

CHIEF OF DETECTIVES

NOTICE
1.8

May 3, 2018

TO: All Concerned Personnel

FROM: Chief of Detectives

SUBJECT: PROCEDURES FOR THE BOOKING AND DISPOSITION OF FIREARM SHELL CASINGS

The purpose of this Notice is to revise the booking and disposition of all firearm shell casings booked into Property Division.

As technology and forensic science advance, we are given an unprecedented ability to solve cold and current criminal cases. Due to these advancements, the proper collection, booking and preservation of firearm shell casings, is imminent as it's ballistic evidence can potentially become an investigative lead or be linked to other criminal cases.

PROCEDURES:

BOOKING OF FIREARM SHELL CASINGS: All firearm shell casings SHALL be booked as EVIDENCE; NO EXCEPTIONS. When multiple items are booked, it is common practice to package items individually and then containerize all items into a box or envelope that is then sealed under one DR Number. In cases where multiple items are being booked into Property Division, it is important to NOT containerize firearm shell casings with other evidence. Containerizing casings would create the need to unseal and reseal evidence that will now have a different disposition.

DISPOSITION OF FIREARM SHELL CASINGS: Currently, firearm shell casings are destroyed if they are not connected to an ongoing criminal case. EFFECTIVE IMMEDIATELY, all firearm shell casings SHALL be held indefinitely under INVESTIGATIVE HOLD and NOT DESTROYED.

FIELD OFFICER'S RESPONSIBILITIES: Field officers are responsible for packaging ALL firearm shell casings SEPARATE from other evidence to facilitate a separate DISPOSITION from other items. There is no need for a separate property report or DR number.

AREA WATCH COMMANDER'S RESPONSIBILITIES:

Watch Commanders SHALL ensure that firearm shell casings are not containerized with other booked items.

INVESTIGATING OFFICER'S RESPONSIBILITIES: Evidence holds are charge based. Therefore, Investigating Officers, are responsible for the evidence hold renewal of ALL firearm shell casings regardless of the disposition of the other evidence items. Investigating Officers SHALL renew the evidence disposition hold of ALL firearm shell casings under INVESTIGATIVE HOLD.

NOTE: The renewal of all evidence dispositions is expected to change once the Records Management System (RMS) is in place. Until then, ALL firearm shell casings dispositions will be renewed under INVESTIGATIVE HOLD.

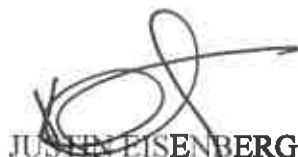
DETECTIVE COMMANDING OFFICER'S RESPONSIBILITIES: Detective Commanding Officers are responsible for the approval of indefinite INVESTIGATIVE HOLDS of ALL firearm shell casings.

PROPERTY DISPOSITION COORDINATORS: Property Disposition Coordinators (PDCs) shall review and ensure the proper disposition of firearm shell casings on the PROPERTY DISPOSITION/UPDATE REQUEST -LAPD Form 10.06.00.

COMMANDING OFFICERS RESPONSIBILITIES: Area Commanding Officers SHALL be responsible for compliance with this Notice.

Should you have any questions, please contact Investigative Analysis Section, Detective Bureau at (213) 486-7000.

APPROVED:



JUSTIN EISENBERG, Deputy Chief
Chief of Detectives



SEAN W. MALINOWSKI, Deputy Chief
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