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POLICY/PROCEDURE NUMBER: 06-C.I.-003                      Page 1 of 20 with seven Appendices

SUBJECT:        PROPERTY AND EVIDENCE PACKAGING AND CONTROL

EFFECTIVE DATE:    March 21, 2022

REVIEW DATE:    March 21, 2023

AMENDS/SUPERSEDES:    Physical Evidence (Portions thereof; 200-14, issued April 17, 2000) and Property/Evidence Inter-Departmental Memorandum (issued January 25, 2001); 06-C.I.-003 (issue date July 12, 2007); January 27, 2010 version; February 16, 2011 version; January 8, 2014 version; January 7, 2015 version.

IACLEA STANDARDS: 14.1.7, 14.1.9, 15.1.1, 15.1.2, 15.1.3, 15.1.4, 15.1.5, 15.1.6, 15.1.7, 15.1.8

CSU POLICE SYSTEMWIDE POLICY – No

APPROVED:    Alfredo B. Fernandez, Chief of Police

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I.        PURPOSE

To establish a policy and procedure for the systematic receipt, handling, security, disposition, and accountability of recovered and evidentiary property in the custody of the California State University, Northridge Department of Police Services.

II.       POLICY

It is the policy of this department that all property which comes into the possession of the California State University, Northridge Department of Police Services shall be controlled, documented, and secured as directed by policy and procedural guidelines. It is the responsibility of department employees to safeguard and maintain the integrity of all property seized, found, or recovered. The “chain of custody” of all property, which may ultimately be introduced into a court proceeding as evidence, shall be documented. Only authorized personnel shall have access to the areas used by the department for the storage of in-custody or evidentiary property. An evidence controller has been designated who will maintain records as to all entries made by authorized personnel (See section III (B) below).

III.      DEFINITIONS

- A. Chain of Custody: Record of persons having charge or control of evidence from the time it is recovered until it is introduced into court or otherwise lawfully disposed.
- B. Evidence: Any property related to a crime or incident that may implicate or vindicate a person from a criminal charge. Items deemed “evidence” might be held on the most minor offenses to the most severe. Evidence items must be related to a crime and must be appropriately maintained. Penal Code Sections 1417-1417.9 describe the proper methods for disposing of evidence once a case has been adjudicated or closed.
- C. Evidence Controller: Refers to the detective sergeant assigned to be accountable for all items of evidence or property held for safekeeping until final disposition. The investigations unit commander or their designee (i.e., detective or officer) is the secondary controller.
- D. Found Property: Property unrelated to a crime, which after coming into the possession of any department employee, has been determined to be lost. Refer to *Lost and Found Property Policy 04-S.S.-003* for information regarding lost and found property and property disposal.
- E. Owner Applied Number: Refers to that number applied by any person other than the manufacturer that identifies a product as unique from all other products of the same model and manufacturer. An owner applied number may include, but is not limited to, a driver license number, social security number, or state tag number.
- F. Physical Evidence: Any substance or material found or recovered in connection with a criminal investigation.
- G. Property/Evidence Record Form: A form located within RIMS under the “Property” section of a CSUN case report that must be completed by the officer who takes property into custody that includes a description of the property, and has a section for noting chain of custody to include temporary release and final disposition.
- H. Property for Safekeeping: Any property not related to a crime, primarily placed in the custody of this department for temporary protection, or in an effort to determine legal ownership pursuant to Penal Code Section 1412. It includes property voluntarily turned in by its owner for destruction, and the excess property of an arrestee. Firearms can also be held pursuant to Penal Code 12028.5, or Welfare and Institution Code Sections 8102-8203. Personal property or any other item that is seized pursuant to a detention for Welfare and Institution Code 5150 may also be held for safekeeping under Government Code 26640-26641.
- I. Property Seized Pursuant to a Search Warrant: Property seized pursuant to a search warrant includes not only property seized pursuant to a court-ordered search warrant, but all items ordered seized by a judicial court with appropriate jurisdiction. Applicable to this section are Penal Code Sections 1535 and 1536. Items seized under the jurisdiction of the court issuing the warrant shall be held indefinitely until the court orders the items released, destroyed, or turned over to the court.
- J. Receipt for Property Taken into Custody Form: A form that must be completed by the officer who takes property into custody as a result of the service of a search warrant or for safekeeping (Appendix A).
- K. RIMS: Record Information Management System.
- L. Serial Number: Refers to that number applied by the manufacturer that identifies a product as unique from all other products of the same model and manufacturer.

#### IV. PROCEDURES

A. Logging and Reporting of Evidence/Property

1. Any officer, who seizes, receives, or otherwise takes custody of any property or evidence shall photograph and log all property into the Master Evidence/Property Ledger (Appendix B) prior to the end of the officer's watch. The collecting officer shall complete and provide a copy of a Receipt for Property Taken into Custody form to the property owner when the item was seized as a result of the service of a search warrant or for safekeeping. Items that are seized due to the fact that they are contraband do not require a property receipt to be issued.
  - a. Prior to the end of the collecting officer's watch, each item shall be properly packaged, identified individually, marked, labeled, photographed, and fully described in a case report issued in RIMS including how the property came into the department's possession.
  - b. Each item shall be inspected by the shift supervisor and approved for booking into the department's evidence system.
  - c. After inspection, each item shall be placed by the booking officer into a department-approved holding area (e.g., an evidence locker), parking structure storage for oversized items, (e.g., bicycles), and room 603 of the PPM facility for flammable/Hazardous material items. The items shall be secured at these locations, in order to maintain the chain of custody, as soon as possible and prior to the end of the officer's watch.
2. Every effort shall be made by the collecting officer to identify and notify the owner or custodian of any property in the department's possession. These efforts shall be documented in the case report. Collecting officers shall process only that quantity of evidence necessary for case prosecution, with the exception of contraband and paraphernalia as described in Health and Safety Code Section 11364 (Does not include bongs or pipes used to smoke marijuana, or plastic baggies/containers containing residue). Officers shall not book any type of bong, pipe, or any other type of apparatus containing marijuana residue into the department evidence system as they are not considered paraphernalia and are legal to possess.
  - a. Property may be returned to its owner in instances where the rightful ownership of the property can readily be determined and case prosecution will not be jeopardized.
  - b. A photograph of the property shall be taken by the collecting officer, evidence controller, or secondary evidence controller prior to the release of the property.
  - c. The photograph(s) shall be uploaded into RIMS by the collecting officer.
3. Property held for safekeeping shall be booked into the department's evidence system if the owner is not available to retrieve the property prior to the end of the watch in which the property was found. A property receipt form must be completed for said property, which must be provided to the property owner upon next contact.
4. All items booked into the department's evidence system shall have an appropriate connecting case report number within RIMS. The case report

number shall be titled with the type of crime or circumstance that led the officer to the seizure and booking of the property, as well as how, where, when, and by whom it was recovered. The collecting officer shall complete the Property/Record Evidence form located in the case report and describe the property booked. The RIMS property records shall show the status of all found, recovered, and evidentiary property maintained by the department property/evidence control system.

5. It is the responsibility of the collecting officer to confirm that all evidence-related property be entered into the JDIC Automated Property System (APS) by Dispatch. Only that evidence-related property which displays a serial number or owner applied number shall be entered by Dispatch into the APS. The collecting officer shall record in RIMS the FCN number that is generated by the APS when the property is entered.
6. When a detective releases evidence/property to the owner/responsible party, it is the responsibility of the releasing detective to ensure that the item returned is removed from the Automated Property System (via JDIC/CLETS) by either a dispatcher or records coordinator. A copy of the cancelation record received from the Automated Property System – that includes the FCN number – shall be forwarded to the Records Unit for filing by the releasing detective.

#### B. Marking of Evidence

1. All items of evidence shall be marked by the collecting officer for later identification with the following exceptions:
  - a. Items that bear a serial number or owner applied number. Items will not be dismantled to locate these numbers.
  - b. Items that can be easily identified by distinctive markings.
  - c. Where marking the item would destroy its evidentiary value.
2. Evidence should be marked in the following manner:
  - a. Make mark(s) as small as practicable.
  - b. Make the mark distinctive and recognizable to the person making the mark.
  - c. Mark in a place unlikely to reduce the value of the item.
  - d. Spent cartridge cases may be marked on the inside of the casing or on the outside near the opening.
  - e. Bullets may be marked on the base.
  - f. Documents shall be marked by placing the case number, in black ink, on the front upper right-hand corner of the document. The booking officer shall then initial and date the back of the document in the upper right-hand corner.
  - g. Items will not be marked in cases where it is impractical to do so.

