

Property and Evidence Procedural Manual

Redwood City Police Department

Modified December 1, 2019



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Redwood City Police Department

Property and Evidence Procedural Manual

Purpose: For the collection, preservation and disposition of evidence and property.

Objective: To improve and maintain the efficiency and integrity of the handling of all property and evidence management of the property and evidence room.

Intent: To provide an easy reference for Property and Evidence personnel and Officers.

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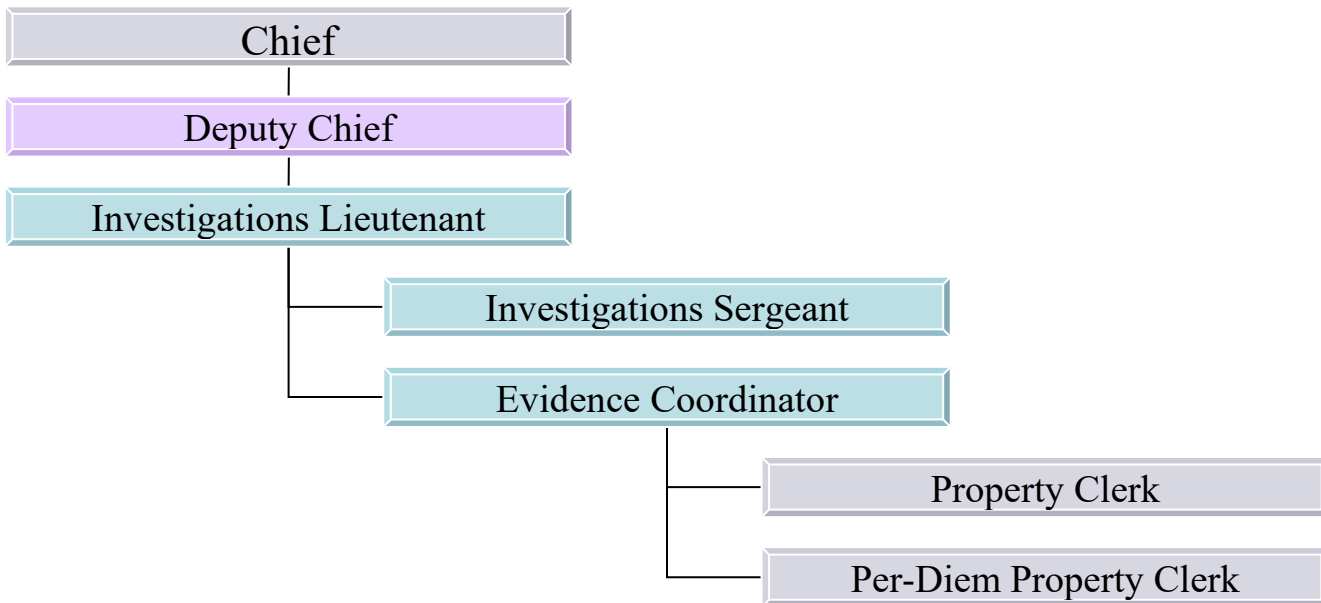
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Chapter One

Organizational Structure



The Property System falls under the Investigations Division. The Property System is managed by the full-time Evidence Coordinator and staffed by two civilian employees; one full-time Evidence and Property Clerk and one per-diem Property Clerk.

The Evidence Coordinator is a specialized mid-management position that is responsible for managing the Property System which includes; managing property and evidence personnel, creating and maintaining Standard Operating Procedures, completing yearly evaluations of all property and evidence personnel, conducting yearly inspections and inventories, supervising volunteers and managing the Property Room budget.

Property and Evidence personnel are responsible for the daily tasks of the Property System which includes; receive all incoming property/evidence, to fully document it, to store it systematically, to preserve its condition, to maintain its security, to lawfully release or dispose of it, and to maintain a complete chain of custody of the entire process that is sufficiently accurate and complete to satisfy any court requirement. Property and Evidence personnel report directly to the Evidence Coordinator.

The Evidence Coordinator reports directly to the Investigations Lieutenant. The Investigations Lieutenant is responsible for overseeing all inspections and inventories and providing yearly evaluations for the Evidence Coordinator. The Investigations Lieutenant

reports to the Deputy Chief and the Chief of Police who is ultimately responsible for the integrity and sustainability of the Property System.

Specialized Training

Training should be provided to all evidence and property personnel and supervisors of the property unit. The training should be applicable to the duties and responsibilities of the evidence and property personnel and should be provided by professional instructors in the field of property and evidence management.

All evidence and property personnel are required at a minimum to attend the two-day Property and Evidence Management class provided by the International Association for Property and Evidence (IAPE) every three years for specialized training in the following areas:

- General Standards
- Audits/Inventories
- Safety
- Special evidence handling
- Purging Guidelines
- Current laws and policies

Additionally, evidence and property personnel are encouraged to attend quarterly county-wide property meetings hosted by different agencies within the county as well as yearly property and evidence conferences provided by the California Association of Property and Evidence (CAPE), when staffing and funding allows.

Professional Associations

Property and Evidence personnel should make every attempt to familiarize themselves, and become involved, in professional associations that can provide training and develop additional skills in the field of property and evidence management.

Redwood City Police Department strongly encourages their employees to maintain professional associations in organizations such as the International Association for Property and Evidence (IAPE) and the California Association of Property and Evidence (CAPE). These professional organizations provide opportunity for networking, training and certifications.

The Property and Evidence Management Certification offered through the IAPE is strongly recommended.

Property Room Layout

Redacted Per 6255(a) GC

Property Room Security

Redacted per 6255(a) GC

Procedure for Entering

If any employee enters the property room for any reason, even when under the direct supervision of the Property and Evidence personnel or Evidence Coordinator, they should sign in and out using the sign in sheet located at the entrance to the Property Room. The employee should document their time in, reason for entry, time out, and their signature. Also, the supervising employee should write their initials on the sign in sheet. (See figure 1.1)

Time In	Time out	Signature	Reason for entry	Accompanied by
0850	0950	<i>Jim A. Scaville</i>	Review of evidence	<i>mm</i>

Figure 1.1

Alarms/Security Systems

The Property Room is safeguarded with an audible and motion alarm system. The alarm should be set at the end of each shift.

Redacted per 6255(a) PC

Hours of Operation/Scheduling

The Property Room Hours of Operation

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
0830-1500	0830-1500	0830-1500	0830-1500	0830-1500	Closed

Property and Evidence personnel staffs the Property Room and responds to the Public Counter from 0830 hours to 1500 hours with some exceptions.

The Evidence Coordinator is a full-time employee who is responsible for overseeing general property duties within the hours of their assigned shift.

The property room requires staffing levels of a minimum of two employees generally, but care must be taken to ensure coverage on holidays and vacations of at least one property person on weekdays. The property room is closed on weekends.

If access to the property room is required after hours, attempts should be made to reach the Evidence Coordinator. If the Evidence Coordinator is unavailable, the Community Service Officer may be contacted.

Definitions

Item (RIMS Value)

Auction (FLAG AUCTION) – Items set for auction should be stored on the auction shelving located in the Vehicle Impound.

Bike Area (BIKE RACK) – The bike area is used for the general storage location of bicycles. It is considered the standing room in between the aisles.

Shelf (SHELF) – The gray shelf modules numbered 2-1 to 15-8. Each number has four dedicated shelves.

California Law Enforcement Telecommunications (CLETS)- Law Enforcement communications network which provides all law enforcement user agencies access to obtaining information directly from federal, state and local computerized information files.

Claim Area (9-1A through 9-2F, Warehouse) – This area is for items booked in as “found” or “safekeeping.” This is a temporary storage location for items awaiting release.

Drug Box (Drug Shelf) – Individual Bankers boxes which house controlled substances. The drug boxes are located on the shelves in the drug room against the East wall.

Drug Destruction Box (Drug Destruction) – Designated bankers boxes that house controlled substances awaiting destruction. The destruction boxes are housed in the drug room.

Drying Rack (DRYER) – Misonex drying cabinet that is used to dry damp or wet pieces of evidence.

Evidence- Physical evidence is any article material or substance found in connection with an investigation that helps determine the circumstances of the criminal act.

Evidence Locker (LKR) – A locker is the double sided locker on the east side of the property room. This is the “temporary” housing for evidentiary items for officers to drop off and evidence and property personnel to receive. Once the door is closed from the outside, it becomes secure and cannot be unlocked except from the inside. Also, the inner door shall be locked at all times so that no one can pass through the lockers.

Fire locker (FIREL) – A fireproof locker located within the vehicle impound. It stores all fireworks, explosives and flammables.

Freezer (FRZ) – Two freezers located within the property room. It is set to a temperature of 0°. The freezers house biological evidence that must be kept frozen.

Fridge (FRIDGE) – The fridge is located within the property room. The fridge houses evidence items that require refrigeration such as liquid blood. It also acts as temporary storage for blood and urine prior to transferring to the crime lab.

Vehicle Impound (VEHICLE IMPOUND) – The 2-car garage is located in the rear parking lot of the police department. Large evidence is permitted to be stored in the vehicle impound. These instances include; vehicles, motorcycles, dirt bikes and other gasoline powered equipment.

Gun Burn (FLAG DESTROY) – This is a designated area within the gun room that is considered the holding area for firearms that are awaiting destruction.

Gun Shelf (GUN SHELF/ GUN RACK) – The metal shelves within the gunroom. The rack/shelves house all firearms.

Property Room- The entire room in which all property is stored for any length of time and has limited access.

Safe (SAFE) – The safe is located in the drug room. It is used to house currency in any amount. Access is limited to the Evidence Coordinator and Property and Evidence personnel. Access to the drug room is granted with an electronic key card. Access to the safe is granted with a numeric code.

Supply Room Fridge – This is a secondary fridge located in the supply room of the Police Department. This is a temporary holding place for blood and urine. Access is limited. It is secured with a lock that requires a key.

Server (RCPDPHOTOS) – Electronic storage for digital photograph evidence. Accessibility is limited to the Evidence Coordinator and Property and Evidence personnel.

Statute of Limitations- the legally defined period of time in which a criminal or civil action may be initiated. Once the statute of limitations has expired, a case may no longer be filed. (Penal Code 804)



Chapter Two

Categories of Property

It is the responsibility of the officer to classify the evidence accordingly and it should be documented in RIMS.

According to Lexipol Policy 802, evidence should be classified as (but not limited to):

Evidence- Any and all property recovered or discovered in the course of an arrest or investigation of any crime that may be used in the prosecution of a crime.

