

**OFFICE OF SPECIAL OPERATIONS
PROPERTY DIVISION**

NOTICE
18.2.3

August 30, 2011

TO: All Commanding Officers

FROM: Commanding Officer, Property Division

SUBJECT: HARBOR AND WEST VALLEY AREA PROPERTY ROOMS RE-OPENING
AND REDUCED SERVICE AT THE FORENSIC SCIENCE CENTER

Please be advised that effective DP10, 2011, the property rooms at Harbor and West Valley Areas will be open for business. Normal operating hours are Monday through Friday, 0730 – 1600 hours.

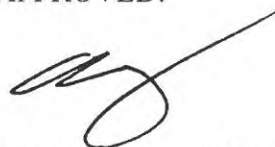
Also effective DP10, 2011, there will be reduced counter service hours at the Forensic Science Center (FSC), located at California State University, Los Angeles. The Property Division counter at FSC will be open to service Department personnel on weekdays, Monday – Friday, 0600 – 1100 hours. Department personnel requiring service at FSC should plan accordingly. Additionally, field personnel are reminded to adhere to Operations Order No. 3, dated January 29, 2001, entitled *Booking Felony Narcotics Evidence*. Geographic Area watch commanders shall ensure that “late” bookings, as defined as narcotics evidence from an arrest made prior to 2400 hours on the previous day and booked after the Property Division Courier Unit has completed the pick-up of evidence at the Geographic Area, are delivered to appropriate Property Division locations. All Operations-Valley Bureau Areas, West Los Angeles Area, and Pacific Area, shall deliver late bookings to Valley Property Section, Van Nuys. All Operations-Central Bureau Areas, Operations-South Bureau Areas, Hollywood Area, Wilshire Area, and Olympic Area, shall deliver late bookings to the Central Property Section, located at the Metropolitan Detention Center – Basement, Monday through Thursday, 1100 – 0400 hours, and on Friday, 1100 – 2300 hours. All Property Division locations will remain closed for business on Saturdays and Sundays. Interim storage is available at all locations.

Thank you for your patience, cooperation, and flexibility during this time. If you have any questions, please contact me at 213-356-3710.

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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