

**OFFICE OF SPECIAL OPERATIONS  
PROPERTY DIVISION**

**NOTICE**  
18.2.3

November 14, 2012

**TO:** All Commanding Officers

**FROM:** Commanding Officer, Property Division

**SUBJECT:** PROPERTY DIVISION CLOSURES FOR CIVILIAN HOLIDAYS

Please be advised that the following Property Division locations will be closed for business during the following dates and times:

**Central Property Section (CPS)**

Monday, December 24, 2012, 2300 hours through Tuesday, December 25, 2012, 2359 hours

**Valley Property Section (VPS)**

Wednesday, November 21, 2012, 2300 hours through Monday, November 26, 2012, 0730 hours

Monday, December 24, 2012, 2300 hours through Tuesday, December 25, 2012, 2359 hours

**Geographic Area Property Rooms**

**(Harbor, Southeast, 77<sup>th</sup> St, Southwest, Pacific, Hollywood,  
Olympic, Topanga, Mission, Foothill and West Valley)**

Wednesday, November 21, 2012, 1600 hours through Monday, November 26, 2012, 0730 hours

Monday, December 24, 2012, 1600 hours through Wednesday, December 26, 2012, 0730 hours

**Forensic Science Center (CSULA)**

Wednesday, November 21, 2012, 1100 hours through Monday, November 26, 2012, 0600 hours

Monday, December 24, 2012, 1100 hours through Wednesday, December 26, 2012, 0600 hours

**Evidence Control Center (Piper Tech)**

Wednesday, November 21, 2012, 1600 hours through Monday, November 26, 2012, 0730 hours

Monday, December 24, 2012, 1600 hours through Wednesday, December 26, 2012, 0730 hours

Officers should utilize interim storage lockers during these closed periods. Questions regarding large items that will not fit into storage lockers, high value bookings, and large narcotic bookings (over 30 pounds), should be directed to the Property Division on-call supervisor, at (213) 280-3073 or through RACR Division at (213) 484-6700.

Questions regarding the closures may be directed to Sergeant Benjamin Warren, Property Division, (213) 356-3720.

APPROVED:



TERRY L. CARTER, Police Administrator  
Commanding Officer  
Property Division



STEPHEN R. JACOBS, Deputy Chief  
Chief of Staff  
Office of the Chief of Police

DISTRIBUTION "B"