

**OFFICE OF SPECIAL OPERATIONS
PROPERTY DIVISION**

NOTICE
18.2.3

March 20, 2015

TO: All Commanding Officers

FROM: Commanding Officer, Property Division

SUBJECT: HARBOR, PACIFIC AND TOPANGA AREA PROPERTY ROOM CLOSURES

Please be advised that effective DP4, March 22, 2015, the property rooms located at Harbor, Pacific, and Topanga Area will be temporarily shuttered until further notice. Harbor Area officers may book evidence and non-evidence items at 77th Street Area at 7600 South Broadway St, Los Angeles. The 77th property room is open Monday – Friday, 0730 – 1600 hours. Pacific Area officers are directed to Central Property Section (CPS) located in the basement of the Metropolitan Detention Center. CPS is open Sunday through Friday, 2330-1600 hours. Topanga Area officers are directed to Valley Property Section (VPS), 6240 Sylmar Ave, Van Nuys. VPS is open Sunday through Friday, 2330 – 1600 hours.

Every effort should be made to book property and evidence during open business hours, as Property Division employees are available to assist officers with reports and corrections. During closed business hours, interim storage lockers are available in the CPS and VPS lobby. Officers should complete the Property Division Booking Record, LAPD Form 10.04.00. To reduce the number of kickbacks and avoid booking delays, watch commanders are reminded to ensure accuracy of property reports prior to use of the interim storage lockers.

Evidence requiring analysis (e.g., firearms, narcotics, blood, urine, sexual assault evidence kits) may continue to be booked in the interim storage lockers located in the Watch Commander's Office. This evidence will generally be couriered nightly, Sunday through Thursday.

During closed business hours, 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.

To schedule an appointment to retrieve, sign-out, sign-in, or release property and evidence housed at Harbor, Pacific, or Topanga Areas, please contact the Area Supervisor at (310) 213-7153. Every attempt will be made to honor requests for service within 48 hours. Please plan accordingly.

All Commanding Officers

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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 Senior Property Officer Steve Kim, Property Division, (213) 356-3710.

APPROVED:



YVETTE A. BURNEY, Police Administrator
Commanding Officer
Property Division



SEAN MALINOWSKI, Commander
Chief of Staff
Office of the Chief of Police

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