#### C. Packaging, Labeling, and Storage of Evidence (refer to Evidence Packaging Manual located in the evidence preparation area)

1. Packaging Supplies: All packaging supplies shall be stored in the evidence preparation section of the report writing area. The evidence controller shall be responsible for monitoring and replenishing packaging supplies as needed.
  - a. When packaging property/evidence, officers shall use department-approved manila envelopes, paper bags, knife/gun boxes, or acrylic containers. Department-approved pre-printed plastic bags shall be used only for currency. Department-approved Ziploc-style plastic bags shall only be used for packaging acrylic jars containing biological fluids such as urine, or alcoholic beverages that were used in serious crimes (e.g., sexual assaults).
  - b. Officers should always use the smallest packaging possible with the exception of controlled substances. All controlled substances shall be packaged in a 6" x 9" manila envelope regardless of the amount. If the controlled substance amount is such that it cannot be properly packaged in a 6" x 9" manila envelope, the officer may use a larger-sized envelope.
  - c. The front portion of the manila envelope or knife/gun box shall be stamped by the collecting officer with an evidence/property label. The envelope or knife/gun box shall be sealed using red evidence tape. The officer shall initial each corner of the red evidence tape in such a way that the initial overlaps both the tape and the package. A small 1 ¼" x 1 ¼" adhesive evidence/property label shall be primarily used for labeling jars and syringe containers (refer to the "Evidence Packaging Manual" located in the evidence preparation area).
2. Storage of Property/Evidence: The packaged and labeled items shall be placed in an evidence storage locker located in the report writing room prior to the end of the officer's watch. Employees shall not, under any circumstances, store property or evidence in their personal locker or in any other unauthorized location.
3. Bulk Evidence/Property: All other evidence that is too large to be packaged in a manila envelope or paper bag e.g., backpacks, laptop computers, etc., will be individually tagged. A tag stamped by the collecting officer with a property/evidence label will be utilized for all items that fall under this category. The tag shall be affixed to the front of the item. The bulk evidence shall be placed in an evidence storage locker located in the report writing room.
4. Oversized Evidence/Property Items: Oversized items that are too large to fit in the department's evidence lockers shall be individually labeled with a tag that has been stamped with a property/evidence label by the booking officer. The property shall be stored in the parking structure storage area.
5. Bicycles: Bicycles taken for safekeeping shall be stored in the parking structure storage area. Bicycles taken for evidence shall be placed within the parking structure storage area, which at the earliest possible time be moved by an evidence custodian to the evidence storage room within the police facility. Each bicycle shall be individually labeled with a tag stamped with an evidence/property label by the booking officer. The tag shall be attached around either handlebar grip. Note: all lost and found bicycles shall be documented in RIMS, entered into the Automated Property System

(CLETS), and booked as lost and found into the department's Property and Evidence system by a police officer.

6. Documents: In the case where a document itself is evidence e.g., a suicide note, threatening letter, etc., the document shall be booked into evidence after it is photocopied by the booking officer. The booking officer shall forward the photocopies of the document to the Records Unit. In the event where information on the document is of importance to a case and not the document itself, e.g., bank statements, phone records, etc., the document shall be forwarded to the Records Unit.
7. Flammable Materials: No flammable materials with the exception of evidence shall be booked into the department evidence system. Flammable materials shall be turned over to the Los Angeles Fire Department (LAFD) for disposal. In cases where a flammable material is evidence, the collecting officer shall photograph and book the material into the fire-rated storage cabinet located within room 603 at the CSUN Environmental Health and Safety Department, located in the Physical Plant Management Facility, with the exception of those items that are self contained, e.g., spray-paint cans, disposable lighters, etc. Officers must gain approval from a supervisor to book evidence into room 603 at PPM. The collecting officer shall use a "SKD DMX" key to gain access into the room. The shift supervisor shall directly notify the detective sergeant during weekdays, of the booking and storage of flammable material at this location. The notification to the detective sergeant may be done in writing if flammable material is booked after hours or over a weekend.
8. Blood Samples for Alcohol/Drug Analysis: Blood samples taken for alcohol or drug analysis shall be drawn by a certified phlebotomist e.g., a registered nurse or paramedic, at the LAPD Van Nuys jail, or at a medical facility when a subject is transported for medical treatment.
  - a. The requesting officer shall use a County of Los Angeles Sheriff's Department Blood Specimen from Living Subject/Toxicology kit. These kits are available in the report writing area.
  - b. The officer shall complete the requested information on the envelope.
  - c. The officer shall verify that the vial included in the kit contains a powdery substance, which serves as a blood preservative.
  - d. The officer shall initial the vial and write the suspect's last name, first name, and date of sample on the vial label.
  - e. The officer shall give both the completed envelope and vial to the person drawing the blood sample. The person drawing the blood sample will complete their section of the envelope and use the vial to capture the sample.
  - f. The requesting officer shall verify that the person drawing the blood sample uses a non-alcoholic substance to sterilize the sample area.
  - g. The officer shall witness the withdrawal of the blood sample.
  - h. Upon taking possession of the blood sample, the officer shall vigorously shake the vial to ensure that the blood sample and the preservative are mixed properly. Officers shall wear protective gloves when handling blood samples.

- i. When the blood sample has been mixed, the officer shall place the vial in the evidence envelope and seal the envelope with the evidence label provided in the kit.
  - j. The officer shall then place the blood sample in a refrigerated storage locker located within the report writing room within six hours of collection.
9. Glass: Evidence consisting of glass shall have the word "Glass" written in black marker on the packaging just above the stamped property/evidence label by the collecting officer.
10. U.S. and Foreign Currency: **U.S. and foreign currency shall be counted and verified by two officers.** Currency shall be packaged in a department-approved plastic bag that is pre-labeled for currency. The verified total of coin and currency will be written on the outside of the plastic bag, **initialed by the two verifying officers, initialed by the shift supervisor**, and secured in an evidence storage locker. Any intake of currency over \$500.00 shall be brought to the attention of the appropriate Patrol Operations Commander and the Chief of Police, in writing, by the shift supervisor.

The evidence controller shall retrieve all currency temporarily booked into an evidence storage locker located within the report writing room and secure the currency in the evidence safe located within the evidence room. The evidence safe requires the evidence controller to utilize both a separate key and a PIN number in order to gain access.

11. Controlled Substances: All controlled substances shall be packaged in a standard drug packaging manila envelope that measures 6" x 9". The word "Narcotics" shall be stamped by the booking officer on the envelope in black ink, just above the evidence/property label. If the quantity of the controlled substance is such that it is too large for the standard drug packaging envelope, the collecting officer shall utilize a larger-size manila envelope that will accommodate the quantity.
12. Weighing Drugs and Narcotics: Officers shall weigh narcotic substances in grams or pounds prior to packaging. The weight shall be noted on the evidence/property label and on the Evidence/Property Master Ledger. The officer will specify if the measurement was taken with or without the container.
  - a. Marijuana seized that is stored in individual plastic baggies shall be weighed together to determine a total weight. The collecting officer shall book the item as one item and note the description of the marijuana as the total weight of the marijuana stored in the number of individual baggies, e.g., "5.5 gross grams of marijuana stored in twelve individual plastic baggies".
  - b. In the event that marijuana is found in different locations, e.g., on an arrestee and in the arrestee's vehicle, the marijuana shall be weighed and booked as separate items.
  - c. In the event that marijuana is found in large or plastic prescription bottle-type container(s), the collecting officer shall remove the marijuana from the container(s), determine a total weight, and package

the marijuana together as one (1) item. The prescription bottle(s) shall be returned to the owner.

- d. Marijuana plants shall be photographed, counted, and weighed. Specify if weight is taken with or without soil and the container.

13. Large Quantities of Hazardous Controlled Substances: Officers shall carefully evaluate the circumstances when seizing large quantities of controlled substances or ingredients used in the production of controlled substances. Potential hazards can exist, such as harmful vapors, explosive chemicals or flammable/combustible materials that have the capacity to induce unreasonable risk to health, safety, or property. The patrol commander, or in his/her absence the on-duty shift supervisor, shall notify the respective agency, i.e., the Los Angeles Fire Department (LAFD), the Los Angeles Police Department (LAPD), the CSUN Environmental Health and Safety Department (EH&S), and request assistance when a situation exists beyond the resources of this department. If the patrol commander is absent, the shift supervisor shall ensure that their Patrol Operations Commander and both the Deputy Chief and Chief of Police are made aware of the situation.

