused to Sign" in the provided space.

- The officer shall explain to the subject that his/her property will be held at Pacific Station, 12312 Culver Boulevard, Los Angeles, for a period of 60 days and may be subject to disposal after the 60 days has expired.

Note: A subject can authorize an individual, with valid identification, to act as his or her agent and claim the property from Pacific Station. A signature of the subject, along with the name of the designated agent, is required in the space provided on the Excess Personal Property Receipt.

- The excess personal property shall then be transported to Pacific Station and properly logged and stored in the storage container located in the station parking lot.
- Officers shall indicate in the "Additional" section of their applicable reports, the action taken in regards to the excess property.
- The arresting officer shall provide the subject with a copy of the completed Excess Personal Property Receipt, and file the original Excess Personal Property Receipt in the appropriate file folder located inside the storage container.

## II. Booking Officer's Responsibility:

- The storage container shall contain a folder containing an Excess Personal Property Log, (Attachment No. 2). Information recorded on this log shall include the date the property was booked, the name and serial number of the booking officer, the name of the subject whose property is being booked and the arrest charge if applicable. In addition, the booking officer will sign the Excess Personal Property Log.
- The storage box contains pre-designated numbered spaces where property can be placed for storage. The space number will be listed on the Excess Personal Property Log.
- The Excess Personal Property Receipt shall be placed in the appropriate folder.
- When a subject, or his/her pre-designated agent, responds to Pacific Station to claim property, the subject or pre-designated agent must present valid identification (California Identification, Passport, or other picture identification), in order to have the property released.
- The officer releasing property shall complete the bottom portion of the Excess Personal Property Receipt with the appropriate information.
- Property will only be released on Mondays, Wednesdays and Fridays, between 1100 and 1300 hours.
- An officer shall be designated by the Officer-in-Charge, Pacific Area Beach Detail, to monitor the amount of time property has been stored in the storage container. When a total of 65 days has passed from the day after the subject was booked, the officer shall complete an Unclaimed Excess Personal Property Form (Attachment No. 3) and request a supervisor to authorize destruction.
- Upon approval of the supervisor, the officer shall then take a photograph of the property to be disposed of and contact the Department of General Services, Street Maintenance Division, who will come to the station to dispose of the unclaimed property. The representative from the Street Maintenance Division shall sign in the space provided on the Unclaimed Excess Personal Property Form.

- If property is released to the subject or agent, the officer releasing the property will file the Excess Personal Property Receipt in the appropriate folder located inside the storage container. If property is disposed of following the above listed procedure, the Unclaimed Personal Property Form will be attached to the Excess Personal Property Receipt and filed in the appropriate folder.

III. **Supervisor's Responsibility:**

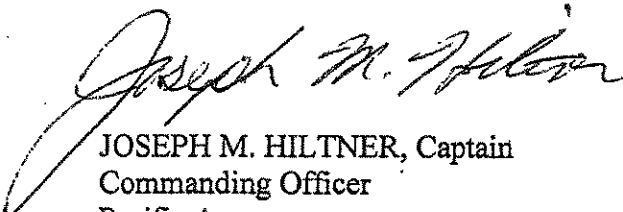
Supervisor's will ensure that officers are completing the appropriate forms properly and are adhering to this Area Order and other Department policies and procedures pertaining to the booking of personal property.

IV. **Watch Commander's Responsibility:**

The Watch Commander will ensure that officer's who book property in accordance with the above listed procedures, properly document the location of the property in any applicable reports.

V. **Commanding Officer's Responsibility:**

The Commanding Officer shall cause an audit of this program to ensure compliance with the above listed procedures.



JOSEPH M. HILTNER, Captain  
Commanding Officer  
Pacific Area

Attachments

# LOS ANGELES POLICE DEPARTMENT EXCESS PERSONAL PROPERTY RECEIPT

ARRESTEE'S NAME	BOOKING NO.	ADDRESS  Pacific Co 123 Los A
RESIDENCE ADDRESS	CITY	

The following property will be held at 12312 Culver Blvd., Los Angeles, California, 90066 for 60 days and shall thereafter be subject to disposal. After your release from custody, bring this receipt and personal identification with you to claim the property. You may claim your property on Monday between the hours of 11:00 a.m. and 1:00 p.m. If you wish another person to obtain this property on your behalf, enter that person's name in the "Name of Arrestee's Agent", then sign and date the box titled "Authorization for Release". Also, you may request Pacific Area, prior to the expiration of property for up to 10 months from the date the Department took possession of the property, if you are to remain in custody.

**NOTE: IF YOU FAIL TO CLAIM YOUR PROPERTY, OR FAIL TO NOTIFY THE DEPARTMENT IN WRITING TO REQUEST YOUR PROPERTY, IT WILL BE DESTROYED AFTER 60 DAYS.**

ITEM	QUANTITY	DESCRIPTION OF PROPERTY	ITEM	QUANTITY	DESC

ARRESTING OFFICER	SERIAL NO.	Arresting Officer shall describe, in detail, any specific item of property of value of his/her property to exceed \$250.00  <div style="text-align: right;">_____ Signature of Supervisor Ass</div>
<div style="border: 1px solid black; width: 100px; height: 100px; background-color: black; margin-bottom: 5px;"></div> OF ARRESTEE'S AGENT		The value of my property does not exceed \$250.00 <div style="text-align: right;">_____ Si</div>
TO IDENTIFICATION		AUTHORIZATION FOR RELEASE (ARRESTEE'S SIGNATURE)  OFFICER AUTHORIZING RELEASE

Attachment No. 1

## PACIFIC AREA EXCESS PERSONAL PROPERTY LOG

[illegible]

## UNCLAIMED EXCESS PERSONAL PROPERTY FORM

DATE PROPERTY RECEIVED		DATE TAGGED FOR DISPOSAL	
OFFICER RELEASING		SERIAL NO.	DATE OF DISPOSAL
<p>Item number(s) _____ has/have been stored for 60 days or more and is/are considered unclaimed property and subject to disposal at this time. The Department of General Services, Street Maintenance Division is authorized to remove the above listed item(s) and dispose of them properly.</p> <p>Additional Information: _____</p> <p>_____</p> <p>_____</p>			
SUPERVISOR AUTHORIZING DISPOSAL		SERIAL NO.	DATE AUTHORIZED
GSD PERSONNEL ACCEPTING PROPERTY		DATE ACCEPTED	

Revised November 20, 2009

Attachment No. 3