

OFFICE OF SPECIAL OPERATIONS

NOTICE
18.2.3

March 20, 2017

TO: All Commanding Officers

FROM: Director, Office of Special Operations

SUBJECT: SECURITY AND MAINTENANCE OF AREA PROPERTY ROOMS


With the cessation of counter service in most Area Property Rooms, security and chain of custody concerns must be refreshed at regular intervals. Department personnel are reminded that entry into an Area Property Room by non-Property Division personnel must be approved and is reserved for emergency occurrences. Please refer to the Chief of Police Notice dated January 31, 2012, entitled "Security and Management of Property Rooms." The Notice states that "entry into and utilization of the Property Room is restricted to Property Division personnel."


If there is a serious need for entry, Property Division must be contacted for authorization. Currently, all Area Property Rooms contain live evidence. Unauthorized access to Area Property Rooms and the live evidence items contained within, could negatively impact the integrity of courtroom testimony by Department personnel.

Property Division continues to store, release and process evidence in all Area Property Rooms. Questions regarding Area Property Room access, policies and procedures may be directed to Principal Property Officer O. Marie Allen, Area Operations Section, Property Division, at (213) 356-3710.

Questions regarding this Notice should be directed to Police Administrator Sandra M. Russell, Commanding Officer, Property Division, at (213) 356-3710.

APPROVED:


BEATRICE M. GIRMALA, Assistant Chief
Director, Office of Special Operations


SEAN W. MALINOWSKI, Deputy Chief,
Chief of Staff
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