

CHAPTER 6
FORMS – COMPLETION AND MANAGEMENT
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CHAPTER 6

FORMS - COMPLETION AND MANAGEMENT

1. POLICY. A CHP 36, Property Receipt, shall be completed in accordance with the instructions in this chapter for all property that comes into the possession of a member of the Department. All property shall be entered into the evidence records management system (RMS). The paper copy of the CHP 36 shall be uploaded into the corresponding evidence RMS case file.

2. DEFINITION.

a. Property. Property, as it pertains to this manual, includes both real and personal property taken into possession by members of this Department, by voluntary submission, seized as evidence, found, or held for safekeeping.

3. PURPOSE. The CHP 36 serves six purposes. It serves as:

a. Record. A record of property and evidence for the Department and court use.

b. Receipt. A receipt for property taken from an individual is required to be provided pursuant to California Penal Code (PC) Section 1412 and Civil Code (CC) Section 2080.10. (Refer to paragraph 7.c. of this chapter for additional information and instruction on issuing a receipt.)

NOTE: When a firearm is taken into evidence, the CHP 36 shall include, at the minimum: the make, model, and serial number of the firearm. The back of the property receipt, "Release of Firearms" section, shall be filled out to inform the claimant where the firearm may be recovered, and any applicable time limit for recovery as required by Sections 18255 and 33800 PC. Exceptions to this required information would be if the information is unavailable (e.g., obliterated serial number, the make/model has been removed, ghost guns). In this case, the officer shall note the reason on the form. The property control number (Computed Aided Dispatch [CAD] number) shall be added to the officer's CHP 36 copies.

c. Notice. A notice of the right to a property hearing for the person in possession of stolen property (required by Section 1413[b] PC). A notice to owners of how to obtain their firearm (refer to Section 33850 PC), their rights when denied (refer to Sections 33865 and 33870 PC), and law enforcement agencies' right to destroy a firearm (refer to Section 33875 PC).

- d. Declaration. A declaration of ownership for the person claiming to be the owner of stolen or embezzled property at the time it was stolen or embezzled (required by Section 1413[b] PC).
- e. Affidavit. An affidavit and notice of rights for citizens who turn in found property (required by Section 2080.1 CC).
- f. Report. A report form for found property.

4. CLASSIFICATION OF PROPERTY. Each property receipt assigned with a property control number shall also be classified. The appropriate box shall be marked specifying a primary class and all applicable subclasses. The classes and subclasses are as follows:

a. Evidence. Testimony, writings, material objects, or other things presented to the senses that are offered to prove the existence or nonexistence of a fact (refer to California Evidence Code Division 2, Section 140). Additionally, if applicable, indicate if one or more of the following subclasses apply:

(1) Asset Forfeiture. Funds or assets taken pursuant to Division 10 of the Health and Safety Code. Refer to HPM 81.5, Drug Programs Manual, Chapter 2, Asset Forfeiture Program.

(2) Domestic Violence. Weapons used in an assault at a family violence incident.

(3) Recovered Stolen Property. Property known to be stolen should be photographed and returned to the owner, whenever possible, rather than being held as evidence (refer to Section 1413 PC). Items not returned immediately shall be booked as evidence. Once booked, the local district or city attorney shall be consulted prior to releasing the property.

b. Found Property. Items of a nonevidentiary value that have been determined to be lost or abandoned and are not known or suspected to be connected with a criminal offense. An explanation of the circumstances surrounding the discovery of the property is required. The explanation may be written on the remarks section of the chain of possession of the CHP 36 or written on a CHP 556, Narrative/Supplemental, and attached to the original CHP 36. The explanation shall be documented in the notes section of the evidence RMS case file. The finder shall be asked to read the back of the yellow copy of the CHP 36 form pertaining to Finder of Lost and Unclaimed Property. Section D of the CHP 36 shall be completed. The finder can either waive or file a finder claim to the items. The CHP 36 and any attachments shall be uploaded into the evidence RMS case file.