Found- Property that is turned in by a citizen or found by an officer where the rightful owner is unknown or cannot be located.

Stolen and Recovered- Property that has monetary value that is known to be, or suspected to be stolen property.

Safekeeping- Property that will have no holds placed on the item, has no evidentiary value and can be returned to the rightful owner.

Seized- Items seized pursuant to a search warrant.

Under certain circumstances, the officer may book items in for "Destruction." This may occur when the items are willfully relinquished to the officer and no criminal charges are sought. These items include; small amounts of narcotics, weapons, and ammunition. It is the responsibility of Property and Evidence personnel to destroy the items according to policy.

Booking Procedures

Property and Evidence Collection

It is the policy of the Redwood City Police Department to process, package and submit evidence into the property room prior to the end of the shift. Property is not to be held in personal lockers, files, or desks. Upon Supervisor approval, detectives may use an acceptable designated secure temporary location to store evidence if the item is actively being reviewed or extracted. The detective must notify the evidence and property room personnel of submission delays and the evidence must first be processed through the property system and then signed-out.

Under no circumstances should an officer take property or evidence home.

Property and Evidence Inventory

Any property or evidence taken into the custody by an officer should be inventoried. The following items shall be removed and packaged separately:

- Narcotics
- Firearms
- Currency
- Valuable items
- Serialized items
- Biological items or hazards (to include sharps)
- Perishable items (should be disposed or returned to the owner immediately)

Property and Evidence Booking

Any property taken into custody by an officer of this department should be placed into the evidence lockers, evidence closet or Sally Port and secured. The officer should enter each item collected into the property section of RIMS. See ([Attachment 1](#)) for mandatory and recommended fields for entries. Once the evidence has been placed into the locker, the officer should close the locker door and ensure it is secured. It should not be opened unless unlocked from the inside of the property room by Property and Evidence personnel.

As the items are removed from the locker, the locker can then be unlocked for outside use and secured from the inside. At no time should the locker be unsecured at both ends. One side of the locker should be secured at all times to ensure the integrity of the property room.

It is the responsibility of Property and Evidence personnel to examine the submitted items to ensure correct labeling, packaging, and documentation. It is also the responsibility of Property

and Evidence personnel to view the items listed in the property section of RIMS and the items booked in to ensure accuracy.

It is not the responsibility of Property and Evidence personnel to open any sealed packages, with the exception of firearms.

If an omission occurs, it must be reported to the officer.

Right of Refusal

Any property or evidence received in the Property Room that is not packaged or separated as specified in the Evidence Packaging Manual may be returned to the submitting officer for correction.

Any property that is not correctly entered into RIMS to include; status, category or description, may be returned to the submitting officer for correction.

Property Room personnel should prepare a notice of correction noting the item(s) needing correction and emailed to the officer. The item(s) awaiting correction should be stored temporarily in the "Flag Correction" location until the officer retrieves the item(s) unless it requires specific storage requirements to ensure the integrity (i.e. firearms, currency, temperature control).

If the officer does not respond to the first notice within one work week, a second notice should be prepared and should be forwarded to the officer's Sergeant.

If the officer does not respond to the second notice within one work week, a third notice should be prepared noting the lack of response to the first two notifications. The third notice may be forwarded to the Lieutenant.

Any property or evidence that is not received in a timely manner will require a supplemental written by the officer to explain the whereabouts or state that it cannot be located.

Documentation and Receipt of Property

Records Management

The Redwood City Police Department manages all records through Records Information Management System (RIMS) managed by Sunridge Systems. The Department transitioned to RIMS in 2008. Data entered after 2008 is accurate and comprehensive. Upon the completion of the transition, the department went “paperless” and all data is either entered directly into RIMS or attached to RIMS through a scanning process. All data prior to 2008 is stored in TraQ, with the exception of “new items” but is currently being manually migrated to RIMS.

Historical Records Management Systems:

1940-1980 Original reports/Universe

1986-2002 Microfilm (which is now accessible through Property P: Drive> Raycom)

2000- 2008 TraQ (limited data migration to RIMS)

2000- 2008 KwikTag (scanned attachments)

2008- Current RIMS

All original reports are now stored electronically on Records Information Management Systems (RIMS).

All information pertaining to reports and calls for service are maintained on RIMS. All information regarding property is documented in a separate module called RIMS Property. RIMS Property is accessible to all officers, however their permissions do not allow them to make changes to locations. Information that is entered into the RIMS Property Module includes: the original entry of the item, the item’s description, check in/check out, evidence dispositions, ownership information and chain of custody.

Documentation of Property

All property and evidence packaging shall be sealed with the securing officer’s initials and date on the seal itself.

According to Lexipol 802, all items submitted to the property room as evidence must be entered into RIMS properly. The information required is as follows:

1. Case number
2. Crime/Charge(s)
3. Name of suspect and/or victim
4. Name of owner (if known)

5. Property Description
6. Officer Name/Badge
7. Date/Time of incident
8. Property classification (Status)

All of which is included on the Property barcode.

RIMS Entries

Check In Property

Property: R17-02-0552 - 1

Page 1 | Notes | Firearms | Disposition | Attach | Photos | Audit

Property Description

Status: EVIDENCE | Size: | Category: PHOTO UPLOAD (EVIDEN) | Colors: | Article: PHOTOGRAPHS | Serial #: | Model: | Item #: 1 | Code: | Brand: | Qty: 2 | Meas: | Desc: PHOTOS OF SCENE

Property Values

Value Stolen: | Value Recovered: | Value Damaged: | Value Seized: |

Recovered/Stolen Property Info

Recovery Code: | Recovery Date: |

Case Information

Case #: R17-02-0552 | Offense: 23152(A) VC | Date: 02/26/2017

Property Seized

Seiz Loc: |

Property Location

Officer: | Location: | Checked Out

Associated Person: | Owner: |

Property Room Features

Received in Property Room | Date Received: | Outside Tracking: | **Officer Inquiry**

Property Entered by: 381 WANG, A

Date	Time	By	Officer Name	Log Entry
02/26/2017	21:13	381		Evidence: 2 Photos Of Scene

Prev | Sheet 1 | OK | Cancel | Add Log | Delete Prop | Clone | Custody | Roll | Print Next

After the items are removed from the locker, they shall be “checked in” through RIMS Property. See ([Attachment 1](#)) for mandatory and recommended fields for entries.

Instructions to check an item into the Property System can be handled in two ways:

Logging in multiple items to the same location:

Log into Property Room (Username: Employee ID Password: RCPD password)

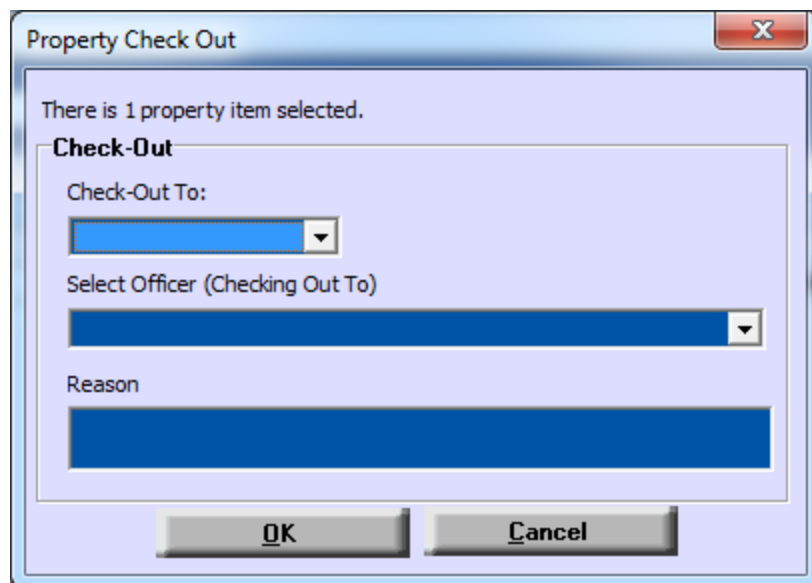
- > Cases
 - > Enter Case number (13-01-0001)
 - > Highlight desired property entry by left clicking once
 - > Check In
 - > Enter Officer ID (i.e. 1154)
 - > Enter desired location (i.e.13-2)
 - > OK

Logging in a single item:

Log into Property Room (Username: Employee ID Password: RCPD password)

- > Cases
 - > Enter Case number (13-01-0001)
 - > Double click the specific item desired
 - > Check the “Received in Property Room” box
 - > Enter Date received
 - > Enter desired location (i.e.13-2)
 - > OK

Once the item has been checked into RIMS successfully, a “Received Date” will appear in the first column next to the desired item.



Instructions to check an item out of the Property System for a period of time (i.e. court)

> Cases

> Enter Case number (13-01-0001)

> Highlight desired property entry by left clicking once

> Check In/Out

> Check out to (location)

> Select Officer (Officer's last name, first initial)

> Reason (i.e. court)

> OK

> Print

> Officer shall sign the printed "Property Release Form" ([Attachment 2](#))

> Place the Property Release Form in the wall file until the item is returned

Entering a Case in RIMS (Should only be used to add old case numbers for data migration)

Case

> Add Case

> Confirm current date and time

> Are you sure: Yes

> Enter the Case number desired, enter the original date of the crime, enter the offense: OK

> When entering an old case that does not adhere to the current format of YR-MO-SEQ#, then add a zero at the end, example: 760-1471 is entered as R76-01-4710.