- a. Incidents involving Fentanyl and PCP should be handled with extreme caution. Avoid unnecessary contact with the Fentanyl/PCP container or any cigarette(s) suspected to have been dipped in Fentanyl/PCP. Only handle these items with protective gloves stored in the shift supervisor's office and the report writing room. Do not unnecessarily inhale fumes.
  - i. PCP in a crystallized, tablet, powder, or liquid form, as well as cigarettes or marijuana suspected of having been dipped in PCP may be booked into the department evidence system. Liquid PCP in quantity of four ounces or less that is already stored in a sealed jar or vial shall be placed into a plastic Ziploc-style baggie. The item within the Ziploc-style plastic baggie shall be packaged in an appropriate-size manila envelope with the word "PCP" written in black marker just above the evidence/property label. The item shall be secured in an evidence storage locker.
  - ii. Fentanyl pharmaceutical products are available in the following dosage forms: oral transmucosal lozenges commonly referred to as fentanyl "lollipops" (Actiq®), effervescent buccal tablets (Fentora®), sublingual tablets (Abstral®), sublingual sprays (Subsys®), nasal sprays (Lazanda®), transdermal patches (Duragesic®), and injectable formulations. Clandestinely produced fentanyl is encountered either as a powder or in counterfeit tablets and is sold alone or in combination with other drugs such as heroin or cocaine.
  - iii. The shift supervisor shall directly notify the detective sergeant, during weekdays, of the seizing and booking of Fentanyl or PCP. The notification to the detective sergeant may be done in writing if Fentanyl/PCP is booked after hours or over a weekend.
  - iv. In the case where an incident involves open or unsealed containers of liquid Fentanyl/PCP, spilled liquid Fentanyl/PCP or liquid PCP in excess of eight ounces, officers shall not remove the Fentanyl/PCP from the location. The patrol commander, or in his/her absence the



on-duty shift supervisor, shall notify the Los Angeles County Sheriff's Department Bureau of Narcotics Enforcement at 323-869-6800, and request assistance when a situation exists beyond the resources of this department. If the patrol commander is absent, the shift supervisor shall ensure that their Patrol Operations Commander and the Chief of Police are made aware of the situation.

- b. Officers shall not handle any chemical or mixture of chemicals that may be toxic, corrosive, volatile, explosive or flammable and pose a risk to public health or safety. Calls involving these materials shall be handled by the LAFD or the CSUN EH&S Department. Officers shall have no contact with these materials unless a specialist determines them to be safe.
  - c. Officers will not book hazardous materials into the department evidence system. All incidents involving hazardous materials shall be handled by the CSUN EH&S Department or the LAFD Hazardous Materials Unit.
14. Firearms and Ammunition: All firearms must be made safe by removing the ammunition and placing a plastic zip-tie in the firearm's action, breech, bolt, or chamber. Officers shall not book any loaded firearms. Firearms must be properly packaged in the appropriate-size gun box. The firearm and any empty magazines will be secured in the gun box using zip-ties. The magazine shall not be left in the firearm, but attached to the gun box next to the firearm.
- a. Use extreme caution when unloading any weapon. Firearms shall be unloaded and made safe for handling. Officers unfamiliar with the operation of a weapon shall seek assistance from a department range master, armorer, or officer more familiar with the weapon's operation.
  - b. The original condition of the weapon shall be noted in the case report, including position of the clip or cylinder, position of the safety, hammer, and a count of live and empty rounds in the weapon.
  - c. The firearm and magazines shall be secured to the gun box by utilizing plastic zip-ties. The zip-ties shall be secured to the gun box, firearm, and magazine(s) in such a way that they completely restrict the movement of each item.
  - d. The collecting officer shall stamp an evidence/property label to the outside cover of the gun box. The collecting officer shall also write the word "Firearm" in black marker just above the evidence label. Ammunition shall not be stored with the weapon.
  - e. Ammunition shall be removed from all magazines and revolver cylinders. It shall be packaged separately from the firearm in an appropriate-size manila envelope. The word "ammo" shall be written in black marker just above the evidence label by the collecting officer.
  - f. Collecting officers shall be responsible for checking all firearms through AFS, DOJ, and NCIC to check for wants and registration information. Collecting officers shall verify that Dispatch enters the received firearm serial number into AFS as required per Penal Code Section 11108. The printout documenting the FCN number assigned to the entry will be attached to the case report by the collecting officer. The FCN number shall also be documented in RIMS by the collecting officer.

- g. A member of the Investigations Unit shall transport all firearms entered into the department evidence system to the LAPD Rimfire office located at the Northeast Division. Firearms will be test-fired by LAPD personnel so that they may be entered into a ballistics tracking and identification system by the LAPD.
  - h. Generally, weapons involved in a homicide or death will be handled by LAPD detectives. Such weapons shall not be unloaded, or have their cylinders opened, slides pulled back, or magazine/clip removed. Officers of this department will ensure that such a weapon and the crime scene are safe and secure until turned over to LAPD.
15. Knives, Syringes, and Other Sharp Objects: Knives, syringes, and other sharp objects will be packaged in the following manner:
- a. Pocket knives shall be folded closed and packaged in an appropriate-size manila envelope. An adhesive evidence/property label shall be affixed to the front of the envelope. The word “sharps” shall be written in black marker on the envelope just above the evidence/property label by the collecting officer.
  - b. Fixed-blade knives shall be stored in a knife box, located in the report writing area, and secured to the box with at least two plastic twist-ties in such a way that the knife’s movement is restricted. An evidence/property label shall be stamped on the outside cover of the knife box. The word “sharps” shall be written in black marker on the box and just above the evidence/property label by the collecting officer. Knives too large for a knife box shall be packaged in an appropriate-size gun box. When possible, the collecting officer will book a knife’s sheath together with the knife.
  - c. Razor blades shall be wrapped in paper and placed in an appropriate-sized manila envelope. The word “sharps” shall be written in black marker on the envelope and just above the evidence/property label by the collecting officer.
  - d. Syringes and hypodermic needles shall be placed in a syringe tube in such a way that the needle faces the cork/foam insert. A small 1 ¼” x 1 ¼” adhesive evidence/property label will be affixed to the top portion of the tube, near the end-cap not containing the cork insert. An OSHA-approved biohazard label shall be affixed to the tube just below the evidence label. Both end-caps of the tube shall be secured by using red evidence tape. The red evidence tape shall be applied to the end-caps in such a way that the tape overlaps both the plastic tube and the end-cap. The collecting officer shall initial the evidence tape.
  - e. All other pointed, sharp, or oversized blades or objects with sharp points shall be packaged in a knife or gun box in order to eliminate any hazard to others. The word “sharps” shall be written in black marker on the box and just above the evidence label by the collecting officer.
16. Sexual Assault Evidence – All evidence collection from a sexual assault victim’s person shall be performed by S.A.R.T. medical staff as described in *Sexual Assault Response and Investigation policy 02-S.O.-001*.
- a. When S.A.R.T. medical staff has completed the forensic examination, the investigating officer shall take possession of the packages containing

forensic evidence collected from the victim. The investigating officer shall place all of the packages collected into a refrigerated evidence locker located within the report writing room within six hours of collection.

- b. Officers collecting cloth materials such as bed sheets, clothing, towels, etc., that contain wet blood, semen, or chemical stains will air-dry these articles before packaging. The collecting officer shall package the items in an appropriate-size manila envelope, paper bag, or by wrapping the object in packaging paper. Each item will be packaged separately to avoid contamination.
- c. An evidence/property label will be stamped on the front side of the packaged item by the collecting officer. An OSHA-approved biohazard label shall also be affixed to the package just above the evidence label by the collecting officer. Plastic bags shall not be used to package biological fluids.
- d. In the event that the initial responding officer or investigating officer must collect a urine specimen from the victim prior to transporting the victim to the S.A.R.T. examination room, the officer shall provide the victim with an acrylic jar located in the sexual assault ready-bag. The collecting officer shall take possession of the acrylic jar filled with the urine specimen from the victim and tightly place the cap back on the jar.
- e. The collecting officer shall seal the jar with red evidence tape in such a way that the tape overlaps both the cap and the acrylic jar. The evidence tape shall be initialed and dated by the collecting officer. A small 1 ¼" x 1 ¼" evidence/property label will be completed and applied to the acrylic jar by the collecting officer. The jar shall be placed in a department-issued Ziploc-style plastic bag and booked into a refrigerated evidence locker located in the report writing room within six hours of collection.

17. Perishable Items: All perishable items that are evidence, such as shoplifted food, shall be photographed and returned to the owner in lieu of retaining and refrigerating these items.

- a. Perishable items that require refrigeration, have an opened container, or have a short shelf life shall not be booked. Only canned food items that are factory-sealed may be booked unless deemed necessary for investigating a felony crime.
- b. The owner of perishable items that are held for safekeeping must claim the items within thirty calendar days or the items shall be destroyed. In the event of an arrest where the arrestee's property includes a large number of perishable items, the arresting officer shall make every effort to allow the arrestee to locate someone to take possession of the perishable items.
- c. If someone cannot be located to take possession of the perishable items, the arresting officer shall advise the arrestee of the department's policy regarding perishable items, and advise the arrestee that the items will be discarded. The officer shall note the disposition of the perishable items in the case report.

