

OFFICE OF THE CHIEF OF POLICE

NOTICE
10.4

October 20, 2022

TO: All Department Personnel

FROM: Chief of Police

SUBJECT: CONVERTIBLE PROPERTY REQUEST, FORM 10.09.00 – REVISED

The Convertible Property Request, Form 10.09.00, has been revised as follows:

- “SERIAL NO.” was added to the last four signature blocks;
- “BUREAU (OR ABOVE) COMMANDING OFFICER” was revised to “BUREAU (OR ABOVE) CO OR DESIGNEE;”
- “ADMINISTRATIVE SERVICES BUREAU” was revised to “ADMINISTRATIVE SERVICES BUREAU CO OR DESIGNEE;” and,
- “EVIDENCE AND PROPERTY MANAGEMENT DIVISION” was revised to “EVIDENCE AND PROPERTY MANAGEMENT DIVISION CO OR DESIGNEE.”

FORM AVAILABILITY: The Convertible Property Request, Form 10.09.00, is available in E-Forms on the Department’s Local Area Network and is attached for immediate use and duplication. All other versions of this forms shall be marked "obsolete" and placed in the divisional recycling bin.

Any questions regarding this Notice may be directed to Records and Identification Division, at (213) 356-3710.



MICHEL R. MOORE
Chief of Police

Attachment

DISTRIBUTION “D”

CONVERTIBLE PROPERTY REQUEST

EMPD use only:
Convertible Prop. No.

INSTRUCTIONS: Each commanding officer requesting a convertible property item for Department use shall complete and submit this form to his or her concerned bureau commanding officer (or above if applicable) for approval. A separate form shall be completed for each item or related package grouping of convertible property requested. Commanding officers shall review Department Manual Section 4/580.24 prior to submitting the form for review and approval.

The employee completing this form shall briefly describe the reasons the requested convertible property item is needed and how it will be used to meet Department objectives. If the requested item(s) are connected to a report, the following information shall be provided: DR number, item number, and description as listed in the related Property Report, Form 10.01.00.

REQUESTING DEPARTMENT ENTITY:

DR & ITEM NUMBER (IF CONNECTED TO A REPORT)
OR DESCRIPTION:

JUSTIFICATION:

CONTACT PERSON (Rank or Classification, First Name, Last Name, Serial No., Contact Number):

DATE:

SIGNATURE OF REQUESTING COMMANDING OFFICER:

SERIAL NO.: DATE:

☐ APPROVED
☐ DENIED

BUREAU (OR ABOVE) CO OR DESIGNEE:

SERIAL NO.: DATE:

☐ APPROVED
☐ DENIED

ADMINISTRATIVE SERVICES BUREAU CO OR DESIGNEE:

SERIAL NO.: DATE:

☐ APPROVED
☐ DENIED

EVIDENCE AND PROPERTY MANAGEMENT DIVISION CO OR DESIGNEE:

SERIAL NO.: DATE:

DISTRIBUTION AFTER APPROVAL BY ASB: 1 - Original - EMPD 1- Copy - Administrative Services Bureau

10.09.00 (07/22)