- c. Contraband. This box shall be checked for property that is illegal to possess, but will not be used as evidence in a criminal proceeding. Contraband shall be booked on its own CHP 36 and should be disposed as soon as practicable. An explanation of how it was obtained shall be written in the remarks section of the chain of possession of the CHP 36, or on a CHP 556 and attached to the original CHP 36. The CHP 36 and any attachments shall be uploaded into the evidence RMS case file.
- d. Administrative. Items that are offered to prove the existence or nonexistence of a fact in an internal investigation conducted by the Department. This includes internal investigations conducted by this Department for allied agencies.
- e. Safekeeping. Nonevidentiary property placed in the custody of the Department for temporary protection or holding.
 - (1) Domestic Violence. Firearms, ammunition, or deadly weapons seized pursuant to Sections 18250-18500 PC or 6389 of the Family Code. Family violence incidents are not evidence; they are held only to reduce the threat of violence.

5. COMPLETING A CHP 36, PROPERTY RECEIPT. The instructions for completing the CHP 36 are outlined below. Contact the Internal Affairs Section (IAS), Evidence Unit, or Division Property and Evidence Program Coordinator for an example of a completed CHP 36 or instructions for entering a record into the evidence RMS.

- a. Section A.
 - (1) Class. Check the most appropriate box as defined under paragraph 4 of this chapter. Only one box shall be marked. If multiple classifications of items are retained, identify the classification in brackets (i.e., safekeeping, contraband, or found) next to the description in Item C of the CHP 36. If multiple classifications of property are collected from one individual, then each classification should be considered as a separate item entry into the evidence RMS case file and packaged separately. The same property control number shall be used for all items in the evidence RMS.
 - (2) Booking Date. Document the date when property was placed in the temporary locker for submission to the property officer. The booking date and receipt date by the property officer may differ by no more than three calendar days not including weekends and state holidays.
 - (3) Booking Location Code. Enter the Area number where the evidence will be retained, if different from the booking officer's assigned Area.

(4) Date Seized/Surrendered. Document the actual date when the property was seized or surrendered, if different from the booking date. This box is optional for the booking/investigating officer.

(5) Incident Location. The location where the property was surrendered, taken, or seized. For administrative investigation cases, the incident location should be listed as the Area investigating the case (i.e., San Bernardino Area-860).

(6) Property Control Number. The property control number is assigned by the CAD system and obtained through the evidence RMS system. The property control number should be referenced on any related reports, such as a CHP 202, Driving Under the Influence Arrest – Investigation Report.

(7) Charges. Check the appropriate box for the most serious charge alleged.

(8) Violations. List all violations for which the suspect is being charged. For example, if a loaded firearm is seized from the inside of a vehicle, the suspect should be charged with the appropriate violation (i.e., Section 25400[a][1] and [6][A] PC).

(9) Search Warrant Number. If the evidence listed was seized pursuant to a search warrant, place the warrant number here. Attach a copy of the warrant to the CHP 36 or upload the warrant into the evidence RMS case file. Itemize all items on the CHP 36. Refer to items listed on the search warrant inventory. No item held under a search warrant may be released without a court order (refer to Section 1536 PC).

(10) California Highway Patrol Case Number. The CHP case number shall always be noted in this box. Enter a felony, misdemeanor, or other case number(s) if assigned. For a civilians' complaint use the control number as issued in accordance with HPM 10.4, Citizens' Complaint Investigations. For other administrative investigations, use the control number as issued in accordance with HPM 10.2, Internal Investigations Manual.

b. Section B.

(1) Personal Information. Enter the name, status code, and other requested information of the person from whom the property was taken. Suspects, when known, will be listed first. If needed, use a second CHP 36 to list additional names. Listed phone numbers will be used to notify individuals when their property is available for release. If the item pertains to either a civilian's complaint or an administrative investigation with the subject being a Departmental employee, this information shall be excluded from the CHP 36, and "Administrative-Hold for 5 years" shall be written in the name box.

