



EVIDENCE and PROPERTY MANAGEMENT DIVISION

TRAINING INSTRUCTOR MANUAL

- E.P.M.D -
Evidence Property Management

CITY OF LOS ANGELES
CHECKLIST FOR ORIENTATION OF NEW EMPLOYEE
(See attached instructions)

NAME _____ DIVISION _____
CLASSIFICATION _____ SECTION _____
SUPERVISOR _____ START DATE _____

Check off the applicable items below after discussing with the employee.

- Loyalty oath/Code of Ethics
- ID card (departmental personnel section)
- Introduction to associates
- Hours of work and regular days off (FLSA)
- Emergency absences (whom to contact and how and when)
- Overtime (frequency and policy)
- Restroom
- Issue keys (restroom, desk, door)
- Rest/lunch periods and facilities
- Payday
- Direct deposit
- Health and life insurance plans (Employee Benefits, Room 867, City Hall)
- Employee assistance program
- Credit union
- Parking, carpools, ridesharing
- DMV Waiver
- Job duties and performance expectations
- Initial training or break-in plan
- Staff meetings, bulletins, newsletters, and departmental communications
- Description of department and related units
- Departmental lines of authority
- Department/division goals
- Prohibited job-related personal activities
- Personal telephone calls
- Outside employment policy
- Service ratings and evaluation of job performance
- Disciplinary guidelines
- Job safety rules/emergency preparedness
- Reporting an injury
- Sick and vacation policy
- Holiday schedule
- Timesheet
- Grievance and appeals procedure
- EEO/Non-Discrimination Policy (zero tolerance for discrimination, harassment and retaliation)
- Sexual harassment, sexual orientation, gender identity, or gender expression policy
- HIV and AIDS Policy
- Hazing Policy
- Complaint procedures
- Workplace and domestic violence prevention policies
- Opportunities for personal development/City training programs
- Location of information on Civil Service exams
- Promotional opportunities/career counseling
- Location and use of tools, equipment, and supplies
- Public relations (direct contact and telephone)
- Confidential aspects of work
- City Internet use policy
- Reasonable Accommodations (Including Lactation accommodations)

EMPLOYEE'S SIGNATURE _____

DATE _____

CITY OF LOS ANGELES
MODEL NEW EMPLOYEE ORIENTATION CHECKLIST
INSTRUCTIONS

The following new employee checklist model has been prepared to assist supervisors with orienting new employees to their work unit, their department, and the City. The use of this checklist will ensure that all new employees understand what is expected of them and what they can expect from the supervisor. If your department already has a checklist covering the same topics, you should use that form.

If you use this form, it is recommended that the supervisor review each item with the new employee within seven (7) calendar days from receipt of this checklist. After discussing an item with the employee, the supervisor is to place a check in front of the item.

After completing the checklist, have the employee sign and date the form at the bottom. The supervisor should then make two (2) copies of the form, one for the employee and the other for the supervisor. Send the original form to your department/bureau personnel records section to be placed in the employee's folder.

NEW EMPLOYEE ORIENTATION

DRAFT: OUTLINE

WEEK ONE

Day One:

- I. Personnel Division
 - a. Photo/ID
 - b. Sign necessary documents

- II. Property Division
 - a. Tour of Metropolitan Detention Center (MDC/Property)
 - b. Getting acquainted with surrounding area
 - c. Walking Tour (time and/or weather permitting)

Day Two

- I. Overview of Property Div.
 - a. Divisional Mission Statement
 - b. Departmental Mission Statement/Core Values
 - c. Hours of Operation
 - d. Sections/Functions

- II. Expectations
 - a. Attendance
 - b. Customer Service
 - c. Telephone Courtesy
 - d. Shared Office Space Etiquette

Day Three

- I. Procedures Manual
 - a. Basic Property Booking Procedures
 - b. Questions/Answers

Days Four and Five

- I. APIMS
 - a. Getting Familiar with basic functions

CENTRAL PROPERTY SECTION

180 N LOS ANGELES

213-356-3700

2 WEEK CLASS TRAINING- MONDAY – FRIDAY

0630-1500

2 WEEK HANDS ON TRAINING – MONDAY – FRIDAY

0630-1500 CPS & VNYS

Probation period is 6 months

Probationary assignments for 5 months consist of various watches and locations

CPS- AM VNYS- AM

CPS- DAY VNYS- DAY

CPS- PM VNYS- PM

**EVALUATIONS ARE GIVEN ONCE A MONTH
FOR THE NEXT 6 MONTHS**

**YOU WILL REPORT TO YOUR ASSIGNED
LOCATION IN UNIFORM AND READY TO BEGIN
YOUR WATCH AS INSTRUCTED**

**LAPD ID MUST BE WORN ALWAYS WHILE ON
DUTY**

**YOU ARE A PROPERTY OFFICER TRAINEE AND
YOU NOW REPRESENT THE LOS ANGELES
POLICE DEPARTMENT ON AND OFF THE
CLOCK**

**IF YOU ARE EVER DETAINED BY ANY POLICE
AGENCY FOR BREAKING THE LAW YOU
SHALL REPORT THE INCIDENT TO YOUR
COMMANDING OFFICER**

WE ARE A DRUG FREE DEPARTMENT

**PAY PERIOD IS EVERY OTHER WEDNESDAY
YOU ARE ELIGIBLE FOR EMPLOYEE BENEFITS
30 DAYS AFTER YOUR FIRST PAYCHECK**

DAYS OFF AND HOLIDAYS

PREAMBLE

The Los Angeles Police Department is committed to serving the community while protecting the rights of all persons. Consistent with this commitment, the Department's Vision, Mission, and Core Values, in concert with the Law Enforcement Code of Ethics and the Department's Management Principles, reflect the guiding philosophy of the Los Angeles Police Department:

VISION

It is the vision of the Los Angeles Police Department to, as closely as possible, achieve a City free from crime and public disorder.

MISSION

It is the mission of the Los Angeles Police Department to safeguard the lives and property of the people we serve, to reduce the incidence and fear of crime, and to enhance public safety while working with the diverse communities to improve their quality of life. Our mandate is to do with honor and integrity, while at all times conducting ourselves with the highest ethical standards to maintain public confidence.

CORE VALUES

SERVICE TO OUR COMMUNITIES

We are dedicated to enhancing public safety and reducing the fear and the incidence of crime. People in our communities are our most important customers. Our motto, "to protect and to serve," is not just a slogan. It is our way of life. We will work in partnership with the people in our communities and do our best, within the law, to solve community problems that affect public safety. We value the great diversity of people in both our residential and business communities and serve all with equal dedication.

REVERENCE FOR THE LAW

We have been given the honor and privilege of enforcing the law. We must always exercise integrity in the use of the power and authority that have been given to us by the people. Our personal and professional behavior should be a model for all to follow. We will obey and support the letter and the spirit of the law.

COMMITMENT TO LEADERSHIP

We believe the Los Angeles Police Department should be a leader in law enforcement. We also believe that each individual needs to be a leader in his or her area of responsibility. Making sure that our values become part of our day-to-day work life is our mandate. We must each work to ensure that our co-workers, our professional colleagues and our communities have the highest respect for the Los Angeles Police Department.

INTEGRITY IN ALL WE SAY AND DO

Integrity is our standard. We are proud of our profession and will conduct ourselves in a manner that merits the respect of all people. We will demonstrate honest, ethical behavior in all our interactions. Our actions will match our words. We must have the courage to stand up for our beliefs and do what is right. Throughout the ranks, the Los Angeles Police Department has a long history of integrity and freedom from corruption. Upholding this proud tradition is a challenge we must all continue to meet.

RESPECT FOR PEOPLE

Working with the Los Angeles Police Department should be challenging and rewarding. Our people are our most important resource. We can best serve the many and varied needs of our communities by empowering our employees to fulfill their responsibilities with knowledge, authority and appropriate discretion. We encourage our people to submit ideas, we listen to their suggestions and we help them develop to their maximum potential. We believe in treating all people with respect and dignity: we show concern and empathy for the victims of crime and treat violators of the law with fairness and dignity. By demonstrating respect for others, we will earn respect for the Los Angeles Police Department.

QUALITY THROUGH CONTINUOUS IMPROVEMENT

We will strive to achieve the highest level of quality in all aspects of our work. We can never be satisfied with the "status quo." We must aim for continuous improvement in serving the people in our communities. We value innovation and support creativity. We realize that constant change is a way of life in a dynamic city like Los Angeles, and we dedicate ourselves to proactively seek new and better ways to serve.

**PROBATIONARY EMPLOYEE EXPECTATIONS
TIMELINE**

MONTH 1:

During the first month a new employee is expected to know:

- **Report Types**
 - a. Arrest/Combined Evidence
 - b. Property
 - c. Investigative
 - d. Release From Custody (RFC)
 - e. Follow-Up (3.14)

- **Property Categories**
 - a. Evidence
 - b. Non-Evidence

- **Basic Bookings**
 - a. General Evidence
 - b. Non-Evidence
 - c. Analyzed Evidence

- **Working Knowledge of Transactions**
 - a. Sign Out
 - b. Sign In
 - c. Transfer Out
 - d. Transfer In
 - e. Transfer Receive and Relocate

Month 2:

Working Knowledge In:

- Booking property with minimal instructions
- Communicate effectively with Department employees and the public
- Answering phone calls
 - a. Query APIMS for information that *can* be given over the phone
 - b. Make release appointments
- Conduct the Watch Audit Report
- Watch Verifications

**PROBATIONARY EMPLOYEE EXPECTATIONS
TIMELINE**

Month 3:

Proficient In:

- Booking all evidence and non-evidence with minimal errors
- Booking in a timely manner, Property Division standard
- Processing and booking large bookings with minimal assistance
- Writing Follow-Up Reports (clear and concise)
- Writing Kick-Back Notices with clear and concise instructions
- Processing Transactions

Month 4:

Proficient In:

- Multi-tasking
 - a. Answer the phone
 - b. Handle counter traffic
 - c. Book property

Month 5:

- Proficient in all tasks in Months 1-4, including:
 - a. Ability to understand and locate procedure and policies in the Property Booking Guide and related Department Manuals
 - b. Knowledge of Chain of Command
 - c. Knowledge of Chain of Custody
 - d. Knowledge of Safety and Security Protocol
 - e. Department Code of Conduct

Month 6:

- Proficient in all duties and tasks in Months 1-5, including:
 - a. Ability and confidence to work independently with minimal instruction
 - b. Some understanding of the Department Hierarchy as it pertains to Property Division

Dress Code and Grooming Standards for Probationary Employees

Dress Code:

- Black Dickies work pants (style number 874, original fit)
 - ❖ NO leggings, jeggings, sweatpants, or skinny jeans/pants
- Black collared shirt (polo-style)
- Black plain utility belt, silver buckle (no oversized or decorative buckles)
- Black safety shoes/work boots (smooth toe, center black laces)

Grooming:

Men:

- clean shaven
- Hair neatly cut (low)
- No earring(s)
- No nose piercing(s)
- No ear lobe gauge(s)

Ladies:

- Hair is not to hang past the bottom of collar
- Should be in a bun (if applicable) at all times
- Earrings no larger than a nickel
- No nose piercing(s)
- No ear lobe gauge(s)

The dress code and grooming standards shall be enforced. This is by the order of Commanding Officer Sandra M. Russell.

Please keep in mind that Property Division *is* a place of business. You will come into contact with Department employees and the public.

605.20 HAIR STANDARDS –

GENERAL. All employees shall maintain their hair in a neat, clean, and well-groomed manner to reflect a professional and businesslike appearance. Unacceptable hair styles include, but are not limited to, a design(s) sculpted into the hair or wearing long hair over a shaved (to scalp) portion of the head. Dyeing or highlighting the hair is acceptable provided it is consistent with a natural hair color, without obvious blocks, patterns or spots of color.

Note: Color sheens and overdyes are not acceptable.

605.22 HAIR STANDARDS - UNIFORMED.

Uniformed Male Employees. Male employees shall maintain their hair properly trimmed and at least moderately tapered. The hair shall not extend below the top of the shirt collar, cover any portion of the ear, and shall not interfere with the employee's vision. Sworn male employees shall ensure that their hair does not interfere with the proper wearing of the uniform hat or the prompt and proper placement of protective head and/or face gear.

Uniformed Female Employees. Female employees shall arrange their hair so it does not extend below the bottom edge of the shirt collar. It shall not interfere with the employee's vision and shall not be arranged in a way that would be advantageous for a suspect to grab, such as in a ponytail. Sworn female employees shall ensure that their hair does not interfere with the proper wearing of the uniform hat or the prompt and proper placement of protective head and/or face gear.

Uniformed females who are not field certified shall maintain their hair so as to present a neat appearance consistent with the type of duty performed.

605.25 HAIR ORNAMENTATION.

Male Employees. Male employees shall not wear hair ornamentation.

Female Employees. Female employees in plainclothes assignments may, to facilitate compliance with the Department's general hair standards, wear businesslike hair ornamentation. Female uniformed employees shall not wear hair ornamentation.

Hair control devices. Inconspicuous hair-control devices such as cloth-covered rubber bands (not to exceed one-quarter inch in diameter) and plain hairpins or clips may be used to comply with department standards. Hair-control devices shall not interfere with the prompt and proper placement of protective head and/or face gear. Hair-control devices shall either be black or consistent with the employee's hair color and shall in no way detract from an employee's uniform appearance.

605.30 GROOMING STANDARDS - SWORN AND UNIFORMED CIVILIAN EMPLOYEES.

Sideburns. Sideburns shall not extend beyond a point even with the bottom of the ear lobe and shall extend in a clean shaven, horizontal line. The flare (terminal portion of the sideburn) shall not exceed the width of the main portion of the sideburn by more than one fourth of the unflared width. Sideburns shall be trimmed and neat in appearance.

Mustaches. Male employees may wear a short and neatly trimmed mustache of natural color. Mustaches shall not extend below the vermillion of the upper lip or below the corners of the mouth and may not extend to the side more than one-half inch beyond the corners of the mouth.

Beards. Employees shall be clean shaven when reporting for duty. Beards shall be permitted only when required by the nature of the assignment or for a bona fide medical condition. To request a medical exemption to wear a beard, the employee shall provide his commanding officer with the following:

A doctor's note from the employee's personal physician stating the employee needs a medical exemption from shaving; and,

A completed Authorization for Release of Medical Information, Form OHSD MR 101.

The employee shall be available to be examined by the City of Los Angeles Personnel Department, Occupational Health Services Division (OHSD), as directed by Medical Liaison Section, Personnel Division to determine and approve of the exemption status.

The employee's commanding officer shall forward the doctor's note and the completed Authorization for Release of Medical Information via Intradepartmental Correspondence, Form 15.02.00, to the Commanding Officer, Personnel Division. Medical Liaison Section, Personnel Division, will contact OHSD regarding the request for a disability/medical accommodation.

Department employees who have received a medical exemption that precludes them from shaving, have been accommodated by the Department, and do not have any duty-related restrictions, may be used in a full-duty uniformed capacity. The employee's beard shall be neatly trimmed and not longer than one-quarter inch in length.

605.70 ORNAMENTATION.

Sworn Female Employees. Sworn female employees may wear a single matched pair of earrings, one earring on each earlobe. The earrings shall be conservative, professional, and businesslike in appearance. Sworn female employees may wear one conservative ring on each hand (engagement and wedding ring when worn on the same finger count as one ring), a conservative wristwatch, a conservative necklace and bracelet, a religious ornament, a Police or Military "Killed In The Line of Duty" remembrance bracelet and a medical alert necklace and/or bracelet. Sworn female employees shall not wear any other type of visible body ornamentation such as, but not limited to, multiple earrings in each ear, nose studs, nose or eyebrow rings, tongue studs or rings, or lip studs or rings.

Sworn Male Employees. Sworn male employees may wear one conservative ring on each hand, a conservative wristwatch, a conservative necklace and bracelet, a religious ornament, a Police or Military "Killed In The Line of Duty" remembrance bracelet and a medical alert necklace and/or bracelet. Sworn male employees shall not wear any other type of visible body ornamentation such as, but not limited to, earrings, nose studs, nose or eyebrow rings, tongue studs or rings, or lip studs or rings.

605.90 VISIBLE TATTOOS AND BRANDINGS.

Sworn Department uniformed and plainclothes employees, while on-duty, shall not display any tattoo(s) and/or branding(s). Officers shall cover all tattoo(s)/branding(s) by wearing an authorized long-sleeved uniform shirt if in uniform or if in business attire, the business attire shall cover all tattoo(s)/branding(s) with the following exceptions:

- If an officer has a visible tattoo(s)/branding(s) that does not extend below the elbow, the officer may wear a black or flesh-colored sleeve or bandage that does not extend below the elbow; and/or,
- If an officer has only one tattoo/branding covering an area three-inch square or less that is visible on the arm, the officer may, instead of wearing a long-sleeved shirt, cover that area with only one patch, of a color as close to the wearer's skin color as is reasonably available. The patch used for this purpose may not exceed three-inch square in size. However, if the tattoo/branding is below the elbow area and cannot be covered by a three-inch square skin patch, the officer shall wear the long-sleeved uniform shirt or business attire, as appropriate for the assignment.

The intent is that no tattoo(s)/branding(s) shall be visible and that no more than one three-inch square skin patch shall be visible on each arm. If a sleeve/bandage is used, it shall not extend below the elbow.

606. WEARING OF UNIFORM.

606.10 WHO SHALL WEAR UNIFORM. All employees regardless of rank shall wear the prescribed uniform and personal equipment during their tours of duty.

606.40 MIXED CLOTHING. Employees shall wear only the uniform specified for their particular rank and assignment. Civilian clothing shall not be worn with any distinguishable part of the uniform when in public view.

\$50,000 to \$500,000. The selected plan pays the full coverage amount for loss of life, and a percentage of those amounts for other covered losses.

6. Dependent Care Reimbursement Account

This program allows employees to set aside a portion of salary into a tax-advantaged account for day care expenses for a child, elderly parent, or disabled spouse. The amounts set aside in this account are subject to Federal limits which may change annually.

- 7. Healthcare Flexible Spending Account (FSA)** – This program allows employees to set aside a portion of salary into a tax-advantaged account for certain qualifying out-of-pocket health expenses. The amounts set aside in this account are subject to Federal limits which may change annually.

- 8. Employee Assistance Program (EAP)** – The City offers an Employee Assistance Program to provide employees with confidential counseling, education and referral services. The EAP is available 24 hours a day, seven days a week.

B. RETIREMENT/PENSION BENEFITS

1. LOS ANGELES CITY EMPLOYEES' RETIREMENT SYSTEM (LACERS)

Full-time Civilian City employees who meet all eligibility requirements are members of the Los Angeles City Employees' Retirement System (LACERS), a defined benefit retirement system. To learn more about LACERS benefits, please visit their website at www.lacers.org.

2. LOS ANGELES FIRE AND POLICE PENSIONS (LAFPP)

Sworn Police Officers and Firefighters are members of the Los Angeles Fire and Police Pensions (LAFPP) system, a defined benefit retirement system. To learn more about LAFPP benefits, please visit their website at

<http://www.lafpp.com/LAFPP>.

C. SUPPLEMENTAL RETIREMENT BENEFITS (DEFERRED COMPENSATION PLAN)

In addition to your primary retirement benefits offered through LACERS or LAFPP, the City also offers a voluntary supplemental retirement savings program, the Deferred Compensation Plan. This program provides opportunities to defer current income into a retirement savings account. These benefits, in combination with LACERS or LAFPP benefits, can help employees achieve future retirement income security. Participants may contribute on a pre-tax and/or after-tax (“Roth”) basis – both offer distinct tax-advantaged benefits. Upon retirement or separation from service participants have the ability to convert their accounts into lifetime income streams or take other types of distributions. To learn more, please visit the City’s Plan website at www.cityofla457.com

D. COMPENSATED LEAVE BENEFITS

1. HOLIDAYS

You are entitled to the paid holidays listed below. When a holiday falls on a Sunday, the Monday immediately following is considered the holiday. When a holiday falls on a Saturday, the Friday directly preceding is considered the holiday.

<u>HOLIDAY</u>	<u>DATE</u>
New Year’s Day	January 1
Dr. Martin Luther King Jr. Birthday	3 rd Monday in January
President’s Day	3 rd Monday in February
Cesar Chavez Day	Last Monday in March
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 st Monday in September
Columbus Day	2 nd Monday in October
Veterans’ Day	November 11
Thanksgiving Day	4 th Thursday in November
The day after Thanksgiving Day	4 th Friday in November
Christmas Day	December 25
Floating Holiday(s)*	1 (8-hour) day

*Some MOU’s permit two floating holidays.

