

**OFFICE OF SPECIAL OPERATIONS
PROPERTY DIVISION**

NOTICE
18.2.3

September 3, 2014

TO: All Commanding Officers

FROM: Commanding Officer, Property Division

SUBJECT: MISSION AND HOLLYWOOD AREA PROPERTY ROOMS CLOSURE

Please be advised that effective DP10, 2014, the Mission and Hollywood Property Rooms will be temporarily shuttered until further notice. Mission officers requiring booking of evidence and non-evidence items are directed to Valley Property Section, Van Nuys Area. Hollywood officers requiring booking of evidence and non-evidence items are directed to Central Property Section. Both CPS and VPS are 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 lobbies. 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.

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 Officer Don Nguyen, Property Division, (213) 356-3710.

APPROVED:



TERRY L. CARTER, Police Administrator
Commanding Officer
Property Division



STEPHEN R. JACOBS, Deputy Chief
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