18. Alcoholic Beverages: All alcoholic beverages that are seized or recovered as a result of a crime shall be noted in a case report and destroyed at the scene in lieu of retaining and refrigerating these items.

- a. No alcoholic beverages will be booked with the exception of those alcoholic beverages related to a serious crime such as sexual assaults, a beverage contaminated with a toxic substance, etc.
- b. In the event that an alcoholic beverage is evidence in a serious crime, the beverage itself shall be poured into an acrylic jar. The cap will be placed tightly on the jar and then sealed with red evidence tape in such a way that the tape overlaps both the cap and the acrylic jar. The evidence tape shall be initialed and dated by the collecting officer. A small 1 ¼" x 1 ¼" evidence/property label will be completed and applied to the acrylic jar by the collecting officer. The jar shall be placed in a department-issued Ziploc-style plastic bag and booked into an evidence storage locker.
- c. The alcoholic beverage container shall be emptied of any remaining liquids and sealed in an appropriate-size packaging envelope by the collecting officer. The collecting officer shall complete an evidence/property label and apply it to the front of the packaging envelope. The item shall be booked into an evidence storage locker.

19. Items Requiring Special Handling or Processing:

- a. Explosive Substances/Devices
  - i. Officers shall not handle confirmed or suspected explosive substances or devices. Calls concerning suspected explosive devices will be referred to the department K-9 unit. If the K-9 unit is absent, the call shall be referred to the LAPD Bomb Squad. Calls concerning confirmed devices will be referred to the LAPD Bomb Squad. The Bomb Squad will assume custody of all evidence and/or material. The patrol commander or in his/her absence the shift supervisor, will be responsible for obtaining a copy of any report written by the LAPD specialist involving incidents on this campus.
  - ii. Those items established by the explosive specialist as safe will be released to the explosive specialist for disposal. A photograph shall be taken, whenever possible, of the packages containing an explosive substance deemed safe by the explosive specialist. The type of material shall be listed in a case report along with the explosive specialist's name and contact information.
  - iii. Commercial fireworks in small quantities are considered safe to book without the inspection of a bomb specialist. All seized fireworks shall be photographed and taken, before the end of the collecting officer's watch, to any LAFD station for destruction.
- b. Hazardous Materials
  - i. Officers shall not handle any chemical or mixture of chemicals that may be toxic, corrosive, volatile, explosive, or flammable and pose any risk to public health or safety. The LAFD and its Hazardous Materials team will handle calls involving these materials. HazMat specialists will assume responsibility for all handling of these materials unless the specialist determines them to be safe. The patrol commander, or in his/her absence the shift supervisor, will be

responsible for obtaining a copy of any report written by the LAFD or a HazMat specialist involving incidents on this campus.

- ii. Officers shall not book hazardous materials into the department evidence system.

D. Evidence to and from the LASD Crime Lab for Analysis

1. Only department investigators (i.e., detective) have the authority to submit evidence to the Los Angeles County Sheriff's (LASD) Forensic Lab for examination and shall be done requesting the results in writing.
2. The transporting investigator shall ensure that evidence is properly packaged and labeled per Section IV.C of this policy. The investigator shall sign the property out on the Property Check-Out Ledger (Appendix C) prior to removing the property/evidence from the evidence room. The officer shall also document the movement of the property via RIMS.
3. The investigator transporting the evidence shall be responsible for maintaining the chain of custody and safeguarding the delivery to the Los Angeles County Sheriff's Forensic Lab. Upon arrival, the transporting investigator shall complete the Los Angeles County Sheriff's Forensic Lab Evidence Examination form (Appendix D) and tag the evidence as required ensuring all appropriate signatures are obtained. A copy (e.g., duplicated carbon copy) of the submitted Los Angeles County Sheriff's Forensic Lab Evidence Examination form shall be returned and submitted back into the department evidence room to ensure chain-of-custody tracking.
4. The investigator retrieving evidence from the Los Angeles County Sheriff's Forensic Lab shall sign and convey the appropriate documentation and return the item back into the CSUN Department of Police Services evidence room. The investigator shall document the return of the item by signing the Property Check-Out Ledger, and documenting the return of the property in RIMS.

E. Evidence to Court

1. Officers requiring evidence for a court case shall make, in writing or via E-mail, a request for the evidence at least 24 hours in advance to the evidence controller, or in his/her absence the secondary evidence controller. The evidence controller or designee shall sign the evidence out on the Property Check-Out Ledger, document the movement of the property in RIMS, and provide the evidence to the requesting officer along with a Property/Evidence Record form.
2. Officers transporting evidence to court shall be responsible for safeguarding the evidence until the court has formally received it.
  - a. If evidence is turned over to the court, the officer shall ensure the court clerk has signed the Property/Evidence Record form.
  - b. If the officer is returning evidence from court, the officer shall check the evidence back in to the evidence controller. The evidence controller

shall document the return of the evidence on the Property Check-Out Ledger.

- c. If the evidence custodian is unavailable, the officer shall secure the evidence in an evidence storage locker. The officer shall document the return of the evidence on the Master Evidence/Property Ledger in order to maintain the integrity of the chain of custody.

F. Storage of Evidence and Property

1. The evidence controller shall be accountable for the storage, filing, movement and disposition of all evidence, and transfer of property held for safekeeping and maintained in the department evidence system. This process shall be administered by the Investigations Unit Commander.
2. The evidence controller shall check all evidence lockers at the end of each work week and ensure that all evidence is packaged and labeled properly. All items in temporary storage will be moved to the designated storage area within the evidence room. In the absence of the evidence controller, the secondary controller shall be responsible for this task.
3. All items of evidence shall be stored in numerical order by its assigned case report number, then item number.
4. Items considered to be sensitive, high in value, or otherwise constituting an increased security risk, shall be secured as follows:
  - a. Money, jewelry and other valuable items will be locked in the evidence room safe located within the evidence room. The evidence room safe requires the evidence controller to utilize both a separate key and PIN number in order to gain access.
  - b. Firearms will be secured in the area within the evidence room designated for firearms.
  - c. Drugs will be secured in the area within the evidence room designated for drugs.
5. Notations in RIMS shall account for all movement of evidence in and out of the evidence room.
6. Entry to the evidence room shall be tightly controlled. The primary and secondary evidence controllers shall be issued the only sets of keys, card access keys, and/or PIN numbers to the evidence room. The primary and secondary evidence controllers shall be the only individuals with the alarm access code.

Those individuals authorized by the Chief of Police to perform the required, periodic audits of the facility will be allowed entry under the direct supervision of the evidence controller or secondary controller. Entry into the facility for the purpose of necessary maintenance, repair, and cleaning shall be allowed only while under the direct supervision of the evidence controller or secondary controller. Department staff members shall be allowed into the facility only while under the direct supervision of the evidence controller or secondary controller, and specifically for the purpose of assisting with the

packaging and storage of large amounts of evidence. No other individuals shall be allowed access to the facility, unless ordered by the Chief of Police for special circumstances and under the direct supervision of the evidence controller or secondary controller.

G. Disposition of Evidence Property

1. The evidence controller shall ensure that final disposition of found, recovered and evidentiary property is accomplished within six months after legal requirements have been satisfied and that all California statutes and requirements are followed regarding the disposal of property and evidence. Final disposition must be completed within twelve (12) months after legal requirements have been met for all found, recovered, and evidentiary property maintained by the department. Such property can be disposed of in four possible ways:
  - a. Returned to the legal owner with documentation.
  - b. Sold or donated in accordance with legal requirements.
  - c. Converted to official use by the department with documentation in accordance with legal requirements.
  - d. Destroyed in accordance with legal requirements.
2. Any time an item is destroyed there shall be a witness to the destruction. An inventory of all property destroyed shall be prepared by the evidence controller and maintained with other property records (see section H. 4).
3. Under no circumstances will evidence or property be converted to personal use by any member of this department.
4. Unclaimed Money: Notwithstanding an order from the court to the contrary, money, which is in the possession of the CSUN property and evidence system, and which cannot be lawfully returned to its owner, after consultation with the CSU attorney, shall be deposited in the CSU's general scholarship fund, pursuant to Title 5, California Code of Regulations section 42376.