The following data is required when entering a case number:

Case R76-01-4710

Page 1 Page 2 **Persons** **Property** Vehicles Narrative Accident Officers Photos Attachments Queri

Case #	R76-01-4710	<input checked="" type="checkbox"/> Turned In	Offense	Description	M/F	Code	Un
Inc #		<input type="checkbox"/> Locked	187(A) PC	Murder	F	100	<input type="checkbox"/>
Type	Incident Report						<input type="checkbox"/>
Date	03/11/1976						<input type="checkbox"/>
Time	0000 - 0000	<input type="checkbox"/> Unknown					<input type="checkbox"/>
Day	TH	By 1118					<input type="checkbox"/>
Refs							<input type="checkbox"/>

Address	50 REDWOOD AV	Date Reported	03/11/1976	Status	INFORMATION ONLY
Place		Time Reported	0000	Dispo	INFORMATION ONLY
Apt	211	Area	6	Date	03/11/1976
Zip	94061	Beat	6	Division	
City	Redwood City				

Solvability Factors/MO

Special Circumstances

Agency Confidential
 Do Not Release Information
 Warrant
 Attachments
 Additional Offenses

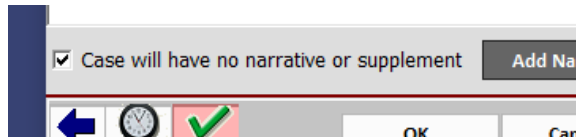
Prev Hist UCR-1 OK Cancel Delete Case Tag Case Print Next

Page 1

1. Enter Type: Incident Report
2. Enter Address: location of where crime occurred
3. Add persons, victim and suspect
4. Check the box: Turned in
5. Add property
6. Fill in the Status and Dispo with: Information only

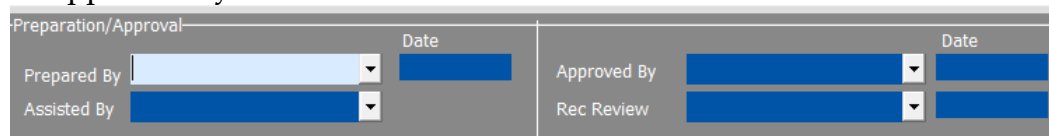
Proceed to the **Narrative Tab**

1. Check the box: Case will have no narrative or supplement



Proceed to the **Officers Tab**

1. Prepared by should have the name of the person adding the case and date
2. Approved by should indicate the Evidence Coordinator and date





Chapter Three

Temporary Storage Facilities

Evidence must be stored in a manner that prevents loss, contamination and degradation and that maintains chain of custody. Evidence lockers, drop box, refrigerator, freezer, drying rack and bicycle closet serve as temporary secure storage locations.

Metal Storage Lockers

The metal storage lockers are meant to hold items for a short period of time and are not intended to serve as permanent storage. The units should have pass-through doors which are locked on one side at all times. The doors should have a self-locking mechanism once an officer closes the door. The rear doors of the lockers can be accessed from the security of the property room where evidence and property personnel can securely remove items booked into the lockers and unlock doors for re-use. If a temporary locker is damaged or improperly functioning, that unit should be removed from use until the issue is resolved.

Two storage lockers are designed with a drop-box slot. Officer may choose to use this drop-box for small to medium evidence envelopes and kapak.

The storage lockers are configured with various sizes. The officer should place evidence in the locker according to size.

Lockers 34-37 are individual locker assigned to K-9 officers. They are secured from both sides with personal locks. These lockers should not be accessed by evidence and property personnel or unauthorized officers.

Evidence and property personnel should empty lockers each work day to ensure ample storage for each shift.

Bicycle Closet

The bicycle locker is designed to temporarily store bicycles, scooters, skateboards and large items such as luggage. Evidence and property personnel should check the bike closet each work day to ensure ample storage for each shift.

Refrigerator/Freezer

The Refrigerator and freezer located in the supply room are designed to temporarily hold biological evidence that requires a controlled temperature. Once the officer places evidence into the refrigerator or freezer, they should lock the padlock on the door and place the keys in a storage locker. Evidence and property personnel will retrieve the keys from the locker the following work day and remove the evidence from the refrigerator or freezer and place it securely in the property room.

Drying Locker

The drying locker located in the bicycle closet is designed to temporarily store biological or wet evidence while it dries. Once the officer places evidence into the drying rack, they should lock the padlock on the door and maintain the key in their possession or in their secured locker until they return to package the dried evidence.

After each use of the drying rack, the officer should clean the entire drying rack with a bleach solution (1:10) 1 part bleach to 10 parts water.

At no time shall an officer place the victim's belongings and suspect's belongings into the drying rack at the same time. If an officer has property or evidence belonging to two different individuals, they should contact the Evidence Coordinator or Watch Commander.

Vehicle Processing Area (Sally Port)

A vehicle that is towed to the Police Department for evidence should be parked in the Department Sally Port during inclement weather. This area may serve as both temporary storage and permanent storage for vehicles or other gas powered equipment. If inclement weather is not expected, officers may store the vehicle in the back lot.

Urine/Blood Drop Box

An officer may place urine or blood samples in the refrigerated drop boxes located at the San Mateo County Jail or First Chance facility. The officer should document in their report a sample was collected and which drop-box it was submitted to.

The San Mateo County Forensic Laboratory will oversee the transportation from the drop box locations to their facility.

Keller Center

Any sexual assault evidence kit collected by the Keller Center at San Mateo County General will be automatically transported to the San Mateo County Forensic Laboratory for analysis, unless collected from a non-reporting victim (924); in which case, property personnel should pick up the sexual assault kit directly from the Keller Center.



Chapter Four

Handling and Logging Property and Evidence

Adhering to protocols for ensuring an uninterrupted chain of custody assists in facilitating successful prosecutions. To begin the chain of custody and inform owners of their rights, a receipt should be given to the person from whom property is taken with the exception of contraband. The receipt should include the signature of the recipient (iff a signature cannot be obtained, the officer should write the reason on the signature line), the signature of the officer and the Notification of Rights (instructions on how to retrieve their property) ([Attachment 27](#)). The yellow copy of the 2-ply receipt should be given to the owner and the white copy should be placed in the wall file adjacent to the lockers.

Regardless of the packaging method used, every item should have a RIMS barcode label affixed to the outside of the item/packaging which corresponds to the item enclosed. Each package submitted should be sealed from end to end with red evidence tape across the package flap or heat sealed at the opening of the kapak. The officer shall sign and date the seal.

Evidence should be packaged in the supply room. The supply room should have water access, a Narcan kit and an eye washing station for emergency decontamination.

Officers should place clean butcher paper down when processing items to be booked. After use of the supply room, officer should wipe down each surface used with a bleach solution (1:10 bleach/water) or a disinfectant wipe.

Gloves should be worn at all times when handling evidentiary items.

PACKAGING

For packaging guidelines regarding specific items, refer to the Packaging Manual located in the supply room and on the agency's website.

Alcohol

If alcohol can be secured tightly, it can be packaged with the liquid intact. Glass containers should be boxed. If the container cannot be secured, the officer should take a sample of the liquid using a plastic vial. The remaining liquid should be documented and disposed. The empty container can then be submitted.

Bicycles

Officers should document in RIMS the full description of the bike to include:

- Serial number
- Color
- Speed

- Boy or Girl
- Make
- Model

Records will enter all bicycles into the Automated Property System. Property personnel should ensure the officer has entered all information into the RIMS entry, to include the complete and correct serial number.

The barcode label should be affixed to a tag and placed on the handle bar of the bicycle.

Article: Bicycle

Biological/DNA

All biological evidence should be entered into RIMS and packaged separately from all other evidence. All biological evidence should be examined to determine optimal packaging and handling conditions to ensure the greatest amount of preservation. Biological hazards should be clearly identified with a hazardous or biohazard warning label.

Biological evidence that is to be submitted to the San Mateo County Forensic Laboratory should be packaged in a crime lab envelope or bag that has the crime lab label affixed to the outside of the packaging.

Liquid blood and urine should be packaged in a tightly sealed container with plastic packaging and should be placed in a refrigerator as soon as possible. The three options for temporary storage are:

- First Chance
- Jail Intake
- Redwood City Police Department Fridge*

*If the urine or blood is stored at the RCPD fridge, the officer should lock the fridge and place the key in the lockers. Property personnel receiving the key from the locker should go to the fridge and remove the sample. The fridge should be opened for re-use and the lock/key placed back in its original position. The same should be transferred to the Property Room fridge until it is transferred to the SMCFL. The urine/blood should be flagged in the Crime Lab "Go Box" with the Urine/Blood sign so the person bringing the items to the lab, knows there is blood or urine that needs to be submitted.

Wet biological samples should be temporarily stored in the drying rack until it is completely dried. It is the officer's responsibility to place the item(s) in the drying rack. While the item is drying, the officer should lock the cabinet and maintain the key securely at all times until the item(s) are removed. Once completely dry, the officer should package the item(s) accordingly

and book it into the lockers. The officer shall clean the cabinet with the 1:10 bleach/water solution thoroughly. The lock and key should be replaced on the cabinet for the next user.

Swab samples should be air dried and then placed in an evidence envelope.

Article: Blood Description: Liquid blood sample from (name)
Article: Urine Description: Urine sample from (name)
Article: Swab(s) Description: Buccal cell sample from (name) or swabs collected from (place)

Currency

All currency (foreign or domestic) should be packaged separately from all other items and US currency should be placed in a currency envelope. The currency envelope shall contain signatures from a minimum of two officers that have verified the amount contained therein. Denominations shall be itemized on the outer packaging. If the currency is foreign, the denominations should still be documented in the report.

Property personnel receiving the currency shall ensure the seal is secure and verify the amount on the front of the currency envelope is consistent with the RIMS description. If a discrepancy exists, the envelope should be opened by the original officer or with a supervisor.

Evidence and property personnel should store all currency in the property location "Safe," "Flag 3 years" or "Flag Finance," which are located within a safe in the Drug Room.

Counterfeit currency should be placed in a regular evidence envelope and stored in the general storage area (evidence) or "Secret Service" location (turned in for destruction).

*Found currency over the amount of \$15.00 should be placed in the newspaper.

Article: Currency Description: amount of US currency
Article: Foreign currency Description: amount of foreign currency

Found

Found items should be held for 90 days.

Anything valued at or over \$100.00 should be placed in the newspaper and Pinterest page.

It is the officer's responsibility to make every reasonable attempt to locate the owner. Items should be inventoried and reviewed to determine if there are any identifiable items such as phone numbers, addresses, email addresses or photo IDs. If the officer locates identification, they should notify the owner and document the notification in their report. The owner should be listed as an "Evidence/Property owner." Once property personnel receive the item, a letter can also be sent to the owner.

RIMS: place the purge date 90 days from the date of collection. If the finder desires to claim the item, ensure the property receipt indicates so and make notes in RIMS to indicate the finder's affidavit. Finders cannot claim firearms or illegal items.

Dangerous Weapons

Weapons that require special handling should be packaged in a manner that ensures the utmost safety to officers and evidence and property personnel. The preferred method of packaging is within a knife, gun, or other type of box.

Officers should not tape folding knives closed.

Electronic Media

Electronic media should be stored in evidence envelopes or bags unless it is a departmental SD card. Departmental photos are to be uploaded to the server before going off duty.

Ensure the serial number is entered in RIMS for all items that are serialized. Ensure all information exists that is relevant for APS entries.

If a cell phone requires extraction, it should immediately be placed into "airplane mode" and turned off **unless it is an Apple iPhone**. Apple iPhones should be placed into airplane mode, if possible, and left on while plugged in to maintain power. All other phones, not needing an extraction, should be turned off prior to packaging. Attempts should be made to retrieve the password if applicable.

