

PROPERTY AND EVIDENCE CONTROL SECTION



OPERATIONS MANUAL FRESNO POLICE DEPARTMENT

(Revised April 2012)

TABLE OF CONTENTS

<u>Subject</u>	<u>Page Numbers</u>
MISSION STATEMENT.....	8
GOALS AND OBJECTIVES.....	8
ORGANIZATIONAL CHART.....	9
1. <u>PECS PROCEDURAL MANUAL</u>	
1.1 Authority.....	10
1.2 Objective.....	10
2. <u>PECS OPERATION</u>	
2.1 Department Structure.....	11
2.2 General Office Operations.....	11
Business Hours.....	11
Briefing.....	11
Office Area/Access.....	11
3. <u>PECS GENERAL RULES OF CONDUCT</u>	
3.1 Probationary Regulations.....	12
3.2 Performance Standards.....	12
Integrity.....	12
Professionalism.....	12
Performance of Duties.....	12
3.3 Breaks/Lunch.....	13
3.4 Phone Usage.....	13
3.5 Dress Code.....	13
3.6 Vehicles.....	13
Personal.....	13
Department.....	14
4. <u>PECS FACILITIES</u>	
4.1 Headquarters.....	15
4.2 District Stations.....	15
4.3 Storage Facilities.....	16
5. <u>PECS PROFESSIONAL EVIDENCE PROTOCOL</u>	
5.1 Security.....	18
5.2 Confidentiality.....	18
5.3 Professionalism.....	19
5.4 Chain of Custody.....	19
Emergency Situation.....	19

6.	<u>PROPERTY CLASSIFICATION</u>	
6.1	Description of Property Classifications	20
7.	<u>RECEIVING/PROCESSING PROPERTY & EVIDENCE</u>	
7.1	Booking Locations	21
	Headquarters	21
	District Stations	21
7.2	Property Receiving	22
7.3	General Evidence Processing	22
	<i>PECS Corrections Required Form</i>	23
	Assigning Locations	24
	Headquarters Storage	24
	Bike Cage	24
	Warehouse	24
	AA	24
	Vault	25
	Documentation	25
	Acceptable Location Documentation	25
	Marking Property with Location	26
7.4	Distributing Paperwork	26
7.5	PECS Property Sheets - Yellows	27
8.	<u>PROPERTY REQUIRING SPECIALIZED PROCESSING</u>	
8.1	Bicycles	28
8.2	Blood-Urine	28
	<i>Blood & Urine Samples to CVT Lab Form</i>	30
8.3	Videos	31
8.4	Narcotics	31
	Documentation	31
	Receipt Procedures	32
	Exceptions	32
8.5	Firearms	32
	Documentation	33
8.6	Money	33
	Documentation	33
	Transferring Money to City Finance	34
	Releasing Money to the General Fund	34
	Releasing Money to the County Treasury	34
9.	<u>LAB ANALYSIS/CASE REVIEW & COURT REQUESTS</u>	
9.1	Narcotics	35
9.2	General Evidence	35
	<i>Evidence Request Form</i>	37
	<i>Physical Evidence Submission Form</i>	38
	FRL Lab Run	39
9.3	Case Review Requests	41

9.4	Evidence for Court.....	42
10.	<u>PUBLIC RELEASE</u>	
10.1	Authorization for Release.....	43
10.2	Property Recipient Notification.....	43
	Sending Notification Letters.....	43
	<i>Sample Letter</i>	45
10.3	Alternate Property Recipients.....	46
10.4	Property Release Procedure.....	46
10.5	Money Release.....	47
11.	<u>CASE REVIEW FOR DISPOSITION</u>	
11.1	Found Property Case Review.....	49
11.2	Detective Case Review.....	49
12.	<u>PROPERTY PURGE</u>	
12.1	Proper Disposal.....	51
12.2	Purging Refrigerated Storage Facilities.....	51
12.3	Department Use.....	52
12.4	Auction.....	53
12.5	Charity.....	53
	Bikes.....	53
13.	<u>NARCOTICS DESTRUCTION</u>	
13.1	Preparing a Narcotics Burn.....	54
13.2	Obtaining a Court Order.....	54
13.3	Narcotics Destruction Guidelines.....	54
	Drug Burn Checklist.....	55
	Order for Destruction or Disposition of Controlled Substance.....	57
	<i>FPD Drug Burn Form</i>	59
14.	<u>FIREARM DESTRUCTION PROCEDURES</u>	
14.1	Preparing a Firearms Destruction.....	60
14.2	Completing a Firearm Destruction.....	60
15.	<u>NARCOTICS FOR USE IN DEPARTMENT INVESTIGATIONS</u>	
15.1	Narcotics Reverse Sting.....	61
	<i>Narcotic Check-Out Form</i>	62
16.	<u>PROPERTY TECH JOB RESPONSIBILITIES</u>	
16.1	Daily Duties.....	63
16.2	District Stations/AA Duties.....	63
16.3	Warehouse Duties.....	64

