

**OFFICE OF SPECIAL OPERATIONS
PROPERTY DIVISION**

NOTICE
18.2.3

December 12, 2012

TO: All Commanding Officers

FROM: Commanding Officer, Property Division

SUBJECT: PROPERTY DIVISION CLOSURE OF PM WATCH AT
CENTRAL PROPERTY SECTION AND VALLEY PROPERTY SECTION

Please be advised that effective DP1, 2013, Central Property Section (CPS) and Valley Property Section (VPS) will be closed Monday through Friday, 1600 -2330 hours. Weekend closures remain in effect each Friday at 2330 hours through Sunday at 2330 hours.

During closed business hours, all evidence booked at CPS and VPS will be placed in the interim storage lockers provided in the lobby areas. Officers shall complete the Property Division Booking Record, LAPD Form 10.04.00.

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.

Thank you for your support as Property Division continues to provide service to the Department and citizens during these difficult financial times.

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

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