*If the electronic media requires extraction and the Officer/Detective is attempting to protect data from being remotely wiped, the officer/detective should place the electronic media in an anti-static bag (Faraday bag) and place that in an evidence envelope or bag. Faraday bags are stored in Investigations and Property. ** Handle iPads and Tablets in the same manner.

Explosives, Ammunition, Flammable and Hazardous Materials/Device

All material where stability and hazard is in question should be examined by the San Mateo County Bomb Squad prior to bringing the item to the Police Department. Under no circumstances should live bombs or explosives be booked into the property locker. The watch commander should examine the item to ensure it is safe to bring to the department.

Liquids that are accelerants or corrosive in nature should be packaged according to the Packaging Manual. Submit liquids in a glass vial with Teflon-lined cap and placed in a polypropylene bottle. Liquids collected from an area of chemical or biohazard contamination should be labeled with a hazardous warning label.

Stabile ammunition should be kept in their original packaging and booked into a locker as normal. Black powder should be examined by the watch Commander prior to booking to ensure the safety of all personnel.

All hazardous material should be booked temporarily into the Sally Port until it is determined the item(s) can be safely stored in the property room. If the item is deemed safe to be stored in the property room, it should be placed in the flammable cabinet located in the vehicle impound. Proper labeling should be affixed to the outside of the packaging.

Firearms

**** See Firearm Entry Process Binder for step-by-step process**

All firearms shall be rendered safe prior to transportation and packaging. If a firearm is unable to be rendered safe, a Range Master shall be contacted to assist in decommissioning the firearm. The person rendering the firearm safe should sign the appropriate label on the outside of the box to indicate the firearm is safe.

All semi-automatic firearms that require lab submission should have an authorized chamber flag placed through the chamber and a crime lab label affixed to the outside of the box.

The firearm should be zip tied, with a maximum of two zip ties, to the bottom of the box. The chamber round should be removed and placed in a coin envelope and placed inside the gun box. The magazine should be removed. The officer should document the rounds in the magazine but should leave the magazine intact to assist with further analysis.

Firearm boxes should be secured by the officer with a single seal and initialed/dated. Property personnel will open and inspect all submitted firearms once received.

Long guns that are for safekeeping or turned in for destruction are permitted to be booked without a gun box. All handguns should be booked in a gun box.

Officers should document in RIMS the full description of the firearm to include:

- Make
- Model
- Serial Number
- Caliber
- Barrel length
- Color
- Registered owner/Associated person
- Action/Category

Firearms shall be submitted with a CLETS entry form ([Attachment 23](#)) and a copy of the firearms receipt (same as attachment 27). The CLETS entry form should be reviewed for accuracy and scanned into the case as an attachment. One entered, write "CLETS" on the box.

Property personnel should open all firearms to inspect that it is rendered safe, packaged correctly and to verify all information on the CLETS form and RIMS entry.

Property personnel shall enter all firearms into the Automated Firearms System within 7 days per Penal Code Section 11108, 11108.2, 11108.3, 11108.5, 11108.10, 25260, and 33855. If exigent circumstances arise, then Dispatch may complete the entry after hours for cases that require expedited entry such as recovered stolen, stolen or lost. Property personnel should double check all dispatch entries when the firearm is received to ensure accuracy.

All safekeeping and found firearms and their accessories should be given a disposition date of 180 days from the date of receipt.

Firearms taken for gun violence restraining orders should be held the length of the GVRO order. A review date of one year should be placed to review the GVRO order.

Crime guns and firearms held for evidence purposes should be held according to the statute of limitations or length of sentence.

Guns taken pursuant to a 5150 should be given a Restrictive Hold titled "petition for confiscation" and a determination should be made if the Department is seeking a petition to have the firearm permanently confiscated. Determinations are made by the Investigations Sergeant. If a petition is not being sought, the eligibility date is upon their release, if released within the 72 hour hold. If the individual is admitted, they become prohibited for 5 years per 5250W&I. If a petition is granted, the individual can transfer to an FFL or authorize its immediate destruction only.

Article: Handgun, Rifle, Shotgun, Other

High Value Items

Care should be taken by officers when handling high value items. Appropriate packaging solutions should be determined to ensure the value and integrity of the item. If the item is "found," and over the value of \$100.00, it must be placed in the newspaper and on the Pinterest page.

Latent Prints and Elimination Prints

All latents and elimination prints should be packaged in crime lab envelopes.

All latent prints must be reviewed by the Property and Evidence Coordinator for value. The latents and eliminations should be put in the latent inbox for review after receiving them from the lockers.

Article: LP Card(s)

Article: Elimination

Motor Vehicles

Motor vehicles should be stored in the department Sally Port or rear parking lot. All vehicles should be entered into RIMS as a property entry and the barcode should be placed on a tag and affixed to the vehicle's windshield wiper. Property should be advised immediately if the officer is releasing the vehicle to the owner or tow yard.

Property should be advised immediately if the vehicle is being stored for DNA and/or fingerprinting.

Article: Vehicle

Narcotics/Controlled Substances

Officers should treat all drug evidence as a potential health hazard. Officers should not eat, drink or smoke while handling drug evidence. Officers shall wear gloves when handling suspected drugs and wash hands thoroughly after handling.

All syringes shall be submitted in a syringe keeper and should meet the requirements of the packaging manual.

All narcotics should be weighed (gross weight). Presumptive tests are not permitted.

All controlled substances that are non-living plant material should be packaged separately from all other evidence to prevent cross-contamination and should be packaged in a kapak envelope.

Marijuana and Psilocybin (mushrooms) should be packaged in a paper envelope or bag.

Fentanyl shall be double kapak'd and clearly labeled with a Fentanyl sticker on the outer packaging.

Do not package wet or damp plant evidence (mushrooms, marijuana) in plastic, it should be placed in a paper bag or box. Trapped moisture may cause the evidence to rot and render it unsuitable for analysis. Large quantities of wet or damp material may require air-drying prior to submission.

Package undercover buys separately from evidence seized from a search warrant. Seizures made at the same location and attributable to a specific individual should be packaged separately from other evidence.

Do not refer to evidence as a particular drug. Examples of item descriptions include “unknown white powder” or “yellow rock substances” vs. “cocaine” or “crack cocaine” unless a confirmatory test has been applied.

Do not place “loose” items such as powders and crack rocks, etc. in the outer kapak bag. Small zip lock bags are acceptable inner packages. Kapak envelopes should only be sealed at the top of the envelope. Officers shall not separate narcotics with multiple heat seal boundaries.

Secure inner packaging so that the contents will not fall into the outer container. Do not overfill evidence packaging. Group like-items together.

Do not place documents or paperwork inside the evidence package. Currency is acceptable if the narcotics is contained within, such as a make-shift bindle or rolled up bill.

All heat seals should be double checked for a full seal.

Article: Narcotics

Safekeeping

Safekeeping items should be held for 60 days.

The property receipt shall suffice as their notification of rights, however, if the officer fails to fill it out, property personnel should send a letter to the owner. If the letter is sent to either McGuire or Maple Jail, make a note in the log it was sent to the facility.

When checking the item(s) in, ensure the RIMS entry is correct and a proper owner is listed.

If the owner is incarcerated, incapacitated, or unable to pick the item up, they have a right to extend their held item for an additional 10 months. If a request is made, the purge date should be extended to 10 months from the date of the request. The request for an extension should be scanned into attachments and the date written on the item itself should be updated. Additionally, the owner may authorize the release to a named individual of their choice unless it is a firearm.

Photographs

All department photographs should be uploaded to the department server using the Media Upload Program.

All other photos may be placed onto a CD-R, DVD-R, or thumb drive.

Evidentiary photos should not be uploaded directly to RIMS. RIMS photos are for person's photos only.

Article: Photo(s)

Sexual Assault Kits

All sexual assault kits are received by evidence and property personnel from the San Mateo County Forensic Laboratory unless it is a Non-reporting victim (924). A determination should be made by the Detective Sergeant or assigned detective within 72 hours if analysis is to be conducted.

When a **victim's** sexual assault kit is received from the San Mateo County Forensic Laboratory, the receiving evidence and property personnel shall enter the kit information into the Sexual Assault Forensic Evidence Tracking System (SAFE-T) within 120 days of collection. The entry should include the following information: ([Appendix 30](#))

- Whether biological samples from the kit were submitted to a DNA lab for analysis (this may also be entered by the SMCFL)
- Whether the kit generated a probative DNA profile (this may also be entered by the SMCFL)
- Whether or not the kit was analyzed, if not, the reason(s)
- Investigating Officer/Detective's name and contact information

Property personnel shall not enter any identifying information about a victim/suspect, DNA profile information or any information that would impair a pending criminal investigation.

Once the information is successfully entered into Safe-T, evidence and property personnel should write "SAFE-T" on the bottom of the sexual assault kit box, facing outward.

A colored circle sticker should also be placed on the top of the sexual assault kit box, facing outward indicating whether or not the sexual assault kit was analyzed.

- Blue - No analysis completed
- Green - Analysis completed
- Red - Suspect
- Yellow – 924

Article: SA Kit



Chapter Five

Property Intake

Evidence and property personnel should remove items from temporary storage during each work shift.

As Evidence and property personnel removes items from the temporary storage lockers, they should examine items to ensure packaging and labeling is consistent with recommended guidelines.

Evidence and property personnel should review the items submitted and the RIMS entries to ensure consistency. If there are any discrepancies or errors in the booking process, Evidence and property personnel should invoke the Right of Refusal.

If the items have been correctly packaged, labeled and entered into RIMS, Evidence and Property personnel should ensure entries have been made, to include the following:

- Automated Firearms Entries
- Automated Property Entries
- Notifications (Letter to owner)
- Purge Dates
- Petitions for Destruction (Restrictive holds)
- Newspaper articles (Pinterest)
- UOF indication (Restrictive holds)
- Property Receipt scanned

Once the intake process is complete, Evidence and Property personnel should identify the most appropriate storage location for each item.