17.	<u>CADETS & VOLUNTEERS</u>	
	17.1 Cadets	66
	17.2 Volunteers	66
18.	<u>PECS SAFETY PRECAUTIONS</u>	
	18.1 Safety Equipment	67
	18.2 Proper Handling of Heavy Objects	67
	18.3 Using Ladders	67
	18.4 Sharpes Containers	68
	18.5 Disposing/Handling Bio-hazardous Materials	68
	18.6 Available Vaccinations	68
	18.7 Emergency Procedures in Case of Injury	68
	Falls	68
	Lacerations	69
	Chemical Exposures	69
	Sergeant's Applicable Forms	69
19.	<u>INTEGRATED BALLISTIC IDENTIFICATION SYSTEM PROJECT</u>	
	19.1 IBIS Requirements	70
	Handguns	70
	Primary Evidence	70
	19.2 IBIS Procedures	70
	19.3 Forensic Lab	71
20.	<u>EQUIPMENT & SUPPLY UNIT</u>	
	20.1 Equipment & Supply Description	72
	20.2 Operational Readiness of Returned Equipment	72
	20.3 Officer/CSO Equipment	73
	20.4 Badges	73
	20.5 Officer Gear and Equipment	75
	20.6 Community Service Officer Equipment	76
	20.7 Cadet I Equipment	76
	20.8 Patrol Cadet Equipment	76
	20.9 Crim 108 Cadets Equipment (Reserve Classification)	77
	20.10 Citizens on Patrol (COP) Equipment	77
	20.11 Lost/Damaged/Worn Equipment	78
	20.12 Employee Equipment Card	78
	20.13 Name Plates	78
	20.14 Name Tags	79
	20.15 Ballistic Vests	79
	20.16 Key Control	79
	20.17 Fire Extinguishers	79
	20.18 Hazardous Kits	80
	20.19 Weekly Office Supply Inventory	80
	20.20 Print Cartridge Orders	80
	20.21 Authorized Signatures That Can Order Supplies From PECS	80

20.22	Equipment & Supply Weekly Order Form	81
20.23	Special Orders	81
20.24	Request for Requisition	82
20.25	ESU Supply Orders Received	82
20.26	Other Area Supply Orders Received	82
20.27	Additional Information	83
20.28	Inventory Control Responsibilities	83
21.	<u>SENIOR ACCOUNT CLERK RESPONSIBILITIES</u>	
21.1	Receipt of Money	84
21.2	Release of Money	84
21.3	Deposit of Money	84
21.4	Disposition Procedures	85
21.5	Final Dispositioned Money	87
21.6	Money Relocated	87
21.7	Homicide Cases/Collectible Coins	87
21.8	Audits	87
22.	<u>PRIMUS PROPERTY ENTRY</u>	
22.1	Property Transaction Section	88
23.	<u>INSPECTIONS, INVENTORY, & AUDITS</u>	
23.1	Adherence to Procedures	90
23.2	Property/Evidence Custodian Reassignment	90
23.3	Audit of Property and Evidence	90
23.4	Unannounced Inspections of Property Storage	90
24.	<u>EMERGENCY PLAN</u>	
24.1	Policy	91
24.2	Emergency Plan Coordinator	91
24.3	Reporting Procedures	91
24.4	Evacuation Procedures	91
24.5	Fire Extinguishers	93
24.6	Employee Accountability Procedures Following An Emergency Evacuation	93
24.7	Rescue and Medical Duties	95
24.8	Employee Training	95
24.9	Contacts	95
24.10	Rally Point	95
25.	<u>INVENTORY CONTROL RESPONSIBILITIES</u>	
25.1	Purpose	96
25.2	Inventory Procedures	96
25.3	Acquiring of Assets	97
25.4	Transferring of Assets	97

