

**OFFICE OF SPECIAL OPERATIONS
PROPERTY DIVISION**

NOTICE
18.2.3

May 22, 2013

TO: All Commanding Officers

FROM: Commanding Officer, Property Division

SUBJECT: STANDARD CONVERTIBLE PROPERTY

Convertible property is property that comes into the custody of the Los Angeles Police Department (Department) for which title, after satisfaction of specified legal requirement, may pass to the Department for use in an official capacity. The Convertible Property Request, Form 10.09.00 is available through E-Forms on the LAN. Please refer to Manual Section 4/580, Department Retention and Use of Convertible Property, for additional information.

Attached is a listing of standard convertible property available through Property Division. Please note that availability of items fluctuates based on dispositioned evidence, and operating and space needs. Converted property comes "as is", and its working condition is not guaranteed nor is maintenance supported by the Department. Specialty items, e.g. computers, laptops, cell phones, etc., must be inspected and approved by Information Technology Division prior to making such requests, if the items are to be used for daily Department business (not a sting operation). Request for firearms and munitions available for convertible property may only be requested by the Firearms Training Unit, Training Division.

Once approved, all convertible property requests shall be forwarded to the Commanding Officer, Property Division, for final disposition and assignment. Please note that due to the extreme shortage of personnel, convertible property requests are not considered a priority action item in Property Division operations. Requestors will be contacted for an appointment when time permits.

Upon receipt of converted property, requesting entities are fully responsible for the proper use, safekeeping, maintenance, tracking and inventory, and disposal of such property.

Please contact Acting Principal Property Officer Rondee Carter-St. Ange, Property Division, at (213) 356-3730, for further information.

APPROVED:



TERRY L. CARTER, Police Administrator
Commanding Officer
Property Division



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

Attachment

DISTRIBUTION "B"

ITEMS GENERALLY AVAILABLE FOR CONVERTIBLE PROPERTY
As of May 2013

Binoculars
Bolt cutters
Box cutters
Crowbars
Flashlights
Gardening tools (miscellaneous)
Gun belts (non-uniform issue)
Gun parts/accessories
Gun/rifle cases
Gun/rifle magazines
Hammers
Hand tools (various and miscellaneous)
Holsters (non-uniform issue)
Manual hand saws
Power sources (adapters/cords)
Power tools (drills/saws)
Scales
Scopes

Note: Items not appearing on this list shall be specifically identified by DR number, item number, and description from a related property report. Any serialized item identified as "stolen" via NECS, shall not be converted for use by Department personnel.

Prepared by:
Property Division