(a) Suspect. An individual charged with or suspected of committing a crime.

(b) Owner. The legal owner of recovered stolen property or found property. In a case where stolen property is recovered, list the suspect's name in the first name box identified by the letter "S" and the name of the owner of the property in the second name box identified by the letter "O." The information will enable the property officer to return the property to the lawful owner

(c) Finder. When found property is turned over to a member of the Department, the name of the finder will be entered and identified by the letter "F." The information is needed by the property officer to dispose of the property.

c. Section C. This portion of the form requires the booking officer to enter information specific to the type of property being booked. All items submitted shall be completely inventoried and listed on the form. All closed containers, unless determined to contain hazardous material, shall be opened and their contents included in the inventory.

(1) Quantity and Amount.

(a) Weight of Controlled Substance. The item weight of suspected controlled substances shall be recorded in this column. The package weight and container or package count shall be documented in the Description column. Contact the IAS, Evidence Unit, or Division Property and Evidence Program Coordinator for an example. The booking officer shall weigh all seized drugs in accordance with Chapter 5, Packaging of Property and Evidence for Booking, of this manual.

(b) Money. The total amount of money shall be recorded in this column. The Financial Tally found on the reverse side of page one of the CHP 36 shall be used to record the denomination break down. Money shall be counted by two employees, one of which should be a supervisor. Both counters shall sign the Financial Tally sheet in the provided boxes. The completed Financial Tally sheet shall be uploaded into the evidence RMS case file.

(2) Description. When entering descriptions do not enter conclusions or assumptions. See examples:

CORRECT

Green leafy substance, resembling marijuana, or suspected marijuana

White crystal-like rock or suspected rock cocaine

Computer laptop, silver/black, marked Samsung, Serial Number 1234X, Model # ATIVUS123

Necklace, yellow metal

Pendant, white metal with a white stone

Ring, yellow metal with a clear stone

Bracelet, orange metal with blue stones

Watch, wrist, yellow metal, labeled "Rolex"

INCORRECT

Marijuana

Rock cocaine

Samsung laptop, Serial Number 1234X

Gold necklace

Silver pendant with a pearl

Gold and diamond ring

Copper and turquoise bracelet

Gold Rolex watch

(a) If a suspected controlled substance was field tested with a Thermo Scientific TruNarc Narcotics Analyzer (TruNarc) or similar testing device, the CHP 36 and evidence RMS case file shall reflect that the test was administered and what the results were.

(b) If ownership of property is questioned by the investigating officer, the investigating officer shall document, if not all, which property will require proof of ownership from a claimant. Release of firearms shall be processed in accordance with Chapter 11, Release/Disposal of Weapons, of this manual.

(c) The specific location of where properties were located shall be noted on the investigation report, on the CHP 36, and in the evidence RMS case file. For example, if the item was located in the right front pants pocket of a suspect, then that location shall be noted in the remarks section of the CHP 36 and in the evidence RMS case file.

(d) Retention schedules for items may also be noted in the Description section of the CHP 36, which includes items from administrative investigations, Threshold Incidents, or cases identified with Potential Civil Litigation (PCL).

d. Section D. Complete this section for the following:

(1) Property seized from an individual in which ownership is questioned by the investigating officer.

(2) The owner advised the Department of their decision to waive their claim to their property. If the owner waives their claim to their property telephonically, the Waiver Advisement found on the back of the original CHP 36 shall be read over the phone. The date and time of the conversation shall be noted in the evidence RMS case file in lieu of the signatures. Additionally, a copy of the advisement shall be mailed to the owner.

e. Section E. Use this section to note any additional citation or case numbers and court information. If the case resulted in a Blue Team entry, such as a Threshold Incident, PCL, or if the investigation was completed by the Multidisciplinary Accident Investigation Team, document such information here.

