
Property Storage

1404.1 PROPERTY ROOM COLLECTION, INVENTORY & STORAGE

1404.1.1 PROPERTY COLLECTION

On a daily basis, the Property/Evidence section shall inspect all metal storage lockers, the drop slot, the evidence booking room, hazardous materials lockers, and any vehicle evidence processing areas, remove and process all property submitted.

The Property/Evidence section shall also;

- Collect and retain all Property related paperwork.
- Assign a bar code to each property item submitted.
- Make the appropriate entries into the automated property system.
- Store each item in the designated location in the Property Room or alternate approved location.
- Arrange for transportation to the laboratory for examination as required.
- Arrange for the destruction, release to owner, auction, or other authorized disposition as appropriate.

The booking officer is responsible for the proper booking and submission of evidence temporarily stored in the drying lockers.

The Property and Evidence Section shall arrange for the transfer of any bicycles or large items from their temporary storage locations to more permanent and secure locations as necessary.

The Property and Evidence Section shall arrange for the permanent storage, transfer, or disposal of all items temporarily placed into the hazardous materials storage container.

1404.1.2 PROPERTY INVENTORY

Every item that is submitted to the property system must be accounted for. This process begins at intake. The Property & Evidence Technician/Evidence section will compare items removed from the lockers with those listed in ARS. If any item is discovered missing, the Property/Evidence section will immediately notify the on-duty Watch Commander.

If the missing item(s) cannot be located, the Property/Evidence section will log the item(s) in the missing or "Unable to Locate" (UTL) file and shall notify the Property/Evidence section supervisor. As necessary, the supervisor shall notify the Support Services Division Commander via memorandum explaining the circumstances surrounding the missing property. A copy shall also be forwarded to the booking employee's division commander.

Personnel assigned to the Property/Evidence section shall maintain the documentation of the chain of custody for each item in their charge.

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1404.1.3 IMPROPERLY SUBMITTED PROPERTY – “RIGHT OF REFUSAL”

Every item submitted into any of the temporary storage locations is expected to be done so in a safe and thorough manner consistent with these guidelines and other Department policies.

The Property/Evidence section has the authority to refuse acceptance of any item of property submitted in an unsafe, incomplete, or otherwise improper manner as defined in this manual.

Note: Property/Evidence section personnel shall not accept any money or controlled substances in which the envelope, packaging or container has been opened, tampered with or otherwise improperly submitted.

When property is improperly submitted, the Property/Evidence section shall, as soon as practicable, notify the employee submitting the item and the employee's supervisor.

Any breach in safety protocol will be corrected immediately.

1404.2 PROPERTY SEGREGATION AND STORAGE

The following types of property and evidence shall be stored separately and according to the listed guidelines. Other miscellaneous types of property may be stored separately as determined by the Property Supervisor.

1404.2.1 FIREARMS

The Property/Evidence section shall segregate the storage of all firearms from other common types of property retained by the Department. All firearms, regardless of property classification, shall be stored within the secure weapons area located within the Property Room. This area will be secured at all times unless property is being stored, removed, inventoried or inspected

Ammunition will not be stored within the secure weapons area unless authorized by the Property Supervisor.

Consider the use of an armed escort for the physical transfer of firearms outside of the Department for any reason, especially for authorized disposal.

In certain circumstances, firearms may be sent to an affiliated Section of Alcohol, Tobacco, and Firearms & Explosives National Integrated Ballistic Information Network (BATF NIBIN) lab for analysis. Examples include instances where firearms were seized as evidence of a crime, found under suspicious circumstances, have had their serial numbers obliterated, the owner cannot be located and identified, or deemed appropriate by case investigators or by the Property & Evidence Section.

1404.2.2 CONTROLLED SUBSTANCES

The Property/Evidence section shall segregate the storage of all controlled substances and dangerous drugs from other types of property retained by the Department. All controlled substances and dangerous drugs, regardless of classification, shall be stored within the controlled substances lockers located within the property warehouse.

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The Property/Evidence section shall not open any sealed container containing any controlled substance or suspected controlled substance for the purpose of counting, verifying, testing, weighing or any other purpose other than as may be necessary to facilitate the transportation and/or destruction of that item.

The department will use an armed escort for the physical transfer of controlled substances outside of the Department for the authorized disposal.

1404.2.3 CURRENCY

The Property/Evidence section shall segregate the storage of all money from other types of property retained by the Department. All money, regardless of classification, shall be stored in the money safe within the property warehouse. This safe will be locked at all times unless property is being stored, removed, inventoried or inspected.

With the approval of the Property Supervisor, large quantities of cash should be transferred to the City Finance Department and placed into an account pending the final disposition of the money. It is recommended that amounts greater than \$5,000 be transferred to the City Finance Department. Currency that itself is evidence of a crime shall be retained in the Property section safe and be so marked as evidence.

The Property/Evidence section shall not open any sealed container containing money for the purposes of counting or verifying the contents other than as may be necessary to release the contents to the rightful owner or to transfer the money to a financial institution. Opening any money envelope shall be witnessed by a second Police Department employee.

Negotiable stocks, bonds or bank securities should also be secured in the safe; however, no value will be assigned.

Consider the use of an armed escort for the physical transfer of currency outside of the Department for any reason.

1404.2.4 FOUND PROPERTY

The Property/Evidence section shall segregate the storage of all items classified as "Found Property" from other types of property retained by the Department. No additional security or safety measures are required unless that property is controlled by other restrictions listed in this manual or in any Department policy.

1404.2.5 PROPERTY HELD FOR SAFEKEEPING

The Property/Evidence section shall segregate the storage of all items classified as "Safekeeping" from other types of property retained by the Department. No additional security or safety measures are required unless that property is controlled by other restrictions listed in this manual or in any Department policy.

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1404.2.6 HOMICIDES

The Property/Evidence section should store all items of evidence associated with a homicide case together, unless that evidence requires storage elsewhere to facilitate the additional security or safety measures required by these guidelines or storage and space limitations.

All homicide cases should be segregated from other types of property retained by the Department, when feasible.

1404.2.7 HAZARDOUS MATERIALS

The Property/Evidence section is responsible for the transfer and storage of all hazardous materials in containers designated for that purpose.

The Property/Evidence section shall segregate the storage of all hazardous materials from other types of property retained by the Department. All hazardous materials, regardless of classification, shall be stored within a hazardous materials storage locker, clearly marked and designed for the storage of flammable materials.

1404.2.8 MOTOR VEHICLES

Motor vehicles that are evidence in serious crimes shall be stored at the secured Police Department impound lot located at the City corporation yard or temporarily in the PD sally port.

The CSI designee or the On Duty Patrol Sergeant shall arrange for vehicles temporarily stored in the PD sally port or other temporary storage areas to be moved to the designated and described motor vehicle storage area.

Investigating officers that deem it necessary to store vehicle(s) for evidentiary collection purposes are responsible for ensuring the vehicle(s) are released within a reasonable time period.

1404.2.9 PHOTOGRAPHS

The Police Office Coordinator shall make available blank compact discs and digital video discs for use by departmental personnel when taking digital photographs.

Upon the documented request by the investigating officer, the Property/Evidence shall deliver undeveloped film to the ACSO film lab for processing.

1404.2.10 MISCELLANEOUS

Nothing in this manual shall prevent the Property/Evidence section from further segregating/organizing property as deemed necessary or desirable for the efficient operation of the property function.

1404.2.11 COMPUTER ENTRIES

The Property/Evidence personnel shall enter into the Tiburon system all property that comes into the possession of the Property and Evidence Section and is retained for any length of time. Property being retained, disposed of or released should be entered as soon as possible. Information entered into this system shall minimally include:

- Classification of property

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- Type/Description of property
- Quantity
- Case number
- Officer submitting property
- Location property stored
- Chain of evidence
- Disposition of property

The Property/Evidence section shall update the status of all property retained in inventory as necessary.

Property and Evidence Section personnel and the Property Supervisor are the only persons authorized to input, alter, modify or delete records in the property section of the RMS system.

The Records and Communication Section is responsible for the entry into CLETS of all identifiable (serial or owner applied numbers) property pursuant to DOJ requirements and established procedures.

When a firearm has been authorized by the Investigations Sergeant to be released the Property/Evidence personnel shall ensure the verified owner has obtained a Law Enforcement Gun Release clearance from the Department of Justice. Property/Evidence personnel will use CLETS to query the person in the system.

After return of the firearm(s) to the rightful owner, Evidence/Property personnel will write a supplemental report in ARS documenting that the firearm was returned and requesting Records removes the firearm from the Automated Firearm System.

1404.3 FACILITIES SECURITY AND HOURS OF OPERATION

1404.3.1 ACCESS

Access to the Property Storage Warehouse and all other temporary or long-term property storage areas is restricted to Property and Evidence Section personnel only.

No other Department personnel shall enter any property storage areas unless escorted by Property Room personnel.

Except for personnel assigned to the Property Room, all Department personnel, visitors, contractors, etc. who enter the Property Room must sign in on the visitor's log citing the date, duration and purpose of the visit.

Property or evidence can only be removed from its storage location by the Property & Evidence Technician the authorized designee.

The doors, gates, or other closure devices to any storage area must be secured whenever the Property & Evidence Technician or Property/Evidence personnel leave or are not present.

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Normal business hours for the Property Room are daily, 0800 to 1600 hours.

Telephone voicemail will receive all incoming calls whenever the Property Room is unattended or when Property Room personnel are unavailable.

1404.3.2 KEY CONTROL

All keys to the Property Storage Warehouse and other secured storage areas are to remain under the control of the Property & Evidence Technician, the Property Supervisor, the Lieutenant in charge of Property and Evidence

The duplication or unauthorized possession of keys to secured property storage areas is strictly prohibited.

The Lieutenant in charge of Property and Evidence shall maintain a complete set of keys, safe combinations and alarm codes, etc. as a backup for Property Room personnel.

When Property Room personnel or the Lieutenant in charge of Property and Evidence change assignments or separate from the Department, the Lieutenant in charge of the program shall ensure that all locks, combinations and codes are changed.

New locks shall be installed in the event that a key is lost or security is otherwise compromised and employee codes will be deleted as soon as possible from the automated locks by the PD IT division.

1404.3.3 ALARMS AND OTHER SECURITY SYSTEMS

The main Property Storage facility are protected by an internal silent alarm system that is monitored by an alarm company. Access codes are assigned to personnel who are authorized only and are changed as required.

Authorized personnel entering the main Property storage facility must deactivate the alarm upon entry. The Property Room alarm will remain deactivated during normal business hours when the room is occupied.

All firearms shall be stored separately from other property in the Property Room and placed in a secure weapons area. The secure weapons area shall remain locked at all times unless property is being stored, removed or inventoried.

All controlled substances shall be stored separately from other property in the Property Room and secured in the drug lockers. The controlled substances lockers shall remain locked at all times unless property is being stored, removed or inventoried.

All money (and expensive jewelry type items) shall be stored separately from other property in the Property storage facility and secured in a locked safe. The safe shall remain locked at all times unless property is being stored, removed or inventoried.

1404.4 TEMPORARY STORAGE FACILITIES

When Property Room personnel are not available to directly receive property, the property shall be deposited into one of the following appropriate temporary storage areas and then secured.

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1404.4.1 METAL STORAGE LOCKERS

Individual metal property lockers are located on the back wall in the Evidence Booking Room. Once these lockers are closed, they automatically lock and are accessible only by Property Room personnel.

A drop slot for the deposit of small, non-breakable evidence items, compact discs, paperwork, etc. is located to the left of the bank of metal lockers in the Evidence Booking Room.

1404.4.2 BICYCLE STORAGE

All bicycles, or parts thereof, shall be temporarily stored in the Evidence Booking Room

1404.4.3 REFRIGERATOR

Four (4) Refrigerated lockers are part of the metal storage lockers. Items that need to be refrigerated can be placed into one of these lockers or be given directly to the Property Section personnel during normal business hours.

1404.4.4 DRYING CABINET

The drying cabinet is located in the Evidence Booking Room. Items to be dried should be secured in the closet by locking the closet with the provided key. The key should be placed into an evidence envelope with the case number and employee's name included, then dropped into the drop slot in the Evidence Booking Room. The booking employee shall complete the booking log next to each closet. Once the items are determined to be dry, the key should be retrieved from the On Duty Patrol Sergeant and the dried items booked into evidence.

Employees placing items into the drying locker are responsible for retrieving the items and booking them into evidence per regular procedure, for returning the key to the On Duty Patrol Sergeant and for cleaning the closet after use.

1404.4.5 FLAMMABLE MATERIALS LOCKER

The flammable materials storage locker is located outside the Property Evidence Warehouse near the backdoor within the secured police department parking lot. All flammable materials placed in the hazardous materials storage locker must be stored in the appropriate containers prior to being secured in the locker.

Fireworks shall be stored temporarily in the metal garbage can, placed by the back door of the police department and not in the hazardous materials storage locker.

1404.4.6 SALLY PORT GARAGE

The sally port garage is not a secure storage area and shall never be used to store evidence. The sally port garage may be used for the temporary, unsecured placement of vehicles that are being submitted for or subjected to evidence processing or collection when no other means of securing a vehicle are available and evidence present could be damaged by weather or other circumstances.

All doors shall remain secured when a vehicle is unattended or evidence processing on the vehicle has been completed and the vehicle is awaiting transfer to a long-term vehicle storage location.

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Any employee placing a vehicle into the sally port garage for temporary storage shall immediately notify the On Duty Patrol Sergeant, the Investigations Sergeant, and/or the Property Supervisor

1404.4.7 TEMPORARY USE EVIDENCE LOCKER

There is one temporary use evidence storage locker in the Criminal Investigation Section office area. The locker is for the temporary securing of evidence, should an employee need to leave the evidence unattended for a short time prior to booking or re-booking the evidence into the Property Room.

This temporary evidence lockers are not intended for long-term storage and shall not be used as such. Employees are responsible for booking all evidence into the Property Room prior to their end of shift on the day the evidence. Leaving property in this locker could be construed as a break in the chain of custody.

1404.5 REVISIONS

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