Property Storage

Property should be stored according to their designated areas and the location should be entered in RIMS. For a complete list of Redwood City PD's locations, refer to the Property Room Data Validation Tables Reference- Property Locations

The following is a quick reference:

General property is stored as follows:

- Small cases are stored in manila envelopes by case number
- Mid-size cases are stored in evidence bags by case number
- Large cases are stored in banker's boxes by case number

Specialized property should be stored as follows:

Item	Location
Currency	Safe
Narcotics	Drug Room
Sexual Assault Kits	Drug Room (Sex Kit Shelf)
Firearms	Gun Shelf/ Gun Rack
Bicycles	Bike Aisle
Liquid Blood/Urine	Refrigerator
Biological Evidence	Freezer or controlled room temperature
Safekeeping/Found	Claim Area (Claim Area 1A-2E)
Large items	Vehicle Impound

Biological Items

Biological items should be stored according to National Institute of Standards and Technology (NIST) standards

Type of Evidence ²	Frozen	Refrigerated	Temperature Controlled	Room Temperature
Liquid Blood	Never	Best		
Urine	Best			
Dry Biological Stained Items			Best	
Bones			Best	
Hair			Best	Acceptable
Swabs with Biological Material			Best (dried)	
Vaginal Smears			Best	
Feces	Best			
Buccal Swabs			Best	
DNA Extracts	Best (liquid)	Acceptable (liquid)	Acceptable (dried)	

- **frozen:** temperature is maintained thermostatically at or below $-10\text{ }^{\circ}\text{C}$ ($14\text{ }^{\circ}\text{F}$)
- **refrigerated:** temperature is maintained thermostatically between $2\text{ }^{\circ}\text{C}$ and $8\text{ }^{\circ}\text{C}$ ($36\text{ }^{\circ}\text{F}$ and $46\text{ }^{\circ}\text{F}$) with less than 25 % humidity
- **temperature controlled:** temperature is maintained thermostatically between $15.5\text{ }^{\circ}\text{C}$ and $24\text{ }^{\circ}\text{C}$ ($60\text{ }^{\circ}\text{F}$ to $75\text{ }^{\circ}\text{F}$) with less than 60 % humidity
- **room temperature:** temperature is equal to the ambient temperature of its surroundings; storage area may lack temperature and humidity control methods



Chapter Six

Purging Guidelines

Retention/Statue of Limitations

All evidence should be held until at least one of the following is satisfied:

1. The case has been adjudicated for all defendants and
 - a. Sentence has been served
 - b. Appeal period has lapsed
 - c. No outstanding warrants
2. The statute of limitations* has expired
3. The property is determined to have no further evidentiary value
4. A court order or sealing is received requiring the release of the evidence

*Statute of limitation is the legally defined period of time in which a criminal or civil action may be initiated. Once the statute of limitation has expired, a case may no longer be filed. (804 PC)

Considerations for Disposal

Issues to consider in determining the disposition and purging of evidence/property:

1. Obtaining proper authorization for final disposition of evidence and property
When appropriate, district attorneys and detectives should be involved in decisions involving evidence/property disposition. This collaboration will aid in the prevention of erroneous disposal of evidence that may be classified as follows:
 - Evidence and property associated with multiple cases
 - Cases with multiple defendants
 - Cases subject to DA refiling
 - Evidence and property with questionable ownership
 - Evidence and property subject to court order (e.g., search warrant, narcotics, return of property order)
 - Evidence and property associated with sexually violent predators
 - Evidence and property associated with domestic violence incidents

Authorized Persons

Dispositions should be based upon the input and approval of the investigating officer, Detective or District Attorney. Evidence and property personnel can make decisions regarding the disposition for safekeeping and found items or cases where the sentence has been fulfilled.

Release Authority

All Evidence and property personnel have the authority to release all property and evidence. Detectives, Officers and Records Clerks may be authorized to release property when approved by Evidence and property personnel and must have the required "Property and Invoice Receipt" documentation ([Attachment 3](#)).

Photographic Release Guidelines

All items photographed and released should be done so at the direction of the District Attorney or primary Detective/Officer.

According to Lexipol policy 802.3, found property with no apparent evidentiary value may be released on scene to the rightful owner. The officer may take a photo of the item(s) at their discretion. A supplemental report should be written to indicate how the owner established ownership.

Perishable items and items of value that are stolen and recovered on scene may be provided back to the store owner or Loss prevention. The officer may take a photo of the item(s) at their discretion. The officer should also request a printed receipt documenting the worth of the items stolen.

Interim Release Guidelines

Court

If an officer's subpoena requests "all evidence must be brought to court," the officer should pick up the evidence from evidence and property personnel on the date of the subpoena. The officer should bring a copy of the subpoena with them or evidence and property personnel can access the subpoena through e-subpoena to confirm the date and the request. Each item should be accounted for and "checked out" to the officer in RIMS with the reason of "court." Upon check out, evidence and property personnel should provide a property release receipt which the officer should sign ([Attachment 2](#)). The signed receipt can be placed in the court file to keep track of items that are currently checked out.

Upon return from court, the officer should place all items in a locker or hand all items directly to evidence and property personnel. The evidence and property personnel should account for all items, ensure that they are properly packaged, sealed in their original packaging and transfer the items from the locker back to their original location. The evidence and property personnel should check all received items back into their original location and update the RIMS entry to reflect the items are "Checked in."

Evidence and property personnel can then remove the signed property release receipt and dispose of it.

If for any reason, the evidence is held in court, the officer must fill out the Receipt for Evidence Retained form and request a signature from the Court Clerk or District Attorney. ([Attachment 4](#)) Refer to Chapter 8 Section I.

Crime Lab

Submission of all evidence to the crime lab is done by appointment only. As it stands, Redwood City's appointment time is Tuesday and Thursday at 7:30 am. If an item must be submitted outside of that time frame, a call should be made to the property division to schedule an additional appointment. The only exception is utilizing the afterhours drop box located outside of the building near the front entrance. This drop box is used for **Narcotics Only**. No other items should be placed in the drop box.

The Forensic Lab conducts all records management through a system called, The Management Information System (T.H.E.M.I.S.). All individuals who submit evidence directly to the crime lab (drop box is an exception) should have a personal barcode. The barcode is assigned by the Forensic Lab on an individual basis. This barcode serves as a personal identification for chain of custody purposes. Scanning the barcode and an electronic signature is required for all submissions.

Remote access to THEMIS for entry and reports is available from all Redwood City Police Department computers.

To enter the system, you must fill-in your assigned username and password. If you do not have one, contact Robin Foucrault at (650) 312-5536. **The password expires after 60 days and cannot be repeated.** Once into the system, you must enter a secondary username and password as follows:

USERNAME: Redwood City

PASSWORD: Dorval (case sensitive)

For evidentiary submissions, all items must be properly packaged and sealed with the officer's initials and date. Each package must include suspect/victim names, charge, date of incident, case number and type of analysis requested. The chain of custody located on the package should be properly filled out.

Evidence and property personnel should place items awaiting the crime lab into the FLAG LAB box. On the day of the appointment, the items should be entered into THEMIS and "checked out" in RIMS. When the items are submitted to the lab, a chain of

custody receipt is provided ([Attachment 5](#)). Upon return, the chain of custody receipt should be scanned into the applicable case as an attachment.

Upon return from the lab, each item should be “checked in” to their original location. If a new item is received, it should be “checked in” and placed with the case or it should be stored according to the storage guidelines.

Outside Agency

When temporarily releasing evidence to an outside agency such as a Defense Attorney, outside laboratory or Law Enforcement Agency, evidence and property personnel should require a copy of the requestor’s business card and they should sign a property release receipt.

Property Release Guidelines

Release to owner

Procedures regarding the release of property are contingent upon the totality of the circumstances surrounding the case. Before releasing the evidence, evidence and property personnel should receive authorization from the Officer, Detective, Sergeant, or District Attorney prior to releasing any items. If the case has not been adjudicated, the evidence cannot be released unless written consent has been received from the District Attorney or the primary Officer. Attempts must be made to confirm there are no outstanding warrants, appeals, multiple defendants or pending trials. Property is released by Evidence and property personnel. An exception can be made for release by records or a detective if a pre-approved arrangement has been made.

Upon entering property into RIMS, the officer should make every attempt necessary to locate the rightful owner and document them in RIMS for each item submitted. When the property is eligible for release, Evidence and property personnel should attempt to locate the rightful owner’s address within reason. A letter should be written to the rightful owner stating the timeframe in which they have to claim the items ([Attachment 19](#)). If the owner is incarcerated, a letter must be sent to the facility in which they are housed and they should be provided information on how to have a family member or friend retrieve the property. ([Attachment 20](#))

If the rightful owner is not able to pick up the items him/herself, they must provide written consent (a signed letter) which should contain the name of the person who has permission to obtain the items and a copy of their photo identification to the person that will be picking up the item(s) for them.

RIMS entry:

Log into Property Room

> Cases

> Enter case number (13-01-0001)

> Highlight desired property entry by left clicking once

> Print Property Invoice and Return*

*Items must have an owner in the Property entry in order to print the invoice. RIMS will automatically prompt you to choose an owner from either the associated person list or you can create a new person.

When releasing property, the owner, or designee thereof should provide valid identification. They should sign the Property Invoice and Return ([Attachment 3](#)) indicating they have received the items listed.

Once the item has been released

Log into Property Room

> Cases

> Enter case number (13-01-0001)

> Highlight desired property entry by left clicking once

> Change Disposition

> Enter final disposition (i.e. returned to owner)

>Enter Date and Time

The signed Property Invoice and Return should be scanned as an attachment to the case.

Disposition Guidelines

Disposition Classifications

The following list reflects acceptable dispositions for property and evidence:

Refer to Property Room Data Validation Tables Reference- Property Dispositions

- Auctioned
- Destroyed
- Disposed
- Donated
- Released
- Returned to owner
- Released to other agency (i.e. DMV, District Attorney's Office, outside agency)
- Released to court
- Retained

Currency

City Hall
Finance Department
1017 Middlefield Road Redwood City
(650) 780-7070

Evidence: When the case is adjudicated, every effort should be made to return the currency to the rightful owner.

Notifications should be made to owners through Certified Mail and a copy of the certified mail receipt should be scanned to the case. If the rightful owner does not claim the money, it should be handled according to Found/Unclaimed Currency.

Asset Forfeiture: If a civil forfeiture action is commenced on seized currency, pursuant to Health and Safety Code section 11488.5, the currency must immediately be turned over to the Office of the District Attorney for safekeeping during the pendency of the forfeiture. When the Asset Forfeiture paperwork has been processed, the District Attorney's Office will submit a letter to the Department requesting the seized currency be taken to the District Attorney's Office ([Attachment 17](#)). Evidence and property personnel should contact Management Analyst David Doan at (650) 363-4890. Upon transfer of the currency, a receipt will be given for departmental records ([Attachment 18](#)). The disposition should be entered as "Asset Forfeiture" and a copy of the forfeiture documents should be scanned into the case.