Fresno Police Department
Property and Evidence Control Section (PECS) Operations Manual

25.5	Disposal of Assets	98
25.6	Repair of Assets	99
25.7	Lost/Stolen Assets	99
25.8	1033 Program (aka: Military Surplus)	99
	Property Loss Notice Attachment	100
	Request for Removal or Transfer of Fixed Asset F/A 91	101
26.	<u>ESU CSO RESPONSIBILITES</u>	
26.1	Securing Blue Bins	102
26.2	Providing Customer Service	102
26.3	Red Box Conditioning	102
26.4	Dusting Kit Conditioning	102
26.5	Yellow Blankets	102
26.6	Equipment Destruction	102
26.7	Ballistic Vests	103
26.8	Department Keys	103
26.9	UPS Package Handling	103
26.10	Packaging Materials for Distribution	103
26.11	Radio and City Shop	103
26.12	Men's Locker Room Verification	104
26.13	Copying Sonitrol CDs and Tapes for Security	104
26.14	Assisting with Evidence Purging at PECS	104
26.15	Assisting with Department Inventories	105
26.16	Assisting with Rotating and Stocking Supplies	105

MISSION STATEMENT

The Property and Evidence Control Section (PECS) strives to maintain property in the same condition as received, and to preserve the integrity of evidence being held for presentation in court.

Reasonable effort will be made to return property to the rightful owner whenever applicable. Proper disposal of approved evidence is of utmost importance, and will be dealt with in a timely manner according to the laws of California.

Property and Evidence Technicians will protect and safeguard all evidence under their control, while courteously assisting co-workers, representatives of other agencies, and the community with all procedures surrounding property.

