

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 15

August 23 2018

SUBJECT: CLASSIFICATIONS OF ANALYZED EVIDENCE – REVISED; PACKAGING ANALYZED EVIDENCE – GENERAL – REVISED; BOOKING FIREARMS – REVISED; ANALYZED EVIDENCE SEAL, FORM 10.12.07 – RENAMED; EVIDENCE SEAL – FORENSIC SCIENCE DIVISION/TECHNICAL INVESTIGATION DIVISION (YELLOW), FORM 10.12.11 – ACTIVATED; EVIDENCE SEAL – PROPERTY DIVISION (BLUE), FORM 10.12.12 – ACTIVATED; AND, BOOKING PROPERTY – FIELD NOTEBOOK DIVIDER, FORM 18.39.01 – REVISED

PURPOSE: This Order revises Department Manual Section 4/505.15, *Classifications of Analyzed Evidence*, in order to update the property storage conditions for the booking of Sexual Assault Evidence Kits and any associated urine samples and Department Manual Section 4/535.07, *Packaging Analyzed Evidence – General*, to reflect the current forms being utilized by Property Division. This Order also revises Department Manual Section 4/540.30, *Booking Firearms*, to add an exception clause that provides officers direction for the analysis and booking of firearms containing a firearm’s package. These changes have also been updated in the Booking Property – Field Notebook Divider, Form 18.39.01, to reflect the revised procedures.

Additionally, the Analyzed Evidence Seal, Form 10.12.07, has been renamed and the form numbers for evidence seals presently being used by Forensic Science Division (FSD), Technical Investigation Division (TID), and Property Division are being updated to differentiate the colors of the evidence seals currently used by each entity. Forensic Science Division and Technical Investigation Division shall use the yellow evidence seals, Form 10.12.11, and Property Division shall use the blue seals, Form 10.12.12. Other miscellaneous seals, forms, and envelopes have been revised in order to reflect current policy.

PROCEDURE:

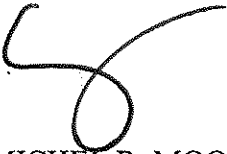
- I. **CLASSIFICATIONS OF ANALYZED EVIDENCE – REVISED.** Attached is the revised Department Manual Section 4/505.15, *Classifications of Analyzed Evidence*, with the revisions indicated in italics.
- II. **PACKAGING ANALYZED EVIDENCE – GENERAL – REVISED.** Attached is the revised Department Manual Section 4/535.07, *Packaging Analyzed Evidence – General*, with the revisions indicated in italics.
- III. **BOOKING FIREARMS – REVISED.** Attached is the revised Department Manual Section 4/540.30, *Booking Firearms*, with the revisions indicated in italics.

- IV. ANALYZED EVIDENCE SEAL, FORM 10.12.07 – RENAMED.** The Analyzed Evidence Seal, Form 10.12.07, has been renamed as the Evidence Seal – Los Angeles Police Department (Red). The use, completion, and distribution of this form remain unchanged.
- V. EVIDENCE SEAL – FORENSIC SCIENCE DIVISION/TECHNICAL INVESTIGATION DIVISION (YELLOW), FORM 10.12.11 – ACTIVATED.** The evidence seal currently being utilized by FSD and TID personnel has been activated as Evidence Seal – Forensic Science Division and Technical Investigation Division (Yellow), Form 10.12.11.
- A. Use of Form.** This form is used to seal evidence handled by employees assigned to FSD and TID.
- B. Completion.** The employee handling the evidence shall complete the form in black or blue ink.
- C. Distribution.**
- 1 - Original, attached to property package.
- 1 - TOTAL**
- VI. EVIDENCE SEAL – PROPERTY DIVISION (BLUE), FORM 10.12.12 – ACTIVATED.** The evidence seal currently being utilized by Property Division personnel has been activated as Evidence Seal – Property Division (Blue), Form 10.12.12.
- A. Use of Form.** This form is used to seal evidence handled by employees assigned to Property Division.
- B. Completion.** The employee handling the evidence shall complete the form in black or blue ink.
- C. Distribution.**
- 1 - Original, attached to property package.
- 1 - TOTAL**
- VII. BOOKING PROPERTY – FIELD NOTEBOOK DIVIDER, FORM 18.39.01 – REVISED.** The Booking Property – Field Notebook Divider, Form 18.39.01, has been revised to reflect the revised procedure.

FORM AVAILABILITY: The revised Booking Property – Field Notebook Divider is available in E-Forms on the Department’s Local Area Network (LAN) and is attached for reference. All other versions of the Booking Property – Field Notebook Divider shall be marked “obsolete” and placed into the divisional recycling bin. The “Form Use” link applicable to the above mentioned forms has been updated and is accessible in E-Forms on the Department’s LAN.