Found/Unclaimed: Unclaimed currency over the amount of fifteen (\$15.00) should be held for a period of 3 years to allow time for the rightful owner to claim their money. All unclaimed monies are subject to Government Code 50050-50055, which states if after three years, the money remains unclaimed, the Treasurer or its designee, namely, the Redwood City Police Department should cause notice in a newspaper of general circulation for no less than 2 successive weeks (Govt. Code 50056). The notification should list the dollar amount, the rightful owner, the fund in which it is currently being held and that it is proposed that the money will become the property of the local agency on a designated date not less than forty-five days nor more than sixty days after the first publication of the notice.

If the owner of the found currency claims ownership, while still being held at the Police Department, a supplemental should be written to document how the owner established ownership.

Once the unclaimed currency is given to the Finance Department. All claims should be made with the Treasurer or its designee.

Documentation should be made of the currency being surrendered to the City Fund. A memorandum containing an itemized list of all cases being surrendered ([Attachment 6](#)) should be reviewed and signed by the Evidence Coordinator and the Division Commander prior to the deposit.

When the currency is transferred, the Finance Department should verify the amounts surrendered and provide a signature indicating they have received the full amount stated on the memorandum. A copy of the signed letter should be kept by the Finance Department and the original should be maintained by the Redwood City Police Department.

RIMS should then be updated to reflect the final disposition of the currency to reflect "Finance Department" with the date of transfer.

Any person, excluding Law Enforcement personnel, who found the currency and filled out a "Finders Affidavit" form ([Attachment 7](#)) may claim the currency if the rightful owner has not made a claim and the case has been listed in a newspaper of general circulation.

Any amount that is less than \$15.00 or the depositor's name is unknown, after one year, the Redwood City Police Department may ask the City council to transfer the money to the general fund. No published article is required. (Govt. Code 50055)

Counterfeit Currency: Counterfeit currency can be surrendered to the Secret Service, San Francisco Field Office. At the request of the officer, detective or upon adjudication of the case, Evidence and property personnel should fill out the Counterfeit Note Report ([Attachment 26](#)). The form, a copy of the report and the counterfeit currency can either be mailed via certified mail or taken in person to the San Francisco Field Office located at 1700 Montgomery Street, Suite 200, San Francisco CA 94111.

High Valued Items

High value items include fine jewelry and high balance gift cards. These items should be stored in the same manner as currency.

Evidence: When the case is adjudicated, every effort should be made to return the high value item to the rightful owner. Notification should be sent to the owner through certified mail.

Found/Unclaimed: According to Civil Code 2080.3 (a), if the reported value of the property is two hundred fifty dollars (\$250.00) or more and no ownership is determined within 90 days, Evidence and property personnel should cause notice to be published at least once in a newspaper of general circulation. If after seven days after the publication, no owner is determined, the high value item should be offered to the person listed on the Finder's Affidavit. If a Finder's Affidavit has not been completed it should be considered unclaimed.

If an individual claims the found property, a supplemental should be written to document how the owner established ownership.

Unclaimed high valued items can be auctioned.

Firearms Destruction

SIMS Metal Management
699 Seaport Blvd
Redwood City, CA 94063
(650) 369-4161

All firearms set for destruction should be moved to section 2-1 and RIMS should be changed to reflect the location of "FLAG GUN DESTRUCTION." Prior to the disposal date, the Evidence Coordinator and Investigations Sergeant shall conduct an inventory of all firearms to be disposed. All firearms should be accounted for and the Evidence Coordinator should complete signed documentation of the itemized firearms ([Attachment 8](#)).

The firearms should be transported to SIMS Metal Management and destroyed. While at SIMS, the actual destruction of **all** the firearms shall be witnessed by at least one property person and one sworn officer.

Upon destruction, a listing of the firearms destroyed shall be signed by attending evidence and property personnel and authorized witnesses ([Attachment 8](#)). The signed destruction documentation should be scanned and stored under "Destruction Documentation."

All firearms shall be cancelled in CLETS and a new entry shall be made to reflect the new disposition of each firearm to "destroyed." For instructions on how to enter or cancel CLETS entries, refer to CLETS manual.

Evidence and property personnel shall enter the date, time and disposition of each firearm as "destroyed" in RIMS. A log should be entered to state where it was destroyed and the witnesses present.

A firearm destruction should occur when the location is at maximum capacity.

Firearms Release

Department of Justice

Bureau of Firearms

<http://ag.ca.gov/firearms/leginfo.php>

Refer to Penal Code section 12021.3

Prior to releasing any firearms, the Evidence and property personnel should make sure that the officer has ran the firearm through CLETS. This is to ensure that the firearm has not been reported stolen or used in the commission of a crime as well as determining the registered owner of the firearm. Also, if it is a crime gun or found gun, the firearm should be run through NIBIN at the San Mateo County Forensic Laboratory prior to release.

When evidence and property personnel receives notice from the court that the firearm(s) can be released, the evidence and property should first run the registered owner through CLETS to determine if the person is Armed and Prohibited. If the person is not prohibited from owning a firearm, property personnel should write a certified letter to the owner of the firearm ([Attachment 9](#)) which should include the Law Enforcement Gun Release Application (LEGR) ([Attachment 10](#)). If the firearm is not registered to the owner, the letter should include a Firearms Ownership Record (FOR) ([Attachment 11](#)).

The individual has 30 days from the date of receipt of the clearance letter to make an appointment with the evidence and property personnel to pick up their firearms.

Evidence and property personnel must make sure that the individual has a valid form of Government issued identification with a photo, the Department of Justice Clearance letter with a gold seal ([Attachment 12](#)), the firearm should be registered in the name of the individual attempting to retrieve the firearm, and their record must reflect their California Driver's License is valid and in good standing. The clearance letter will have a check box indicating if, "the firearm is recorded in AFS and the firearm is recorded in the name of the individual who is seeking the return." This must be checked unless it is an antique firearm. Evidence and property personnel must keep the original copy of the clearance letter and provide the individual with a copy if desired. All documents should be scanned as an attachment to the case. The original clearance letter should be retained and filed in the LEGR folder.

If the individual is deceased, only the person who is appointed Power of Attorney or Executor of Estate can pick up the firearm or immediate next of kin with an intra-familial transfer form. However, they should first complete a LEGR to determine eligibility and a FOR to register the firearm under their name. The firearm may also be transferred to a Federal Firearms

Evidence and property personnel may dispose of any unclaimed firearm 180 days after the owner has been notified that the firearm has been made available for return.

NOTE: Any person who knowingly supplies, sells, gives, or otherwise allows a prohibited individual to possess or control any firearm or deadly weapon is guilty of a felony or an alternate felony/misdemeanor, respectively. (Welfare and Institutions Code § 8101.)

The disposition of each firearm should be changed to reflect "Returned to owner" in RIMS.

All firearms shall be cancelled in CLETS.

Firearms Transfer (LEA Transfer)

If the rightful owner is prohibited and/or requests the firearms be transferred to a Federal Firearms License Dealer (FFL), the individual must arrange with the FFL to have the firearms picked up from the Police Department.

The FFL Dealer is required to bring with them Identification, a signed letter by the rightful owner providing authorization to release the firearms to the specifically named FFL and a copy of their Federal Firearm license which must include their 5 Digit Dealer ID number and their Federal firearm License #.

The disposition of each firearm shall be changed to reflect "Released to firearms dealer" in RIMS.

All firearms shall be cancelled in CLETS and a new "LEA Transfer" entry shall be made to reflect the new disposition of each firearm. For instructions on how to enter or cancel CLETS entries, refer to the CLETS manual.

The same process shall be completed when institutional firearms are sold back to a firearms dealer for credit.

Fireworks/Ammunition Destruction

**San Mateo County Bomb Squad
San Mateo Coyote Point Range
1651 Coyote Point Drive
San Mateo, CA 94401
Dispatch (650) 363-4915
On Call Pager (650) 743-0428**

The Sheriff's office accepts seized munitions and fireworks on a quarterly basis. The Sheriff's office disposal site, Coyote Point Range, will accept deposits on the second Wednesday of each quarterly month i.e. January, April, July, and October. The Redwood City Police Department will be sent an email notifying us of the pending disposal date one week before collection. Fireworks should be packaged in cardboard boxes. Ammunition should be maintained in their original boxes. No buckets of mixed ammunition will be accepted. No explosives will be accepted.

Any munitions and/or fireworks that are deemed an immediate danger to the community will receive a priority response by calling the San Mateo County Public Safety Communications.

Fireworks pending destruction shall be housed in the fire safe locker located in the Property System's Drug Room.

*** Fourth of July ***

One week prior to the fourth of July, the Redwood City P.D. garage shall be arranged in a manner for officers to temporarily store confiscated fireworks. One barrel shall be labeled, "Fireworks for Destruction." The fireworks can remain overnight but should be transferred to the fire safe located in the Property System the following workday or picked up by the Fire Department. All fireworks require a RIMS entry by the officer if it is booked as evidence. Evidentiary fireworks should be held until the case is adjudicated. Fireworks for destruction should be disposed at the earliest destruction date.

San Mateo County Bomb Squad should be advised if any explosives are located. The explosives shall remain on scene and the Bomb Squad will respond to that location.

Upon the transfer of ammunition or fireworks to the San Mateo County Bomb Squad or Fire Department, the disposition should be entered as "Disposed."

Hazardous Waste

North State Environmental

South San Francisco

Dot Sun Leung

650-222-4276

When the biohazard bin is full, evidence and property personnel should call North State Environmental to schedule a pick-up appointment. Evidence and property personnel should call North State Environmental to cancel, reschedule, or schedule a pick-up, North State Environmental will send a representative to the Redwood City Police Department for a Hazardous Waste pick up.

On the day of a scheduled pick up, a North State Environmental representative will pick up the entire red trashcan labeled with hazardous waste stickers. A new empty trashcan, correctly labeled, will be replaced. Evidence and property personnel must sign all the necessary paperwork stating that a pick-up was made.

The hazardous waste container is a red trashcan lined with a red hazardous waste plastic bag. It is located in the Property Room. All hazardous materials including biological material, syringes, and soiled personal protective equipment may be disposed of in the trashcan. No explosive or combustible items may be placed in the trashcan.

Prior to a scheduled pick up, it is the responsibility of evidence and property personnel to empty the two sharps containers located in the Property System and the Booking Room to ensure the contents are disposed of.

Hazardous items that are not accepted by North State Environmental are to be disposed of at the City Vehicle Maintenance Yard. These items include aerosol spray cans, mace, lighters, batteries, paint cans and pepper spray.