f. Section F. Before submission, the CHP 36 shall be reviewed for accuracy, completeness, and to verify the contents. For high-profile cases such as massive drug seizures, high-valued items (determined by Area), and firearms, the CHP 36 shall be reviewed by a supervisor or officer-in-charge (OIC). In instances where the package has been sealed, the reviewer should check the box indicating only the CHP 36 was reviewed. If the supervisor or OIC found it necessary to open a sealed package, absent of the booking officer, the chain of possession shall be completed.

g. Section G. By signing the CHP 36, the property officer confirms receipt of the packages submitted by the booking officer. If a case is submitted with multiple pages of the CHP 36 form, each page shall be signed by the property officer upon receipt. However, the number of packages received shall be recorded on the first page only and the “# of PKGS RCVD” box crossed out on the subsequent pages.

h. Right of Return. The property officer has the right to return property to the booking officer for incorrect packaging, incorrect documentation, and/or missing information. The property officer shall reject the evidence RMS case file and note the reason along with corrective guidance or instruction in the reason for return section. If the property is returned to the booking officer for correction, the chain of possession shall be updated in the evidence RMS case file documenting the action.

NOTE: Unless the items were inventoried and packaged in front of the property officer, the booking officer is responsible for the contents of the packages. In the event a property officer is required to open a sealed package, the property officer shall review the items in the package confirming its contents with the coinciding

CHP 36 and evidence RMS case file. Discrepancies shall be reported immediately to a supervisor.

6. SPECIAL USES FOR THE CHP 36 FORM.

a. Receipt for Property Taken from an Arrestee. Section 1412 PC states, “When money or other property is taken from a defendant, arrested upon a charge of a public offense, the officer taking it must at the time give duplicate receipts therefor, specifying particularly the amount of money or the kind of property taken.” To comply with this requirement, the officer shall complete a CHP 36 for property taken from an arrestee and give the arrestee the receipt copy (yellow). The property control number shall be added to the officer's copies. It is the booking officer's responsibility to confirm the amount of money and any property booked into a detention facility. Another officer must witness this confirmation.

b. Notice of Right to a Property Hearing. When the property seized is alleged to be stolen or embezzled, the officer will either read aloud or have the arrestee read the advisement regarding the right to a property hearing for stolen or embezzled property. The advisement is on the reverse side of the receipt copy (yellow) of the CHP 36. Immediately after reading the advisement, the claim section of the CHP 36 should be completed. The arrestee may exercise a claim to all, some, or waive their claim to the property. The officer shall check the appropriate box with the requested information and have the arrestee, if applicable, sign the claimant's signature box. The word “REFUSAL” should be noted if the arrestee elects not to make a selection. If an owner waives their claim to the property, in addition to the signature on Section D, the owner shall also read and sign the Waiver Advisement located on the back of the original CHP 36.

c. Declaration of Ownership. (Property officer use only.) When the property officer returns recovered stolen or embezzled property in accordance with Section 1413 PC or releases a firearm in accordance with Sections 29800-29880 PC, the recipient shall read the declaration of ownership located on the bottom half of the chain of possession page found on the reverse of page four of the CHP 36 (cardstock). The cardstock copy of the CHP 36 shall be printed from the evidence RMS case file. The box just below the recipient signature shall be checked. Item(s) being released shall be photographed prior to release and uploaded into the evidence RMS case file. Money being released shall be counted in front of the recipient and documented in the box provided on the CHP 36. Persons receiving items being stored for safekeeping will sign for their items on the evidence RMS iPad in addition to the Chain of Possession on the CHP 36. A photo of the person receiving the item shall be uploaded in the evidence RMS case file.

d. Finder of Lost Property. Section 2080.1 CC grants certain rights to a finder of lost property. In order to exercise those rights, the person must execute an affidavit that includes the following:

- (1) A detailed description of the property;

- (2) A statement of where the person found or saved the property;
- (3) A statement of whether the person knows who owns the property;
- (4) If the property was saved, a statement of how or from what it was saved;
and
- (5) A statement that the person has not secreted, withheld, or disposed of any part of the property.