H. Destruction of Property: Controlled substances and assorted paraphernalia pursuant to a court order

1. The evidence controller shall make certain that all cases involving narcotics and narcotics paraphernalia have been adjudicated by the court. The Investigations Unit Commander shall be advised of a request to destroy the narcotics by the primary evidence controller.
2. The narcotics destruction request shall list descriptions, quantities and weights of all separate items to be destroyed. Each item will also be assigned a destruction number.
3. Destruction of the narcotics material shall be witnessed by the evidence controller, and two sworn officers. A representative of EH&S shall be

notified prior to any destruction of narcotics via incineration and may be present as a witness.

- I. Destruction of Property: Controlled substances and assorted paraphernalia not pursuant to a court order
  1. In instances when the weight of suspected controlled substance is substantial, and it is not reasonable to preserve the material in place or move it to another location, the controlled substance in excess of ten pounds, or hazardous chemical in excess of two ounces and its container, which were used or intended for use in the unlawful manufacture of controlled substances, may be destroyed without a court order when all of the following conditions have been met:
    - a. At least five random and representative samples of the suspected controlled substance (ten or more pounds) have been taken for evidence; and
    - b. At least one 2-ounce sample has been taken from each suspected hazardous chemical; and
    - c. Photographs have been taken which reasonably demonstrate the total amount of the suspected controlled substance or suspected hazardous chemical container; and
    - d. The gross weight of the suspected controlled substance or suspected hazardous chemical has been determined by either weighing or estimate after dimensional measurement; and
    - e. The Chief of Police has determined that it is not reasonably possible to preserve all of the suspected controlled substance or suspected hazardous chemical in place or to move it to another location.
  2. An affidavit stating that the conditions stated above have been met shall be filed in court by the detective sergeant within thirty calendar days following the destruction of the suspected controlled substance or suspected hazardous chemical.
- J. Destruction of Property: Firearms and Weapons
  1. With regard to weapons defined as nuisances, the evidence controller shall make an application for a court order authorizing the destruction of weapons, which are subject to disposal, and are defined by California Penal Code Section 12029 as nuisances. The application shall list the weapons to be destroyed by make, model, caliber and serial number.
  2. California Penal Code Section 12032 requires that when a firearm is in the possession of an officer and the firearm is an exhibit in any criminal action or proceeding which is no longer needed, or is unclaimed or abandoned property and has been in the possession of the officer for at least 180 days, the firearm shall be sold or destroyed as provided in California Penal Code Section 12028.
  3. Weapons defined as destructive devices by California Penal Code Section 12301, and machine guns described in California Penal Code Section 12251, which were unlawfully possessed, must be surrendered to the Department of



Justice unless a certificate, signed by a judge or district attorney stating that the preservation of such destructive devices or machine guns is necessary to serve the ends of justice, is filed with the Department of Justice (Penal Code Section 12307).

4. Destruction of firearms and weapons shall be accomplished pursuant to California Penal Code Section 12028 in the presence of the evidence controller and one other sworn department employee who shall act as a witness. The destruction shall take place at the CSUN Physical Plant Management Facility Metal Shop or other appropriate facility as authorized by the Chief of Police.
5. The evidence controller shall update information regarding all property destroyed which is serialized, in the appropriate state computer. When a firearm is destroyed or sold at auction, it is the responsibility of the primary evidence controller to ensure that the firearm's "destroyed" or "sold at auction" status is updated in the Automated Firearms System by either a dispatcher or records coordinator. A copy of the status update received from the Automated Firearms System—that includes the FCN number—shall be forwarded to the Records Unit for filing by the primary evidence controller.
6. The evidence controller shall maintain a list of all property that has been destroyed and a copy of this report shall be forwarded to the Chief of Police or her/his designee.
7. Property seized pursuant to a search warrant must have a court order to release or destroy pursuant to California Penal Code Section 1536.

K. Destruction of Property – Hazardous Materials

All hazardous materials stored at PPM room 603 that are eligible purge will be done so by EH&S staff upon receiving a written request from the evidence controller. The evidence controller shall request a written summary from EH&S explaining when (date/time), where, and how the hazardous materials were disposed of, in addition to who oversaw and verified the destruction process.

L. Law Enforcement Gun Release Process

1. Pursuant to Penal Code Section 12021.3, any person who claims title to any firearm that is in the custody of any law enforcement agency and who wishes to have the firearm returned to him or her shall make application for a determination by the California Department of Justice as to whether he or she is eligible to possess a firearm.

Prior to this department's return of a firearm to its owner, the individual seeking the return of the firearm must complete and submit to the California Department of Justice a Law Enforcement Gun Release Application (Appendix G). The form will instruct the individual how to obtain a firearms eligibility clearance.

2. Once the firearm eligibility check has been completed, both the individual and this department will be notified via U.S. Mail of the eligibility results. In

the event that the eligibility check is approved, the individual must provide a copy of the California Department of Justice determination notice to this department prior to the firearm being released.

3. When a firearm is released to the owner/responsible party, it is the responsibility of the primary evidence controller to ensure that the firearm returned is removed from the Automated Firearms System by either a dispatcher or the records coordinator. A copy of the cancellation record received from the Automated Firearms System—that includes the FCN number—shall be forwarded to the Records Unit for filing by the releasing primary evidence controller.

M. Property Retained for Department or Other Public Use

1. California Penal Code Section 12030 provides that certain unclaimed property held in the custody of the department may be retained for department or other public use, rather than being sold or destroyed. The university attorney should be consulted before any property is retained for department or university use.
2. Requests for acquisition for department or other public use of unclaimed property held by the department shall be made in writing and forwarded to the Chief of Police. All requests shall include complete justification for acquiring the property and copies of all relevant department documents describing how the requested property came into possession of the department.
3. After a request has been approved by the Chief of Police, additional documents shall be obtained as described below when the property to be acquired is a firearm:
  - a. A certificate of weapon retention obtained from and signed by a judge or district attorney; and
  - b. A letter describing the make, model, caliber, and serial number of the firearm, prepared for the Chief's signature, to the California Department of Justice.
4. Unclaimed property, which has been acquired by the department, shall be included on the department equipment and supplies inventory. The property controller shall maintain a list of property that has been acquired for department use, and a copy of the list shall be forwarded to the Chief of Police.
5. No property so acquired shall be used for personal purposes.
6. This department does not utilize seized or forfeited controlled substances, weapons, or explosives for investigative purposes. For policies and/or procedures concerning the use of said items for training purposes, refer to Department Policy #05-S.O.-007: Use of Department Canine.

N. Audits

1. Periodic audits of the facility shall be directed by the Chief of Police at least once a year. The Investigations Unit Commander and a designee not directly connected with property and evidence control will conduct the annual audit. These audits will include an examination of case files to verify that required notifications and release authorizations have been properly submitted and that a legitimate basis for the release decision is apparent from the follow-up reports. These audits will minimally include a thorough inspection of guns, narcotics, jewelry, money and other valuables (Appendix E – *Evidence Facility Audit Form*).
2. A mandatory audit will be conducted when there is a change of the property and evidence controller and/or the secondary controller. The newly designated property and evidence controller and Investigations Copmmander or his/her designee will conduct this audit to ensure that records are correct and properly annotated. During the joint audit associated with evidence custodian transfers, a sampling of the total amount of high risk property records (e.g., money, precious metals, jewelry, firearms, and drugs) under the department's care must be reviewed with respect to documentation and accountability. CALEA manual Appendix I shall be used to determine the appropriate sample size for high risk items. An error rate that exceeds four percent will require a full inventory of high risk items. For general property the sampling amount of all other items audit, as deemed appropriate by the Chief of Police, is sufficient to ensure the integrity of the system and accountability of property.
3. Whenever a change in the agency's Chief of Police occurs, an inventory of the property room is conducted once the new CEO takes control of the agency. In the event the Deputy Chief takes control of the agency there may be no need to conduct an inventory of the property room so long as the Deputy Chief has and continues to maintain a constant responsibility and control over the property/evidence management program and all audits and inspections of the facility, property, and policies and procedures have been maintained.
4. An annual inspection of the property/evidence storage room areas shall be conducted by the detective sergeant focusing on the adherence to procedures and policies used in the control of property (Appendix F – *Bi-Annual Facility and Property Inspection Form*).
5. Unannounced inspections of the property/evidence storage room areas and property shall be conducted as directed by the Chief of Police at least once a year. The inspection shall include the evaluation of the property/evidence storage room for cleanliness and orderliness. The inspection shall also include the tracing of a few pieces of property/evidence in order to assure they are in the proper location as listed in the property management records system within RIMS.