Narcotics

Covanta Energy
4040 Fink Road
Crows Landing, CA 95313
Phone (209) 837-4423
Fax (209) 837-4604

Any seizures and controlled substances which are in the possession of the Redwood City Police Department as adjudicated cases, as found property or as the result of a case which no trail was had or which has been disposed of by way of dismissal or otherwise than by way of conviction, and have been held for the time prescribed by law, and in accordance with Sections 11473.5 and 11474 of the Health and Safety Code of the State of California, shall be disposed or destroyed by order of the court.

When a controlled substance is clear for destruction, the evidence and property personnel should place the narcotics in a destruction box. The destruction boxes should be labeled as follows: Drug Destruction Box (DDBOX1). The box should be filled to the top and then a new box is started (DDBOX2). The location should be entered in RIMS. When several boxes have accumulated, the Evidence Coordinator should conduct a narcotics inspection under the supervision of the Investigations Division Captain or Investigations Sergeant. Upon completion of the inspection, the boxes that were inspected shall be sealed and set aside for destruction.

Once the narcotics are ready to be disposed of, the Evidence and property personnel must fill out the Order for the Destruction or Disposition of Controlled

Substances sheet ([Attachment 13](#)). Attach a copy of the controlled substances for destruction sheet and give it to the court officer. The court officer must have a District Attorney and Judge review and sign the Court Order. Evidence and property personnel shall retain the original signed court order.

Only those boxes that have been inspected, sealed and signed by a judge can be brought to Covanta Energy for destruction. Covanta Energy charges their fees according to the weight destroyed. Therefore, the transportation vehicle will be weighed prior to entry to the facility and then again upon departure. When transporting the narcotics to the destruction site, the Evidence Coordinator or evidence and property personnel shall at all times be accompanied by an armed officer. Also, you must bring with you a 48-Hour Pre-shipment notification ([Attachment 24](#)), the Order for the Destruction or Disposition of Controlled Substances sheet ([Attachment 13](#)) and the Non Hazardous Certification Form ([Attachment 25](#)). All must be filled out completely and correctly shown to the Covanta Employee. The Affidavit must be retained by the evidence and property personnel. The disposition should be entered as “Destroyed.”

Search Warrants

All items seized pursuant to a search warrant should be categorized as “seized” in RIMS.

A copy of the Search Warrant, Search Warrant Return and a receipt of confiscation should be scanned as an attachment to the case. If the Search Warrant is sealed, the Search Warrant can be booked directly into the Property Room as Evidence.

Pursuant to Section 1536 of the California State Penal Code, the court must authorize the destruction or disposal of all property seized by search warrants. In order to receive full authorization, signatures must be received from the District Attorney and a Judge.

When property seized by a search warrant is ready to be purged or returned, Evidence and property personnel should prepare a Court Order for the Disposition/Return of property ([Attachment 14](#)) which should include:

- San Mateo County Court Order
- A copy of the signed/filed search warrant (must have the SBSW#)
- A list of the seized items to be returned/purged

The original packet should be given to the Court Officer to deliver to court. A copy of the packet should be made and placed in the awaiting court order folder until

signed, in the event the packet is misplaced at court. Place a post-it note on the copy with the date handed to the Court Officer.

A signed copy of the court order should be scanned as an attachment to the case(s). Once the court order is received and the officer has been informed, the property can be disposed of as prescribed by law or returned to the rightful owner. The disposition should be entered according to the manner in which it is purged.

Juvenile Sealing

In accordance with Welfare and Institution Code 786 and 781, a juvenile can petition the Court to seal their records. If the petition is granted, the Redwood City Police Department will receive a Record Order Sealing describing the nature of the sealing. Property personnel should review each case and the property contained therein. The name of the juvenile petitioning to seal their records should be replaced with "sealed per court order" in property RIMS, photos and on the evidence itself. The person's record will be the responsibility of the records department.

Unclaimed Property

Auction

Propertyroom.com
(866) 799-3551
Client RCPD234

When purging property from a case, a determination should be made of the condition and value of each item. Any unclaimed items that are in good condition or is of value should be auctioned through "Propertyroom.com." Pick-ups are scheduled on an as needed basis and may occur as frequently as necessary.

When an item is ready to be auctioned, it should be entered on the Auction Manifest ([Attachment 15](#)). The item should be transferred to the FLAG AUCTION location and the location change should be updated in RIMS.

When enough items have accumulated, Propertyroom.com can be advised via email and a pick up date should be arranged. Propertyroom.com emails property on a monthly basis to schedule a pick-up.

Evidence and property personnel should inventory the items to ensure all items are accounted for.

Evidence and property personnel and the auction company representative should identify all currency and high value items individually and it should be handed directly to the auction company representative.

The auction company representative should sign for the items directly onto the Auction Manifest. The original manifest is given to the auction company representative. A photocopy of the signed manifest form should be retained for records. The document should be stored in the Destruction Document folder.

Once items have been given over to the auction company, Evidence and property personnel should go into RIMS and update the disposition of each item to reflect "Auctioned" with the company name, date and time of pick-up.

Upon the close of the auction, Propertroom.com will send an itemized list of auctioned items and a check to the Police Department. All copies must be routed to the Management Analyst. Property should retain records of all incoming checks and monitor all auctioned items to ensure proper procedures.

Donation

When purging property from a case, a determination should be made of the condition and value of each item. Any unclaimed items that are in good condition but does not meet the criteria of the auction company may be donated.

Donations can be made to the following locations:

Maple Street Shelter: Lightly used/ new clothing, unused toiletries and accessories
LifeMoves | Maple Street
1580A Maple Street
Redwood City, CA 94063
Phone: 650-364-1150
Donation Drop-off Hours:
Every day 8 am-7 pm

Parks, Recreation and Community Services: Bikes
PRCS Erin Niemeyer eniemeyer@redwoodcity.org

Street Life Ministries: Lightly used/new clothing and sleeping bags
Chris Kempton chris@streetlifeministries.org
Vickie Lanzone vicky@streetlifeministries.org

Once items have been given over to the donation site, evidence and property personnel should go into RIMS and update the disposition of each item to reflect "Donation" with the name of donation site.

Title Transfer for Retention

If a request is made for an unclaimed item to be retained by the Police Department for official use within the department, an approval by the Administrative Captain and Investigation Lieutenant is required.

Evidence and property personnel should fill out a Retention Request Form ([Attachment 16](#)). The requesting officer/individual should write a memorandum of the reason for the request and what it will be used for. The Memorandum and Retention request Form should be given to the Administrative Captain and Investigation Lieutenant for review and approving signature.

Only upon approval, may the items be retained.

Once approved, the individual being assigned the item should sign the Property Invoice and Return form.

An entry should be made in the Asset Management Section of RIMS to include the serial number (if applicable), a description of the item and the individual to whom it is assigned to by the Evidence Coordinator.

A periodic review should be conducted of items retained by the Department to ensure the item is accounted for and in working condition.



Chapter Seven

Property Audit

Audits should be conducted by an outside agency at the discretion of the Chief of Police.

Property Inventory

An inventory should be defined as a process of individually checking all or a specified portion of the property/evidence items against the agency's records. The purpose of the inventory is to ensure that all items are accounted for.

When conducting an inventory, the persons accounting for individual pieces may encounter sealed packages that are labeled to contain multiple items. It is not necessary for each package to be opened, but only to compare the package label with the associated computer record. If the package appears to have been opened or tampered with, further examination is in order.

The most efficient method of conducting an inventory is with the use of barcodes, a barcode scanner and appropriate inventory software. Once all items in a location have been scanned, the software should compare what is physically present with the computer record. An archived list of the items on the shelf during the inventory should be retained for further reference.

An inventory of firearms, narcotics and currency shall be conducted yearly and when scheduled for destruction.

An inventory of all other property and evidence shall be conducted when there is a change in evidence and property personnel.

Property Inspection

An inspection shall be defined as a comprehensive system assessment in which policies and procedures are reviewed to ensure that they are meeting the recognized standards according to our agency.

The entire property and evidence function within the department should be periodically inspected to ensure:

- The integrity of the system and the individuals working in it
- That the departmental policies, directives, and procedural manuals are in compliance with the legal requirements
- That departmental personnel are complying with the agency's written policies and procedures.

Inspections shall be conducted **annually** and upon a **change in staffing**. The Evidence Coordinator should generate a comprehensive formal Inspection report each year and provide it to the Administration.

Four Inspections should be conducted yearly, which include; Narcotics, Firearms, Currency and a general inspection. The inspection should be conducted by the Investigative Division Lieutenant and the Evidence Coordinator.

Inspection Components

1. Policies and Procedures as they pertain to:
 - a. Staffing
 - b. Purging- Disposition
 - c. Security
 - d. Compliance with statutory mandates, including OSHA
 - e. Special handling- high profiles items such as
 - Firearms
 - Currency
 - Narcotics
 - f. Found Property
 - g. Safekeeping
2. Packaging
 - a. Compliance with packaging manual
 - b. Labeling
 - c. Right of refusal
3. Documentation, the methodology used for a complete inspection of selected property and evidence records in the following categories:
 - a. Open-active property reports
 - b. Closed-inactive property reports
 - Pending destruction
 - Disposed of
 - c. Chain of custody- (check in, check out)

Discrepancies- Any discrepancy encountered during the inspection should be handled by the Administrative Division Captain. Every effort shall be made to determine how the error occurred and how it can be curtailed.

If a piece of evidence cannot be located, every attempt shall be made to track down the evidence by inventorying all other possible locations. If a search is met with negative results, the discrepancy shall be documented and dependent on the evidentiary or monetary value, a criminal and/or internal investigation should ensue.

If the item is improperly packaged/labeled, a verbal warning should be given to the evidence and property personnel and officer.

The Evidence Coordinator and the Investigations Division Lieutenant should document the date, time and outcome of all inspections conducted.

If the discrepancy is determined to be made by the Evidence Coordinator or any other authorized personnel, the employee should be held to the same standard and due discipline shall ensue.



Chapter Eight

Discovery Request

District Attorney Requests (Golden Rod)

On a daily basis, the court officer receives written requests for copies of evidence from the District Attorney's Office often entitled, "Golden Rods." A copy of the golden rod should be given to the Property Unit when the golden rod contains a request for evidence that is currently held in the property room or on electronic storage.

A copy of the evidence requested should be made and placed into one packet. The golden rod should be attached to the front of packet to signify who the evidence is being routed to. All copies should be made within a reasonable time period. If copies do not exist or they are unable to copy, the District Attorney should be notified immediately.