To comply with the requirements of Section 2080.1 CC, officers are to give a finder of lost property the completed receipt portion of the CHP 36 containing the notice of rights. The finder will be required to write and sign a brief statement addressing the issues listed above. The statement should be written on the CHP 36, but a CHP 556 may be used and attached if necessary. Have the finder read the back of the receipt (yellow copy) of the CHP 36 regarding a finder of lost and unclaimed property. The finder may file a finder claim or waive their claim to the property. Check the appropriate box in Section D and have the finder sign in the claimant's signature box. Estimate the value of the property and check the applicable value box. This information will be used to determine the proper method of disposal. The CHP 36 and CHP 556, if used, shall be uploaded into the evidence RMS case file.

e. Found Property by Employees of Public Agencies. Department employees who find property during the course of employment shall complete a CHP 36 as described above. Check the appropriate box for the estimated value of the property. In the remarks section, describe the circumstances surrounding the discovery of the property. Section 2080.3 CC prohibits a departmental employee from making a finder's claim to such property, if the property was found in the course of employment.

f. Chain of Possession. The evidence RMS shall be used internally and externally for tracking, accountability, chain of possession, and inspection purposes. If necessary, a CHP 36 can be used for tracking, accountability, and chain of possession. If a CHP 36 form is used, the chain of possession shall be completed for each handling, movement, and transfer of any evidence. The CHP 36 shall be uploaded into the evidence RMS case file when completed. The signature of the property officer on the first page of the CHP 36 will serve as the initial receipt of property or evidence and is the beginning of the chain of possession. Every time thereafter, when evidence is opened, handled by a person other than the property officer, moved from one location to another (e.g., from the Area office to the laboratory), stored at another location, held by a court (after a movement), checked out, or returned for any reason, the chain of possession shall be updated in the evidence RMS case file. If the chain of possession record is

needed for court, a certified copy may be obtained with a subpoena to the Custodian of Records. Whenever evidence is removed from the Area (to court, lab, etc.), the chain of possession shall be updated in the evidence RMS case file. A printout of the evidence RMS case file should be placed in a suspense file. Whenever evidence is released to an officer for court, the officer shall provide a subpoena for the case. A copy of that subpoena shall be uploaded into the evidence RMS case file. If the evidence is not returned to the case officer by the end of the day, the property officer shall notify a supervisor. Only the case officer or authorized personnel with a legitimate need to know or access, should sign out evidence. A copy of the chain of possession from the evidence RMS case file may be sent with the evidence. If applicable, any documents, other than the CHP 36, pertaining to the movement or handling of evidence (bill of lading, Department of Justice chain of possession, court subpoena, attorney's copy request, etc.) shall be uploaded into the evidence RMS case file.

g. Unable to Locate File. If a property officer is unable to locate (UTL) any property or evidence, a supervisor shall be notified immediately. Follow up to supervisory notification should be done in the form of an e-mail. Additionally, the property officer shall maintain a UTL file. The paperwork for the missing item -- consisting of a memo, a copy of the original CHP 36 or a copy of the evidence RMS case file, and any other supporting paperwork -- shall be placed in this file. The property officer shall document in a memorandum when the item was discovered missing, which supervisor was notified, and what steps were taken to locate the item. The property officer shall initiate a CHP 556, Supplemental Report, in the evidence RMS case file adding an identifier type of UTL for the missing item. When the UTL identifier is used in the evidence RMS, a reference to a memorandum shall be noted in the comment section of the item. The memorandum shall be kept in the UTL file for five years from the date it was written and shall be uploaded to the evidence RMS case file. The Area commander shall review the UTL file during the quarterly inspection and annual inventory. Items in the UTL file shall be retained for five years or for the retention time based on the statute of limitations for the missing item, whichever is longer. The Area commander shall have discretion to close out items of little or no value, providing the file has been maintained for a minimum of 60 calendar days from the day the item was documented as missing and no criminal charges are associated with that item.