2. VACATION LEAVE

Vacation benefits are provided to City employees upon completion of twelve consecutive months of employment entitles you to eleven days of vacation. The following chart outlines the accrual of vacation leave for varying years of City service.

Years of Service Completed	Number of Vacation Days	Monthly Accrual Rate In Hours/Minutes
1	11	7.20
5	17	11.20
13	18	11.20
14	19	11.20
15	20	11.20
16	21	11.20
17	22	14.40
18	23	14.40
19	24	16.00
25	25	16.40

3. LEAVES OF ABSENCE

Following are the most common types of leaves resulting in employees being absent from work. All requests for a leave of absence must be approved. For more information, refer to Section 25, Leaves of Absence, in the Policies of the Personnel Department:

<http://per.lacity.org/pdf/Policy.pdf>

1. **Sick Leave** - The Los Angeles City Administrative Code and an employee's Memorandum of Understanding (MOU) establish sick leave benefits. To qualify for sick leave benefits, new employees must complete a period of six consecutive months of service and 1,040 compensated hours. Following the completion of the qualifying period, employees accrue 8 hours of 100% sick leave per month until January 1 of the following year. Each January 1, qualified employees are awarded 96 hours of 100% sick leave, and 40 hours of 75% sick leave.

INFRASTRUCTURE

Airport
Building & Safety
Emergency Management
Fire
Harbor
Planning
Police
Public Works
Transportation
Water and Power

"PEOPLE" SERVICES

Aging
Animal Services
Convention Center
Cultural Affairs
Economic and Workforce Development
El Pueblo
Housing and Community Investment
Library
Neighborhood Empowerment
Recreation & Parks
Zoo

SUPPORT

Ethics Commission
Finance
General Services
Information Technology
Fire and Police Pensions
Personnel
Los Angeles City Employees' Retirement System

You are encouraged to visit the individual Department websites to learn more about their specific programs and services offered.

II. POLICIES AND PROCEDURES

In this handbook, you will become familiar with the array of policies and procedures established to regulate employment-related issues.

A. POLICIES

1. Employee Victims of Domestic Violence and Abuse

The City of Los Angeles, as an employer, promotes a work environment that is supportive of victims of domestic violence and is sensitive to the effects of domestic abuse. Assistance is readily available to all employees in this area. Should you need assistance, contact your supervisor and/or your department personnel section.

<http://per.lacity.org/eeo/dpolicy.pdf>

2. **Equal Employment Opportunity**

The City of Los Angeles has a long history of being an equal employment opportunity employer, and is committed to ensuring all employment practices are based on merit. We are all responsible for upholding that commitment. If you feel that you have been the victim of discrimination, please contact your departmental personnel officer or the Personnel Department Office of Discrimination Complaint Resolution (ODCR).

<https://docs.google.com/a/lacity.org/spreadsheet/pub?key=0Aod9uXPnwHC9dGRzUHN4QXdYTU9tVzZSbHIFVViOUE&single=true&gid=5&output=html>

<http://per.lacity.org/EEO/DiscriminationComplaintProcedure.pdf>

3. **Discrimination-Free Workplace**

The City of Los Angeles has a longstanding non-discrimination policy, which recognizes that all employees have a right to a workplace free from discriminatory actions, language or images. Consequently, any form of discrimination is strictly prohibited. For assistance, contact your immediate supervisor, department personnel section, and/or Personnel Department Office of Discrimination Complaint Resolution.

<http://per.lacity.org/eoo/discrim.pdf>

4. **Sexual Harassment**

Sexual harassment is illegal and **will not be tolerated in the City**. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. The City's policy promotes and helps maintain a working environment free of sexual harassment, intimidation, and coercion. Contact your department sexual harassment counselor and/or the Personnel Department Citywide Sexual Harassment Awareness Coordinator for assistance.

<http://per.lacity.org/eoo/sexharas.pdf>

5. **Sexual Orientation Discrimination**

Discrimination is prohibited on the basis of one's actual or perceived sexual orientation, including actual or perceived heterosexual,

lesbian, gay, or bisexual orientation, or gender identity, or gender expression. Discrimination and harassment on the basis of sexual orientation is illegal and will not be tolerated in the City. Contact your department personnel section and/or Personnel Department Sexual Orientation Discrimination Counselor for assistance.

<http://per.lacity.org/EEO/SexualOrientationComplaintProcedure.pdf>

6. No Hazing Policy

The City has a zero tolerance policy for any acts of hazing of fellow employees. Employees who engage in hazing acts, and supervisors who knowingly fail to act to prohibit, prevent, or investigate them, will be subject to appropriate disciplinary action, up to and including termination of employment, consistent with applicable Civil Service and personnel rules. If you believe that you have been a victim of hazing, contact your department's Equal Employment Opportunity coordinator and/or the Personnel Department Office of Discrimination Complaint Resolution (ODCR) for assistance.

<http://per.ci.la.ca.us/EEOD/hazing.pdf>

7. Americans with Disabilities Act/Reasonable Accommodations

The City is committed to providing equal employment opportunity to individuals with disabilities by ensuring that selection and employment practices include efforts to reasonably accommodate medically restricted employees by fully complying with Federal and State laws. Should you be in need of an accommodation, contact your immediate supervisor, department personnel section, and/or Personnel Department Citywide Disability Discrimination and Reasonable Accommodation Counselor.

<http://per.ci.la.ca.us/EEOD/Reasonable%20Accommodation%20Guideline%20-%20Final%20061809.pdf> (guideline)

http://per.lacity.org/eeo/exec_pe1.pdf (ed pe-1)

8. Lactation Accommodation Policy

The City of Los Angeles recognizes the need to promote a work environment that is supportive of breastfeeding employees who wish to continue nursing their children when they return to work.

Allowing employees to express milk at work is beneficial not only to the employee, but also the employer and the community. Should you be in need of an accommodation, contact your immediate supervisor and/or the Department's Reasonable Accommodation Coordinator.

<http://per.ci.la.ca.us/EEOD/LactationAccommodationPolicy2011.pdf>

9. **Drug-Free Workplace**

In accordance with the Federal Drug-Free Workplace Act of 1988, the City of Los Angeles is committed to providing a drug-free workplace for its employees. Thus, the use of drugs in the workplace or reporting to work under the influence is strictly prohibited.

10. **Workplace Violence**

The City of Los Angeles is committed to ensuring the safety and security of its employees, customers, and visitors. Threats, threatening behavior, or acts of violence against an employee, a customer, a visitor, or any other individual cannot and will not be tolerated.

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly.

<http://per.lacity.org/eeo/violence.htm>

<https://docs.google.com/a/lacity.org/spreadsheet/pub?key=0Aod9uXPnwHC9dGRzUHN4QXdYTU9tV2ZSbHlFVVViOUE&single=true&gid=6&output=html>

11. **Smoking**

The City has adopted smoking ordinances regulating places of employment and designating facilities in City buildings as non-smoking areas. For reasons of safety, public relations, and other concerns, smoking is prohibited in all City-owned or leased buildings and in City vehicles. Ask your supervisor how these ordinances apply to your job environment.

B. PROCEDURES (RULES)

1. City Charter

The Los Angeles City Charter, revised July 1, 2000, defines the City, its powers, the services, restrictions, laws, boundaries, and relationship to other governmental entities and functions of City government.

<http://www.amlegal.com/library/ca/losangeles.shtml>

2. Administrative Code

The Administrative Code (also referred to as Ad Code) of the City of Los Angeles was enacted and is amended by the adoption of City Ordinances. The Ad Code assists City offices, departments and other governmental agencies in their functions, and serves as the official source of information regarding the ordinances enacted by the City of Los Angeles regulating its administrative processes.

<http://www.amlegal.com/library/ca/losangeles.shtml>

3. Memoranda of Understanding

A Memorandum of Understanding (MOU) is a signed labor agreement between employee bargaining units (unions) and the City of Los Angeles (represented in negotiations by the City Administrative Officer.) Consult with your department's personnel section to determine your bargaining unit and specific MOU.

<http://cao.lacity.org/MOUs/>

The following bargaining units are accessible on the Internet:

American Federation of State, County, and Municipal Employees

<http://www.afscme36.org/>

Engineers and Architects Association

<http://eaaunion.org/>

International Brotherhood of Electrical Workers

<http://www.ibewlocal18.org/>

Laborer's International Union of North America

<http://www.liuna777.org>

4. **Civil Service Rules - Civil Service Commission**

The Civil Service Commission has oversight of the City's Civil Service System in accordance with Article X of the Charter. It has the power and duty to make changes to and enforce the Civil Service Rules. Additionally, the Commission hears and acts upon matters such as appeals from discharge or suspension, discrimination complaints, employment disqualifications, reinstatements and restorations, and examination protests.

<http://per.lacity.org/pdf/CSVCRules.pdf>

5. **Policies of the Personnel Department**

The guidelines established by the City of Los Angeles concerning employment are found in the Policies of the Personnel Department. These policies address, in detail, topics such as the examination process, appeals and disqualifications, eligibility lists, types of positions, transfers, and discipline.

<http://per.lacity.org/pdf/Policy.pdf>

6. **Department Working Rules**

Familiarize yourself with your department's working rules. These are the internal rules and regulations that govern your department's functions and your individual responsibilities. Your supervisor can be a helpful source.

7. **Probationary Period**

This is the working test period for new employees to demonstrate their fitness for the job. The probationary period for most employees is six months; management-level employees serve a one-year probation. For additional information, speak with your immediate supervisor or contact your department's personnel section.

8. **Performance Evaluations**

Supervisors routinely evaluate the work performance of employees for the purpose of maintaining the highest level of work standards possible. The six-month probationer is typically evaluated at the end of the second and fifth month, while the twelve-month

probationer at the third, seventh and tenth month. Upon completion of probation, it is expected that the performance evaluation will be conducted annually.

III. EMPLOYEE RIGHTS AND RESPONSIBILITIES

In your role as employee, you have an obligation to effectively carry out the assigned job duties. The City Team is only victorious when every employee meets their obligation by complying with the rules and regulations and successfully completing their duties. Your journey will allow you the opportunity to work successfully on a team. Below are some key responsibilities critical to your City success.

A. ATTENDANCE

The most important responsibility you have as a Los Angeles City employee is your attendance. You may be the best employee, but if you don't come to work no one will ever know it. You are required and expected to report to work on time. If you are going to be late or absent, notify your supervisor either by telephone within the first half hour of work and on each day of absence thereafter, unless you have made other arrangements with your supervisor.

B. DISCIPLINE / EMPLOYEE CONDUCT

As a City employee, you are expected to adhere to all rules and regulations, as well as accurately perform the job functions in a timely manner. Inappropriate and/or unacceptable behavior will not be tolerated. If you engage in inappropriate or unacceptable behavior, you will be subjected to discipline, which may include an oral warning, written reprimand, suspension, or discharge.

In addition, City employees are to conduct themselves in a professional and courteous manner at all times. You are not to engage in any conduct or activities that reflect unfavorably upon or conflict with the best interest of the City of Los Angeles. You are expected to do your part to ensure that the work environment is free from inappropriate and/or discriminatory actions, language, and images, as well as demonstrate sensitivity and respect for others.

For a more detailed review of the City's disciplinary standards, you may refer to the Policies of the Personnel Department, Guide to Disciplinary Standards, 33.2.

<http://per.lacity.org/pdf/Policy.pdf>

C. ETHICS

City employees are to refrain from taking part in any activity that may be in conflict with the best interest of the City. An example of this would be to use City

CUSTOMER SERVICE TRAINING POINTS

WHEN APPROACHING THE COUNTEER

Greet the individual in a professional manner.
Ask how you may assist the individual.
Remember to be confident, clear and courteous.
Voice inflection and tone are important factors to remember in communication.

****A smile does not hurt, in fact, it will give the impression you enjoy your work and are eager to be of assistance.****

APPEARANCE

Uniforms should be clean and pressed. Badges, nameplates and rank insignia should be on the uniform per the Department Manual.
Professional appearance should be maintained.

TELEPHONE COURTESY

Answer promptly.
Speak slowly and distinctly.
Greetings should include rank, name and division.
Ask how you may assist the individual.
Listen.
Listen.
Listen.
Provide the requested information, if possible.
Thank the caller and replace the receiver gently.

Property Division

****If you must transfer a call, give the caller the phone number you will be transferring them to.****



Providing Good Customer Service

A major portion of our duties and responsibilities in Property Division revolve around providing good customer service. Those individuals we come in contact with, from Department employees to the general public, are our customers. Property Division provides a number of services to our customers from assisting with bookings to getting property back to its rightful owner.

It is therefore extremely important that we maintain a positive and professional attitude in all our contacts. Whenever you come in contact with a customer, you have an opportunity to make a difference. Experts call this opportunity a "Moment of Truth," a chance to influence the customer. Moments of truth are those instances when customers have the opportunity to be impressed or distressed with the quality of your service. Although every employee in the City can be involved in a moment of truth, front-line employees have the greatest potential for making these impressions.

Be mindful of this when anyone walks into your work location or when you answer the telephone. People will take note of your appearance, your facial expression, your attitude, voice inflection and tone. You will be communicating even before you have uttered a word. Remember the Seven Cs of Customer Service be **C**ourteous, **C**lear, **C**ondition, **C**oncise, **C**onstructive, **C**onversational and **C**onsiderate. *

Effective customer service includes listening carefully to the customer's needs, acknowledging what they have to say, empathizing with their situation, acting on requests, explaining the why of a situation and being creative in problem-solving.

Poor Customer Service

EXAMPLE: "There is no reason to be short with me. I have rules to follow. I am sorry you don't like it, but it is our policy...Next please."

Good Customer Service

EXAMPLE: "I completely understand your feelings. Here is what I can do, and bear with me while I check with my supervisor for any options that I'm not aware of."

Customer contacts occur generally in person and on the telephone. When someone comes in to your work location, they expect and should see a professional. Your uniform should be clean and pressed. Your badge, nameplate and rank insignia (when applicable) should be on your uniform in the manner specified by the Department Manual, as well as your personal grooming (Vol. 3 Sections 601 to 670). In addition, part of providing a good public image is to ensure that your work area is not cluttered or in disarray.

TELEPHONE ETIQUETTE

When answering the telephone, the following guidelines should be followed:

- 1) Telephones are for business related matters. Personal use shall be kept to a minimum.
- 2) Efforts should be made to answer the telephone expediently. It is preferable to answer on the first ring, but the telephone should definitely be responded to by the

third ring. Every effort should be made to have someone available during business hours to answer any telephone line dedicated to the functions of your office or position. No telephone should be allowed to ring incessantly regardless of what office or desk it is on. It should be answered and a message taken.

- 3) Use the appropriate greeting when answering the telephone (Good Morning, Good Evening etc), followed by identification of your location and organizational unit (Central Property, Valley Property Harbor Property etc), your name and rank (Property Officer Webb, Senior Property Officer Morgan etc). Finally, offer assistance to the caller (May I help you?).
- 4) Avoid keeping a caller waiting. If you must put a caller on hold, occasionally come back on the line to assure the caller that the call will be handled. Have a pad of paper and pen or pencil ready to write important information. When addressing the callers use the appropriate title (Mr., Mrs., Ms etc).
- 5) If you need to transfer a caller to another extension, be sure to advise the caller that you will be transferring the call and let him/her know what location they are being transferred to and the telephone extension in the event the call is not successfully transferred.

Office Etiquette & Office Manners Pertains to conducting yourself respectfully and courteously in the new open space environment - - first impressions are important! **GOOD OFFICE ETIQUETTE IS EASILY ACHIEVED BY USING COMMON COURTESY!**

Office Space Etiquette

Keep your personal workspace clean and neat at all times. Generally, less is better. Use discretion when displaying personal items so as not to overdo, clutter and obstruct your work area.

Use shared areas w/respect and courtesy. Clean up after you have used the break rooms, conference rooms, coffee-copy rooms and other shared areas, i.e. the restrooms! Wash and return all kitchen items to their proper place, clean up spills and wipe countertops and tables, as needed. When leaving food items in a shared refrigerator, mark all items w/your name and date. **REMOVE ALL ITEMS AT THE END OF YOUR WORK WEEK!**

Maintain all shared items in "like new" condition and, return borrowed supplies. Leave the photocopier in working condition and fill empty paper trays. If a machine stalls or jams - take time to undo the jam and, if need be, alert the proper person to attend to the problem.

We all expect and want to be able to use items and equipment when needed, so be sure to take back borrowed stapler, stapler remover, scissors, etc.

Conversation Etiquette

Monitor the volume in your conversations. Be sensitive to how loudly you may be speaking. Consider lowering your voice whenever speaking in person, or on the telephone.

Keep personal telephoned conversations brief and at a minimum. Be ever mindful that others are nearby, and that is a place of business. Do not use the company telephone, FAX or email for any inappropriate or personal matters.

Respect privacy and keep all workplace conversations professional.

Share professional information, not gossip. Only discuss personnel matters directly w/specific individuals, superiors and management.

Be sensitive to scents and smells surrounding you, i.e. cologne, perfume, fresh flowers or potpourri - check with co-workers before putting in place. Avoid foods w/strong smells or

aromas that will travel throughout the office! Dispose of empty food containers in the break room trash bins.

Place of business. Do not use the company telephone, FAX or email for any inappropriate or personal matters.

Respect privacy and keep all workplace conversations professional.

Share professional information, not gossip. Only discuss personnel matters directly w/specific individuals, superiors and management.

Be sensitive to scents and smells surrounding you, i.e. cologne, perfume, fresh flowers or potpourri - check with co-workers before putting in place. Avoid foods w/strong smells or aromas that will travel throughout the office! Dispose of empty food containers in the break room trash bins.



LYNN PERREY
1-800-622-6000

LAPD
ANALYZED
EVIDENCE



LOS ANGELES POLICE DEPARTMENT
PROPERTY DIVISION

Signed _____
Ser. No. _____
Date _____

LOS ANGELES POLICE DEPARTMENT

Signed _____
Ser. No. _____
Division _____
Date _____

SID

Signed _____
Ser. No. _____
Date _____

LAPD
ANALYZED
EVIDENCE





ALTERNATIVE
1-800-855-0000

LAPD
ANALYZED
EVIDENCE



LOS ANGELES POLICE DEPARTMENT
PROPERTY DIVISION

Signed _____
Ser. No. _____
Date _____



SID

Signed _____
Ser. No. _____
Date _____

LAPD
ANALYZED
EVIDENCE

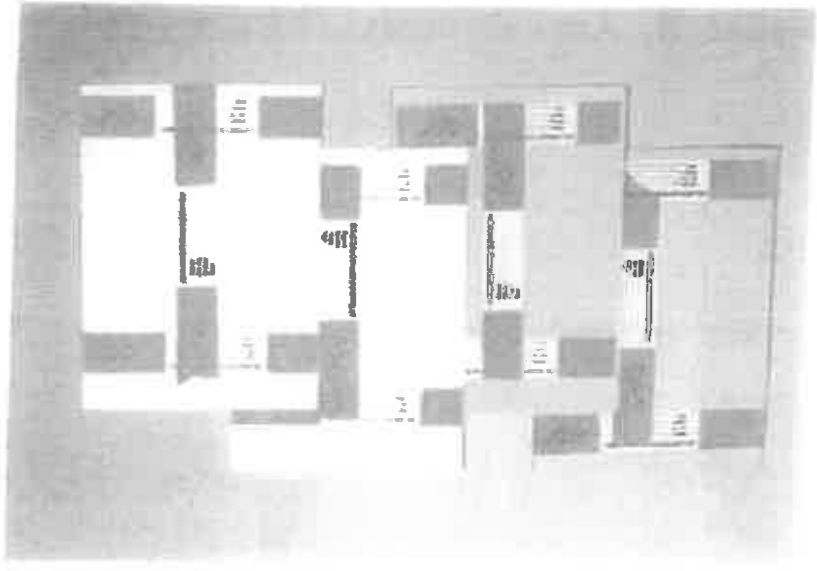
LOS ANGELES POLICE DEPARTMENT

Signed _____
Ser. No. _____
Division _____
Date _____



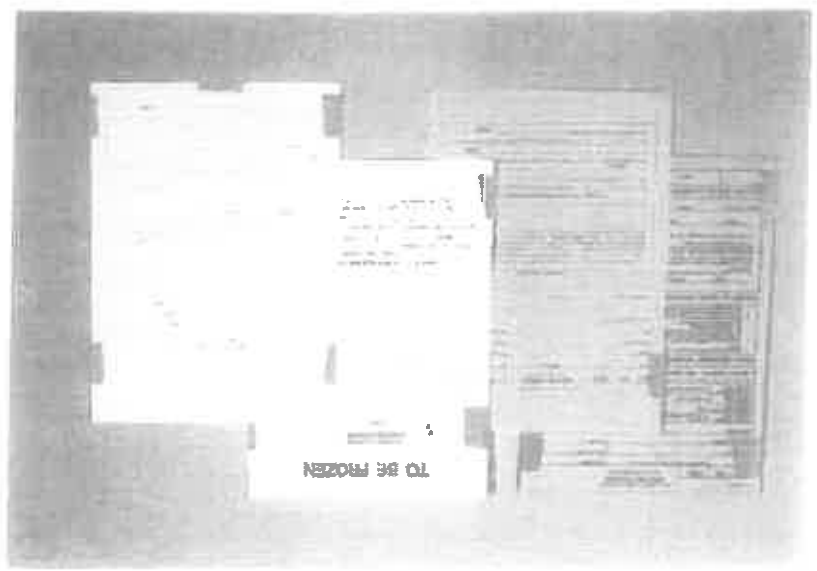
2

1



2

3



1

33

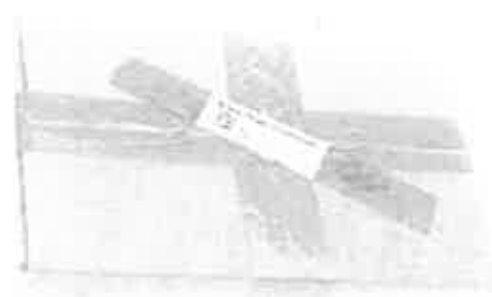
1



2



3



10-12-00 (2580)

ANALYZED EVIDENCE - NARCOTICS

DATE ORIGINAL PROPERTY BKG		DR NUMBER	BIN NO.
NAME BOOKED TO (LAST NAME FIRST)			BOOKING NO.
CHARGE	<input type="checkbox"/> FELONY <input type="checkbox"/> MISDEMEANOR	AREA OF ARREST	
EMPLOYEE BOOKING PROPERTY	SERIAL NO.	DIVISION	
DESCRIBE CONTENTS BRIEFLY			
DATE PROPERTY BOOKED INTO PROPERTY DIV. / S.I.D.			

10-13-01 (2580)

NON-EVIDENCE

DATE ORIGINAL PROPERTY BKG		DR NUMBER	BIN NO.
NAME BOOKED TO (Last Name First)			BOOKING NUMBER
EMPLOYEE BOOKING PROPERTY	SERIAL NO.	DIVISION	
DESCRIBE CONTENTS BRIEFLY			
DATE PROPERTY BOOKED INTO PROPERTY DIV. / S.I.D.			

10-12-00 (2580)

ANALYZED EVIDENCE - CLIMATE-CONTROLLED

DATE ORIGINAL PROPERTY BKG		DR NUMBER	BIN NO.
NAME BOOKED TO (LAST NAME FIRST)			BOOKING NO.
CHARGE	<input type="checkbox"/> FELONY <input type="checkbox"/> MISDEMEANOR	AREA OF ARREST	
EMPLOYEE BOOKING PROPERTY	SERIAL NO.	DIVISION	
DESCRIBE CONTENTS BRIEFLY			
DATE PROPERTY BOOKED INTO PROPERTY DIVISION			

LOS ANGELES POLICE DEPARTMENT
PROPERTY DIVISION

Signed _____
Ser. No. _____
Date _____

LAPD
ANALYZED
EVIDENCE

SID

Signed _____
Ser. No. _____
Date _____

LOS ANGELES POLICE DEPARTMENT

Signed _____
Ser. No. _____
Division _____
Date _____



LAPD
ANALYZED
EVIDENCE

LAPD PROPERTY DIVISION
1-800-550-0800





LAPD - PROPERTY DIVISION
STANDARD MARKING OF A CARTON AND BARCODE PLACEMENT

FRONT



BACK: NEED LAST NAME & PKG ID NO.



SIDES (BOTH): NEED LAST NAME & PKG ID NO.



FRONT





LAPD - PROPERTY DIVISION STANDARD MARKING OF PACKAGES AND BARCODE PLACEMENT

6-5-2018 173
DOE 5426846
#1 - CASINGS

PROPERTY DIVISION
PROPERTY DIVISION
PROPERTY DIVISION

6-5-2018
DOE, JOHN
187PC
KIM
999999

18-99-99999
CENTRAL
CENT

DATE STAMP
EVIDENCE
BOOKED INTO
PD

6-5-2018 173
DOE 5426848
#4

PROPERTY DIVISION
PROPERTY DIVISION
PROPERTY DIVISION

6-5-2018
DOE, JOHN
187PC
KIM
999999

18-99-99999
CENTRAL
CENT

DATE STAMP
EVIDENCE
BOOKED INTO
PD

6-5-2018 173
DOE 5426846
#2

PROPERTY DIVISION
PROPERTY DIVISION
PROPERTY DIVISION

6-5-2018
DOE, JOHN
187PC
KIM
999999

18-99-99999
CENTRAL
CENT

DATE STAMP
EVIDENCE
BOOKED INTO
PD

6-5-2018 173
DOE 5426849
#5

PROPERTY DIVISION
PROPERTY DIVISION
PROPERTY DIVISION

6-5-2018
DOE, JOHN
187PC
KIM
999999

18-99-99999
CENTRAL
CENT

DATE STAMP
EVIDENCE
BOOKED INTO
PD

6-5-2018 173
DOE 5426847
#3

PROPERTY DIVISION
PROPERTY DIVISION
PROPERTY DIVISION

6-5-2018
DOE, JOHN
187PC
KIM
999999

18-99-99999
CENTRAL
CENT

DATE STAMP
EVIDENCE
BOOKED INTO
PD

6-5-2018 173
DOE 5426850
#6-10

PROPERTY DIVISION
PROPERTY DIVISION
PROPERTY DIVISION

6-5-2018
DOE, JOHN
187PC
KIM
999999

18-99-99999
CENTRAL
CENT

DATE STAMP
EVIDENCE
BOOKED INTO
PD

MUST HAVE
"TIME"

NOTE

IF WHITE, REFRIGERATE WITH INDICATORS ON THE GREEN, REFRIGERATED AND CLIMATE-CONTROLLED PACKAGES - RESERVE FOR EVIDENCE

6/14/2018

LAPD - PROPERTY DIVISION

NOTE:

AT WHITE TEMPORARY BILL LOCATIONS ON THE PROZEN, REINTEGRATED AND CLIMATE-CONTROLLED PACKAGES. RESERVE FOR ECU



LAPD - PROPERTY DIVISION STANDARD MARKING OF A TAG

Custody Date

Last Name

Package ID Number

Work ID Number

Bin Location

Date Stamp

6-5-2018		DOE EVIDENCE		5426853	
173		6-5-2018		18-01-99999	
DOE, JOHN		8355618		85H005	
187 PC		CENTRAL		CENT	
KIM		99999		#19	
RIFLE					

BACKSIDE OF THE TAG

DOE
5426853
#19

All the dedicated data fields must be filled out by the booking officer

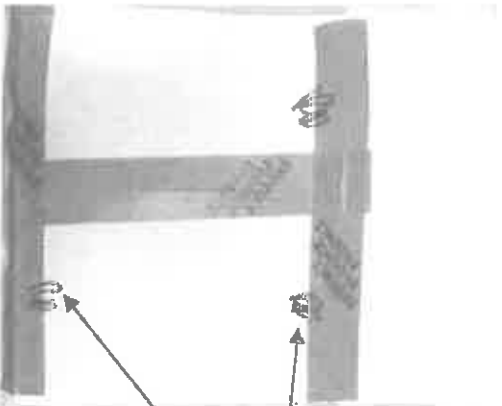
Item Number

- Best practice for Barcode placement is on the article itself.
- > Bike - On the neck.
 - > Long Gun - Lengthwise on the barrel; not wrapped.
 - > Soft cases or bags - On the back of the Evidence Tag.



LAPD - PROPERTY DIVISION

STANDARD MARKING OF SEXUAL ASSAULT EVIDENCE PACKAGE WITH PROPER RED SEALS

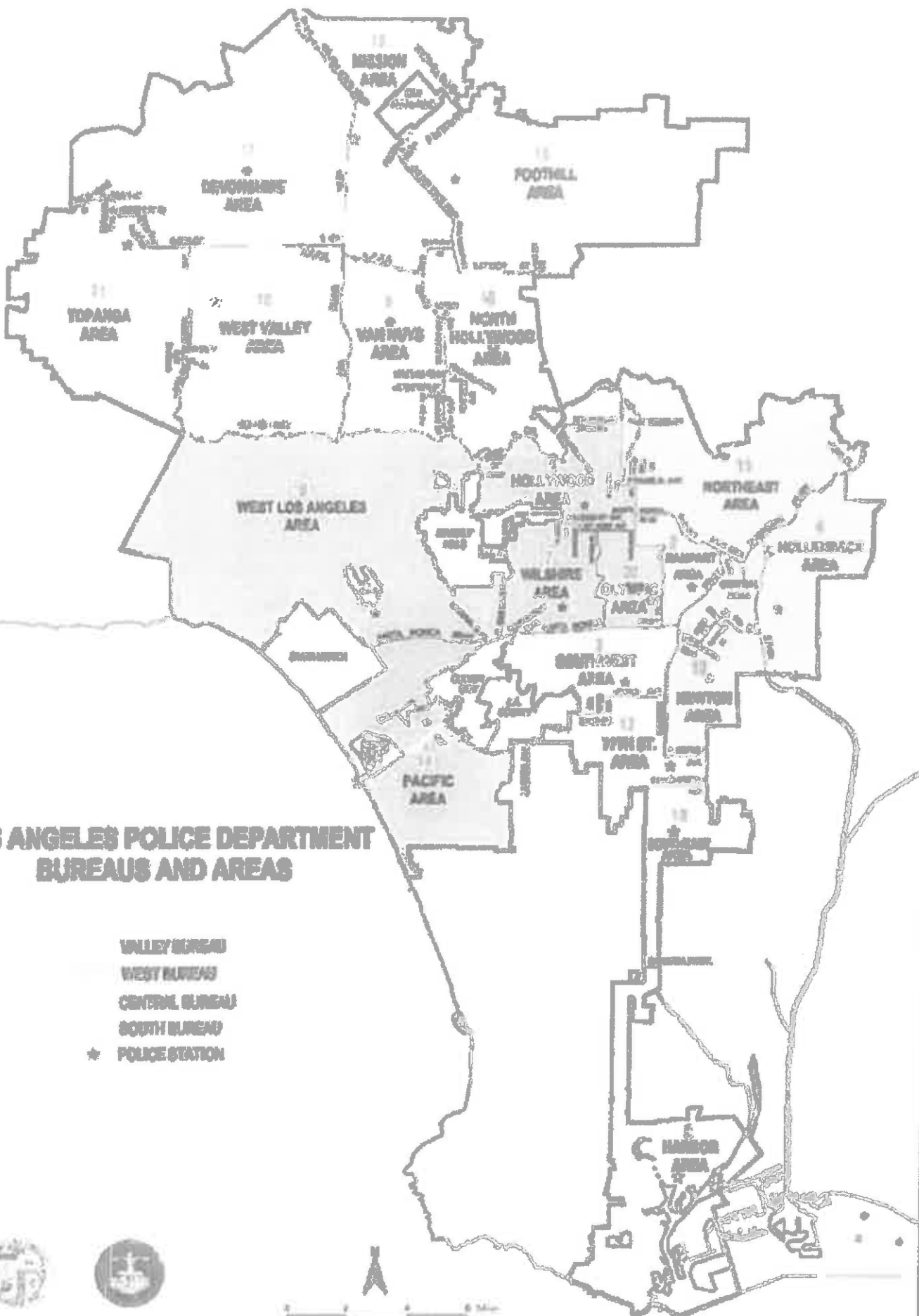


Back of the package must have red seals by hospital or LAPD red seals and signed.

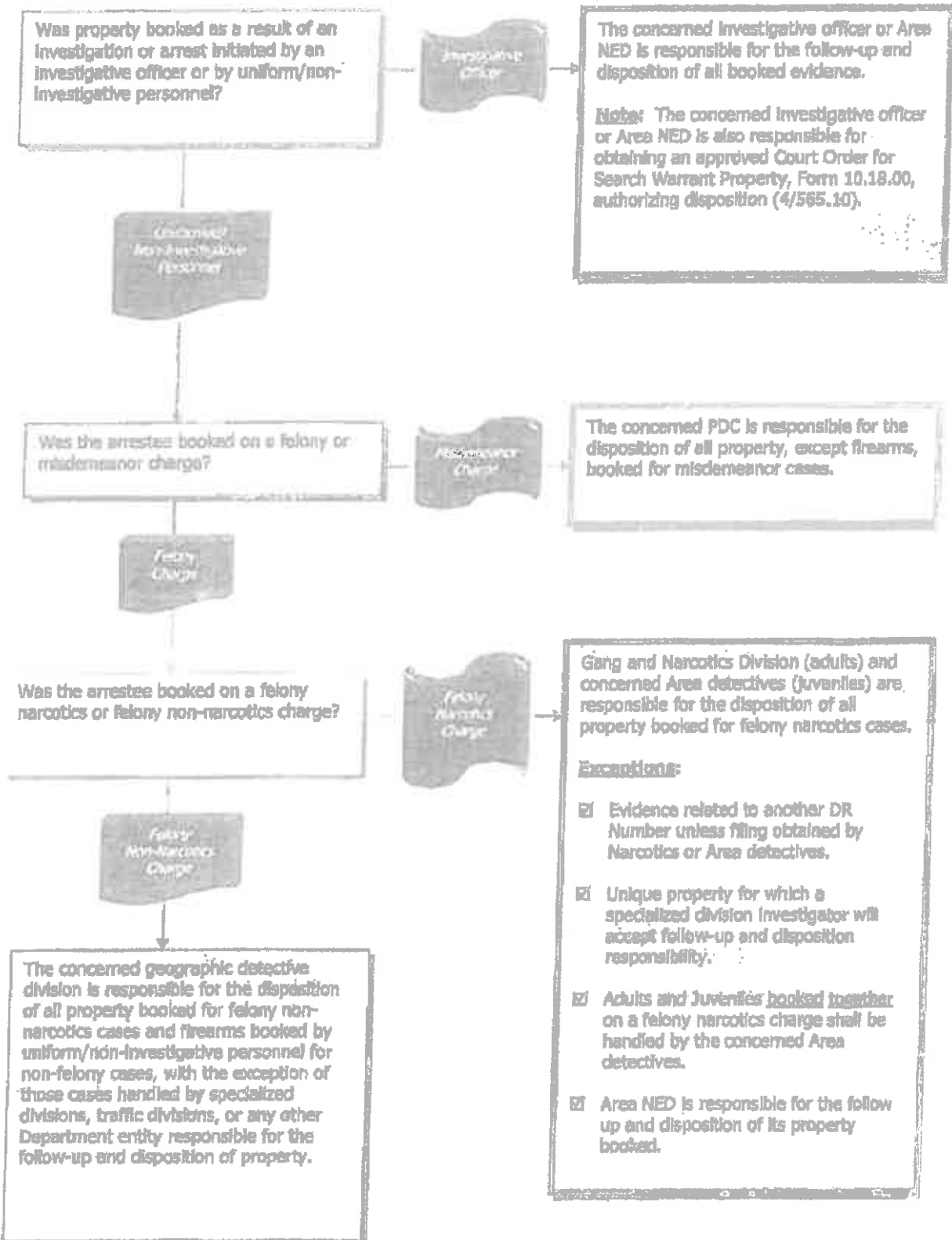
- 1) Victim's name - All the reports except the confidentially report must have first name and last name's initial only.
For example: Jane, D.
- 2) Urine must be package separately from the Sexual Assault Evidence Kit (SAEK) and stored in a freezer.
- 3) Containers need to have full name written.
For example: Doe, Jane
- 4) Victim(s) clothing must be package separately from the suspect and/or other victim(s).
- 5) Frozen and refrigerated items must be booked into Property Division or an Interim Storage freezer/location within six hours of Department custody.

LOS ANGELES POLICE DEPARTMENT BUREAUS AND AREAS

- VALLEY BUREAU
- WEST BUREAU
- CENTRAL BUREAU
- SOUTH BUREAU
- ★ POLICE STATION



Charge-Based Evidence Disposition: 4/550.12



MATERIAL	CONTAINER TYPE	CLASSIFICATION
Non-Prescription Drugs	H - None (Not Applicable)	5B - Poison B
Prescription Drugs (In prescription or manufacturer bottle)	R - Packaged for Retail Sales Q - Plastic Container	5B - Poison B
Bio-contaminated Material or Media	H - None (Not Applicable)	5C - Etiologic Agent (infection)
Fireworks	R - Packaged for Retail Sales or H - None (Not Applicable)	4C - Class C Explosive
Ammunition (Especially Large Quantities)	R - Packaged for Retail Sales (Box) G - Box, Carton, Case (Especially Case Lots) H - None (Not Applicable) A - Metal Container (Ammo Can)	4C - Class C Explosive
Alcoholic Beverages	E - Glass Container G - Box, Carton, Case Q - Plastic Container A - Packaged for Retail Sales	1B - Combustible Liquid 3A - Flammable Material
Compressed Gas Cylinders	J - Compressed Gas Cylinder	1A - Non-Flammable 3A - Flammable Material
Spray Paint & Other Aerosols	A - Packaged for Retail Sale	3A - Flammable Material
Flares	G - Box, Carton, Case H - None (Not Applicable)	3A - Flammable Material
Auto Batteries	H - None (Not Applicable)	2A - Corrosive
Toluene (Chemical)	H - None (Not Applicable if down-graded to LAPD container)	3A - Flammable Material

Quick Guide to DNA Storage Conditions

DNA samples are stable when dried and kept in a cool environment with low humidity.

Climate-controlled storage can be any location that is kept at less than 75 degrees Fahrenheit and less than 60 percent humidity (any air-conditioned storage facility).

Higher temperatures and humidity encourage the growth of bacteria and mold, which destroy DNA.

If for any reason a sample cannot be dried, then it must be kept in frozen storage.

Climate-controlled	Refrigerated	Frozen
<p>Any <i>DRIED</i> evidence that may require DNA analysis - including but not limited to:</p> <ul style="list-style-type: none"> Swabs References (both buccal swabs and blood cards) Clothing Weapons 	<p>Liquid blood references</p>	<ul style="list-style-type: none"> Condoms Unanalyzed SAEKS Urine samples collected during a sexual assault examination Unanalyzed biological slides Biological specimens (e.g. fetal tissue)

OFFICE OF SPECIAL OPERATIONS

NOTICE
18.2

January 4, 2017

TO: All Concerned Personnel

FROM: Assistant to the Director, Office of Special Operations

SUBJECT: DISPOSITION OF MARIJUANA IN POSSESSION OF AN ARRESTEE
LEGAL UNDER THE ADULT USE OF MARIJUANA ACT

On November 8, 2016, California voters approved Proposition 64, also known as the Adult Use of Marijuana Act (AUMA), which legalized the personal possession of marijuana up to 28.5 grams (one ounce) or 8 grams of concentrated marijuana, by individuals 21 years and older. Prior to the passage of AUMA, marijuana was classified as contraband and all marijuana taken into police custody was booked as evidence. The AUMA expressly prohibits any seizure of legally possessed marijuana under California State law.

Possession of marijuana over 28.5 grams or more than 8 grams concentrated remains a violation of California State law and will be booked as evidence in accordance with all current procedures.

If a person taken into custody and booked into a detention facility, is in possession of a legal amount of marijuana, the preferred method of disposition of that marijuana is to:

- Leave the marijuana secured at their residence or locked in the trunk or other secure area of their vehicle; or,
- Give it to a third-party that is at least 21 years of age.

If those options are not feasible, the legal amount of marijuana will be treated as excess property at the time of booking at Custody Services Division, placed in a separate sealed envelope and packaged in a manner similar to the packaging of currency or other valuables.

Exception: Food items containing marijuana will be discarded consistent with current procedures for discarding food items.

At the time of booking the arrestee shall be advised of the following:

- The marijuana is not being seized or being booked as evidence, and will be kept as excess property for no longer than 60 days.
- The marijuana can be retrieved by the arrestee at the time of their release or can be retrieved by a person designated by the arrestee, in accordance with established property release days and times.

Should you have any questions, please contact the watch commander at Custody Services Division, at (213) 356-3440.

BOOKING PROPERTY – FIELD NOTEBOOK DIVIDER

4/505.10 CLASSIFICATIONS OF PROPERTY. Items entered into the Department property system shall be classified as follows:

- * **Evidence** - items which are or may be related to a crime, or which may either implicate or exonerate a person; *or*,
- * **Non-evidence** - property other than evidence or excess personal property; *or*,
- * **Excess (non-evidentiary) Personal Property** - personal property of an arrestee, which cannot be packaged in an *inmate's* property package or purse.

4/510.10 BOOKING EVIDENCE AND NON-EVIDENCE – GENERAL. The employee seizing or taking custody of evidence shall ensure it is properly booked without unnecessary delay.

All property which is to be booked shall be inventoried and listed on the Property Report, Form 10.01.00. The employee seizing or taking custody of a closed container shall open the container prior to booking and conduct an inventory search if its contents cannot be determined from examining its exterior.

Evidence may only be booked by a sworn employee, a Police Service Representative in the course of *his or her* official duties, a detention officer assigned to *Custody Services* Division, or a civilian employee conducting specialized investigative work. Responsibility for booking evidence may be assumed by the detective or the civilian investigative specialist at the scene.

Employees shall book only the quantities of evidence necessary for case prosecution. In instances when the rightful ownership of property can be readily determined, and case prosecution shall not be jeopardized, the property shall be returned to the owner. When appropriate, employees shall utilize photographs in lieu of actual evidence.

Note: If there is a question as to whether or not photographs shall suffice in lieu of actual evidence items, the booking employee should seek the advice of a supervisor or the concerned detective.

Non-evidence shall not be booked into a Department storage facility unless circumstances necessitate booking of the property.

The employee seizing or taking custody of property shall issue a Receipt for Property Taken into Custody, Form 10.10.00 (duplicate copy), to the person relieved of the property (Department Manual Section 4/645.20).

The original Receipt for Property Taken into Custody shall be included as a page of the original Property Report; Release from Custody (RFC) Report Continuation, Form 05.02.08; or Arrest Report, Form 05.02.00, when evidence to be booked is listed.

Evidence and non-evidence shall not be stored in the personal possession of any employee, except certain forgery related evidence (Department Manual Section 4/570.20). One copy of the Property Report, or the RFC Report Continuation, or Arrest Report, shall accompany the property when booked.

Exception: Two copies shall accompany narcotics or firearm bookings.

It is not necessary to issue a Receipt for Property Taken into Custody for blood and urine samples or biological smear specimens taken from an arrestee or the victim of a crime, nor is it necessary to include these items on a Receipt for Property Taken into Custody form used to list other property taken from an arrestee or victim.

When the finding of non-evidence is reported and the finder refuses to relinquish custody of the property to the Department, the interviewing employee shall complete a Property Report, and make a notation on the report that the property is in the possession of the finder.

Note: The assigned detectives (Department Manual Sections 4/510.10 and 4/790) shall ensure that the finder has complied with laws governing found property (Civil Code 1020, 2080.3; Penal Code 485).

The employee booking property shall, if circumstances permit, check identifiable property against the Automated Property System and provide information regarding any reported stolen property in the reports. The booking employee shall notify each detective division handling a case involving the booked property by completing the "Extra Copy To" portion of the reports to ensure notification and report distribution to each detective division.

Note: When an employee recovers property from an area containing more than one person (e.g., cell, holding tank), the employee shall ensure that the detective division responsible for each arrestee is notified using the above-referenced procedure.

Investigative officers within the booking employee's Area should confer with any other entity handling a case involving the booked property to determine responsibility for disposition of the property.

Note: Booking employees shall continue to check all firearms against the Automated Firearms System (Department Manual Section 4/540.30) and attach a copy of the printout to the appropriate report.

4/510.60 PROPERTY IMPROPERLY PRESENTED FOR BOOKING. A Property Officer shall inspect all evidence and non-evidence submitted for booking to ensure the property is:

- * Properly packaged in the smallest available container;
- * Identified correctly; and,

BOOKING PROPERTY – FIELD NOTEBOOK DIVIDER

- * Accurately described on the report.

Property shall not be accepted until the deficiencies are corrected.

Note: The watch commander shall inspect all narcotics evidence submitted for booking and shall ensure the property is properly packaged, identified, and stored in the Area's interim storage area. The watch commander shall cause the evidence to be transferred to Central or Valley Property Section (Department Manual Section 4/510.12).

4/520.10 EVIDENCE BOOKED TO ARRESTEE.

When evidence is known to be related to previously booked evidence, it shall be booked to the same person under the same DR number as originally reported. Item numbers shall start with the next sequential number from the original report. If not related to previously booked evidence, evidence shall be booked to the arrestee whether seized at the time of arrest or subsequent thereto. When two or more persons are arrested at the same time and place, all evidence shall be booked to one arrestee whose name shall appear in the space provided on the Property Report, Form 10.01.00, or Release from Custody (RFC) Report Continuation, Form 05.02.08. Names and information regarding other arrestees and evidence shall appear in the narrative of the report. The report shall designate from whom the various items were seized.

If no arrest has been made, the evidence shall be booked to the victim.

If there is neither an arrestee nor a victim, evidence shall be booked to the owner or possessor of the evidence.

If there is neither an arrestee, victim, owner, nor possessor associated with the evidence, it shall be booked to the Department employee booking the property.

Note: Possessor is defined as someone other than an owner in possession of evidence which is being taken into police custody. Possessor may include the finder of the evidence.

4/520.20 NON-EVIDENCE BOOKED TO OWNER.

Non-evidence shall be booked to its owner. If ownership cannot be determined, it shall be booked to the finder.

Exception: When non-evidence is removed from a vehicle, and the owner of the property is unknown, it shall be booked to the registered owner of the vehicle. When neither is known, it shall be booked to the employee.

4/525.10 PRESERVING PROPERTY – GENERAL.

All property shall be protected from contamination, alteration, destruction, and damage. Employees taking custody of property which they do not know how to preserve shall obtain assistance from Forensic Science Division.

4/515.10 LOCATION BOOKED - GENERAL. Evidence and non-evidence shall be booked in the Area of occurrence. When the Area property room is closed, the property shall be properly packaged and identified, and stored in an interim storage area as designated by the Commanding Officer, Property Division.

Exceptions:

- * Employees working in, or assigned to, Central Area may book property directly into Central Property Section, regardless of the Area of occurrence;
- * Employees working in, or assigned to, Van Nuys Area may book property directly into Valley Property Section regardless of the Area of occurrence;
- * Narcotics and evidence to be analyzed shall be booked into the appropriate evidence courier temporary storage locker and transported to Property Division by the courier (Department Manual Section 4/510.12);
- * Emergency Services Division personnel shall book and store, in designated storage areas, explosives not considered "safe" (Department Manual Section 4/540.20);
- * Evidence connected with Commercial Crimes Division investigations (Department Manual Section 4/515.20);
- * Evidence connected with Burglary Special Section, Commercial Crimes Division investigations (Department Manual Section 4/515.25);
- * Evidence related to a child abuse investigation that is the responsibility of the Abused Child Section, Central Bureau, shall be booked at Property Division (Department Manual Section 4/604.19);
- * Evidence related to a child abuse investigation that is the responsibility of the Abused Child Section, Valley Bureau, shall be booked at Valley Property Section (Department Manual Section 4/604.19);
- * Property requiring analysis or comparison by Forensic Science Division (Department Manual Section 4/510.12);
- * Narcotics-stained currency which is held for checking by the Gang and Narcotics Division K-9 Detail shall be booked at Central or Valley Property Sections; and,
- * Toluene-soaked rags and other evidence open to the air requiring special handling shall be booked at Central or Valley Property Section.

4/515.30 LOCATION BOOKED – EVIDENCE TO FORENSIC SCIENCE DIVISION. Evidence to be examined by Forensic Science Division (FSD), shall be booked into the *Property Division* courier system at the Area location most convenient to the booking employee. The request for analysis shall be made to FSD by the investigating officer. The evidence shall be placed in the appropriate locker: Narcotics/shelf, refrigerator, or freezer.

Exceptions:

- * Items too large for temporary storage lockers;
- * Narcotics seizures in excess of 30 pounds net weight (Department Manual Section 4/540.75);

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- * Explosives not considered "safe" (Department Manual Section 4/540.20);
- * Hazardous chemicals or materials (Department Manual Section 4/212.49);

Note: Compressed gas cylinders shall be booked at Central or Valley Property Sections.

- * Toluene-soaked rags or other evidence open to the air requiring special handling (Department Manual Section 4/515.10); and,

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

- * 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).

These lockers shall not be used for temporary storage of evidence to be booked into the Area property room.

4/505.15 CLASSIFICATIONS OF ANALYZED EVIDENCE. Evidence booked into the Department's property system shall be classified as follows:

- * **Analyzed Evidence - Shelf Storage** – evidence, other than narcotics, that does not require climate-controlled or cold storage [e.g., Gunshot Residue (GSR) kits].
- * **Analyzed Evidence - Climate-Controlled Storage** – All evidence, other than narcotics, that does not require cold storage including dried biological samples [e.g., dried blood/semen/saliva on swabs/fabric or other surfaces and the Sexual Assault Evidence Kit (SAEK)].

Exception: The urine sample from the SAEK is to be refrigerated.

Note: To properly store Climate-Controlled evidence in a temporary property storage room, while awaiting transportation to Property Division, place the green Climate-Controlled Storage envelope in either the refrigerator or the general property locker, if refrigeration is not possible.

- * **Analyzed Evidence - To Be Refrigerated** – Liquid blood and urine samples (including the urine sample from the SAEK).

Note: The urine sample from the SAEK which is packaged separately inside a Los Angeles County/City, Sexual Assault Evidence – Urine Sample envelope, shall then be packaged in an Analyzed Evidence – To Be Refrigerated Envelope, Form 12.51.01, and booked into refrigerated storage.

- * **Analyzed Evidence - To Be Frozen** – Anything that cannot be dried.

- * **Analyzed Evidence – Narcotics.**

4/535.07 PACKAGING ANALYZED EVIDENCE – GENERAL. Evidence to be analyzed shall be packaged in, or tagged with the appropriate Analyzed Evidence Envelopes, Laboratory Envelopes or Analyzed Evidence Tags. Employees booking all types of evidence to be analyzed shall place an Evidence Seal (Red), 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. An Evidence Seal shall be placed on the top surface where the tape ends meet. The Property Booking Guide contains additional information.

Note: The packaging of any item which requires Deoxyribonucleic Acid (DNA) or latent print processing shall be clearly marked "Hold for Touch DNA" or "Hold for Prints" and booked into a Property 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 make a telephonic request to Forensic Sciences Division (FSD) for the analysis and FSD shall make arrangements with Property 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 an Investigation Request, Form 12.01.00, via the Latent Print Unit's (LPU) Incident Tracking System or telephonically. The LPU will either respond to the Area Property Division to process the evidence or make arrangements with Property 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 TID, who shall coordinate the transport (by evidence couriers) for the analysis.

Analyzed Evidence Envelopes:

- * Analyzed Evidence - Shelf Storage Envelope, Form 12.51.00;
- * Analyzed Evidence - To Be Refrigerated Envelope, Form 12.51.01;
- * Analyzed Evidence - To Be Frozen Envelope, Form 12.51.02;
- * Analyzed Evidence - Narcotics Envelope, Form 12.51.03; and,
- * Analyzed Evidence – Climate-Controlled Storage Envelope (Green), Form 12.51.06.

Analyzed Evidence Tags:

- * Analyzed Evidence - Shelf Storage Tag, Form 10.12.03;
- * Analyzed Evidence - To Be Refrigerated Tag, Form 10.12.04;

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- * Analyzed Evidence - To Be Frozen Tag, Form 10.12.05;
- * Analyzed Evidence - Narcotics Tag, Form 10.12.06;
- * Analyzed Evidence - Climate-Controlled Storage Tag (Green), Form 10.12.10;
- * Evidence Seal - Los Angeles Police Department (Red), Form 10.12.07;
- * Evidence Seal - Forensic Science Division/Technical Investigation Division (Yellow), Form 10.12.11; and,
- * Evidence Seal - Property Division (Blue), Form 10.12.12.

COMBINED REPORTING OF EVIDENCE.

The Arrest Report, Form 05.01.00, Investigative Report, Form 03.01.00, or RFC Report, Form 05.02.08, may be used to book evidence as stated in Department Manual Sections 4/216.15 and 4/203.15.

4/216.15 EVIDENCE REPORT COMBINED WITH ARREST REPORT. Evidence booked in conjunction with an arrest may be reported as follows:

If only one arrestee, no firearm booked, and no more than two items of evidence, the face sheet of the Arrest Report, Form 05.02.00, is the evidence report. In this instance, the reporting officer shall:

- † Check the "Evidence" checkbox at top of the report;
- * Complete the "Combined Evidence Report" Section on the report;
- * Enter details relating to the evidence in the narrative; and,
- * Forward a copy of the Arrest Report face sheet with the evidence.

If more than one arrestee, a firearm is booked, or more than two items of evidence, the Property Report, Form 10.01.00, stapled to the Arrest Report face sheet is the evidence report. In this instance, the reporting officer shall:

- * Check the "Combined Evidence" checkbox at the top of the Arrest Report face sheet;

Note: On multiple arrests, this checkbox is checked on *all* Arrest Report face sheets, and the name of the arrestee to whom the evidence is booked is entered immediately below that checkbox on *all* Arrest Report face sheets.

- * Complete the shaded areas of the Property Report, including details and listing of the evidence;
- * Number the Property Report as the last page of the Arrest Report; and,

Exception: On juvenile arrests, the Juvenile Arrest Supplemental Report, Form 05.02.06, followed by the Juvenile Automated Index printout are the last two numbered pages of the Arrest Report (Department Manual Section 4/218.60).

- * Forward a copy of the Property Report, stapled to the Arrest Report face sheet, with the evidence.

Exceptions: A Property Report shall not be combined with an Arrest Report when:

- * The evidence is related to previously booked evidence. In this instance, the evidence shall be booked to the same person (or firm) as on the original Property Report and under the original Division of Records (DR) number. The item numbering shall start with the next sequential number from the original report;
- * Reporting additional license plates. One plate, or set of plates, may be reported using the combined procedure. Additional plates require separate Property Reports with separate DR numbers (Department Manual Section 5/040.56); and,
- * The booking employee's supervisor determines that use of a separate complete Property Report would be a more expedient means of booking the evidence under the given circumstances.

DR Number. A DR number is required for an Arrest Report on which booked evidence is listed.

Completion - Private Person's Arrest. When evidence is booked under the combined procedure, and the arrest is by a private person, the name, serial number, division and detail of the officer booking the evidence shall be entered in the space provided on the Arrest Report face sheet; i.e., the second line of "Reporting Officer(s)."

4/203.15 COMBINED REPORTING. An employee conducting a preliminary investigation may combine the following reports, as appropriate:

- * Combined Crime and Arrest Report (Department Manual Section 4/216.14);
- * Combined Evidence and Arrest Report (Department Manual Section 4/216.15); and/or,
- † Combined Evidence and Investigative Report (IR) when up to three items of evidence are booked, the reporting employee shall:
 - * Check the "Combined Evidence" checkbox at the top of the IR;
 - * Complete the "Combined Evidence Report" section on the face of the IR;
 - * Enter details relating to the evidence in the narrative of the IR; and,
 - * Forward a copy of the IR face sheet with the evidence.
- * Combined Evidence and Investigative Report when a firearm or more than three items of evidence are booked, the reporting employee shall:
 - * Check the "Combined Evidence" checkbox at the top of the IR;

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- * Complete the shaded areas of the Property Report, including details and listing of the evidence;
- * Number the Property Report as the last page of the IR; and,
- * Forward a copy of the Property Report, stapled to the face sheet of the IR, with the evidence.

Exceptions: A Combined Evidence and Investigative Report shall not be used when:

- * The Evidence is related to previously booked evidence;

Note: In this case, a separate Property Report shall be completed in its entirety. The original Division of Records (DR) number shall be used, and the items shall be numbered starting with the next sequential item number.

- * The evidence is booked to other than the primary victim of the IR (i.e., the victim listed at the top of the IR);
- * Reporting additional license plates; and/or,

Note: One plate, or set of plates, may be reported using the combined procedure. Each additional plate, or set of plates, requires a separate report with a separate DR number (Department Manual Section 5/040.56).

- * The booking employee's supervisor determines that the use of a separate complete Property Report would be a more expedient means of booking the evidence under the given circumstances.

4/535.05 PACKAGING PROPERTY – GENERAL.

The outer package of booked property shall be no smaller than a 7-1/2" x 10-1/2" manila envelope. Employees shall use preprinted envelopes when available. Blank envelopes shall have a completed property tag stapled to the front.

Small items shall be wrapped in a bindle and/or placed in a coin envelope. Each coin envelope shall bear the item number and DR number of the related report. Personnel may consider cardboard carton packaging when the evidence is too large to fit into an envelope specified for storage of that type of evidence.

Note: Carton packaging that is used to hold analyzed evidence or other forms of non-analyzed evidence shall have the appropriate evidence tag completed and secured to the outside of the carton.

4/535.10 PACKAGING ALCOHOLIC BEVERAGES.

A container of an alcoholic beverage shall be securely capped and sealed with a completed sealed evidence label. If the container cannot be capped, a sample shall be sealed in an approved evidence bottle, and booked with the original container.

4/535.15 PACKAGING BLOOD SAMPLES (See Department Manual Section 4/343.42).

4/535.20 PACKAGING AMMUNITION.

Each discharged projectile, cartridge case, or misfired cartridge which is submitted to Forensic Science Division (FSD) shall be individually wrapped in soft tissue, sealed in a coin envelope, and packaged separately from the firearm. Live ammunition that is not to be submitted to FSD shall be placed in a coin envelope and packaged separate from the gun.

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

4/535.90 PACKAGING VOLATILE FUELS (See Department Manual Section 4/212.49).

4/530.10 MARKING EVIDENCE – GENERAL. An item of evidence shall not be marked for later identification when:

- * It bears a serial number;

Note: Watches shall not be dismantled for purposes of locating a serial number.

- * It would alter its evidentiary value;
- * It is capable of being identified through distinctive markings and recorded information; and/or,
- * It is a flag of the United States of America or of the State of California (Department Manual Section 4/535.30).

When evidence is marked, the mark shall be:

- * As small as practicable;
- * Distinctive;
- * Placed so as to prevent reduction of the item's marketable value; and,
- * Made as soon as practicable by the finding employee.

Evidence that cannot be marked or later identified by distinctive markings shall be packaged and sealed with a completed sealed evidence label. An outline of the object shall be traced on the package when it would be of value in making identification at a later date.

4/530.20 MARKING EXPENDED AMMUNITION.

When its evidentiary value would not be affected, expended ammunition shall be marked as follows:

- * Cartridge case - on the inside, or if not practicable, on the outside near the opened end; and,
- * Bullet - on the base.

4/530.30 MARKING OF BOOKED DOCUMENTS.

The Division of Records (DR) number shall be the only marking placed on a forged/fraudulent document or invoice by the reporting employee. It shall be printed in ink or typed as near as practicable to the upper right corner of the face without interfering with markings already present.

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If this is not practicable, place the document(s) in a manila envelope, and print the DR number on the upper right corner of the envelope and attach the documents unfolded and paper-clipped to the back of the completed report.

Exception: Forged/fraudulent items such as identifications, credit cards, and checkbooks, shall be booked as evidence.

4/540.60 BOOKING MONEY. All monies taken into Department custody shall be counted by the officer booking the money and the appropriate supervisor prior to booking. A copy of the related Property Report, Form 10.01.00, shall accompany each money booking.

Note: When an officer seizes or takes into custody U.S. currency totaling less than \$5,000, the concerned officer shall book the currency at the Area property room. The items shall be placed in the designated interim storage locker when the Area property room is closed. When an officer seizes or takes into custody U.S. currency totaling \$5,000 or more, the officer shall transport the currency to Valley Property Section or Central Property Section, Property Division, for recounting and booking.

Officer's Responsibilities. When an officer seizes or takes into custody U.S. currency, the officer shall:

- * Count the currency, in the presence of a supervisor preferably not involved in the seizure, and place the currency into a Money Envelope, Form 10.12.02;
- * Obtain the signature of the supervisor verifying the money count on the Money Envelope;
- * Ensure that both the total amount and the breakdown by denomination are accurately recorded on the Money Envelope;
- * Seal the top flap of the Money Envelope with an Evidence Seal, *Los Angeles Police Department (Red)* Form 10.12.07;
- * Complete a Property Report listing the currency booked; and,
- * Book the items into the appropriate property facility.

Note: Money that is of unique evidentiary value (e.g., possible fingerprints) shall be listed on the Property Report.

When booked money requires checking by a Narcotics Division K-9 unit and a unit is unavailable prior to booking, the booking officers shall notify the property officer that after counting and booking the currency to place the Money Envelope into a Kapak bag to ensure the currency is not contaminated during storage. Items held for checking by the K-9 Detail shall be booked at Central or Valley Property Sections.

Supervisor's Responsibilities. Supervisors responsible for counting currency shall:

- * Verify that both the total amount and the breakdown by denomination are accurately recorded on the Money Envelope;
- * Sign the Money Envelope in the appropriate place and ensure the envelope is properly sealed; and,
- * Ensure that the items are booked into the appropriate property facility.

Note: A supervisor shall witness the recount of all currency removed from interim storage by the property officer for booking into the Area property room. The supervisor shall sign and date the Evidence Seal-Property Division (*Blue*), Form 10.12.12, overlaying the Money Envelope flap next to the signature of the property officer.

Property Officer's Responsibilities. Property officers at Area property rooms who accept currency for booking shall:

- * Recount the currency in the presence of the booking officer;
- * If the currency is removed from interim storage for booking into the Area property room, recount the currency in the presence of a sworn supervisor;

Note: The property officer shall be responsible for applying blue evidence seals, *Property Division (Blue)*, Form 10.12.12, to all currency packages opened for recounting. All resealing shall be done in the presence of the sworn supervisor witnessing the recount. The property officer shall sign and date the blue evidence seal overlaying the Money Envelope flap in the presence of the sworn supervisor.

- * Ensure the money count is properly listed on the Money Envelope;
- * Seal the Money Envelope with a blue evidence seal and sign and date the evidence seal; and,
- * Place the item into secure storage.

Property officers at Central Property Section or Valley Property Section who accept currency for booking shall:

- * Recount the currency in the presence of the booking officers;
- * Verify the currency count matches the Money Envelope;
- * Place the currency into the Money Envelope and seal with a blue evidence seal;
- * Sign and date the blue evidence seal; and,
- * Obtain the signature of a Property Division supervisor on the blue evidence seal overlying the Money Envelope flap.

Commanding Officer, Property Division's Responsibilities. The Commanding Officer, Property Division, shall, as soon as practical upon expiration of the 60-day time limit, cause all monies eligible for deposit into the Booked Money Account, not stored in the Central

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Property Section, Property Division, to be transferred to Central Property Section or Valley Property Section for deposit.

Exception: If a release has been authorized and is pending, the money shall not be transferred and deposited until the required term for claiming the money has expired. Upon determination that money in the account is eligible for disbursement, the commanding officer of Property Division shall cause a Booked Money Disbursement, Form 10.26.00, to be completed and forwarded to Fiscal Operations Division.

Note: Monies not yet deposited into the Booked Money Account may be released in accordance with procedures outlined in Department Manual Section 4/555.10.

BOOKING OF LICENSE PLATES. A separate report bearing a separate vehicle DR (Division of Records) Number shall be made for each plate or set of plates. (Also see Vehicle/Vessel Reporting - Field Notebook Divider, Form 18.36.00.)

4/238.48 PROPERTY TO CORONER. An officer at the scene of a death requiring a Death Report, Form 03.11.00, shall obtain an itemized receipt from the *Deputy Coroner Investigator* for all property, including the contents of wallets and purses, removed from the scene by such deputy. The receipt shall be stapled to the original of the Death Report.

Suicide Notes. Original suicide notes shall accompany the body to a Coroner's mortuary. Portions of suicide notes pertaining to the suicidal act shall be quoted in the Death Report when practicable. When a copy of the original suicide note is desired by investigating officers, a photocopy may be obtained from the Coroner's Office. When the original note is needed for crime laboratory study, it shall be obtained from the Coroner's Office by a member of Forensic Science Division.

Poisons and Drugs. All poisons, drugs, and their containers suspected of being connected with a suicide shall accompany the body to the Coroner's Office.

Firearms. All firearms suspected of being suicide weapons shall be booked as evidence in order to provide the opportunity to test such firearms. The investigating officer shall be responsible for determining the final disposition of the firearm (Department Manual Section 4/560.40).

4/540.30 BOOKING FIREARMS.

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

Booking Firearms – Officer's Responsibilities. 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 of extreme importance and there is a potential for damaging such evidence during the unloading process, FSD shall be requested to respond for assistance.

Exception: *The package of a firearm which requires latent print processing or touch DNA analysis, shall be clearly marked "Hold for Prints" or "Hold for Touch DNA" and booked into a Property 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 request shall be made to Technical Investigation Division (TID) via the LPU Incident Tracking System or telephonically. If an investigating officer determines that only touch DNA analysis is required, a telephonic request for the analysis shall be made 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 investigation officer will be contacted by TID and/or FSD to determine which order to analyze the item.*

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

In all cases, the Firearms *Analysis* Unit shall be contacted to examine and clear the following types 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 broken down or otherwise modified and packaged to allow easy visual examination and assurance they are unloaded.

Upon ensuring the firearm is unloaded and safe for handling, the booking employee shall:

- * Complete a Property Report, Form 10.01.00;

Note: The name and serial number of the FSD firearms examiner, along with the date and time a hazardous weapon was rendered safe for handling, shall be documented in the Property Report. For firearms contaminated with diseased or infectious bodily fluids or for other specially packaged or sealed firearms, documentation of the clearing of weapons shall be included in the Property Report.

- * Complete the Firearms Supplemental Property Report, Form 10.01.01;

Note: Officers shall complete one Firearms Supplemental Property Report for each firearm

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booked. When more than three associates exist, complete another Firearms Supplemental Property Report. When more than three firearms are booked, complete the Continuation Sheet for Firearms Supplemental Property Report, Form 10.01.02. When a firearm is recovered directly from a specific person, any other individual in the possessor's company shall be considered an associate and their information shall be entered into "Possessor's Associate" section. The Firearms Supplemental Property Report shall become a page of the Property Report and continue the page numbering sequence and be submitted to a supervisor for approval.

- * When multiple firearms are booked on a single Property Report and all have the same possessor, associates, recovery location and recovery date, the first firearm is listed on the Firearms Supplemental Property Report. Additional firearms shall be listed on the Continuation Sheet for Firearms Supplemental Property Report. The appropriate information shall be recorded on the Continuation Sheet for Firearms Supplemental Property Report by the officer booking the firearm into a Department Property Room;
- * The Continuation Sheet for Firearms Supplemental Property Report shall become a page of the Property Report and continue the page numbering sequence and be submitted to a supervisor for approval;
- * Cause the Automated Firearms System (AFS) and National Crime Information Center (NCIC) to be queried to determine wants and registration information;
- * Telephonically report all firearms reported stolen, lost, recovered, located and booked to the Vehicle Warrant Section (VWS), Records and Identification (R&I) Division;
- * Document the results of the AFS and NCIC query on the Property Report;
- * Affix the AFS/NCIC print out to the Property Report with transparent tape, immediately below the recorded description of the firearm;
- * Print the word "FIREARM" in *red* in the top margin of the Property Report;
- * When booking a firearm at a location other than the property unit within the geographic Area in which the firearm was seized, print in the left margin of the Property Report, a statement directing extra copy distribution to the robbery unit of the geographic Area in which the firearm was seized;
- * Submit the completed Property Report and Firearms Supplemental Property Report, to a supervisor for approval; and,
- * Deposit the property and two copies each of the approved Forms, the Property Report, Firearms Supplemental Property Report, and Continuation Sheet for Firearms Supplemental Property Report, when applicable, with the concerned property unit.

Note: All information relative to a firearm shall be entered into the AFS by personnel assigned to the VWS, R&I Division.

Supervisor's Responsibilities. The supervisor approving the Property Report shall:

- * Physically inspect the firearm (unless held for *touch DNA and/or* latent prints) to verify the accuracy of the information contained on the Property Report and to verify that the firearm is unloaded; and,

Note: If the firearm is being held for latent prints, *touch DNA*, or other scientific evidence, supervisors shall visually inspect the firearm to verify as much information as possible is contained in the Property Report.

- * Ensure that a notation is made in the narrative portion of the Property Report when unable to query AFS and NCIC.

The supervisor approving the Firearms Supplemental Property Report, and the Continuation Sheet for Firearms Supplemental Property Report, shall review the form for completeness and accuracy, ensuring that all available information has been included.

Receiving Booked Firearms - Property Officer's Responsibilities. The property officer receiving a booked firearm shall:

- * Take precautions on firearms that are held for DNA or prints; and,
- * Inspect the firearm and verify all information contained in the Property Report; and,
- * At the beginning of each work day, forward one copy of each Property Report, the Firearms Supplemental Property Report and the Continuation Sheet for Firearms Supplemental Property Report when applicable, and a copy of the AFS/NCIC printout directly to the Gun Unit, Gang and Narcotics Division and R&I Division, via intradepartmental mail; and,
- * Ensure that a completed Firearms Supplemental Property Report and the Continuation Sheet for Firearms Supplemental Property Report is attached to the Property Report for each firearm booked.

Packaging. Long guns including sawed-off long guns need not be packaged. An Evidence Tag, (*Yellow*) Form 10.12.00, shall be attached to the barrel.

Handguns shall be packaged when practicable. Only the weapon's magazine, ammunition or holster may be packaged with a firearm.

Note: A magazine shall not be stored in a weapon, and ammunition shall not be stored in a magazine.

4/540.20 BOOKING EXPLOSIVE SUBSTANCES.

Explosive substances are classified as "Safe" or "Dangerous."

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BOOKING "SAFE" EXPLOSIVES. "Safe" explosive items are booked in the same manner as any other property. A package containing a "Safe" explosive item shall be marked with large red letters indicating the type of explosive material contained, for example, "Fireworks," "Flares," or "Live Ammo." The types of "Safe" explosives are:

- * Fireworks - "Safe and Sane" types (Bearing State Fire Marshal seal) and less than 10 pounds gross weight;
- * Emergency Highway flares/fuses; and,
- * Fixed ammunition and blank or saluting cartridges less than .50 caliber.

BOOKING "DANGEROUS" EXPLOSIVES. All other explosive substances are classified as "Dangerous" and shall only be recovered and booked by the Hazardous Devices/Materials Section, Emergency Services Division (ESD), personnel.

The Hazardous Devices/Materials Section technician who assumes custody of a dangerous explosive substance shall ensure that a Property Report, Form 10.01.00, is completed and distributed as soon as practicable. Common examples of "Dangerous" explosive substances are:

- * Fireworks not bearing the State Fire Marshal seal or with a gross weight of ten pounds or more;
- * Firecrackers and similarly constructed explosive devices that do not bear a State Fire Marshal seal, such as Cherry Bombs, M80's, and M100's;
- * Seal Bombs and bird distracters (Agricultural/wildlife types of fireworks);
- * Railroad Torpedoes; and,
- * Ammunition .50 caliber and larger.

Note: Officers recovering ammunition .50 caliber or larger shall contact the Hazardous Devices/Materials Section, ESD, or Department Operations Center during off-hours. A Hazardous Devices/Materials Section officer shall determine whether the recovered ammunition is considered "Safe" and can be booked at Property Division. In cases when a Hazardous Devices/Materials Section officer advises that the ammunition is considered "Safe" to book, the officers shall note the name, rank, and serial number of the Hazardous Devices/Materials Section officer authorizing the booking in the Property Report.

When investigating officers cannot determine the classification of a suspected explosive substance as "Safe" or "Dangerous," officers shall treat the suspected item as "Dangerous" and contact the Hazardous Devices/Materials Section, ESD, or Department Operations Center during off-hours for advice.

4/540.70 PROCESSING NARCOTICS, TOLUENE AND DANGEROUS DRUGS, ETC. Narcotics, narcotic paraphernalia requiring analysis, toluene, and dangerous drugs shall be booked in or labeled with an Analyzed Evidence - Narcotics Envelope, Form 12.51.03, or an

Analyzed Evidence – Narcotics Tag, Form 10.12.06, and a Narcotic Evidence Booking Identification Card, Form 10.12.09.

Booking Employee's Responsibilities. When packaging small quantities of narcotics, officers shall:

- * Place the narcotics into a ziplock bag; and,

Note: Officers are also reminded that a separate Analyzed Evidence - Narcotics Envelope shall be used to contain the evidence obtained from each arrestee.

- * Place the bag into an Analyzed Evidence - Narcotics Envelope; and,

Exception: Plant material shall not be placed in a plastic bag before being placed into an Analyzed Evidence - Narcotics Envelope.

- * Staple the flap shut as closely as possible to the lower edge using two staples on opposite sides of the flap; and,
- * Place Evidence Seal - *Los Angeles Police Department (Red)*, Form 10.12.07, over each flap and the center seam.

Note: Narcotics evidence weighing a kilogram or more shall be placed in a plastic numbered property bag and placed in a cardboard box. The box shall be sealed with a high quality fiber reinforced tape. A completed Analyzed Evidence - Narcotics Envelope or an Analyzed Evidence - Narcotics Tag shall be attached to the outside of the cardboard box.

The package shall be sealed with a completed evidence seal. A separate Analyzed Evidence - Narcotics Envelope shall be used for the evidence obtained from each arrestee. Ziplock bags may be used to separate evidence within the Analyzed Evidence - Narcotics Envelope. Each envelope shall bear an item number and be listed on related reports. No other evidence, except narcotic paraphernalia requiring analysis, shall be included in the sealed package. The Analyzed Evidence - Narcotics Envelope shall not be filled above the fold of the upper flap of the package.

An officer seizing one kilogram or larger size packages of dangerous drugs or narcotics evidence shall:

- * Consecutively number the exterior of each package wrapping; and,
- * Weigh the packages for gross weight and place them in a cardboard box; and,

Note: "Gross weight" is the weight of each individual package of narcotics including the packaging material. "Control weight" is the weight of a single box containing several individual packages. "Net weight" is the weight of the narcotics without any packaging material. Refer to Department Manual Section

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4/540.75 for handling seizures exceeding 30 pounds net weight.

- Weigh the box and contents for control weight and seal with wide, high quality tape and a sealed evidence label; *and*,
- List the gross weight and control weight on the Property Report; *and*,
- Complete an Analyzed Evidence - Narcotics Envelope and attach it to the outside of the cardboard box, indicating the numbered packages contained within and the gross and control weight of the box and its contents.

Note: When booking large quantities of narcotics requiring numerous boxes, an Analyzed Evidence - Narcotics Envelope shall be attached to the outside of the first box of each item number on the Property Report, Form 10.01.00, which consists of one or more boxes, and an Analyzed Evidence - Narcotics Tag, shall be attached to each remaining box. The item number, box number, and total number of boxes shall be documented on each box.

The employee booking the evidence shall in all cases complete the upper portion of the form on the face of the envelope, including any special instructions for the chemist making the analysis.

Note: Refer to Department Manual Section 4/540.72 for Phencyclidine (PCP), or its analogs handling procedures.

Marijuana Cigarettes. Marijuana cigarettes shall be placed in a container, a coin envelope or ziplock bag and marked "officer added packaging." Each cigarette and specific location from which the cigarette was taken shall be listed on related reports.

Note: Marijuana cigarettes do not need to be individually marked.

Paraphernalia Containing Narcotics Residue. An officer booking paraphernalia containing narcotics residue shall:

- Place narcotics paraphernalia into a plastic ziplock bag, or a *small envelope*, size permitting, or into a plastic property bag if the residue may be lost or destroyed, *before placing the item(s)* into an Analyzed Evidence - Narcotics Envelope; *and*,
- Place Analyzed Evidence Seal – *Los Angeles Police Department (Red), Form 10.12.07* over each flap and the center seam.

Exception: Paraphernalia containing plant material residue shall be placed inside a coin envelope, if practical, and placed directly into an Analyzed Evidence - Narcotics Envelope. *Do not place loose paraphernalia in an Analyzed Evidence - Narcotics Envelope.*

Note: This section does not affect booking procedures for paraphernalia not containing narcotics residue.

Toluene. When toluene or similar toxic substance is exposed to the air (e.g., glue on a rag or in a paper bag), the evidence shall be placed in a glass container.

Weights and Measures. "Substances" in relation to pipes with residue only, are no longer weighed. These substances shall only be counted. Example, one glass pipe containing cocaine residue shall be counted as one item. The evidence may state in the Property Report and/or the Arrest Report, "1 glass pipe containing off-white residue resembling cocaine." Glass pipes with no visible residue shall be booked as paraphernalia in the Area Property Rooms. All pipes with residue shall be booked as narcotics.

Note: Containers included in the gross weight shall be described in the Property Report (or Arrest Report, if used to book the evidence).

Marijuana plants shall be counted. Their number and net weight (minus dirt and container) shall be recorded on the Property Report. The plants shall be placed in a carton. If necessary, the plants may be folded. Generally, the dirt and the container need not be booked.

Note: When practicable, the plants shall be photographed prior to being uprooted.

Juvenile Arrested. When booking controlled substance evidence in juvenile cases indicate whether the juvenile is "Detained" or "Released," in red on the upper left corner of the Analyzed Evidence - Narcotics Envelope.

If a juvenile is detained or when narcotics or a substance believed to be toxic *is involved* for which no preliminary chemical test is available, book the evidence following standard booking procedures.

Booking Location. Narcotics, narcotic paraphernalia requiring analysis, toluene, and dangerous drugs shall be booked into Property Division. The item requiring analysis shall be placed into the narcotics storage locker for pick up by the courier unit or booked directly into Property Division.

BOOKING PROPERTY – FIELD NOTEBOOK DIVIDER

TYPES OF REPORTS

1. PROPERTY REPORT

BOOKED TO:

- ❖ ARRESTEE,
- ❖ VICTIM,
- ❖ OWNER,
- ❖ FINDER/POSSESSOR
- ❖ DEPT. EMPLOYEE

UNLIMITED # OF ITEMS

EVIDENCE AND NON-EVIDENCE

2. ARREST REPORT

BOOKED TO:

- ❖ ARRESTEE (CAN NOT BE A MULTI)
- ❖ NO MORE THAN 2 ITEMS
- ❖ NO FIREARMS
- ❖ ALWAYS EVIDENCE

3. INVESTIGATIVE REPORT

BOOKED TO:

- ❖ VICTIM ONLY
- ❖ NO MORE THAN 2 ITEMS
- ❖ ALWAYS EVIDENCE

4. RELEASE FROM CUSTODY

- ❖ TWO DR'S (ARREST/EVID.)
- ❖ NO MORE THAN 5 ITEMS
- ❖ CITATION# SHALL BE ENTERED INOT SYSTEM
- ❖ ALWAYS EVIDENCE

DIVISION OF RECORD NUMBER

DR NUMBER

- ❖ **ALWAYS NINE NUMBERS**
- ❖ **FIRST TWO NUMBERS = YEAR**
- ❖ **SECOND SET= DIVISION**
- ❖ **LAST FIVE= SEQUENTIAL #'S**

PROPERTY DIVISION PROBATIONER'S
QUICK NOTES

NARCOTICS BOOKINGS:

WEST BUREAU STATIONS: 08, 14 (THESE TWO DIVISIONS BOOK NARCO @ VNYS)

***PRIMARY INVIGATIVE UNIT (PIU): (FELONY NARC CHARGE)**

DIVISION: NG (NARCOTICS GROUP)

SECTION: WCT (WEST BUREAU COMPLAINT TEAM)

VALLEY DIVISIONS: 09,10,15,16,17,19,21

***P I U: (FELONY NARC CHARGE)**

DIVISION: NG

SECTION: VBC (VALLEY BUREAU COMPLAINT TEAM)

***FELONY NARC CHARGES THAT ARE BOOKED BY NED (NARCOTICS ENFORCEMENT DETAIL) WILL GO TO THE DIVISIONAL DETECTIVE**

METRO DIVISIONS: 01, 02, 03, 04, 06, 07, 11, 12, 13, 20

***P I U: (FELONY NARC CHARGE)**

DIVISION: NG

SECTION: MCT (METRO COMPLAINT TEAM)

***FELONY NARC CHARGES THAT ARE BOOKED BY NED (NARCOTICS ENFORCEMENT DETAIL)**

WILL GO TO THE DIVISIONAL DETECTIVE

HARBOR DIVISION: 05

***P I U: (FELONY NARC CHARGE)**

DIVISION: NG

SECTION: HCT (HARBOR COMPLAINT TEAM)

***FELONY NARC CHARGES THAT ARE BOOKED BY NED (NARCOTICS ENFORCEMENT DETAIL)**

WILL GO TO THE DIVISIONAL DETECTIVE

SOUTHEAST DIVISION: 18

PROPERTY DIVISION PROBATIONER'S
QUICK NOTES

*P I U: (FELONY NARC CHARGE)

DIVISION: NG

SECTION: SECT (SE COMPLAINT TEAM)

*FELONY NARC CHARGES THAT ARE BOOKED BY NED (NARCOTICS ENFORCEMENT DETAIL)

WILL GO TO THE DIVISIONAL DETECTIVE

NARCO

REQUIRED: TYPE, WEIGHT, FORM, COLOR (THE REPORT MUST HAVE "GG" AS PART OF THE WEIGHT, IN THE SYSTEM ONLY ONE "G" IS REQUIRED)

NARCO IS ALWAYS "HAZARDOUS MATERIAL"

ON THE HAZ-MAT SCREEN:

CONTAINER: H

CLASSIFICATION: 5B

NO SPECIAL HANDLING

FIREARMS

REQUIRED: TYPE, MAKE, SERIAL NUMBER, ACTION, MODEL (IF APPLICABLE)

BLOOD/URINE

ITEM TYPE: O (NON-SERIALIZED)

QTY: 1 QTY TYPE: EACH

IS ALWAYS "HAZARDOUS MATERIAL"/PLACE BIOHAZARD STICKER ON ENVELOPE

ON THE HAZ-MAT SCREEN:

CONTAINER: H

CLASSIFICATION: 5C

NO SPECIAL HANDLING

LICENSE PLATES

REQUIRED: VPU NOTIFICATION/ONE PLATE PER DR

ITEM TYPE: O (NON-SERIALIZED)

STORAGE TYPE: LB (VPS)

BIN LOCATION: 00L000 (VPS)

IF THE PLATE CANNOT FIT PROPERLY, USE BIN LOCATION: 05D003 OR 05D004 (VPS)

NARCOTICS BOOKING REQUIREMENTS

TYPE, WEIGHT, FORM COLOR (THE REPORT MUST HAVE "GG" AS PART OF THE WEIGHT, IN THE SYSTEM ONLY ONE "G" IS REQUIRED)

NARCOTICS ARE ALWAYS HAZARDOUS MATERIAL

FIREARMS BOOKING REQUIREMENTS

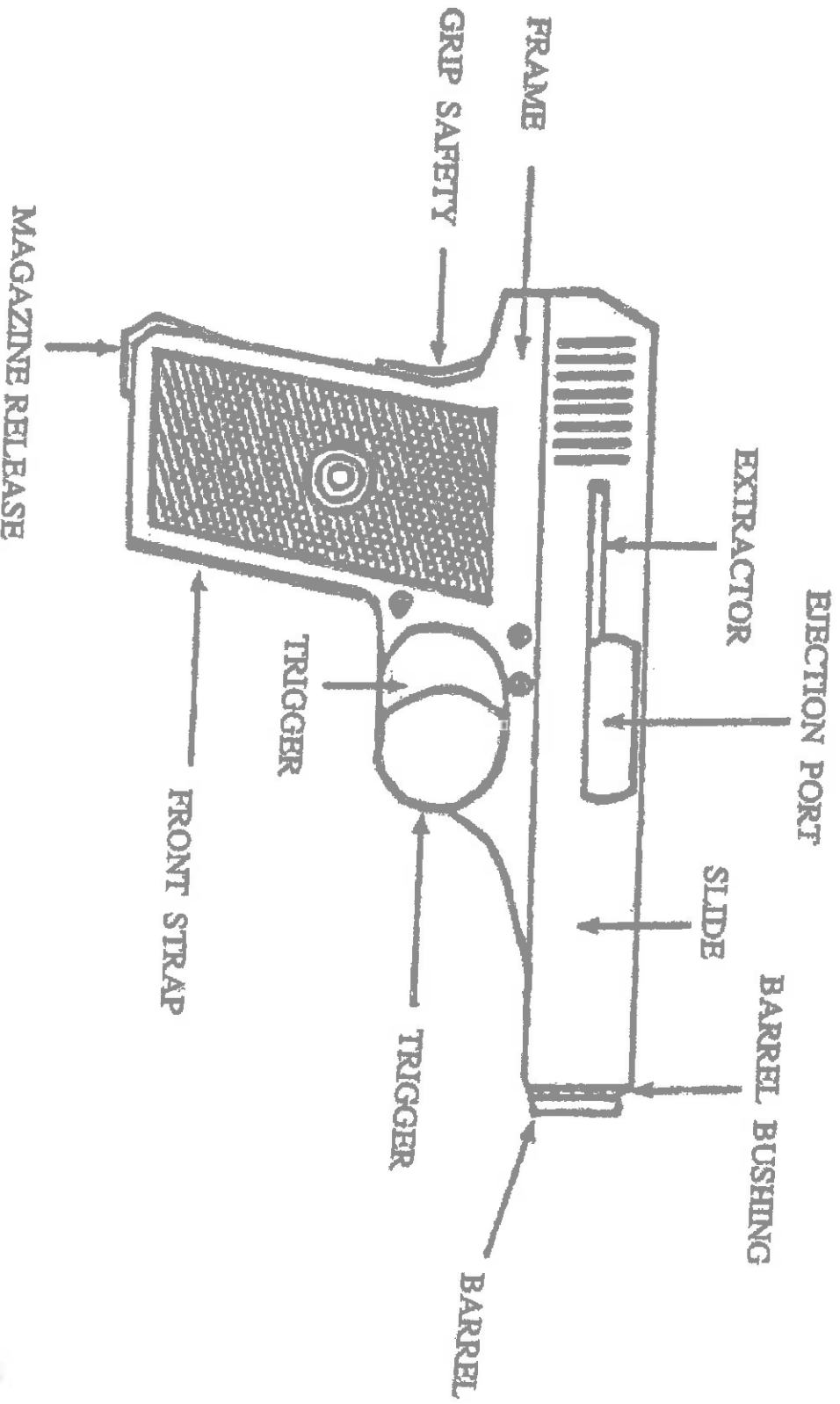
ALWAYS CLEAR FIREARM BEFORE HANDLING

TYPE, MAKE, SERIAL NUMBER, ACTION, MODEL (IF APPLICABLE)

LICENSE PLATES BOOKING REQUIREMENTS

VPU NOTIFICATION/ONE PLATE PER DR NUMBER

CONVENTIONAL SEMIAUTOMATIC PISTOL

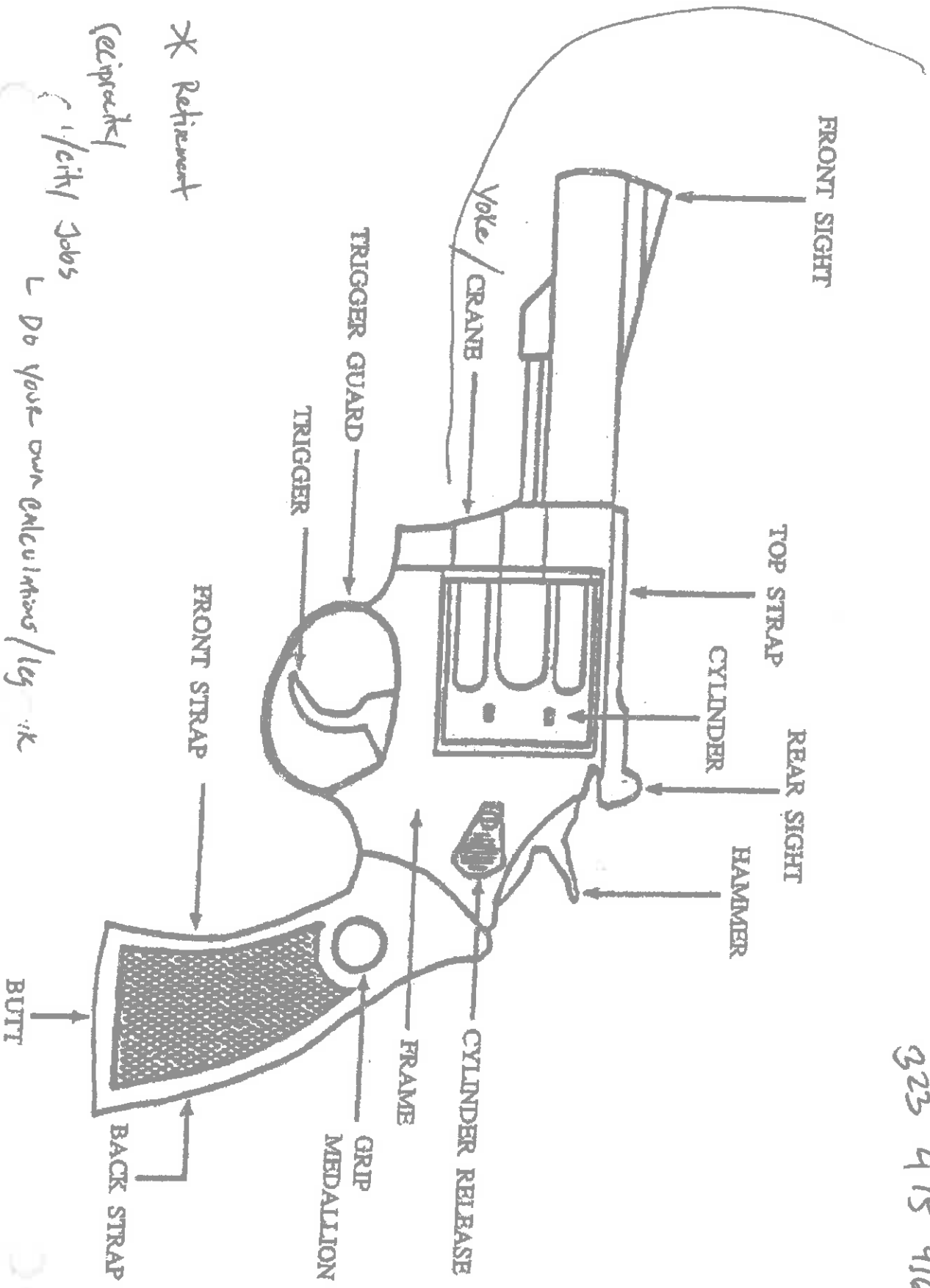


CONVENTIONAL DOUBLE ACTION REVOLVER

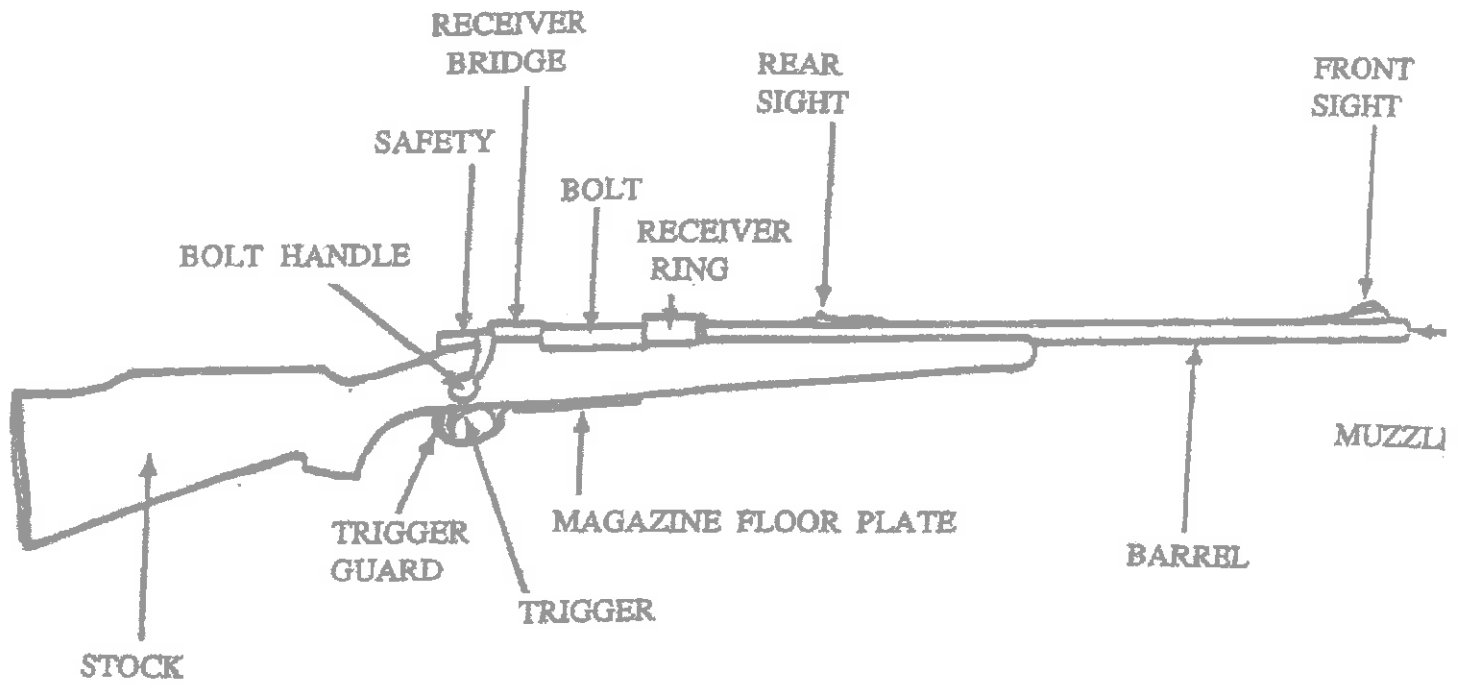
Sim need crme # i model #

Fire Arms unit

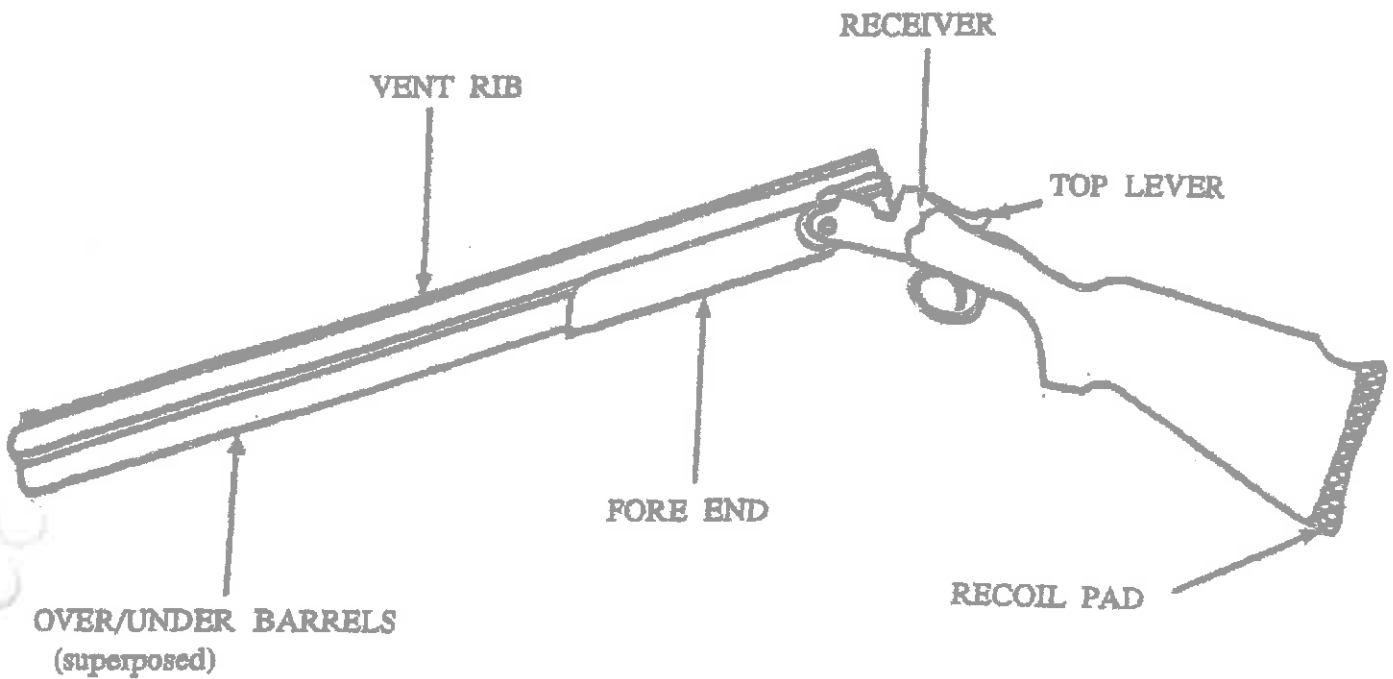
323 415 9160



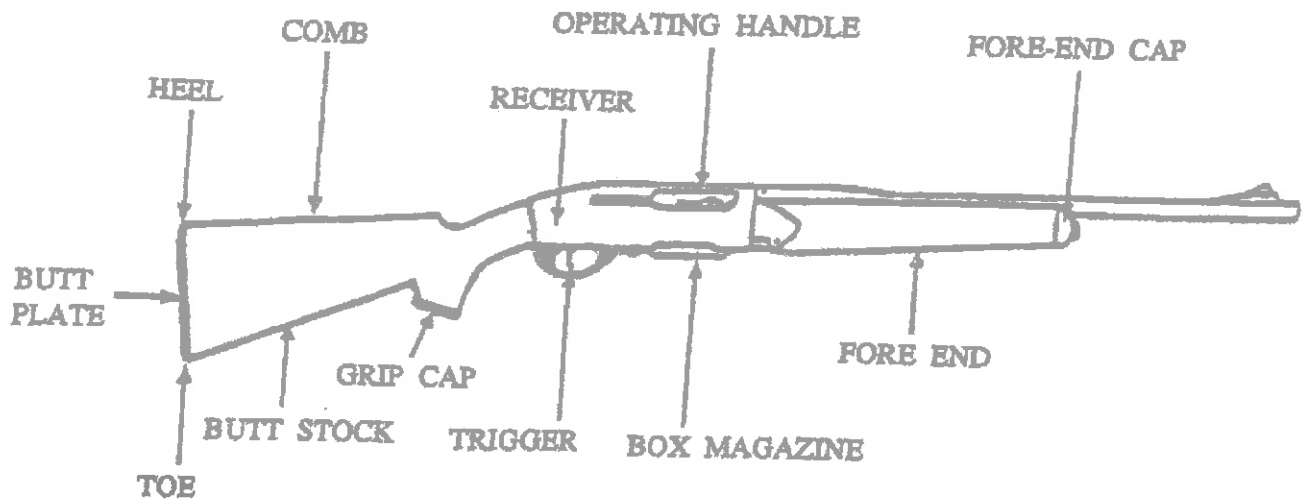
BOLT ACTION



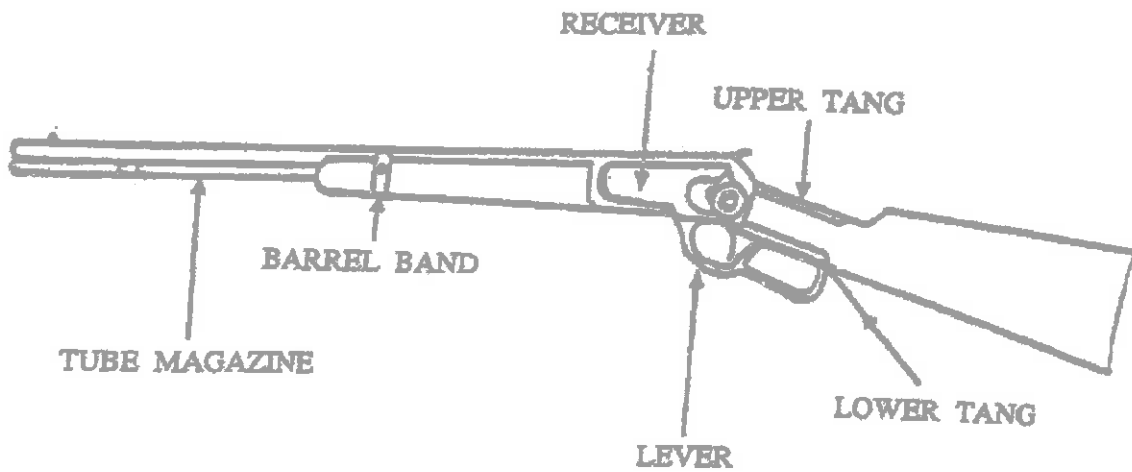
BREAK OPEN ACTION



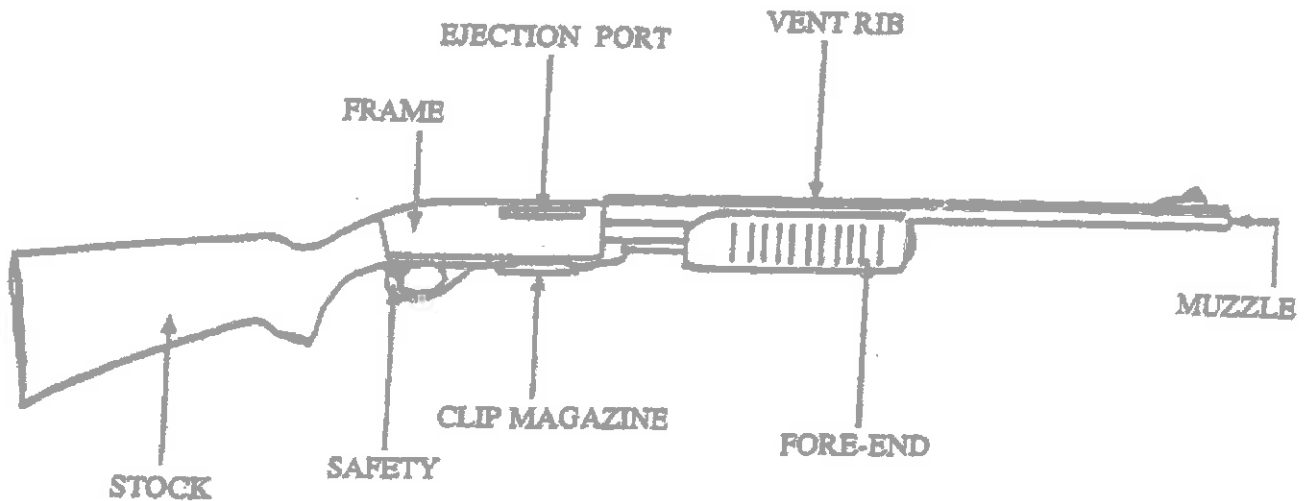
AUTOLOADING ACTION



LEVER ACTION



PUMP / SLIDE ACTION



ALCOHOL

For RFC (Release from Custody) arrests for open container and drinking in public violations, the booking of alcohol is discouraged unless a juvenile is involved or there are other exceptional circumstances (See OO Order No. 13, 1988, "FRFC Procedures-Expanded").

Officers should confer with property Division before preparing large quantities of alcohol for booking. A "large" seizure is defined as at least fifteen cases of beverages, not exceed 24 bottles per case (See OO Order No. 2, 2006, "Reducing Quantity of Evidence Booked in Misdemeanor and Infraction Cases").

Alcohol is to be safely stored in bin locations specifically designated for alcohol storage.

Packaging and Tagging of Alcohol:

A. Opened Non-Resealable Container

1. The booking officer shall empty a portion of the contents into an alcohol sample bottle/jar. Pour out the remainder.
2. Complete a red evidence seal, and place it over the top of the tightly sealed alcohol sample bottle.
3. Tape the alcohol sample bottle to the empty beer can or other container of alcohol.
4. Complete an Evidence tag and tie or tape it to one of the containers.
5. Book the property.

B. Opened Resealable Container (screw top or cork)

1. An alcohol sample bottle is not required.
2. Complete a red evidence seal and place it over the resealed top of the container.
3. Complete an Evidence Tag and tie or tape it to the container.
4. Book the property.

C. Unopened Container

1. An alcohol sample bottle is not required.
2. A red evidence seal is not required.

3. Complete an Evidence tag and tie or tape it to the container.

4. Book the property.

BICYCLES

For reporting purposes, a bicycle is a device upon which a person may ride, which is propelled by human power through a system of belts, chains, or gears and which has wheels at least **20** inches in diameter and a frame size of at least **14** inches (LAPD Manual 4/236.10).

Bicycles having a frame size less than fourteen inches and a wheel size less than twenty inches shall be booked as toys.

Officers taking bicycles into custody as Evidence, Non-Evidence or Excess Personal Property, shall include the Following information on the related property report:

- Make
- Frame Number
- Frame number condition
- Gender-boys/girls
- Speed
- Color
- Additional descriptors may include wheel and tire size, condition, and any other special equipment or marks.

Each bicycle which is to be booked into the Department property system shall be listed separate as a line item on the related property report.

A printout from the Automated Property System is required for each bicycle booked.

- When a bicycle is booked as excess personal property of an arrestee, the Excess Personal Property Receipt, (LAPD Form 10.08.00) is required. In addition, attach a print out from the Automated Property System to the card.

Note: Officers should make an effort to contact the owner and release recovered bicycles prior to booking them.

If ownership can be determined at the time of booking, non-evidence bicycles shall be booked with a Property Disposition Request, (LAPD Form 10:6.00).

Property officers accepting bicycles for booking shall ensure that all required information is listed on the related reports and an APS print out is attached to all bicycle bookings. The property tag shall be placed on the handlebars for ease of identification. Clearly mark the tag with red felt tip marker and include the last name/or business booked to. Include booked to e information on the backside of the tag as well. This procedure makes it easier to identify an individual bicycle from a location.

Bicycles are oddly shaped and are often times booked in bad repair. Exercise caution when handling, and ask for assistance when necessary. Lifting bicycles from top locations of bike racks often requires assistance.

BLOOD & URINE SAMPLES

BLOOD

The Blood Alcohol Unit of SID prepares blood sample kits for officers to use when obtaining samples from DUI arrestees. These kits include a special gray-capped vial, a gray Analyzed Evidence To Be Refrigerated Envelope, and three evidence seals. These vials can be located in the Department's jail dispensary or at any contract hospital.

These blood vials are not to be used for collection of exemplar bloods for comparison to semen or blood stains. Scientific Investigation Division supplies a purple-capped vial for this procedure. These purple-capped vials can be located in the Department's jail dispensary or at any contract hospital.

Property officers shall ensure that the officer booking the blood vial has entered the time booked on the package. The gray Analyzed Evidence To Be Refrigerated Envelope requires three red seals signed by the booking officer. A biohazard label is also required on the front side of the package. Blood samples should be refrigerated as soon as possible.

Officers should contact the Toxicology Unit, SID, if they require additional information on the booking of blood samples.

URINE

Urine samples are collected in plastic containers with lids. The booking officer places the sample inside an Analyzed Evidence To Be Refrigerated Envelope. Property officers shall ensure that the officer booking the urine sample has entered the time booked on the package. The gray Analyzed Evidence To Be Refrigerated Envelope requires three red evidence seals signed by the booking officer. A biohazard label is required on the front side of the package. Urine samples should be refrigerated as soon as possible and **no later than 24 hours** after being obtained.

Officers should contact the Toxicology Unit, SID, if they require additional information on the booking of urine samples.

BOOKING HAZARDOUS MATERIAL

In taking in new evidence, care should be taken to examine the related Property Report. Question the booking officer and carefully examine the items to determine the presence of material that might be classified hazardous. The list of materials routinely handled which might be hazardous from the perspective of the Fire Department are too numerous to discuss, but the exercise of good judgement and examination of available labeling should result in appropriate use of the Hazardous material screen in APIMS.

On the Hazardous Material screen, the first field, which must be completed, is Container Type. This field should not be confused with packaging and is intended to indicate the primary container or manufacturers packaging for the hazardous substance. For instance, spray paint, which typically comes in cans, then the appropriate container type, would be "A", Packaged for Retail Sales. There is no primary container for a blood-smearred gun or money. In these cases, the Container type "H" None (Not Applicable), would be appropriate.

The next field on the Hazardous Material screen, which must be completed, is Classification. Classifying hazardous material can be a technical matter and employees should use their best judgement in selecting a classification code. The attached chart includes container types and codes for commonly occurring bookings:

CLOSED CONTAINERS

Closed containers cannot be booked into Property Division or SID until they have been opened and inventoried.

Closed safes or other locking containers shall be opened prior to booking. Contact Safe Detail, Commercial Crimes Division. Safe detail detectives will respond to the location and open the container before the officers move it.

The booking officers will inventory all items in the container and book all contents according to established Property Division procedures.

If any items are going to be analyzed by SID, ensure that the officers package the items for analysis.

The Safe Detail can be contacted at (213) 486-6940 during normal business hours or RACR Division during off-hours at (213) 484-6700.

Revised 04-17-15 with telephone numbers

COIN-OPERATED MACHINES

A coin-operated machine refers to slot machines, and other machines that may contain a coin case (box). When money can be removed from a coin-operated machine without causing damage, it shall be removed at the location of booking in the presence of a supervisor. After removing any Secret Service funds, the remaining money shall be packaged and booked separately.

- If opening the machine would cause damage, the money shall remain in the machine.
- Each coin opening shall be sealed with a completed red evidence seal. The seams of the case shall also be sealed.

Note: At the time a machine is destroyed, the investigating officer shall retrieve and book any money stored therein. This does not apply to parking meters.

(Section 4/540.10 of the Department Manual)

**COMPRESSED GAS CYLINDERS/
NITROUS OXIDE TANKS**

Compressed gas cylinders including those containing nitrous oxide are to be booked by the Hazardous Chemical Team, SID. Officers are not supposed to transport the tanks or cylinders regardless of size.

When an officers calls for advice on how to book a compressed gas cylinder, refer them to the Hazardous Chemical Team (HCT), Scientific Investigation Division (SID). During off-hours and weekends, refer them to RACR Division, and tell them to ask for the on-call HCT, SID analyst.

If the officer shows up at the counter with the compressed gas cylinder, explain to the officer what the proper procedure is. We will then, accept the item and contact HCT on their behalf and arrange for the officers to leave the tank at Central Property Section or Valley Property Section until HCT can respond to retrieve them. In the event that a compressed gas cylinder is left at an Area property room, the Area Property Officer will call and contact the HCT to arrange for pick-up. The Area Property Officer will then leave a kickback notice/reminder with a copy of Special Order No. 22, 2005, PROPER HANDLING AND BOOKING OF NITROUS OXIDE, for the booking officers.

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COUNTERFEIT CURRENCY

Counterfeit currency is routinely booked in Property Division. Counterfeiting is a crime. Therefore, counterfeit currency shall always be booked as EVIDENCE.

Property Division will accept counterfeit currency without the serial number of the bill. Different denominations no longer have to be itemized. For example, miscellaneous denominations can be listed as one item number with an accurate quantity. A Department-manual revision will be made (next revision) to exclude the requirement of listing the serial number of the bill on the related property report.

The booking officer can include the serial number of each bill if all bills listed have been individually itemized.

Counterfeit currency is packaged separately and sealed with a blue evidence seal. Counterfeit currency is stored in a separate location.

An excellent website to view all circulated U.S. Currency:

<http://www.newmoney.gov/>

Added: 04-17-15

EXPLOSIVE SUBSTANCES (SAFE)

Taken from the LAPD Department Manual:

4/540.20 BOOKING EXPLOSIVE SUBSTANCES.

Explosive substances are classified as "Safe" or "Dangerous."

BOOKING "SAFE" EXPLOSIVES. "Safe" explosive items are booked in the same manner as any other property. A package containing a "Safe" explosive item shall be marked with large red letters indicating the type of explosive material contained, for example, "Flares," or "Live Ammo." The types of "Safe explosives are:

- Emergency Highway flares/fuses; and,
- Fixed ammunition and blank or saluting cartridges less than .50 caliber.

Property Division employees can only accept safe explosives that meet the above criteria. Fireworks and all other possible explosives bookings shall be referred to ESD, (Emergency Services Division) Hazardous Devices Section, Explosives Unit (Bomb Squad). During off-hours and weekends, they can be contacted through RACR Division.

Property Officers shall ensure that the explosive items have been identified in red felt tip marker on the outside of the container. When placing these items in shelf locations, use caution to avoid these types of items from accidentally falling on the floor.

(Revised 02/09/11)

Hazardous Devices/Materials Section- Bomb Squad & Haz Mat Unit /

2029 N. Main St., L.A. 90031

Officer in Charge 323 342-4200

Added 07-05-13

MATERIAL	CONTAINER TYPE	CLASSIFICATION
Non-Prescription Drugs	H – None (Not Applicable)	5B – Poison B
Prescription Drugs (In prescription or manufacturer bottle)	R – Packaged for Retail Sales Q - Plastic Container	5B – Poison B
Bio-contaminated Material or Fluids	H – None (Not Applicable)	5C – Etiologic Agent (Infection)
Fireworks	R – Packaged for Retail Sales or H – None (Not Applicable)	4C – Class C Explosive
Ammunition (Especially Large Quantities)	R – Packaged for Retail Sales (Box) G – Box, Carton, Case (Especially Case Lots) H – None (Not Applicable) A – Metal Container (Ammo Can)	4C – Class C Explosive
Alcoholic Beverages	E – Glass Container G - Box, Carton, Case Q – Plastic Container A – Packaged for Retail Sales	1B – Combustible Liquid 3A – Flammable Material
Compressed Gas Cylinders	J – Compressed Gas Cylinder	1A – Non-Flammable 3A – Flammable Material
Spray Paint & Other Aerosols	A – Packaged for Retail Sales	3A – Flammable Material
Flares	G – Box, Carton, Case H – None (Not Applicable)	3A – Flammable Material
Auto Batteries	H – None (Not Applicable)	2A – Corrosive
Toluene (Chemical)	H – None (Not Applicable if down-sized to LAPD container)	3A – Flammable Material

JEWELRY AND OTHER VALUABLES

Valuables shall be packaged separately from other property items, (LAPD Manual 4/535.85).

Officers booking jewelry will place items in coin envelopes or small plastic baggies, identifying each item number inside. The small envelopes or baggies are then placed inside larger manila envelopes or other suitable container.

Jewelry in a jewelry case or appropriate container need not be removed and packaged separately; however, each piece shall be itemized on the related property report. The case or container should then be sealed with an evidence seal, tagged and booked.

Jewelry, mainly the costume type is usually grouped as (3) bracelets, (5) rings, (2) necklaces, etc. The proper way to describe jewelry on a Property Report is as follows:

Diamonds are described as - Clear Stones.

Pearls are described as - White Stones.

Rubies are described as - Red Stones.

Emeralds are described as - Green Stones.

Sapphires are described as - Blue or Black Stones.

Gold is described as - Yellow Metal.

Silver is described as - White Metal.

The following information, if available, must be included in each Property Report when items of jewelry are booked.

- Article type (ring, watch, etc.)
- Brand
- Model
- Serial Number
- Owner applied ID
- Physical appearance description
- Metal color
- Stone color/count
- Length
- Inscription text
- Gender, M/F

Note: High Value property is any individual item (except those reported on a Vehicle Report, CHP Form 180) valued at \$5,000 or more. The value of the property may be based on personal knowledge, expertise listing the property value, or statements made by the victim or person reporting.

Property Officers' Responsibility. Property officers at Central Property or Valley Property Sections of Property Division who accept high-value property for booking shall:

- Verify the value or estimated value of the property being booked in the presence of the booking officer;
- Ensure the property information is input into APIMS as high-value;
- Ensure the letters "HV" have been noted on the appropriate forms;
- Notify a Property Division supervisor of the high-value property being booked; and
- Have the property booked into the property room safe or other appropriate location.

Small valuable items that are non-jewelry items should be packaged separate from other booked property. For example, if there are miscellaneous items of property contained in a carton, and in addition to those items, a hand-held Play Station game system is booked, package the game in a regular evidence package and seal it with a blue seal and store it on the shelf.

A list of small valuable items that should not be packaged inside a container with other items will be determined by the Commanding Officer, Property Division. The list will be updated periodically and distributed to all Property personnel. The below items are considered to be small valuable items. If you have any questions, please ask your supervisors for advice.

- Apple, I-Phones, all models
- Apple, I-Pods, all models
- Nintendo, DS, hand-held video game system
- Microsoft, PSP, hand-held video game system
- MP-3/MP-4 Players
- Some Cellular Phones (New Releases/High-End Models)

LAFD ARSON BOOKINGS

LAFD Arson Investigators book items of evidence on a regular basis. Their bookings usually consist of fire debris and unknown liquid. LAFD Arson can book evidence at any property room. The only exception is the UNKNOWN liquid items. These items shall be booked at CPS, Valley Property or at FSC and immediately transferred to ECS for storage in the chemical room.

1. Unknown liquid is acceptable as an article. 2 ounce samples maximum. The quantity of the liquid must be on the property report. If it is not, it can be added with a follow-up report (3.14). The sample will be in a tin can or a white bucket. The can is a container not an item of evidence so it does not have to be listed on the report. An analyzed evidence tag and a red seal over the closures are required.
2. Fire Debris or Debris is acceptable as an article with no further description. Debris cannot be separated and itemized. These items will be in a can with an analyzed evidence tag and a red seal on the closures or multiple cans inside a carton. If debris is booked in a carton, affix an analyzed evidence tag and seal the carton with tan reinforced tape the width and length of the box, placing one red seal where the tape ends meet.
3. When LAFD books at FSC, they must place a request for analyzation the same day and request that the evidence is held at FSC for at least one week until a criminalist picks it up. After a week, the evidence will be transferred to ECS for storage.

LICENSE PLATES

Each set of license plates requires a separate DR NUMBER.

Two plates with different numbers shall be booked on two separate DR numbers.

The state of issue and the license plate number shall be listed on the property report.

Officers booking license plates shall notify VWS (Formerly AVPS).

Taken directly from the Department LAN: LAPD FORMS; FORMS USE:

10.01.00-16 Completion-License Plates. License plates, including those attached to, or loose in a recovered, impounded, or found vehicle, which do not belong to the vehicle, shall be checked via the Stolen Vehicle System (SVS), before a report is made.

- A separate report bearing a separate Vehicle DR number shall be made for each plate or set of plates (Manual Section 5/040.56).
- If a previous related report exists, the same DR number shall be used.

If no previous related report exists, a new Vehicle DR number shall be obtained.

Taken directly from the LAPD Manual: Section 5/040.56:

040.56 ISSUANCE OF DR NUMBERS. DR numbers will be issued automatically in sequential order by Area of occurrence. When a report of any type has been assigned a DR number and other reports of related incidents are made, they shall bear the DR number of the initial report.

Exception:

- When more than one vehicle is stolen, each requires a separate DR number (Manual Section 5/180-16).
- A Vice or Narcotics Report requires a separate Vice or Narcotics DR number. Only a related Follow-up Investigation, Form 03.14.00; shall bear the DR number assigned to the Vice or Narcotics Report (Manual Sections 5/3.18-10 and 5/3.19-10).
- A Missing Person Investigation, Form 03.16.00, requires a separate DR number. Only a related Follow-up Investigation, Form 03.14.00; Arrest Report, Form 05.02.00; or Property Report, Form 10.01.00, shall bear the DR number assigned to the Missing Person Investigation (Manual Section 5/3.16-12).
- When more than one traffic collision occurs, each requires a separate DR number (Manual Section 5/555).
- When more than one burglary occurs, each requires a separate DR number (see Manual Section 5/3.1A for exceptions).
- A separate Property Report bearing a separate DR number shall be made for each license plate or set of license plates booked (Manual Section 5/10.1-16).

- **When a DR number is issued to a non-booked arrestee, a separate DR number shall be obtained for connecting crime, property, or traffic reports.**

When completing a Forgery and/or Identity Theft report, each victim of a forgery requires a separate report and a separate DR number. Only one report and one DR number are required for multiple documents that are connected by the same account (or identifying number) to the same victim.

Packaging:

Each license plate or set of license plates shall be tagged by tying the appropriate tag to the license plate(s). Ensure that the tag is secure and placed in a manner that the booking information can be easily seen. No additional packaging or wrapping is necessary.

License plates with registration tab, (DMV, Vehicle Registration Tag):

License plates with tabs can be booked as one item. The registration tab description and serial number can be added to the miscellaneous description of the item on the property report. The tag description and serial number can be added to the additional information screen in APIMS.

MOTORIZED SCOOTERS

Electric and gas powered type scooters shall not be booked by the officer for riding infractions or misdemeanors. They shall be released to the owner after being photographed. The photographs shall be booked as evidence.

If the scooter (s) can not be released to the owner or other designated party, they shall be booked as toys, non-evidence, and a Property Disposition Request, Form 10:06, authorizing disposition shall be completed and submitted by the booking officer.

- Advise the booking officer to empty the gasoline from any gas-powered scooter at their Area Motor Transit facility.

Note: Motorized scooters should be booked at Central Property Section or Valley Property Section. These items should not be booked at the concerned Area property rooms.

See Office of Operations Order, No. 2, February 2006.

PERISHABLES

Taken from the LAPD Department Manual:

4/540.80 BOOKING PERISHABLES

Perishables, when practicable, shall be retained by the owner or agent (4/555.40). Price tags and labels shall be retained.

Note: Consideration shall be given to photographing the evidence prior to release.

When it is necessary to book perishable evidence, the Watch Commander, Central Property Section, shall be contacted for advice. (Ordinarily, perishables shall not be stored longer than 48 hours).

See OO Order No.2/ 2006 Reducing Quantity of Evidence Booked in Misdemeanor and Infraction Cases.