## V. APPENDICES

- A. Receipt for Property Taken into Custody
- B. Master Property Control Ledger
- C. Evidence Check-out Ledger

- D. Los Angeles County Sheriff's Department Forensic Lab Evidence Examination Form
- E. Evidence Facility Audit Form
- F. Annual Evidence/Property Procedural Inspection Form
- G. Law Enforcement Gun Release Application



CALIFORNIA STATE UNIVERSITY, NORTHRIDGE

POLICE DEPARTMENT

**MASTER PROPERTY CONTROL LEDGER**

CR No.	OFFENSE	DATE & TIME	ITEM No.	QUANTITY	PROPERTY DESCRIPTION	LOCKER No.	BOOKED BY (OFFICER)	APPROVED BY (SUPERVISOR)	FINAL DISPOSITION			
									DATE	TO	NAME	√



COUNTY OF LOS ANGELES SHERIFF'S DEPARTMENT — SCIENTIFIC SERVICES BUREAU

J766534

AGENCY / STATION		CHARGE
NAME OF SUBJECT (PLEASE PRINT)		
LAST	FIRST	



NAME OF VICTIM (PLEASE PRINT)		FILE / DR NUMBER
LAST	FIRST	

INVESTIGATOR / PHONE	REC'D FROM	REC'D BY	DATE / TIME
----------------------	------------	----------	-------------

DESCRIPTION OF EVIDENCE (PLEASE PRINT)	# PKG(S):	BLOOD	URINE
		<input type="checkbox"/>	<input type="checkbox"/>
	.....		
	.....		
	.....		

CRIME LAB Personnel ONLY

Lab Personnel		
<input type="checkbox"/>	BLOOD ALCOHOL	<input type="checkbox"/>
<input type="checkbox"/>	NARCO ( Solid Drugs )	<input type="checkbox"/>
<input type="checkbox"/>	TOX ( Drugs in Urine or Blood )	<input type="checkbox"/>
<input type="checkbox"/>	TRACE	<input type="checkbox"/>
<input type="checkbox"/>	BIOLOGY/DNA	<input type="checkbox"/>
<input type="checkbox"/>	FINGERPRINTS	<input type="checkbox"/>
<input type="checkbox"/>	FIREARMS	<input type="checkbox"/>
<input type="checkbox"/>	DOCUMENTS	<input type="checkbox"/>
<input type="checkbox"/>	SPLITS	<input type="checkbox"/>
<input type="checkbox"/>	PHOTO LAB	<input type="checkbox"/>
<input type="checkbox"/>	NIBIN	<input type="checkbox"/>
<input type="checkbox"/>	DRYING SHED	<input type="checkbox"/>

ANALYTICAL RESULTS -Lab Personnel ONLY (Date/By)	SAFETY CHECK (DATE / BY)
	FIREARMS Personnel ONLY

RELEASED TO - SIGNATURE / ID #	RELEASED BY
NAME (Print)	AGENCY
	DATE



CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
POLICE DEPARTMENT

# EVIDENCE FACILITY AUDIT FORM

DATE: \_\_\_\_\_

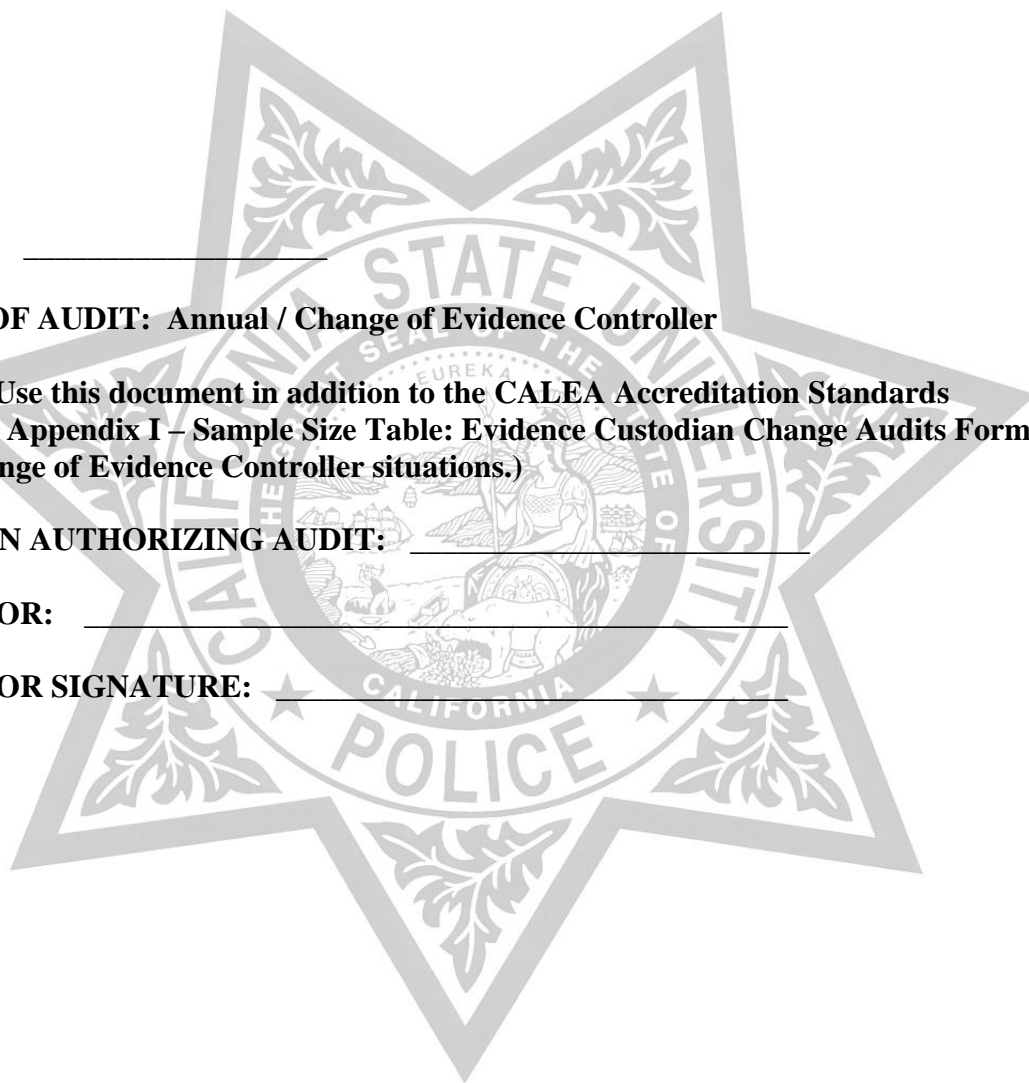
TYPE OF AUDIT: Annual / Change of Evidence Controller

(Note: Use this document in addition to the CALEA Accreditation Standards Manual Appendix I – Sample Size Table: Evidence Custodian Change Audits Form for Change of Evidence Controller situations.)

PERSON AUTHORIZING AUDIT: \_\_\_\_\_

AUDITOR: \_\_\_\_\_

AUDITOR SIGNATURE: \_\_\_\_\_



**CURRENCY AUDIT FORM**

<b>Audit Item Number</b>	<b>#</b>
--------------------------	----------

**CASE INFORMATION**

<b>Date:</b>	
<b>Code Section</b>	
<b>Case Number:</b>	
<b>Control Number:</b>	
<b>Bar Code Number / Item Number:</b>	
<b>Description:</b>	
<b>Documented Location (Original)</b>	
<b>Date Stored:</b>	
<b>Stored By:</b>	
<b>Current Location:</b>	
<b>Time To Locate:</b>	

**CURRENCY DOCUMENTATION - PROPERTY SHEET**

<b>Documented Clearly</b>	<b>Yes</b>	<b>No</b>
<b>If No - Explain</b>		
<b>Initialed By Booking Officer</b>	<b>Yes</b>	<b>No</b>
<b>Currency Documented By Denomination</b>	<b>Yes</b>	<b>No</b>
<b>Currency Count Totaled</b>	<b>Yes</b>	<b>No</b>
<b>Currency Count Witnessed</b>	<b>Yes</b>	<b>No</b>
<b>Calculations Correct</b>	<b>Yes</b>	<b>No</b>
<b>Posted in ledger</b>	<b>Yes</b>	<b>No</b>
<b>Comment:</b>		

**CURRENCY PACKAGING**

<b>Packaged Properly</b>	<b>Yes</b>	<b>No</b>
<b>If No - Explain</b>		
<b>Outlined In Packaging Manual</b>	<b>Yes</b>	<b>No</b>
<b>Sealed Adequately:</b>	<b>Yes</b>	<b>No</b>
<b>Comment:</b>		
<b>Seal Initialed:</b>	<b>Yes</b>	<b>No</b>
<b>Comment:</b>		

### CURRENCY PURGING AND REVIEW

<b>Time on Shelf</b>		
<b>Listed Suspect</b>	Yes	No
<b>Any Record of Review</b>	Yes	No
<b>If Yes:</b>		
<b>Is there a review / purge date of item</b>	Yes	No
<b>If Yes - When</b>		
<b>Comment:</b>		