AMENDMENTS: This Order amends Sections 4/505.15, 4/535.07, and 4/540.30 of the Department Manual.

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



MICHEL R. MOORE
Chief of Police

Attachments

DISTRIBUTION “D”

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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.** 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 *that 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.** Evidence that cannot be dried.
- **Analyzed Evidence - Narcotics.**

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

Employees booking 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. A red Evidence Seal shall be placed on the top surface where the tape ends meet.

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

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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
- *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
- 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 Seals:

- *Evidence Seal – Los Angeles Police Department (Red), Form 10.12.07*
- *Evidence Seal – Forensic Science Division/Technical Investigation Division (Yellow), Form 10.12.11*
- *Evidence Seal – Property Division (Blue), Form 10.12.12*

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.

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Additionally, if physical evidence such as DNA or latent prints is important and there is a potential for damaging such evidence during the unloading process, FSD shall be requested to respond for assistance.

Note: The package of a firearm that requires latent print processing or touch DNA analysis shall be clearly marked "Hold for Prints" or "Hold for Touch DNA" and booked into 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 telephonic request shall be made to Technical Investigation Division (TID) via the Latent Print Unit (LPU) Incident Tracking System. 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 in which order to analyze the item.

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

In all cases, the 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 *weapons* clearing 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 booked**. When more than three associates exist, complete another Firearms Supplemental Property Report, Form 10.01.01. When more than three firearms are booked, complete the Continuation Sheet for Firearms Supplemental Property Report, Form 10.01.02. When a firearm

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is recovered directly from a specific person, any other individual in the possessor's company will 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, Form 10.01.00, and continue the page numbering sequence and be submitted to a supervisor for approval.

- When multiple firearms are booked on a single Property Report, Form 10.01.00, and all have the same possessor, associates, recovery location and recovery date, the first firearm is listed on the Firearms Supplemental Property Report, Form 10.01.01. Additional firearms will be listed on the Continuation Sheet for Firearms Supplemental Property Report, Form 10.01.02. The appropriate information shall be recorded on the Continuation Sheet for Firearms Supplemental Property Report, Form 10.01.02, 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, Form 10.01.00, 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 Automated Vehicle and Property Section, Records and Identification Division.
- Document the results of the AFS and NCIC query on the Form 10.01.00.
- Affix the AFS/NCIC print out to the Form 10.01.00 with transparent tape, immediately below the recorded description of the firearm.
- Print the word "FIREARM" in *red* in the top margin of the Form 10.01.00.
- When booking a firearm at a location other than the Property *Room* within the geographic Area in which the firearm was seized, print in the left margin of the Form 10.01.00, a statement directing extra copy distribution to the robbery unit of the geographic Area in which the firearm was seized.
- Submit the completed Forms, 10.01.00 and 10.01.01, to a supervisor for approval.
- Deposit the property and two copies each of the approved Forms 10.01.00, 10.01.01, and 10.01.02, when applicable, with the concerned property unit.

Note: All information relative to a firearm will be entered into the AFS by personnel assigned to the Automated Vehicle and Property Section, Records and Identification Division.

Supervisor's Responsibility. The supervisor approving the Form 10.01.00 shall:

- Physically inspect the firearm (unless held for touch DNA and/or latent prints) to verify the accuracy of the information contained on the Form 10.01.00 and to verify that the firearm is unloaded.

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 Form 10.01.00.

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- Ensure that a notation is made in the narrative portion of the Form 10.01.00 when unable to query AFS and NCIC.

The supervisor approving the Firearms Supplemental Property Report, Form 10.01.01, and the Continuation Sheet for Firearms Supplemental Property Report, Form 10.01.02, when applicable, shall review the form for completeness and accuracy, **ensuring that all available information has been included.**

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

- *If a firearm is held for prints and/or DNA, ensure the carton is properly sealed by the booking officer since it cannot be verified until an analysis is completed;*
- Inspect the firearm and verify all information contained in the Form 10.01.00.
- Ensure that a completed Firearms Supplemental Property Report, Form 10.01.01, and the Continuation Sheet for Firearms Supplemental Property Report, Form 10.01.02, when applicable are 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 *when practicable.*

A "Hold for Prints" or "Hold for Touch DNA" handgun shall be packaged inside a carton and *the carton secured with brown adhesive tape and the red seal.*

Handguns shall be packaged when practicable. Only *an empty* weapon's magazine may be packaged with a firearm.

Note: *An empty* magazine shall not be stored in a weapon, and ammunition shall *be packaged separately from the weapon packaging.*