PIRATED DVDS

AGREEMENT BETWEEN LAPD AND THE MOTION PICTURE ASSOCIATION OF AMERICA

MPAA represents the entire movie studio industry, and they are also the victim of the crime of Piracy. LAPD is dedicated to returning property to the rightful owner and fighting crime.

Therefore, LAPD has agreed to contact an MPAA Investigator each time pirated DVD's are presented at any service counter for booking whether there is an Arrestee or not. The booking officer will notify an MPAA Investigator. The Investigator will take all the pertinent information and write up their report. They will also appear in court as the expert witness.

The booking officer shall be advised to take a picture of the DVD's and attach the photos to their original evidence report or book the photos into evidence. The DVD's will then be booked into Property. A 10.6 (LAPD Property Disposition/Update Request) will be turned in at the time of booking for immediate disposal.

Contact Information:

Motion Picture Association of America
Anti-Piracy Unit
800-461-1925 or 909-680-7337

Contact Names:

(Day Watch hours or trouble calls)

Mike Radowitz, Supervisor Investigator, 800-461-1925, or 818-935-5855

Revised on 11-07-16

PROCEDURES FOR BOOKING SERIALIZED & NON-SERIALIZED FIREARM GUN PARTS

The lower receiver of a firearm or the frame is considered a firearm when it has a serial number or it does not have a serial number. The receiver or frame is listed on the property report as a firearm and entered in APIMS on the Firearm Information Screen. In the "additional information" field the description of "receiver" or "frame only", is appropriate.

- A gun part that **has** a serial number shall be booked as a firearm in APIMS, entered on the Firearm Information Screen. In the "additional information" field, list the part of the gun that is being booked (e.g. frame, barrel). The booking officers will list the actual gun part as the article followed by an accurate description of the item on the related property report.

By booking gun parts in this manner, Gun Section, GOSD, (Gang and Operations Support Division) will complete a serial number check in the Automated Firearms System prior to the approval for destruction.

- A gun part that **does not have** a serial number shall be booked as non-serialized property. These items are not entered in APIMS on the Firearm Screen. An accurate description of the article is required.

In order to achieve uniformity in the booking process and for destruction purposes, Property Division personnel are instructed to adhere to these procedures. Any deviation from the above procedure should be cleared with a Property Division supervisor on duty.

SEXUAL ASSAULT KITS

Sexual Assault Evidence Kits are packaged in white frozen envelopes identified as "Los Angeles County/City" Sexual Assault Evidence Kit. The package will be obtained by the booking officer from the hospital facility performing the medical examination. The package shall be sealed and booked as one item, "Rape Kit" or "Sexual Assault Kit" on the property report. The contents will not be itemized. **The package is to be stored in the freezer.**

Clothing or bedding items shall be itemized and booked as separate items. Items belonging to the suspect shall be packaged separate from the victim's to avoid contamination of the evidence. Under no circumstances shall the rape kit be placed inside of a carton with other items.

When clothing (such as underwear, pantyhose, blouse, pants etc.) or bedding is taken into custody which may contain biological stains, it shall be air-dried and packaged in an **Analyzed Evidence to be Climate Controlled Envelope or in a carton with an Analyzed Evidence to be Climate Controlled Envelope or Climate Controlled Tag affixed.**

If there is no possibility of biological stains such as semen, these items shall be booked as regular evidence.

The sexual assault kit shall be sealed with three red evidence seals. When the kit is sealed by the contract hospital personnel with the appropriate number of signed red seals (three), it is not necessary to have the booking officer reseal the envelope with new red evidence seals. Ensure that there are always three seals on the package; top flap, bottom and center seams.

Note: A Form 03.02.00 or 03.02.01, Victim of a Sex Offense Request for Confidentiality of Information (English/Spanish), shall be completed for all victims of crimes as specified in Government Code Section 6254 whether or not they exercise the right to confidentiality.

Property Division requires a copy of the confidentiality form when the evidence is booked to the victim or the arrestee.-Revised 06-24-15

When the evidence is booked to the victim, the accompanying reports shall contain the victim's first name and last initial only. The victim's complete name shall be included on all evidence property booked. **The property is booked in APIMS as normal, not confidential unless it is specified in the report as a confidential booking.**

The original of the physician's report shall be submitted as a page of the appropriate report and not booked as evidence.

Sexual Assault evidence shall not be booked using an Injury Report.

4/505.15 CLASSIFICATIONS OF ANALYZED EVIDENCE. Evidence booked into the Department's property system are to be classified as follows:

- **Analyzed Evidence - Shelf Storage** - evidence, other than narcotics, that does not require climate-controlled or cold storage such as Gunshot Residue (GSR) kits.
- **Analyzed Evidence - Climate-Controlled Storage** - All evidence, other than narcotics, that does not require cold storage including dried biological samples (dried blood/semen/saliva on swabs/fabric or other surfaces).
- **Analyzed Evidence - To Be Refrigerated** - Liquid blood and urine samples [except for the urine sample from the Sexual Assault Evidence Kit (SAEK)].
- **Analyzed Evidence - To Be Frozen** - Anything that cannot be dried, the SAEK and the urine sample from the SAEK.

Note: The urine sample from the SAEK which is removed and placed inside a Los Angeles County/City, Sexual Assault Evidence - Urine Sample envelope, must be packaged separately in an Analyzed Evidence - To Be Frozen Envelope, Form 12.51.02, and booked into frozen storage.

Exception: Sexual Assault Evidence Kits, once analyzed and found to be negative, must be stored in climate-controlled storage.

Taken directly from the Dept. Manual; 2015 1st Quarter.

SHARP INSTRUMENTS

A blade or sharp point shall be packaged to protect a person who may later handle it. When an instrument's evidentiary value would not be affected, the booking officer shall follow the marking and packaging procedures delineated below.

- If marking or packaging the item could damage evidentiary value (e.g., blood-stained knife), the Serology Unit, SID should be contacted for advice.
- The booking officer should mark the handle of the item if it may later be necessary to identify the item in court.

Packaging:

All packages containing sharp instruments shall be marked "Sharp" in red. Whenever possible, the item must be placed in a capped syringe tube.

A. Pocket Knife

1. Fold knife closed if possible. If it is impossible to close the knife, follow "B" below.
2. Place a piece of tape around the knife to hold it closed. Do not use tape if the knife is to be printed or examined for other evidence (See "Fixed-Blade Knife" below).
3. Place the knife in an appropriate envelope or suitable container.
4. Book the property.

B. Fixed-blade knife

1. Tape two strips of cardboard, one on each side, or tape on a larger folded piece of cardboard to the blade.
2. Place the knife in an appropriate envelope or container.
3. Book the property.

C. Razor blades

1. Wrap each blade several times with paper and secure the paper with tape.
2. Place the blades in coin envelopes.
3. Place all coin envelopes in the appropriate envelope or container.
4. Book the property.

D. Straight-edge razor

- 1. Fold the razor closed if possible.**
- 2. Place a piece of tape around the razor to hold it closed. Do not use tape if the razor is to be printed or examined for other evidence.**
- 3. Place the razor in the appropriate envelope, or suitable container.**

E. Ice pick .

- 1. Affix a piece of cork over the point and secure it with cellulose tape.**
- 2. Place the ice pick in the appropriate envelope or container.**
- 3. Book the property.**

VEHICULAR AIR BAGS

4/229.10 DETONATION AND BOOKING OF VEHICULAR AIR BAG MODULES.

Employee's Responsibility. Employees who come in contact with an uninstalled air bag module which has been detonated (i.e., bag deployed, preservative powder residue visible) shall recover and book the detonated air bag module in accordance with standard property booking procedures. No special handling is required.

Employees who come in contact with an uninstalled, undetonated air bag module shall:

- Secure the immediate area;

- Request the Bomb Squad, Hazardous Devices Section, Emergency Services Division, to respond to the scene;

Note: During off-hours, the Bomb Squad may be contacted through the Department Command Post, Real-Time Analysis and Critical Response Division (RACR).

Complete a Property Report, Form 10.01.00, including the name of the Bomb Squad member who detonated or took custody of the air bag module; and, if the module was detonated by the Bomb Squad, recover and book the remains of the module in accordance with standard property booking procedures.

Hazardous Devices Section, Emergency Services Division's Responsibility. The Hazardous Devices Section shall:

Respond to all requests involving air bag module(s);

Detonate air bag modules if appropriate; and, assume custody and storage of air bag modules contained in the manufacturer's original packaging.

Vehicle Air Bags – Recovery and Handling

Vehicle in-dash air bags have evolved into dual stage systems. Instead of one inflation cycle in the event of a front-end collision, two independent ignition systems may activate inflating the bag twice in rapid succession depending on sensor readings and impact speed. Dual stage air bags can be easily identified because they have two separate wiring harnesses (two pairs of two wires) leading from the back or side of the module. Even if the air bag appears to have been deployed (inflated), the second stage ignition system may still be intact. Therefore, whenever any air bag is recovered, the Bomb Squad shall be notified and they will determine if the module is safe for booking. If you have any questions or need advice, please contact the Bomb Squad.

Hazardous Devices/Materials Section- Bomb Squad & Haz Mat Unit

2029 N. Main St., L.A. 90031

Officer in Charge 323 342-4200

..... FAX 323 342-4280

VENDING CARTS

Vending carts shall not be booked unless the vendor is arrested and booked.

Vending carts shall be booked as non-evidence.

In the event that a vending cart is booked as non-evidence, the arresting officer shall complete a Property Disposition Request Form, marked "Release To:" for the vending cart and advise the arrestee of the importance of picking up the cart when released.

Perishables shall be removed by the booking officer and placed into the Area trash facilities and noted on the property report.

Note: Money recovered from the arrestee shall be booked as excess prisoner's property.

See Office of Operations Order, No.2, February 2006.

Narcotics release to a Law Enforcement Agency:

Narcotics Group is the only section to authorize the release of narcotics to a law enforcement agency.

Release of the narcotics from property division:

1. Narcotic Group officer or detective must be present
2. Law enforcement agency personnel taking the custody of the narcotics
3. Original 15.2 from Narcotic Group C/O to Property Div. C/O
4. 15.2 must be reviewed by the Property Div. C/O and initialed approved by the C/O
5. The AR Number is included, the item number(s) of the evidence, the description of the items and the weights included in the 15.2.

Narcotics release to a claimant due to Court Order:

1. Only the narcotic group can authorized the release of narcotics to a claimant.
2. If the narcotics are AR to a claimant by narcotics group.
 - a. The claimant must make arrangement with property division to pick-up the narcotics.
 - b. Narcotics Group personnel do not have to be present for the release.

02-03-10

TRAINING NOTICE:

APIMS ENTRY:

<u>CAT</u>	<u>ART</u>	<u>ARTICLE TYPE</u>
<u>CD</u>	<u>CD</u>	<u>DESCRIPTION</u>

Q RAPEKIT (SEXUAL ASSAULT) This is the code to use when you are entering a regular rape kit (taken from a live person) in APIMS.

Q SEXKIT (SEXUAL ASSAULT KITCORONR) This is the code to use when you are entering a Coroner's sexual assault kit in APIMS.

The accuracy of our APIMS data entry is of utmost importance. The integrity of APIMS (Automated Property Information Management System) makes it a valuable tool for statistics and reports when the information that is entered is accurate. We will do our BEST at all times to ensure that we can provide reliable information based on our records in APIMS.

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 22

August 29, 2005

SUBJECT: PROPER HANDLING AND BOOKING OF NITROUS OXIDE

PURPOSE: This Order delineates the procedures for the proper handling and booking of nitrous oxide (N₂O).

PROCEDURE:

I. NITROUS OXIDE - DEFINED. 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 381b.

Exception: Penal Code Section 381b 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.

II. OFFICER'S RESPONSIBILITY. When conducting a preliminary investigation of N₂O possession, officers shall adhere to the following procedures:

- * Determine if the possession of N₂O is a violation of 381b PC and take appropriate action;
- * Contact the Hazardous Chemical Team (HCT), Scientific Investigation Division (SID), for advice and/or assistance;
- * Do not transport N₂O tanks or cylinders, regardless of size, in the police vehicle. Officers seizing an N₂O tank or cylinder shall request the HCT, SID, for transportation;

Note: During non-business hours, officers should contact SID through the Department Command Post (DCP), Communications Division.

- * In the event that a tank or cylinder containing N₂O is to be booked as evidence by the HCT, SID, the investigating officers shall complete a Property

Report, Form 10.01.0, including the serial number (when available), manufacturer and size of the tank or cylinder. Officers shall deliver or fax the completed Property Report to SID; and,

Note: Officers can request the HCT, SID, to obtain a sample of N₂O from the cylinder or an inflated balloon, if necessary for their investigation. ...

- * Issue a Receipt for Property Taken, Form 10.10.0, to the owner or possessor of the cylinder.

III. HAZARDOUS CHEMICAL TEAM, SCIENTIFIC INVESTIGATION DIVISION, RESPONSIBILITY. When notified of a seizure of an N₂O tank or cylinder, a specialist from HCT, SID shall:

- * Respond to the scene to assist officers with their investigation;
- * Transport the seized N₂O compressed tank or cylinder to the commercialized warehouse, Property Division; and,
- * Upon officers' request, obtain a sample of N₂O from a cylinder or balloon for analysis.

AMENDMENTS: This Order amends Sections 2/350.05, 2/350.35, 4/212.15 and 4/510.12, and adds Sections 4/212.51 and 4/540.68, to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Administrative and Technical Services Bureau, shall monitor compliance with this Order in accordance with Manual Section 0/080.30.

WILLIAM J. BRATTON
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 42

August 20, 2009

**SUBJECT: PROCESSING NARCOTICS, TOLUENE AND DANGEROUS
DRUGS, ETC. - REVISED**

PURPOSE: This Order revises Department Manual Section 4/540.70. Effective immediately, the following will be revised for clarification.

**PROCEDURE: PROCESSING NARCOTICS, TOLUENE AND DANGEROUS
DRUGS, ETC. - REVISED.** Department Manual Section 4/540.70, sub-section titled Weights and Measures, shall be revised as follows:

"Substances," in relation to pipes with residue only, shall no longer be weighed. These substances shall only be counted. For example, one glass pipe containing cocaine residue will be counted as one item. The evidence may state in the Property Report, Form 10.01.00, and/or the Arrest Report, Form 05.02.00, "1 glass pipe containing off-white residue resembling cocaine." Glass pipes with no visible residue shall be booked as paraphernalia in the Area Property Rooms. All pipes with residue shall be booked as narcotics.

The remainder of the section remains unchanged.

AMENDMENT: This Order amends Section 4/540.70 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.


WILLIAM J. BRATTON
Chief of Police

DISTRIBUTION "D"

SEXUAL ASSAULT KITS

Sexual Assault Evidence Kits are packaged in white frozen envelopes identified as "Los Angeles County/City" Sexual Assault Evidence Kit. The package will be obtained by the booking officer from the hospital facility performing the medical examination. The package shall be sealed and booked as one item, "Rape Kit" or "Sexual Assault Kit" on the property report. The contents will not be itemized. **The package is to be stored in the freezer.**

Clothing or bedding items shall be itemized and booked as separate items. Items belonging to the suspect shall be packaged separate from the victim's to avoid contamination of the evidence. **Under no circumstances shall the rape kit be placed inside of a carton with other items.**

When clothing (such as underwear, pantyhose, blouse, pants etc.) or bedding is taken into custody which may contain biological stains, it shall be air-dried and packaged in an **Analyzed Evidence to be Climate Controlled Envelope or in a carton with an Analyzed Evidence to be Climate Controlled Envelope or Climate Controlled Tag affixed.**

If there is no possibility of biological stains such as semen, these items shall be booked as regular evidence.

The sexual assault kit shall be sealed with three red evidence seals. When the kit is sealed by the contract hospital personnel with the appropriate number of signed red seals (three), it is not necessary to have the booking officer reseal the envelope with new red evidence seals. Ensure that there are always three seals on the package; top flap, bottom and center seams.

Note: A Form 03.02.00 or 03.02.01, Victim of a Sex Offense Request for Confidentiality of Information (English/Spanish), shall be completed for all victims of crimes as specified in Government Code Section 6254 whether or not they exercise the right to confidentiality.

Property Division requires a copy of the confidentiality form when the evidence is booked to the victim or the arrestee.-Revised 06-24-15

When the evidence is booked to the victim, the accompanying reports shall contain the victim's first name and last initial only. The victim's complete name shall be included on all evidence property booked. **The property is booked in APIMS as normal, not confidential unless it is specified in the report as a confidential booking.**

The original of the physician's report shall be submitted as a page of the appropriate report and **not booked as evidence.**

Sexual Assault evidence shall not be booked using an Injury Report.

4/505.15 CLASSIFICATIONS OF ANALYZED EVIDENCE. Evidence booked into the Department's property system are to be classified as follows:

- **Analyzed Evidence - Shelf Storage** - evidence, other than narcotics, that does not require climate-controlled or cold storage such as Gunshot Residue (GSR) kits.
- **Analyzed Evidence - Climate-Controlled Storage** - All evidence, other than narcotics, that does not require cold storage including dried biological samples (dried blood/semen/saliva on swabs/fabric or other surfaces).
- **Analyzed Evidence - To Be Refrigerated** - Liquid blood and urine samples [except for the urine sample from the Sexual Assault Evidence Kit (SAEK)].
- **Analyzed Evidence - To Be Frozen** - Anything that cannot be dried, the SAEK and the urine sample from the SAEK.

Note: The urine sample from the SAEK which is removed and placed inside a Los Angeles County/City, Sexual Assault Evidence - Urine Sample envelope, must be packaged separately in an Analyzed Evidence - To Be Frozen Envelope, Form 12.51.02, and booked into frozen storage.

Exception: Sexual Assault Evidence Kits, once analyzed and found to be negative, must be stored in climate-controlled storage.

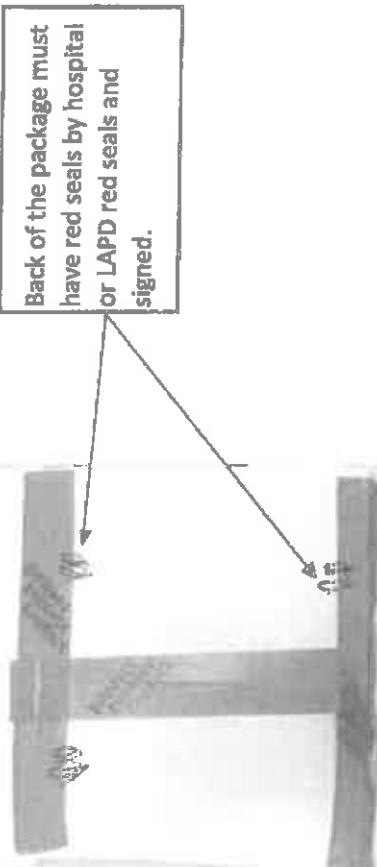
Taken directly from the Dept. Manual; 2015 1st Quarter.

LAPD - PROPERTY DIVISION

STANDARD MARKING OF SEXUAL ASSAULT EVIDENCE PACKAGE WITH PROPER RED SEALS



7-25-2018
478
DOE
5499999
LOS ANGELES CITY
SEXUAL ASSAULT EVIDENCE KIT
DOE, JANE
1B-99-99999
LAPD SEXUAL ASSAULT EVIDENCE KIT
DOE, JANE
1B-99-99999
LAPD SEXUAL ASSAULT EVIDENCE KIT
DOE, JANE
1B-99-99999



- 1) Victim's name - All the reports except the confidentially report must have first name and last name's initial only.
For example: Jane, D.
- 2) Urine must be package separately from the Sexual Assault Evidence Kit (SAEK) and stored in a freezer.
- 3) Containers need to have full name written.
For example: Doe, Jane
- 4) Victim(s) clothing must be package separately from the suspect and/or other victim(s).
- 5) Frozen and refrigerated items must be booked into Property Division or an Interim Storage freezer/location within six hours of Department custody.

APIMS ENTRY SEXUAL ASSAULT BOOKINGS

RAPEKIT (SEXUAL ASSAULT) This is the article code used when entering a regular rape kit (taken from a **live person**) in APIMS.

SEXKIT (SEXUAL ASSAULT KITCORONR) This is the article code used when entering a **Coroner's** sexual assault kit in APIMS.

The accuracy of our APIMS data entry is of utmost importance. The integrity of APIMS (Automated Property Information Management System) makes it a valuable tool for statistics and reports when the information that is entered is accurate. We will do our BEST at all times to ensure that we can provide reliable information based on our records in APIMS.

WHERE TO PLACE THE BARCODE:

ON THE FRONT VERTICAL BAR

