

OFFICE OF THE CHIEF OF STAFF

NOTICE
1.2

July 16, 2020

TO: All Department Personnel

FROM: Chief of Staff

SUBJECT: EXCESS PERSONAL PROPERTY RECEIPT, FORM 10.08.00 – REVISED

A review of the procedures and directives for seizing and booking excess property revealed a need to revise the Excess Personal Property Receipt, Form 10.08.00. The following revisions have been made:

- “ADDRESS PROPERTY BOOKED” box has been replaced with “ARREST DATE”;
- Removal of, “The following property will be held at the above location for 30 days and then transferred to.”;
- The locations for property have been revised;
- Addition of, “If your Excess Personal Property has been in custody over 30-days, please call Central Property Section at (213) 356-3700 or Valley Property Section at (818) 374-9445.”;
- Addition of, “PO Box 30158, L.A. 90012”; and,
- “ADVISING EMPLOYEE” and “SERIAL NO.” boxes have been replaced with “ARRESTEE ADVISED OF 60-DAY POLICY (ARRESTEE’S SIGNATURE):”

Any questions regarding this Notice may be directed to the Forms Unit, Risk Management and Policies Division, at (213) 486-0400.



DOMINIC H. CHOI, Deputy Chief
Chief of Staff
Office of the Chief of Police

Attachment

DISTRIBUTION “D”

**LOS ANGELES POLICE DEPARTMENT
EXCESS PERSONAL PROPERTY RECEIPT**

DATE:

ARRESTEE'S (Last, First name):	BOOKING NO.:	ARREST DATE:
RESIDENCE ADDRESS:	CITY:	STATE:

Metropolitan Jail Section, 180 N. Los Angeles ST., (213) 356-3445, TTY: (213) 356-3406

Pacific Area Jail, 12312 Culver Blvd., (310) 482-6488, TTY: (310) 482-6374

77th Regional Jail Section, 7600 S. Broadway, Los Angeles, (323) 786-5541, TTY: (323) 786-5600

Hollywood Area Jail, 1358 N. Wilcox Ave, (213) 485-5125

Harbor Area Jail, 2175 John S. Gibson Blvd, San Pedro, (310) 726-7999

Other Location: Phone:

Valley Jail Section, 6240 Sylmar Avenue, Van Nuys, (818) 374-9445 or Valley Property Section (M-F) (818) 374-9445

If your Excess Personal Property has been in custody over 30-days, please call Central Property Section at (213) 356-3700 or Valley Property Section at (818) 374-9445.

Please call the jail listed above for your property. Thereafter, if the jail does not possess your property, call the Central Property Section at (213) 356-3700 or Valley Property Section at (818) 374-9445, Monday through Friday, 8 a.m. through 3 p.m. Bring this receipt and personal identification with you upon release to claim this property. If you wish for another person to obtain this property on your behalf, enter that person's name in the box at the bottom of this form titled "NAME OF ARRESTEE'S AGENT," then sign and date the box titled "AUTHORIZATION FOR RELEASE (ARRESTEE'S SIGNATURE)." Also, you may request Evidence and Property Management Division, PO Box 30158 L.A. 90012, prior to the expiration of the 60-calendar day disposal, to hold the property for up to 10 months from the date the Department took possession of the property, if you are to remain in custody.

ADVICE: YOUR PROPERTY WILL BE SOLD OR DESTROYED AFTER 60 CALENDAR DAYS IF YOU FAIL TO CLAIM YOUR PROPERTY OR IF YOU FAIL TO NOTIFY THE DEPARTMENT IN WRITING TO REQUEST YOUR PROPERTY BE HELD FOR UP TO 10 MONTHS FROM THE DATE THE DEPARTMENT TOOK POSSESSION OF YOUR PROPERTY.

ITEM	QUAN.	DESCRIPTION OF PROPERTY	ITEM	QUAN.	DESCRIPTION OF PROPERTY

ARRESTING OFFICER:	SERIAL NO.:	ARRESTEE ADVISED OF 60-DAY POLICY (ARRESTEE'S SIGNATURE):
NAME OF ARRESTEE'S AGENT:		AUTHORIZATION FOR RELEASE (ARRESTEE'S SIGNATURE):
		DATE: