

CHAPTER 12
SECURITY, INSPECTION, AND INVENTORY PROCEDURES

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TABLE OF CONTENTS

<u>POLICY</u>	12-3
<u>DEFINITIONS</u>	12-4
Inspection	12-4
Inventory	12-4
Property	12-4
Property Officer or Evidence Officer	12-4
<u>OPENING ITEMS</u>	12-4
<u>TAMPERED OR OPENED PACKAGES</u>	12-4
<u>FREQUENCY OF INSPECTIONS AND INVENTORIES</u>	12-5
Occurrences Necessitating an Inspections/Inventories	12-5
<u>INSPECTIONS</u>	12-6
Objectives	12-6
Procedure	12-7
Additional Inspection Components	12-8
Evaluation of the Active Items Selected for Inspection	12-9
Evaluation of Purged Records Selected for Inspection	12-10
Destruction Records for Controlled Substances and Firearms	12-11
Suspense Files	12-11
Unable to Locate File	12-11
Vehicles and Vehicle Components	12-11
Security	12-11
Documentation	12-12
Unannounced Inspections	12-13
<u>INVENTORIES</u>	12-13
Procedure	12-13
Documentation	12-13
<u>SECURITY</u>	12-14
Security Log	12-14
Keys	12-15
Biometric Scanner	12-15
Security Items to Address for a Change of Property Officer	12-16
Access Rights to the Evidence Records Management System	12-16
Property Room Organization and Management	12-16
Safes	12-17
<u>SELECTION AND TRAINING OF PROPERTY MANAGEMENT PERSONNEL</u>	12-17

PROPERTY ROOM FACILITY REQUIREMENTS..... 12-18
APPLICABLE LAWS 12-20

CHAPTER 12

SECURITY, INSPECTION, AND INVENTORY PROCEDURES

1. POLICY. Each Area commander will provide for the safe and secure storage of property. The Area commander will also be responsible to ensure adherence to the policies and procedures in this manual. In addition, each Area commander will appoint a property officer and alternate. The Internal Affairs Section (IAS), Evidence Unit, and Division Property and Evidence Program Coordinator shall be advised when a command appoints a new property officer or alternate property officer. The Area commander shall ensure staff assigned to the property and evidence program are adequately trained and have sufficient time to complete their duties. The property officer and alternate will be responsible for the security, retention, and disposal of property in compliance with this manual. The property officer will also be responsible for maintaining and updating associated physical and electronic records. If necessary, additional property officers may be appointed upon Division approval. Each Area commander will also appoint a property supervisor who will be responsible for functional supervision of the property officer(s) and will carry out those tasks outlined in this manual as the responsibility of the property supervisor. Area commanders shall establish emergency procedures for property preservation in the event of an emergency or natural disaster. Areas may enter into agreement with allied agencies for storage of large items which the Area cannot secure.

Division Investigative Services Units (ISU) may use temporary storage lockers for maintaining documentary property during an investigation. In these instances, ISU shall develop standard operating procedures (SOP) which establish guidelines to ensure the integrity of this property. This SOP shall be approved by the Division commander. This temporary storage locker shall only be used for documentary property.

NOTE: Division and headquarters commands shall either have their own property facility or use an Area to handle their property. Inspection facilities that do not have a property room and Areas with resident posts shall develop an SOP which establishes guidelines to ensure the integrity of collected properties. Areas may have local SOP approved by the IAS to extend storage period for use of temporary lockers with resident posts. Drugs and controlled/suspected controlled substances, money, firearms, high-valued items, and properties tied to high-profile and/or criminal cases shall be booked immediately at an Area with a property room.

2. DEFINITIONS.

a. Inspection. As defined in HPM 22.1, Command Inspections Program Manual, an inspection is a process for analyzing a command through personal discussion and physical examination of departmental and local procedures, personnel, records,

equipment, and facilities, to determine the quality, system controls, and assurances of the inspected program.

b. Inventory. An inventory is an itemized reconciliation report of all items that should be in a command's possession. An inventory shall include 100 percent of the items in the evidence records management system (RMS).

c. Property. Property, as it pertains to this manual, includes property taken into possession by members of the Department by submission, seized as evidence, found, or held for safekeeping.

d. Property Officer or Evidence Officer. The terms property officer and evidence officer may be used interchangeably and refer to the person tasked with performing the necessary functions to maintain the property room.

3. OPENING ITEMS. Nothing shall be opened during an inspection or inventory for the sole purpose of verifying the contents. Opening items during the inspection or inventory process has the potential to unnecessarily complicate a chain of possession. If during an inspection or inventory, circumstances give rise to question the contents of a package the Area commander shall be notified of the situation. The Area commander or Division commander shall make the decision whether or not to open the package and will determine if an investigation should be initiated.

4. TAMPERED OR OPENED PACKAGES. All discoveries of tampered or opened packages shall be immediately reported to the supervisor assigned to the property program. Any package containing controlled substances that appears to have been opened or otherwise tampered with shall be sent to the laboratory to be analyzed again. Should there be any unaccounted-for discrepancy between the weight or original laboratory analysis and the latter weight or analysis, an internal investigation shall be conducted. Actions taken by the Area should be documented in a memorandum and uploaded into the evidence RMS case file. When requesting an employee to write such memorandum, the command shall be cognizant of the employee's procedural bill of rights. Additionally, the command should notify the district attorney regarding any tampering or discrepancy of an item having an active criminal case. (Refer to Chapter 5, Packaging of Property and Evidence for Booking, of this manual for instructions on repackaging an item.)

5. FREQUENCY OF INSPECTIONS AND INVENTORIES. Commands shall perform either an inspection or an inventory each quarter. Commands shall conduct at least one inventory during a calendar year. Commands shall conduct at least three inspections during a calendar year. One of the quarterly inspections shall be unannounced. At the commander's discretion, an additional inventory in a calendar year may replace the

inspection requirement for the quarter in which it is conducted.

NOTE: Inspections completed by the IAS, the Audits and Inspections Section (AIS) and/or Division may be used to satisfy the quarterly inspection requirement of this chapter. Inspection conducted by IAS, AIS, and Division **do not** satisfy the requirement for the annual inventory. When an inspection is completed by an employee not assigned to the Area, the command shall document the date of the inspection, the name(s) and ID number(s) of the inspector(s), and the command to which they are assigned, in a memorandum covering the inspection documentation and signed by the Area commander or designee.

a. Occurrences Necessitating Inspections/Inventories. The following are occurrences when an inspection or inventory shall be performed. Performance of any of the following may satisfy the quarterly requirement if the command has not yet satisfied the quarterly requirement.

(1) Change of Command. An inventory shall be conducted whenever there is a change of command. The inventory shall be performed within 30 days after the new Area commander has assumed command. If an inventory was conducted within the 90-day period prior to the change of command, the incoming Area commander will have the discretion to accept the last inventory and inspect all items received since the last inventory. If the Area commander decides to accept the prior inventory, it shall be documented in a memorandum to the Area.

(2) Change of Primary Property Officer. An inventory shall be conducted whenever there is a change in staffing of the primary property officer. The inventory should be performed with both the incoming and outgoing property officers present and shall include the property supervisor. This inventory shall occur no later than one week of the incoming property officer taking control of the keys to the evidence room.

(3) Change of Alternate Property Officer. The IAS recommends that an inspection should be conducted whenever there is a change in staffing of the alternate property officer. The inspection should be performed by the property officer, the incoming alternate property officer, and the property supervisor and documented in a memorandum to the Area. It is recommended that all money, controlled substances, and firearms be inspected. This inspection should occur before the alternate property officer is granted unsupervised access to the evidence room.

(4) Integrity of the Evidence Room. The Area commander may initiate an inspection or inventory any time the integrity of the evidence room is questioned.

(5) Relocation of the Evidence Room. If the command must relocate its evidence room, a complete inventory shall be performed and documented

immediately following the completion of the relocation. The Area commander is responsible for developing a plan for the secure relocation of its inventory. Contact the IAS, Evidence Unit, or Division Property and Evidence Program Coordinator for recommendations and a review of the proposed plan.

6. **INSPECTIONS**. An inspection of the Division or Area property program shall be performed following the procedures outlined in this chapter. The goal of an inspection is to ensure the property program is in compliance with departmental policy and legal statutes, ensure the property program is secure, and identify any deficiencies. If the property supervisor becomes aware of deficiencies with property management between inspections, more frequent inspections shall be initiated to identify the source and correct such deficiencies. Inspections shall be conducted by the property supervisor and the primary property officer, except unannounced inspections which are performed by the Area commander or their designee. The alternate property officer may be used to assist during an inspection. **During an inspection, packages shall not be opened to verify the contents.** (Refer to Chapter 15, Storage of Departmental Video/Audio Recordings, of this manual for the Mobile Video/Audio Recording System (MVARs) and Wireless Mobile Video/Audio Recording System (WMVARs)/Body-Worn Camera (BWC) recordings quarterly inspection procedure.)

a. **Objectives**. The objectives of an inspection are as follows:

- (1) Active items will be inspected with an emphasis placed on drugs/controlled/suspected controlled substances, firearms, and money.
- (2) Determine if items are packaged and stored properly.
- (3) Determine if all transfers of custody for items are properly documented.
- (4) Evaluate the integrity of the property program security system and identify any procedural or physical weaknesses.
- (5) Determine if the required information is documented on property forms and in the evidence RMS case file.
- (6) Determine if any items are missing or misplaced.
- (7) Determine if eligible items are routinely purged and their disposition is properly documented.
- (8) Determine if items are being processed in a timely manner.

b. **Procedure**. The property supervisor will select a random sample of items sufficient to validate the integrity of the program. The property supervisor shall

conduct an inspection report from the evidence RMS for the timeframe to be inspected. The timeframe for the inspection shall begin with the date the prior inspection or inventory was completed. At least ten percent of items from each of the categories listed in the Categorizing section below shall be selected for inspection. If discrepancies are revealed within a category, an additional ten percent shall be inspected. The additional ten percent of items may be chosen from the current quarter or from the entire inventory. If further discrepancies are revealed, an inventory shall be completed, and the entire property program shall be inspected to ensure compliance with policy and legal statutes.

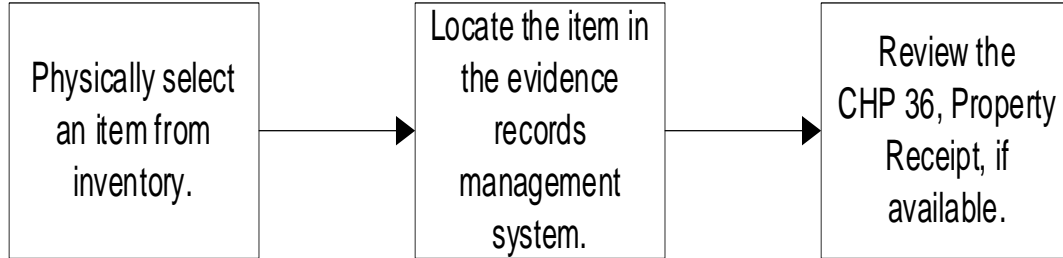
(1) Categorizing. Items will be categorized into the following areas. Ten percent of each category will be inspected. If less than ten items exist within a category, then 100 percent of the items received for that category since the last inspection will be inspected. The categories are as follows:

- (a) Active drugs and controlled/suspected controlled substances.
- (b) Purged drugs and controlled substances. This will only apply to cannabis products that were returned to an individual since all other purged drugs and controlled substances will be inspected during the review of the destruction of controlled substances paperwork.
- (c) Active firearms.
- (d) Purged firearms. This will only apply to firearms that were returned to an individual since all other purged firearms will be inspected during the review of the destruction of firearms paperwork.
- (e) Active money.
- (f) Purged money. This category will consist of money that was either returned to the owner or sent to Fiscal Management Section (FMS) pursuant to HPM 11.1, Administrative Procedures Manual.
- (g) All other active items.
- (h) All other purged items.

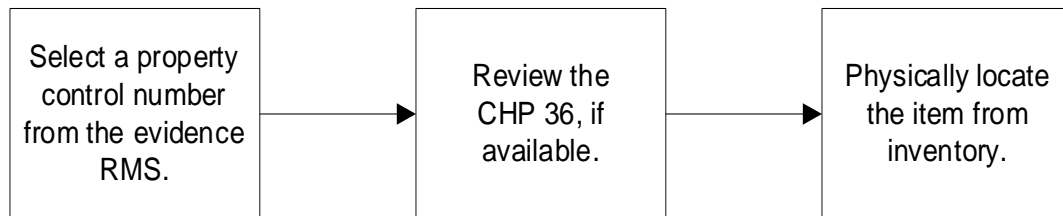
NOTE: If there were no activities for any category within the selected period of time then it shall be documented in the memorandum.

(2) Sampling Methodology. The random sampling of items should be traced using one of the methods below in conjunction with the generated inventory or inspection report:

(a) Physical selection of an item.



(b) Selection via evidence RMS.



(3) Purged Items. At least ten evidence RMS case files and all associated attachments, including the uploaded copy of the CHP 36, shall be inspected.

c. Additional Inspection Components. The following represent the components of the property program which will be evaluated during the inspection.

(1) Prior Inspection/Inventory. Always review the prior inspection/inventory conducted by the Area. Examine the deficient area(s) and determine if corrective action was implemented to improve or eliminate the deficiencies. If corrective action was implemented, evaluate and document the effectiveness of the action taken.

(2) Staffing and Training. Determine if the current property staffing level is adequate. Determine if the property officer is given adequate time to perform the duties of the position. Determine if an additional position, or part-time position, is needed. Determine if an existing part-time position should be upgraded to a full-time position. Determine if the property officer's shift hours are compatible with the needs of the Area. Ensure the property officer has completed the initial property and evidence training with the Division Property and Evidence Program Coordinator prior to attending and completing the Intermediate Property and Management Training Course presented by the IAS, Evidence Unit.

(3) Packaging Station. Verify that necessary supplies for collecting, packaging, and marking of property and evidence are available. Verify the station is

organized and kept clean. Verify the scale and heat sealer are operating correctly. Verify current copies of HPM 70.1, Evidence, Chapter 5, Packaging of Property and Evidence for Booking, and the Area's SOP relating to property and evidence, are printed, and placed in a binder at the packaging station. Additionally, verify personal protective equipment is available.

d. Evaluation of the Active Items Selected for Inspection.

(1) Review the evidence RMS case file for accuracy and completeness. If a paper CHP 36 was submitted, ensure the information contained in the evidence RMS case file accurately reflects the information on the handwritten form. Inspect the chain of possession records to ensure there is proper documentation of each access and transfer of custody. If a copy of an item was made, verify the corresponding request for the copy is attached. If money was booked, verify it was counted by two individuals and their names, ID numbers, and signatures are on the Financial Tally sheet located on the back of the CHP 36 page 1.

(2) Review for proper packaging, markings, proper use of blue serialized evidence tape, and labeling of the items. For example, verify the booking officer's initials, ID number, and date were written over the evidence tape seal. In addition, verify the property control number and item number(s) are written on the packaging, and a bar code label is attached.

NOTE: Published policy updates to packaging requirements are not retroactive. When evaluating for proper packaging, marking, proper use of blue serialized evidence tape, and labeling of the items, be sure to evaluate the item based on the policy in effect at the time the item was booked. If necessary, contact the IAS, Evidence Unit, or Division Property and Evidence Program Coordinator for previous versions of packaging requirements.

(3) Verify that serialized property items and firearms are being entered, as required, into the California Law Enforcement Telecommunications System (CLETS), the Automated Property System (APS) or Automated Firearms System (AFS), the CLETS Electronic Record Tracking (CERT), and Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), Electronic Tracing System (eTrace) as required. Verify the CLETS file control number and CERT I-number are entered into the evidence RMS case file. Verify copies of the CLETS and eTrace entry printouts are uploaded into the evidence RMS case file. (Refer to Chapter 8, Management of Electronic Databases, of this manual, for CLETS, CERT, and eTrace information.)

e. Evaluation of Purged Records Selected for Inspection.

(1) Review the evidence RMS case file for accuracy and completeness. If a handwritten CHP 36 was submitted, ensure the information contained in the

evidence RMS case file accurately reflects the information on the handwritten form. Inspect the chain of possession records to ensure there is proper documentation of each access and transfer of custody. If a copy of an item was made, verify the corresponding request for the copy is attached. Ensure the disposition was witnessed, if required, and the signature of the witness was captured by the evidence iPad and documented in the chain of possession. Ensure the retention time for the evidence RMS case file, uploaded CHP 36s, and all the associated paperwork, of five years from the date the last item was purged, is being observed.

(2) Verify the status of serialized items and firearms that were entered in CLETS and CERT, are accurate.

(3) Determine if items are being routinely purged. Verify the status of the cases and determine if the property officer verified the status of cases at regular intervals, annually for felonies and semiannually for misdemeanors. (Refer to Chapter 9, Disposal of Property and Evidence, of this manual for further information.)

(4) Determine if unclaimed property from adjudicated cases or found property is disposed of after 90 days and property held for safekeeping is disposed of after 60 days. (Refer to Chapter 9.)

(5) Determine if the required notification letters were sent to the owner(s).

(6) When property is returned to the owner, verify a signature and a photograph of the owner's identification are uploaded into the evidence RMS case file. (Refer to Chapter 9.)

(7) If money was sent to FMS, verify the CHP 230, Transmittal Record, and CHP 251, Counter Receipt, were completed correctly and uploaded to the evidence RMS case file.

(8) Verify that serialized items of property are deleted from the APS or AFS upon disposal. (Refer to Chapter 9.)

f. Destruction Records for Controlled Substances and Firearms.

(1) Review the controlled substances destruction file. If a drug burn was performed since the last inspection, verify court orders were obtained for destruction and that the required forms are accurate, complete, and included in the file, and the retention time for the documents, five years from the date of destruction, is being observed. (Refer to Chapter 10, Disposal of Controlled Substances, of this manual for further information.)

- (2) Review the destroyed firearms file. If any firearms were sent for destruction since the last inspection, verify the required forms are accurate, complete, and included in the evidence RMS case file. Verify the retention time for the documents, five years from the date the items were sent to the Academy, Weapons Control Unit, is being observed. (Refer to Chapter 11, Release/Disposal of Weapons, of this manual for further information.)
- g. Suspense Files. Inspect any suspense files for items that were either sent to a laboratory for testing, released to an officer for court, etc., to ensure the items are being tracked and documented. Verify the chain of possession in the evidence RMS case file identifies whoever took possession of the item. Verify that items have not been in suspense for an inordinate amount of time.
- h. Unable to Locate File.
- (1) The Area commander or designee shall review the unable to locate (UTL) file. If the Area has any items that have been UTL, the evidence RMS case file, the requisite paperwork, consisting of a CHP 51, Memorandum, and any other supporting documentation, for each missing item in the file shall be reviewed. All attempts to locate the item(s) shall be documented in the evidence RMS case file. Missing items should be reconciled before the next inventory.
- (2) Ensure paperwork in the UTL file is retained based on the retention outlined in Chapter 6, Forms – Completion and Management, of this manual.
- i. Vehicles and Vehicle Components.
- (1) Determine if any vehicles or vehicle components are stored offsite.
- (2) Verify the vehicles are processed in a timely manner and the Area is not incurring unnecessary storage charges.
- j. Security.
- (1) Verify the CHP 36S, Evidence Room Security Log, is properly completed and the retention period for the document is being followed.
- (2) Verify there are a restricted number of keys to the property room; one key in the possession of each primary property officer and one in a sealed envelope. If the supervisor determines it necessary to inspect the sealed envelope, the supervisor may inquire to do so with the Area commander or their designee. (Refer to paragraph 8.b. for further information regarding keys.)

(3) Verify the security measures for the property room, external storage areas, cabinets, and temporary standalone or pass-through lockers are adequate and functional.

(4) Verify the appropriate security precautions have been taken with all computer systems with software that is used for the inventory and management of property.

(5) If applicable, verify the biometric access report to the property room is printed out each month.

(6) These precautions shall limit access to authorized personnel and ensure the integrity of the property system. Additionally, there shall be a system in place to prevent the accidental deletion of data.

k. Documentation. Property supervisors shall document the results of inspections in a memorandum to the Area. The memorandum shall include the components of inspections, findings, and any recommendations for corrective action. A list of all property control numbers of items inspected and copies of records supporting the findings should be attached to the memorandum. No comments are required for items found to be satisfactory. The inspection memorandum shall be filed at the Area office and retained for five years from the inspection date. Area Commanders shall review and sign the inspection memorandum. Area Commanders should send an electronic copy of the inspection memorandum to the Division Property and Evidence Program Coordinator for continued evaluation of the evidence program. Contact the IAS, Evidence Unit, or Division Evidence Property and Evidence Program Coordinator for a template of an inspection memorandum. All annual property and evidence program inspections completed by the IAS, Evidence Unit, or Division Property and Evidence Program Coordinators shall be documented within 15 days in a memorandum to the Area with a list of the inspected items attached. A copy of the inspection memorandum and item list shall be uploaded to the Evidence SharePoint site, Area Inspections and Photos, within 30 days of the inspection completion by the Division Property and Evidence Program Coordinator.

l. Unannounced Inspections. The Area commander or designee shall conduct at least one unannounced inspection of the property room per calendar year. The commander or designee, along with the property officer and property supervisor, shall enter the property room and inspect for cleanliness, security, and order. At least ten randomly selected items from active cases shall be traced to ensure they are accounted for and properly documented. The Area commander or designee shall review the UTL file. The unannounced inspection shall be documented on a memorandum to the Area. The memorandum shall be filed at the Area office and retained for five years from the date of the inspection. Contact the IAS, Evidence Unit, or Division Property and Evidence Program Coordinator for a template of an

unannounced inspection memorandum. This inspection is not meant to be a time-consuming task; however, the command may choose to follow the normal inspection procedure.

7. INVENTORIES. Inventories shall be conducted annually to ensure the integrity of the program and shall include all items in a command's possession. During an inventory, packages shall not be opened to verify the contents. An annual inventory of MVARs DVDs will not be required due to the high volume of DVDs. **However, a 100 percent inventory shall be completed if a reasonable amount of discrepancies are revealed during the quarterly inspection or the Area commander deems it to be necessary.** (Refer to Chapter 15 of this manual for the MVARs/WMVARs/BWC recordings inventory procedure.)

a. Procedure.

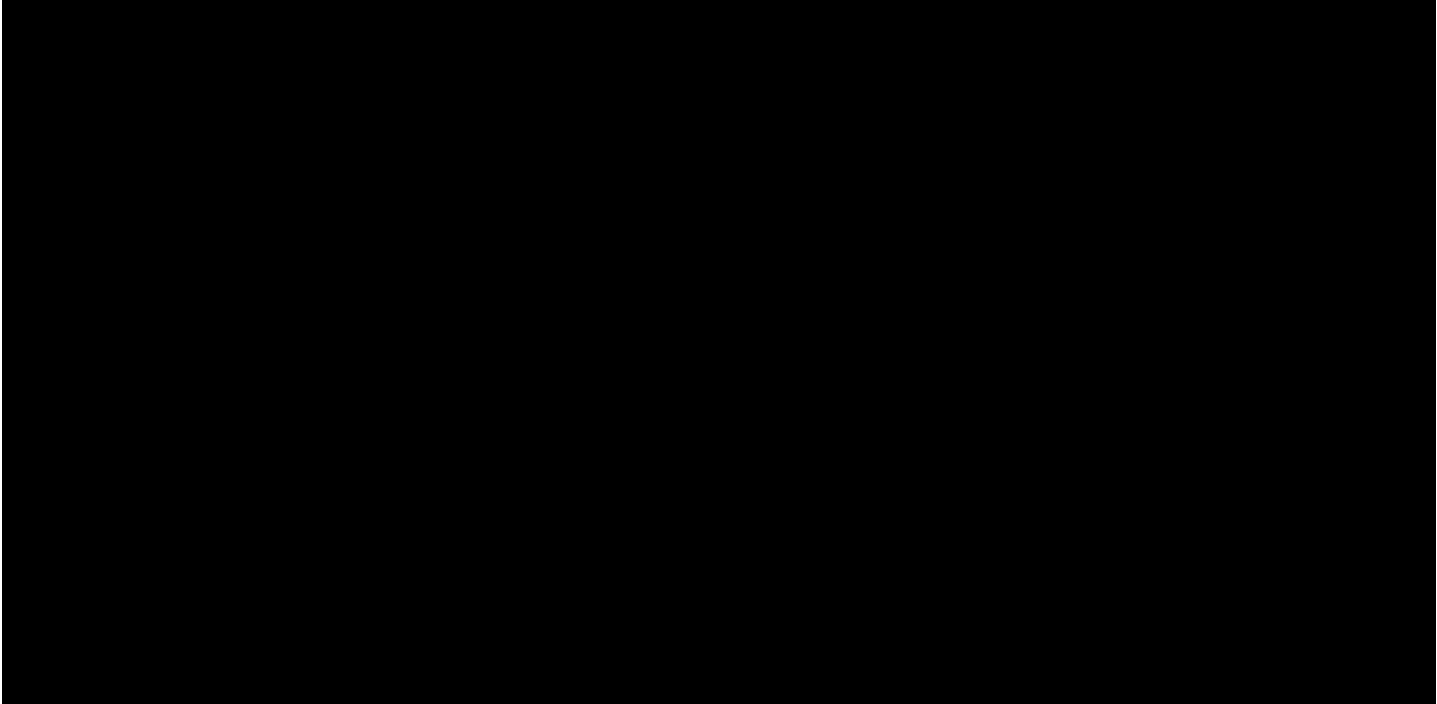
(1) An inventory shall be performed by using the evidence RMS iPad bar code scanner. Contact IAS, Evidence Unit, or Division Property and Evidence Program Coordinator for instructions on how to perform an inventory using the evidence RMS iPad bar code scanner.

(2) Locating items contained in the Area's UTL file shall be a priority during the inventory. (Refer to paragraph 6.h. of this manual for additional information.)

(3) The Area may also review other aspects of its property program which are typically examined during inspections.

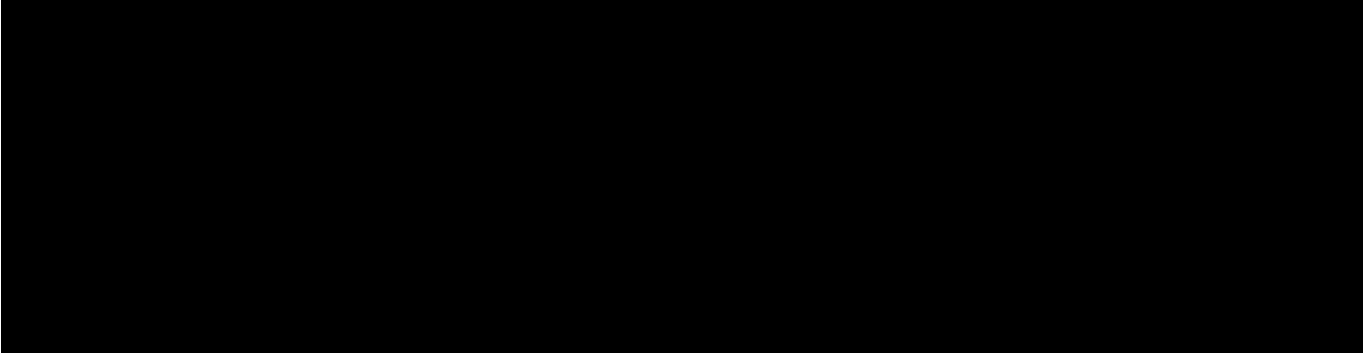
b. Documentation. Property supervisors shall document the inventory in a memorandum to the Area. The memorandum shall address the inventory method, results, additional areas inspected, and any follow-up or corrective action taken. The memorandum will be retained on file at the Area for five years from the date of the inventory. Commanders shall review and sign the inventory memorandum. Contact the IAS, Evidence Unit, or Division Property and Evidence Program Coordinator for a sample of an inventory memorandum.

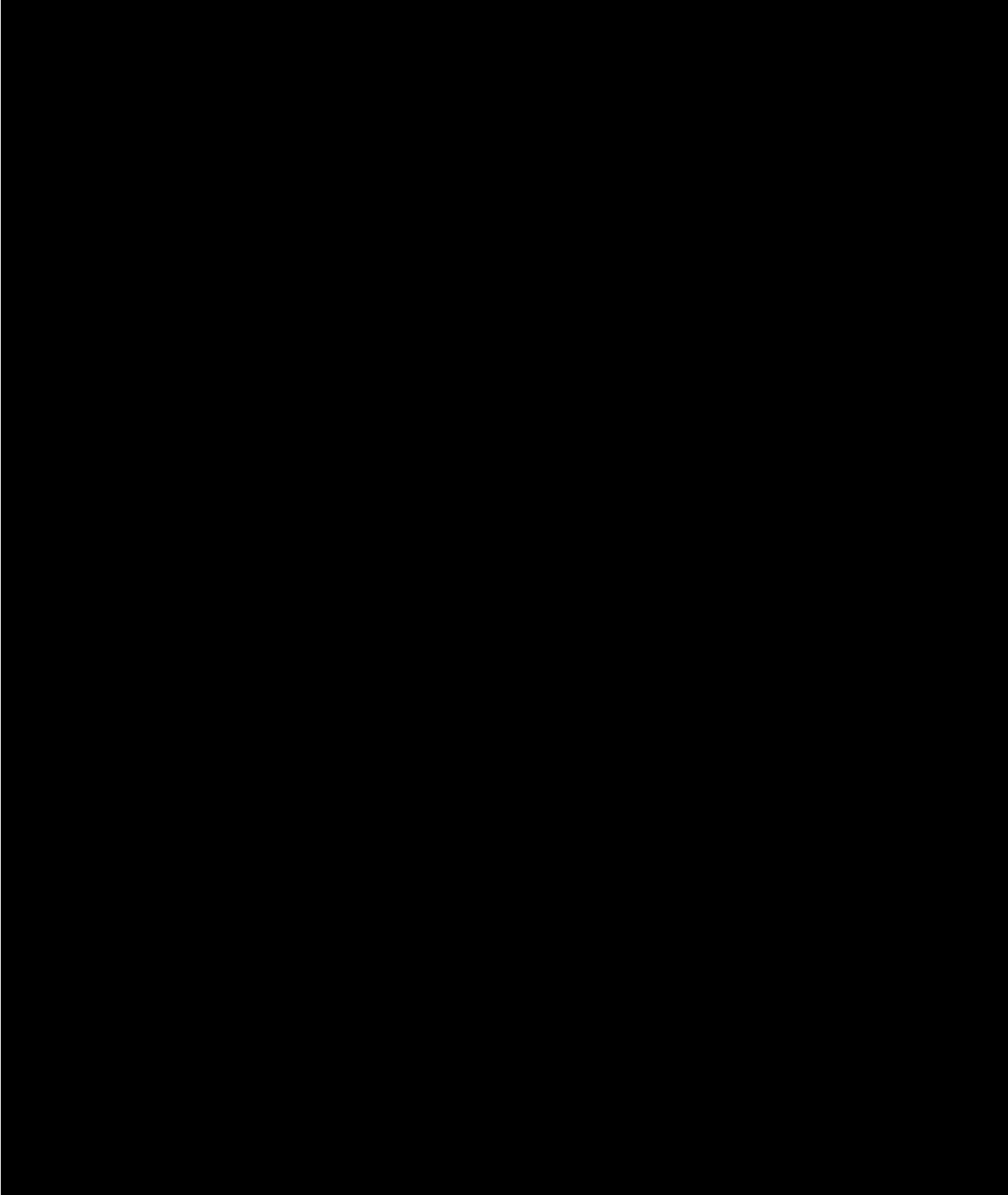
8. SECURITY. To ensure the integrity of the property room, the property officer shall always be present when any other person is in the property room. This includes chapter inspections conducted pursuant to HPM 22.1, Command Inspections Program Manual, conducted by the AIS. If, for some reason, it is impractical to have a property officer present (e.g., access is made after hours and the property officer cannot be contacted) and the use of the commander's key is required, the property supervisor or manager shall be present.




(1) In the event a commander must enter the evidence room during the time when the primary or alternate property officers are not available, the commander shall check the box indicating the commander's key was used. The commander should not enter the evidence room unaccompanied. It is recommended that a second uniformed person enter the evidence room with the commander. If the commander is accompanied by a second person, then a separate log entry shall be made.

(2) The turnover of the key and duties from the primary property officer to the alternate property officer shall be documented. For example, if the primary property officer goes on vacation, the dates the property officer will be gone must be indicated on the CHP 36S. The alternate property officer will not make an entry on the log while performing their duties during this period. Upon the primary property officer's return, a log entry shall be made indicating the turnover of the key and duties from the alternate property officer to the primary property officer.







e. Access Rights to the Evidence Records Management System. The property supervisor shall ensure that all changes in Area personnel are updated in the evidence RMS and that the appropriate level of access is granted to each employee needing access. The property supervisor shall submit a ServiceNow incident through Information Technology Support.

f. Property Room Organization and Management.

(1) Property shall not be left in temporary lockers more than one day, excluding weekends and holidays, unless extenuating circumstances prevent the property officer from clearing the lockers. If circumstances arise that prevent the property officer from clearing the lockers, the property officer shall document the occurrence in a memorandum and the property supervisor shall sign in acknowledgment. The memorandum shall be uploaded into the corresponding evidence RMS case file(s) for review during inspections.

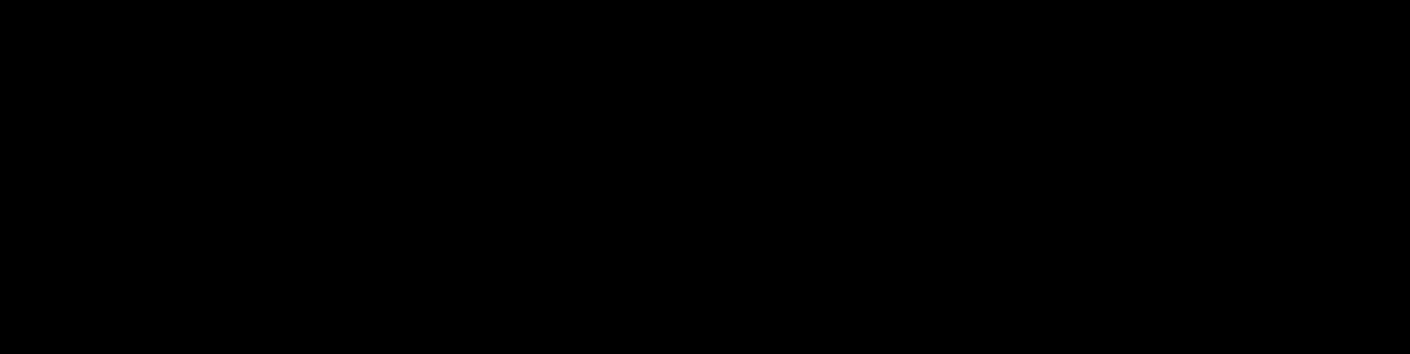
NOTE: Areas may have local SOP approved by the IAS to extend storage period for use of temporary lockers with resident posts.

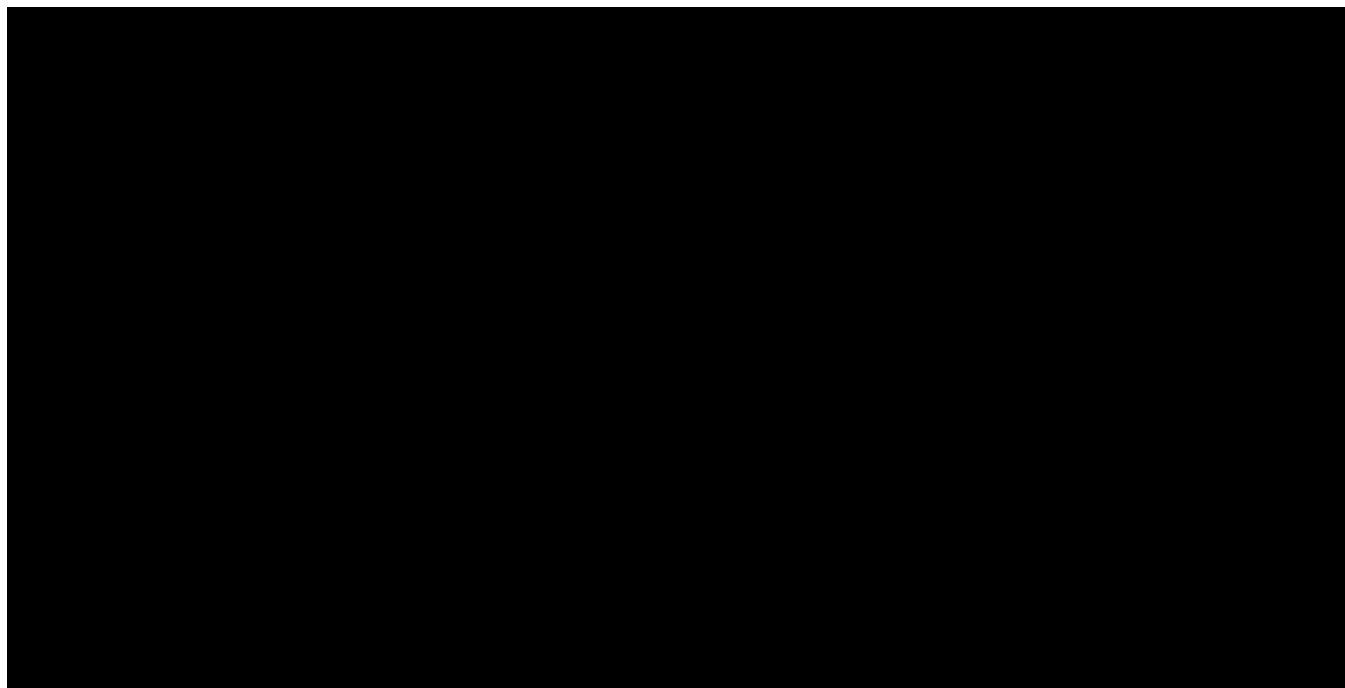
(2) Drugs and controlled substances shall be separated from other property and stored and secured separately within the property room.