### CURRENCY RELEASE INFORMATION

<b>Authorized for Release</b>	Yes	No
<b>Authorized By:</b>		
<b>Released By:</b>		
<b>Release Date:</b>		
<b>Released To:</b>		
<b>Relationship to Case</b>		
<b>Name Readable:</b>	Yes	No
<b>Name Printed:</b>	Yes	No
<b>Address Included:</b>	Yes	No
<b>Telephone Include:</b>	Yes	No
<b>Government ID Information Included:</b>	Yes	No
<b>Government ID Copied:</b>	Yes	No
<b>Comments:</b>		

### CURRENCY TRANSFER INFORMATION

<b>Transferred To Finance - By:</b>		
<b>Transmittal Date:</b>		
<b>Transmittal Sheet / Receipt - available</b>	Yes	No
<b>Currency List (Located on List)</b>	Yes	No
<b>Item Found on list</b>	Yes	No
<b>Two Person Rule Used</b>	Yes	No
<b>Comments:</b>		

<b>Comments:</b>
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**NARCOTICS AUDIT FORM**

<b>Audit Item Number</b>	<b>#</b>
--------------------------	----------

**NARCOTICS - CASE INFORMATION**

<b>Date:</b>	
<b>Code Section</b>	
<b>Case Number:</b>	
<b>Control Number:</b>	
<b>Bar Code Number/ Item:</b>	
<b>Description:</b>	
<b>Documented Location (Original)</b>	
<b>Date Stored:</b>	
<b>Stored By:</b>	
<b>Current Location:</b>	
<b>Time To Locate:</b>	

**NARCOTICS - DOCUMENTATION - PROPERTY SHEET**

<b>Category:</b>		
<b>Substance</b>		
<b>Weight On Property Sheet (Net)</b>	<b>Yes</b>	<b>No</b>
<b>Weight On Property Sheet (Amount)</b>		
<b>Weight On Property Sheet (Net)</b>	<b>Yes</b>	<b>No</b>
<b>Weight On Property Sheet (Amount)</b>		
<b>Included with Property Sheet</b>	<b>Yes</b>	<b>No</b>
<b>Comment:</b>		

**NARCOTICS - PACKAGING**

<b>Packaged Properly</b>	<b>Yes</b>	<b>No</b>
<b>If No – Explain</b>		
<b>Outlined In Packaging Manual</b>	<b>Yes</b>	<b>No</b>
<b>Adequately:</b>	<b>Yes</b>	<b>No</b>
<b>Comment:</b>		
<b>Seal Initialed:</b>	<b>Yes</b>	<b>No</b>
<b>Comment:</b>		

### NARCOTICS - PURGING AND REVIEW

<b>Time on Shelf</b>		
<b>Listed Suspect</b>	Yes	No
<b>Any Record of Review</b>	Yes	No
<b>If Yes:</b>		
<b>Is there a review / purge date of item</b>	Yes	No
<b>If Yes - When</b>		
<b>Comment:</b>		

### NARCOTICS - TRANSFER INFORMATION

<b>Transferred To:</b>		
<b>Transferred Date:</b>		
<b>Transferred By:</b>		
<b>Returned</b>	Yes	No
<b>Returned Date:</b>		
<b>Comments:</b>		

### NARCOTICS - DESTRUCTION INFORMATION

<b>Authorized for Destruction</b>	Yes	No
<b>Authorized for Destruction By:</b>		
<b>Authorized for - Release Date</b>		
<b>Authorized Clearly Documented</b>	Yes	No
<b>Comments:</b>		

**FIREARMS AUDIT FORM**

<b>Audit Item Number:</b>	#
---------------------------	---

**FIREARMS - CASE INFORMATION**

<b>Date:</b>	
<b>Code Section</b>	
<b>Case Number:</b>	
<b>Control Number:</b>	
<b>Bar Code Number/Item Number:</b>	
<b>Description:</b>	
<b>Documented Location (Original)</b>	
<b>Date Stored:</b>	
<b>Stored By:</b>	
<b>Current Location:</b>	
<b>Time To Locate:</b>	

**FIREARMS - DOCUMENTATION - PROPERTY SHEET**

<b>Category:</b>		
<b>Make:</b>		
<b>Model:</b>		
<b>Caliber</b>		
<b>Type</b>		
<b>Serial Number</b>		
<b>Date:</b>		
<b>Data sufficient for AFS entry</b>	Yes	No
<b>Weapon in AFS</b>	Yes	No
<b>Property of Record of AFS Entry</b>	Yes	No
<b>Included with Property Sheet</b>	Yes	No
<b>Weapon Rendered Safe</b>	Yes	No
<b>Comment:</b>		

**FIREARMS - PACKAGING**

<b>Packaged Properly</b>	Yes	No
<b>If No - Explain</b>		
<b>Outlined In Packaging Manual</b>	Yes	No
<b>Adequately:</b>	Yes	No
<b>Comment:</b>		
<b>Seal Initialed:</b>	Yes	No

<b>Comment:</b>
-----------------

**FIREARMS - PURGING AND REVIEW**

<b>Time on Shelf</b>		
<b>Listed Suspect</b>	<b>Yes</b>	<b>No</b>
<b>Any Record of Review</b>	<b>Yes</b>	<b>No</b>
<b>If Yes:</b>		
<b>Is there a review / purge date of item</b>	<b>Yes</b>	<b>No</b>
<b>If Yes - When</b>		
<b>Comment:</b>		

**FIREARMS - RELEASE INFORMATION**

<b>Authorized for Release</b>	<b>Yes</b>	<b>No</b>
<b>Authorized for Release By Whom</b>		
<b>Authorized for - Release Date</b>		
<b>Authorized Clearly Documented</b>	<b>Yes</b>	<b>No</b>
<b>Prohibited Inquiry Made</b>	<b>Yes</b>	<b>No</b>
<b>Prohibited Inquiry Made By:</b>		
<b>Prohibited Inquiry Date:</b>		
<b>Results</b>		
<b>Released To:</b>		
<b>Relationship to Case</b>		
<b>Released By:</b>		
<b>Release Date:</b>		
<b>Name Readable:</b>	<b>Yes</b>	<b>No</b>
<b>Name Printed:</b>	<b>Yes</b>	<b>No</b>
<b>Address Included:</b>	<b>Yes</b>	<b>No</b>
<b>Telephone Include:</b>	<b>Yes</b>	<b>No</b>
<b>Government ID Information Included:</b>	<b>Yes</b>	<b>No</b>
<b>Government ID Copied:</b>	<b>Yes</b>	<b>No</b>
<b>Comments:</b>		

**FIREARMS - TRANSFER INFORMATION**

<b>Transferred To:</b>	
<b>Transmittal Date:</b>	
<b>Comments:</b>	

**FIREARMS - DESTRUCTION INFORMATION**

<b>Item Destroyed:</b>	<b>Yes</b>	<b>No</b>
<b>Destroyed Date:</b>		
<b>Destruction Location/Method</b>		
<b>Transported By:</b>		
<b>Destruction Witnesses</b>		
<b>Items Audited Before Destruction</b>	<b>Yes</b>	<b>No</b>
<b>Audited By:</b>		
<b>Located on Destruction List</b>	<b>Yes</b>	<b>No</b>
<b>Destruction List Date:</b>		
<b>Incident Report Written</b>	<b>Yes</b>	<b>No</b>
<b>Incident Report Written – Case Number</b>		



**GENERAL EVIDENCE AUDIT FORM**

<b>Audit Item Number:</b>	<b>#</b>
---------------------------	----------

**GENERAL EVIDENCE - CASE INFORMATION**

<b>Date:</b>	
<b>Code Section</b>	
<b>Case Number:</b>	
<b>Control Number:</b>	
<b>Bar Code Number / Item Number:</b>	
<b>Description:</b>	
<b>Documented Location (Original)</b>	
<b>Date Stored:</b>	
<b>Stored By:</b>	
<b>Current Location:</b>	
<b>Time To Locate:</b>	

**GENERAL EVIDENCE - DOCUMENTATION - PROPERTY SHEET**

<b>Category:</b>		
<b>Brand / Make</b>		
<b>Model</b>		
<b>Serial Number</b>		
<b>Description:</b>		
<b>Data sufficient for APS entry</b>	<b>Yes</b>	<b>No</b>
<b>Serialized Item in APS</b>	<b>Yes</b>	<b>No</b>
<b>Comment:</b>		