7. ROUTING. If the CHP 36 is used, it should be routed according to the distribution schedule, located at the bottom-left corner of the CHP 36. A completed copy of the CHP 36 form should be routed as indicated below in paragraphs 7.a. through 7.d.

a. Property Room Copy. The original (top white page), with all necessary signatures, is uploaded into the evidence RMS case file. After the uploaded copy of the CHP 36 is verified to contain the front and back of the original copy, the

CHP 36 paper copy can be destroyed. If the packaging is bar coded, there is no requirement to attach any additional information to the packaging. However, documents and labels may become detached from the packages. The property control number shall be handwritten on all packaging using a permanent marker.

b. Report Copy. This is the booking officer's copy. It is the second copy (white) and is attached to any report (CHP 202, CHP 216, Arrest – Investigation Report) that was completed by the officer.

c. Receipt Copy. This is the yellow copy, and should be given to the finder of lost property, or to any person from whom property is taken for safekeeping in accordance with Section 2080.10 CC. In accordance with 1412 PC, a receipt shall be issued to the defendant and another copy filed with the clerk of the court. The copy to the court is typically attached to the investigation report submitted to the district or city attorney. If the yellow copy is not issued as a receipt, it should remain attached to the original and submitted with the property.

d. Cardstock Copy. This is the last page of the CHP 36. The back side of the cardstock copy contains the Chain of Possession and the Declaration of Ownership.

8. CHP 36B, PROPERTY AND EVIDENCE LOG. Since all property and evidence is required to be entered into the evidence RMS, the CHP 36B form shall no longer be used unless the evidence RMS is temporarily inoperative. The CHP 36B form is available from the CHP forms directory. However, once the evidence RMS is operational, the information on the CHP 36B form shall be entered promptly into the evidence RMS. The CHP 36B log shall be electronically saved with the new information.

9. EVIDENCE RECORDS MANAGEMENT SYSTEM-GENERATED LOG. An evidence RMS-generated log shall be electronically saved after the completion of an inspection, inventory, and the transfer of information after an evidence RMS outage as described in paragraph 8, or as needed. The evidence RMS will generate a simple or complex list. The Area shall save a complex list. Only the most current log shall be retained electronically and accessible to the back-up evidence officer, supervisors, and managers. Contact the IAS, Evidence Unit, or Division Property and Evidence Program Coordinator for an example of the complex list.

10. EVIDENCE RECORDS MANAGEMENT SYSTEM PROPERTY CONTROL NUMBER. All items, whether property or evidence, will be assigned a property control number generated by the CAD system and accessed in the evidence RMS. An administrative evidence property control number will be generated by a supervisor through the evidence RMS as a records event number (REN).

- a. Responsibility. The Area's property officer is responsible for maintaining the evidence RMS database.
- b. Numbering System. All property and evidence coming into the possession of a member of the Department shall be entered into the evidence RMS. The property control numbers shall be automatically assigned by the CAD system. For example, "240206IN0012;" "240206" is the date when the incident occurred (YYMMDD); "IN" is the Communications Center identifier, "0012" four-digit sequential number. "240206IN0012" is the 12th property control number generated by the Inland Communications Center on February 6, 2024. The sequential numbers shall begin with 0001 at 00:00:01 every day. Each Area shall account for all Property Control Numbers.
- c. Acceptable Methods. There are three acceptable methods of logging property. The first and second methods shall utilize the numbering system as described above. The third method shall utilize the evidence RMS to generate a REN. The REN shall be generated by a supervisor for administrative evidence, Threshold Incidents, and PCLs to maintain confidentiality of involved personnel.

(1) The booking officer completes a CHP 36 form. The property control number will be automatically assigned by the CAD system into the evidence RMS. The CAD number shall be entered on the CHP 36 in the box labelled Property Control Number. The booking officer enters the items into the evidence RMS directly. The booking officer will print and attach the bar code labels on each package. The booking officer submits the CHP 36 and the items to the on-duty sergeant, officer-in-charge (OIC), or other reviewer for approval or return. The original CHP 36 form and all other supporting documents shall be uploaded to the evidence RMS case file by the evidence officer after all signatures have been completed.