The packet should be forwarded to the court officer will submit it to the District Attorney's Office.

If the defense attorney requests a copy directly, the District Attorney's Office should be notified and evidence and property personnel must receive authorization to release a copy. Any copies made for the defense shall be charged according to the Redwood City fee schedule.

The court officer should be considered the liaison between property and the court system. Any and all questions regarding case information, dispositions, status, or any other question should be directed to the court officer.

When a copy of evidence is made for any requesting party, a log note should be entered in RIMS stating who the copy was made for. The Court Officer is responsible for scanning and attaching golden rods to the case. Evidence and property personnel is responsible for scanning all other requests.

San Mateo Superior Court

South San Francisco (Northern)

1050 Mission Road SSF 94080
(650) 877-5454

Redwood City (Southern)

400 County Center RWC 94063
(650) 363-4677

Court Exhibits

If evidence is retained by the Court or by a District Attorney at the time of preliminary hearing or trial, the office should fill out a Receipt for Evidence Retained form ([Attachment 4](#)) for each item that is retained. The form should be signed by either the Court Clerk or District Attorney who is taking physical custody of the items. The signed form should be given to evidence and property personnel. Evidence and property personnel should scan the form as an attachment to the case in RIMS and the original should go in the "Checked out" file.

Once an item(s) is entered as an exhibit in court, it becomes the property of the Courts and therefore requires a court order to be released from the custody of the Courts. All court orders must be signed by a Judge ([Attachment 22](#)).

A court order is written by the District Attorney assigned to the case if an item is to be released prior to the case being adjudicated.

A court order is written by the Court Clerk's Office when the case is adjudicated and the full sentence has been served.

When a court order is received and the items are returned to the Department, evidence and property personnel should remove the receipt from the "Checked out" file and dispose of it. The court order will provide the authority to purge all evidence within the case and evidence and property personnel can purge according to policies and procedures.

NCIC Validation- Firearms

On a monthly basis, the Department of Justice conducts audits to determine the validity of NCIC entries. At times the audits will include firearms that have been entered into CLETS as lost or stolen to confirm the status is still valid.

Records personnel will place the NCIC Validation Firearm Report in the Property in-box ([Attachment 28](#)). Property will run the firearm by serial number and see if the status has incurred any changes. The findings should be recorded on the firearm report ([Attachment 29](#)), as follows:

- **Modify-** If the entry has erroneous information and the entry needs to be modify. Adjustments should be made accordingly and all modifications should be attached to the case.
- **As-Is-** If the firearm status remains accurate, the box “as-is” should be checked and scanned as an attachment to the case.
- **Cancel-** If the firearm was located or destroyed, the “cancel” box should be checked. The CLETS entry should be cancelled and scanned to the case.

After the form is completed, it should be scanned as an attachment to the case.

A NCIC Validation letter and self-addressed envelope should be sent to the registered owner to confirm the firearm status is correct. A copy of the letter should be scanned as an attachment to the case.

When the letter is returned, any updated information should be adjusted accordingly and the response should be scanned as an attachment to the case.



Chapter Nine

EVACUATION PROCEDURES

In the event of an emergency, evidence and property personnel shall evacuate the property room and proceed to a safe location. If possible, care shall be taken to ensure the room is safeguarded.

All evidence and property personnel shall be accounted for. Once accounted for, a sign should be placed on the office door to indicate the location is “clear” and all personnel have safely exited the room.

In the event the alarm system is down, and the electronic locks are inoperable, property personal should evacuate the Property Room via the bike storage locker using their department key.

DURESS NOTIFICATION

The Property Room is equipped with a motion alarm system that is connected to the network. Therefore, in the event of an emergency, if an employee is unable to leave the property room, they can set the alarm and activate it by creating movement. This will then activate an audible alarm in dispatch. Dispatch had been advised to contact the Property Room Supervisor or designee in the even the motion alarm is activated.

****If the network is down, the alarm will not operate.*

Options for the following safeguards are currently being researched:

- Motion sensor cameras
- Placement of radio within the property room
- Placement of phone line within the property room

ALTERNATE STORAGE FACILITIES

If an emergency occurs that requires property and evidence be removed from either warehouse, police personnel should contact local storage facilities to determine availability of warehouses. Contact should be made to the Corp yard for transportation vehicles. If none are available, contact can be made to a U-Haul service.

The secure temporary storage chosen to house property and evidence should be able to provide protection from tampering, theft, contamination, and the environment. It should be able to be secured and under constant surveillance.

Care should be taken to ensure the new temporary storage solution can accommodate necessary temperature controlled units (i.e. freezers, refrigerators)

The procedures for the storage of property and evidence should include periodic inspections of the off-site facility to ensure the security and integrity of the items.

PROCEDURES FOR PARTIAL REMOVAL (CONTINGENCY PLAN IF ONLY A PORTION OF THE FACILITY IS RENDERED DAMAGED)

In the event, a portion of the facility becomes damaged or destroyed (i.e. flood or earthquake), the affected property and evidence should be moved to a separate secure location within one of the two facilities that are not affected. For example:

- If a flood warning occurs, evidence and property personnel should remove all property and evidence on the lowest portion of the shelving units and those items located directly on the floor of the warehouse and place them onto a higher shelf or on top of the shelving units for temporary storage if possible.
 - Long guns should be removed from the gun rack and placed on the gun shelf
 - Large items should be lifted off the ground, only if feasible
 - All items stored in the drug vault should be removed from the first level of shelving and placed at a higher level.
- If an earthquake or fire occurs and renders any portion of the facilities damaged or unsafe, Redwood City Building Inspectors should be called at (650) 780-7350, to inspect the facility and determine if it is structurally sound and safe to enter and/or retrieve evidence and property. The building Inspector will place a colored tag indicating level of entry with reasoning and contact information at the door of the specific facility.

Yellow tag (limited entry) - If it is safe to do so, evidence and property personnel should enter and remove all property and evidence from the affected areas and temporarily store them in unaffected areas. This may require hard hats and other PPE to enter. *New locations should be noted in RIMS. Upon completion of the move, an inventory should be completed of the affected area.

Red tag (no entry) - If it not safe to do so, evidence and property personnel shall not enter the affected areas until the building department has rendered it safe to enter and lifted the red tag notice. This typically requires the need of a licensed contractor to make the necessary repairs in order to make the facility structurally sound.

PROCEDURES FOR REMOVAL/TRANSPORTATION (CONTINGENCY PLAN IF FACILITY IS RENDERED STRUCTURALLY UNINHABITABLE)

In the event all evidence and property must be removed and transferred to a separate location, the following contingency plan should be exercised:

- The removal of all property should be overseen by at least one individual from property and one Supervisor or sworn designee. Both appointed people should have radios and maintain constant contact with each other and with Dispatch throughout the entire process.
- Removal should occur systematically by type of evidence to maintain oversight of firearms, narcotics, currency, and valuables.
 - If possible, currency should not be removed from the safe. The safe shall be moved intact.
 - If possible, freezer and refrigerator items should not be removed from their storage and transportation should occur in a timely manner to maintain the necessary temperatures. The units are on wheels and can easily be moved.
- If several trips must be made, at least one individual from property or sworn designee shall remain at each location where property is stored to ensure the property and evidence is safeguarded. A sworn officer shall accompany each vehicle throughout the transportation process.
- Documentation of the transfer must be kept. It should include the following:
 - List of all individuals participating in the transfer (to include any non-departmental personnel)
 - List of license plates for all vehicles involved
 - Time/date of removal, time/date of arrival at off-site location
 - List of individuals safeguarding evidence at off-site location
 - List of all drivers and their respective loads
 - Diagram of off-site storage locations
- Upon successful completion of transfer, a full inventory shall be completed within an acceptable timeframe. The inventory shall be overseen by at least one property individual and one Supervisor (i.e. Evidence Coordinator and Investigations Lieutenant)
- RIMS should be updated to reflect the relocation. The data validation table should be updated to include new storage locations that are named differently than the current locations. In the event RIMS is not accessible, all chain of custody information and location information should be documented manually.
- When the evidence and property is to be returned to the Department's property room, all documentation described above shall be recorded and an inventory shall be completed upon successful transfer. RIMS should also be updated to reflect "new" storage locations.

EVACUATION MAP

Redacted per 6255(a) PC

Attachment 1

Mandatory:
 Firearms tab when
 booking firearms


Mandatory: Code
 Mandatory if
 Applicable: Serial #

Mandatory:
 Status
 Category

Mandatory:
 Article
 Description
 Mandatory if
 Applicable:
 Model
 Brand

Mandatory if
 applicable:
 Associate person
 Owner

Attachment 2

	Redwood City Police Department				08/01/2018	
	Property Check-Out From Redwood City Police Department Released to MONDRAGON, MELISSA				Page 1 of 1	
Case #	Item #	Code	Description	Posted	Received	
R18-07-0092	1	437-1	2 Photographs Of Child	07/06/2018	07/09/2018	
I acknowledge receiving 1 item from the property room officer For the reason listed below: review						
				Signature:	_____	
				Name:	MONDRAGON, MELISSA	

Attachment 23



**REDWOOD CITY POLICE DEPARTMENT
 C.L.E.T.S. GUN INFORMATION**

CASE #: _____ DATE: _____ TIME: _____ OFFICER: _____

Check all applicable:

- GUN USED IN CRIME (complete all information)
- GUN TAKEN FOR OTHER REASONS (complete mandatory information only)

PROTECTION ORDER CONFISCATION? YES NO

Enter as:

- EVIDENCE STOLEN RECOVERED SAFEKEEPING
- LOCATE FOUND LOST FOR DESTRUCTION

MANDATORY INFORMATION FOR ALL GUNS:

SERIAL #	MAKE	MODEL	TYPE	CAT	CAL	BARREL LENGTH	COLOR, OTHER DESCRIPTION	COUNTRY OF ORIGIN

TYPE: P – Pistol R – Rifle S – Shotgun C – Rifle/Shotgun combo

CAT (Category/Action):

- A – Full auto B – Bolt C – Carbine D – Derringer E – Side by side
- I – Semi-auto L – Lever O – Over/under P – Pump R – Revolver
- S – Single-shot

CRIME GUN

Primary Offense: _____

NCIC Code (see reverse side): _____

Recovering Officer's Name: _____

Weapon Reported Stolen? YES NO

Illegally Possessed Weapon? YES NO

County of Occurrence: _____

Name of possessor: _____

DOB of possessor: _____

CDL of possessor: _____

DATE ENTERED: _____ TIME: _____ OPERATOR: _____

(Rev 06/12 #400)