(3) Money and valuables shall be stored and secured in the safe within the property room.

(4) Guns should be stored and secured separately within the property room.

(5) Property held for safekeeping should be stored separately from evidence.





9. SELECTION AND TRAINING OF PROPERTY MANAGEMENT PERSONNEL. The Area commander is responsible for the selection and development of the property officer(s), alternate(s), and supervisor. Minimum qualifications have been established to ensure the individual has gained the experience necessary to provide a sufficient level of support and review of a variety of property collected from the field. Area commanders shall consider the following guidelines when selecting and managing the property officer(s), alternate(s), and supervisor:

- a. The property officer and alternate shall have at least two years of field patrol experience.
- b. Property officer(s), alternate(s), and the property supervisor shall complete the Department's Intermediate Property Management Training Course within six months of assuming their position unless a six-month extension is approved by the IAS, Evidence Unit.
- c. Property officer(s) and alternate(s) shall receive Basic Property and Evidence Training provided by the Division Property and Evidence Program Coordinator prior to attending the Department's Intermediate Property Management Training Course unless an exemption is given by the IAS, Evidence Unit.
- d. Property officers should receive on-the-job training from the former property officer or another experienced property officer. If neither is available, it is recommended the property officer receive on-the-job training from an adjacent command's property officer or from IAS, Evidence Unit, or Division Property and Evidence Program Coordinator.

- e. The property officer shall not be an active field officer or investigator involved in collecting evidence in the field.
- f. The property officer should not be the court officer.
- g. Changing of the property officer is the most disruptive aspect to managing property. Due to the complexity of property management, the property officer's tenure should be for a minimum of three years. The volume of work and the complexity of the position will necessitate full-time positions in large Areas.
- h. Participation in organizations such as the International Association for Property and Evidence and the California Association for Property and Evidence is encouraged. Property officers should actively seek continuing education and network with industry peers to ensure they are current with evidence trends and statutes. Instructions on requesting outside training is located in HPM 70.13, Departmental Training Manual, Chapter 8, Out-Service Training.

10. PROPERTY ROOMS FACILITY REQUIREMENTS. All main property rooms shall meet the following minimum requirements:

- a. All property rooms shall be secured with a dead-bolt lock with a one-inch bolt. Locks that use cardkeys in conjunction with a Personal Identification Number or biometric scanner that records door access history, does not invalidate this requirement. (Refer to paragraph 8.c. of this chapter for additional information on the biometric scanner.)
- b. Property rooms shall not have windows. Rooms with preexisting window(s) shall be constructed or modified to prevent entry or have the window(s) completely removed. The window(s) shall be covered to prevent external viewing of inventory stored within the room.
- c. The property room shall not be used for the storage of items that personnel, other than the property officer, need to access. The property room should not be a room that repair personnel would normally need to access.
- d. If the Area office utilizes a pass-through type temporary locker, the locker shall be secured from the inside to prevent unauthorized entry. All lockers should be constructed of metal. Slam lockers or push-button style lockers should be used to prevent the locker from being reopened once it is closed. Areas using key accessed lockers shall develop an Area SOP on the handling of the keys. Keys to temporary lockers shall be permanently stamped with "Do Not Duplicate," if the key's size permits. Keys shall always be secured to ensure the integrity of the property.

- e. False ceilings that would allow access to the property room are prohibited. Doors shall be equipped with inside hinges and/or other security hardware (e.g., secure pin hinges to prevent removal of the hinge pin) to prevent unauthorized access.
- f. The property room should not be identified as such by external signs or markings.
- g. The area in which controlled substances are stored shall have adequate ventilation to comply with Title 22, Section 66261.4(g)(3) of the California Code of Regulations.
- h. Property rooms should have shelves, bins, or drawers which are numbered or lettered so items can be readily located.
- i. Areas that do not have a property room and are using a cabinet shall ensure the cabinet is constructed and secured to prevent tampering and unauthorized entry. The cabinet shall be heavy enough to prevent removal from Area premises and should be secured to the floor or a wall. Money, firearms, or large amounts of controlled substances shall not be stored in the cabinet. Area offices that use a cabinet shall have an SOP in place reflecting that they are booking money, controlled substances, and firearms at the closest Area office that takes in such property.
- j. The evidence RMS iPad bar code scanners are assigned to the primary property officer and shall only be stored in the property room.

NOTE: For any construction, ventilation, locks, cabinet, lockers, safe, and/or refrigeration issues, contact Facilities Section, or refer to HPM 11.1, Administrative Procedures Manual, Chapter 14, Facilities Development, Repairs, and Maintenance.

11. APPLICABLE LAWS. Contact the IAS, Evidence Unit, or Division Property Coordinator for an index of laws concerning the handling of property and evidence.

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