(2) The booking officer enters the property directly into the evidence RMS without completing a CHP 36 form. The property control number will be automatically assigned by the CAD system into the evidence RMS. The booking officer will print and attach the bar code labels on each package. The booking officer submits the items to the on-duty sergeant, OIC, or other reviewer for approval or return.

NOTE: Once the property officer completes the receipt process from the initial entry, the original entry can no longer be modified. Any changes or additions to previously saved data can be accomplished by submitting a supplemental report in the evidence RMS.

(3) Administrative cases shall be entered into the evidence RMS by supervisors with permissions to assign a REN. Supervisors and above shall

enter the items into the evidence RMS directly and generate the necessary bar code labels.

d. Bar Code Scanners, Labels, and Wax Printer Ribbons. Areas shall use the departmentally-issued iPad bar code scanner. The iPad bar code scanner is to be used by the evidence officer only for the movement of evidence. The booking officer is responsible for applying the bar code scanner label on the outside of the packaging. Areas may obtain the bar code labels and wax printer ribbons through Supply Services Unit via the quarterly supply order.

11. CHANGING PROPERTY STORAGE LOCATION.

a. Changing or Updating Storage Location. When changing or updating the storage location, the evidence iPad bar code scanner shall be used. If the Area does not have an evidence iPad bar code scanner assigned to them (e.g., Communications Centers, Air Operation Units), the location can be changed or updated in the evidence RMS desktop application.

b. Property Transfer. Whenever custody of property is transferred to another party or agency, an entry on the evidence RMS chain of possession is required. The property shall be signed out to a person, crime lab, allied agency, etc. The signature of the person receiving custody of the property shall be captured in the evidence iPad. Use discretion when attempting to photograph the person taking custody of the property (e.g., when property is being transferred to a crime lab, a photo of the crime lab employee is not required). If the transfer is permanent, the transferring employee shall complete the chain of possession and the person receiving permanent custody of the property shall sign the evidence iPad showing receipt of the property. In the event the transfer is conducted by courier, the shipping method shall have a tracking number. A copy of the shipping document, the shipping method, and the tracking number shall be noted in the evidence RMS case file. The property officer shall track and print the proof of delivery and upload it into the evidence RMS case file.

12. CHP 36E, MEDICAL WASTE TRACKING. When transporting medical or biological hazardous waste, a CHP 36E, Medical Waste Tracking, form shall be completed as required by Health and Safety Code Section 118040. Follow the instructions on the CHP 36E.

13. PROPERTY NOTICE.

a. Property Taken by Members of the Department. When property is taken into possession by members of this Department that may be returned to its owner, the officer taking possession shall follow the procedure described in paragraph 6.c of

this chapter. If this method of notice was unavailable or not followed, then the property officer shall mail a locally produced property notice letter to the owner. This notice shall contain an advisement to telephone the evidence officer for an appointment to arrange for release of the property. It shall also notify the owner that the property will be disposed of in 60 days if not claimed pursuant to Section 2080.10 CC. Found property valued at less than \$250 shall be held for at least 90 days unless the owner claims the property. If the value of the found property is \$250 or greater, the property officer shall follow the provisions in 2080.3 CC. Sections 2080.1 CC to 2080.3 CC provide further details regarding found property. The date the notice was mailed shall be noted in the evidence RMS case file. Contact the IAS, Evidence Unit, or Division Property and Evidence Program Coordinator for an example of a property notice letter. A copy of the property notice letter shall be uploaded into the evidence RMS case file.

14. RETENTION SCHEDULE. The CHP 36 and all other documents attached to it shall be uploaded into the evidence RMS case file by the Area evidence officer. Once uploaded into the evidence RMS case file, the original documents may be destroyed after verification of the upload. The evidence RMS case file with all other documents attached to it shall be retained for the life of the evidence plus five years.