**GENERAL EVIDENCE - PACKAGING**

<b>Packaged Properly</b>	<b>Yes</b>	<b>No</b>
<b>If No - Explain</b>		
<b>Outlined In Packaging Manual</b>	<b>Yes</b>	<b>No</b>
<b>Adequately:</b>	<b>Yes</b>	<b>No</b>
<b>Comment:</b>		
<b>Seal Initialed:</b>	<b>Yes</b>	<b>No</b>
<b>Comment:</b>		

**GENERAL EVIDENCE - PURGING AND REVIEW**

<b>Time on Shelf</b>		
<b>Listed Suspect</b>	<b>Yes</b>	<b>No</b>
<b>Any Record of Review</b>	<b>Yes</b>	<b>No</b>
<b>If Yes:</b>		
<b>Is there a review / purge date of item</b>	<b>Yes</b>	<b>No</b>
<b>If Yes - When</b>		
<b>Comment:</b>		

**GENERAL EVIDENCE - RELEASE INFORMATION**

<b>Authorized for Release</b>	<b>Yes</b>	<b>No</b>
<b>Authorized for Release By Whom</b>		
<b>Authorized for - Release Date</b>		
<b>Authorized Clearly Documented</b>	<b>Yes</b>	<b>No</b>
<b>Released To:</b>		
<b>Relationship to Case</b>		
<b>Released By:</b>		
<b>Release Date:</b>		
<b>Name Readable:</b>	<b>Yes</b>	<b>No</b>
<b>Name Printed:</b>	<b>Yes</b>	<b>No</b>
<b>Address Included:</b>	<b>Yes</b>	<b>No</b>
<b>Telephone Include:</b>	<b>Yes</b>	<b>No</b>
<b>Government ID Information Included:</b>	<b>Yes</b>	<b>No</b>
<b>Government ID Copied:</b>	<b>Yes</b>	<b>No</b>
<b>Comments:</b>		

**GENERAL EVIDENCE - TRANSFER INFORMATION**

<b>Transferred To:</b>	
<b>Transmittal Date:</b>	
<b>Comments:</b>	

**GENERAL EVIDENCE - DESTRUCTION INFORMATION**

<b>Release Date:</b>		
<b>Name Readable:</b>	<b>Yes</b>	<b>No</b>
<b>Release Date:</b>		
<b>Name Readable:</b>	<b>Yes</b>	<b>No</b>

**FACILITY AUDIT ADDENDUM – SECURITY, SAFETY, ORGANIZATION**

**Security:**

Alarm/Security Systems Properly Functioning With Personnel Access Log Checked for Compliance	Yes	No
Door Hardware in Proper Working Order	Yes	No
Evidence/Property Lockers in Proper Working Order (Locks and Refrigeration)	Yes	No
Air Ventillation Gaps Secured/Not Tampered With	Yes	No

**Safety:**

Floor and Counters Clear of Clutter and Debris	Yes	No
Drying/Preservation Area Clean and Sanitized	Yes	No
Fume Hood Clean and Sanitized	Yes	No
Ventilation/Air Handling Devices in Proper Working Order	Yes	No
Refrigeration and Freezer Units Clean and in Proper Working Order	Yes	No

**Organization:**

Narcotics Secured in Proper Location	Yes	No
Weapons Secured in Proper Location	Yes	No
Currency Secured in Proper Location	Yes	No
Valuable Items Secured in Proper Location	Yes	No
High Density Storage Shelves Organized by Year	Yes	No
Property/Evidence Properly Packaged	Yes	No
Packaging Room Properly Stocked and Organized	Yes	No
Evidence Prep Counter in Report Writing Room Properly Stocked and Organized	Yes	No
Evidence Prep Counter and Packaging Room Sinks Clean and in Proper Working Order	Yes	No

**Comments:**

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CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
DEPARTMENT OF POLICE SERVICES

# Annual Evidence/Property Procedural Inspection Form

Date of Inspection: \_\_\_\_\_

Property Officer(s): \_\_\_\_\_

Auditor: \_\_\_\_\_

**Note:** Random samples of both open and closed cases to be inspected.

AGENCY: \_\_\_\_\_

PROPERTY OFFICER: \_\_\_\_\_

DATE: \_\_\_\_\_

TYPE OF AUDIT: \_\_\_\_\_

AUDITOR: \_\_\_\_\_

CASE #: \_\_\_\_\_ DATE OF REPORT: \_\_\_\_\_

ITEM #: \_\_\_\_\_ CLASS OF PROPERTY \_\_\_\_\_

EVIDENCE \_\_\_\_\_

FOUND \_\_\_\_\_

SAFEKEEPING \_\_\_\_\_

TYPE OF PROPERTY: \_\_\_\_\_  
(narcotics, currency, firearms, etc.)

LOCATION OR DISPOSITION SHOWN IN PROPERTY \_\_\_\_\_

ACTUAL LOCATION OR DISPOSITION: \_\_\_\_\_

PROPERTY VERIFIED      YES \_\_\_\_\_ No \_\_\_\_\_

Comments \_\_\_\_\_

This form would be used by an auditor with each piece of property / evidence that was checked. Always check both opened and closed cases.  
Check for authorization for disposal or release  
Check for witnesses on gun, money and narcotics disposals  
Can every items be accounted for?

**CALIFORNIA DEPARTMENT OF JUSTICE  
BUREAU OF FIREARMS  
LAW ENFORCEMENT  
GUN RELEASE APPLICATION**  
*Instructions on Reverse*



**A. OWNER INFORMATION:**

LAST NAME		FIRST NAME		MIDDLE NAME	
ALIAS LAST NAME (if Any)		ALIAS FIRST NAME		ALIAS MIDDLE NAME	
ADDRESS			CITY	STATE	ZIP
DATE OF BIRTH Mo   Day   Yr	PLACE OF BIRTH (State or Country)		SEX	DAYTIME PHONE # ( )	
U.S. CITIZEN? <input type="radio"/> YES <input type="radio"/> NO		If no, enter AR# or I-94#		AND Country of Citizenship	
Enter your California Driver's License (CDL), California ID (CID), Military ID (MIL) or Out-of-State ID (OSID) number in the ID number box to the right. If using military identification you must send a copy of your permanent duty station orders stating you are stationed in California. If using an out-of-state Driver's License or Identification number you must send a notarized copy of your Driver's License or Identification card.			ID TYPE (Circle One) CDL CID MIL OSID	ID NUMBER	

**B. FIREARM INFORMATION (Mark one of the following circles to describe the firearms you are reporting):**

<input type="radio"/>	Reporting only long guns. Proceed to Part D. Agency or Court Information.
<input type="radio"/>	Reporting only handguns or handguns and long guns. Identification information for each handgun must be entered below in Part C. No descriptive information is required for long guns.

**C. HANDGUN INFORMATION (To report additional handguns copy and attach additional applications)**

HANDGUN TYPE <input type="radio"/> Semi-auto <input type="radio"/> Revolver <input type="radio"/> Single Shot <input type="radio"/> Derringer <input type="radio"/> Other: _____				SERIAL NUMBER	
MAKE (As stamped on firearm)	MODEL (3032 Tomcat, KP95, 17C, etc.)	CALIBER	HANDGUN ORIGIN (U.S., Italy, China, etc.) (if known)	BARREL LENGTH <input type="radio"/> IN. <input type="radio"/> CM.	

HANDGUN TYPE <input type="radio"/> Semi-auto <input type="radio"/> Revolver <input type="radio"/> Single Shot <input type="radio"/> Derringer <input type="radio"/> Other: _____				SERIAL NUMBER	
MAKE (As stamped on firearm)	MODEL (3032 Tomcat, KP95, 17C, etc.)	CALIBER	HANDGUN ORIGIN (U.S., Italy, China, etc.) (if known)	BARREL LENGTH <input type="radio"/> IN. <input type="radio"/> CM.	

**D. AGENCY OR COURT INFORMATION:**

Name of Law Enforcement Agency or Court in Possession of the Firearm(s) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_ Incident/Case Number \_\_\_\_\_

**E. DECLARATION:**

*I declare under penalty of perjury (Sections 126 and 672 PC) that all statements made by me on this application are true and complete. I expressly authorize DOJ to perform firearms eligibility checks of all relevant state and federal databases, including the National Instant Criminal Background Check System. I also understand that if I currently possess/own firearms and the results of this check reveal that I am ineligible either to lawfully possess or purchase firearms, I must relinquish any and all firearms in my possession.*

\_\_\_\_\_  
Signature Date

*Submit completed application and fees to:*  
**Department of Justice  
Bureau of Firearms - LEGR  
P.O. Box 820200  
Sacramento, CA 94203-0200**

**FOR DOJ USE ONLY**

Date Received: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Processed By: \_\_\_\_\_ NTN # \_\_\_\_\_