GOALS AND OBJECTIVES

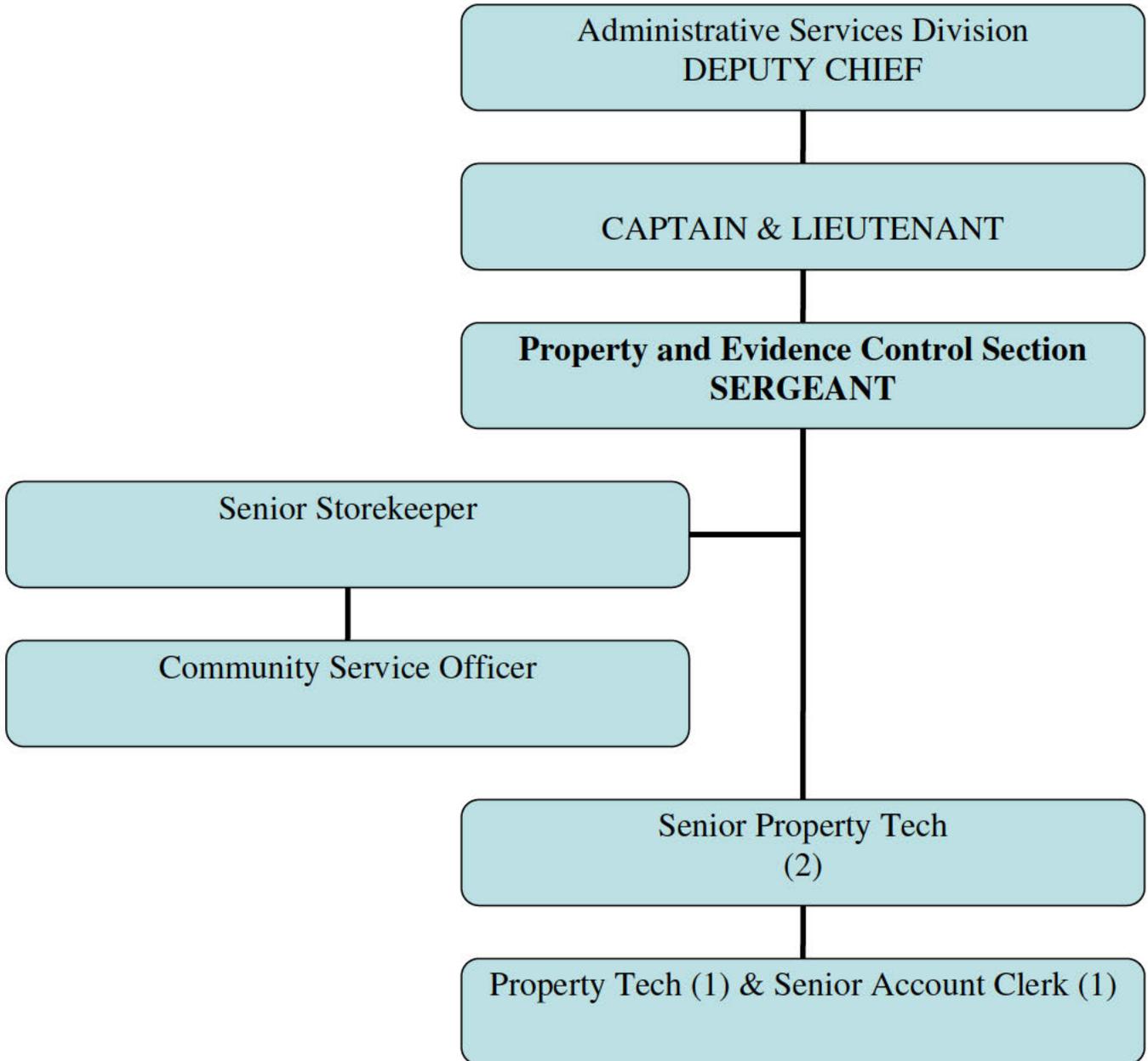
Goals

1. Accurately track all evidence safeguarding the chain of evidence.
2. Meet the standard of 1/1 purging ratio, set forth by the recommendations of the International Association of Property and Evidence Technicians.

Objectives

1. Properly receive, record and properly store 100% of property that is booked allowing for immediate retrieval, without loss/misplacement of any property
2. Complete a unit inventory with PRIMUS with 100% success in location/tracking.

ORGANIZATIONAL CHART



CHAPTER 1: PECS Procedural Manual

PM 1.1 AUTHORITY

The guidelines and procedures contained in this manual are officially recognized and upheld by the Fresno Police Department, by authority of the Chief of Police, and shall be the policy of the Property and Evidence Control Section (PECS).

PM 1.2 OBJECTIVE

This manual has been drafted to provide written procedures and guidelines which will direct the appropriate safeguarding, maintenance, and disposal of all property and evidence in the custody of the Fresno Police Department PECS.

This manual will outline specific guidelines for personnel assigned to the PECS office. These guidelines are to be adhered to in conjunction with the generalized Fresno Police Department Manual.

CHAPTER 2: PECS Operation

PM 2.1 DEPARTMENT STRUCTURE

The Fresno Police Department is divided into many specialized sections which concentrate on specific types of crime or specific tasks. The Property and Evidence Control Section is part of the **Training** Bureau.

An annual review and evaluation of this unit/bureau will be conducted to justify its continuance.

PM 2.2 GENERAL OFFICE OPERATIONS

Business Hours

HOURS OF OPERATION: Adjusted as needed based upon the needs of Department personnel ~ Monday thru Friday
(Excluding Holidays)

PUBLIC BUSINESS HOURS: 1000-1400 hours ~ Tuesday thru Friday
(Excluding Holidays)

Public release transactions will be conducted by appointment.

Briefing

Full staff briefing is conducted by the Sergeant once a week. Attendance is mandatory for all PECS personnel.

Office Areas/Access

The PECS office is divided between two rooms. Room 12 is the main office area and Room 16 is the booking area and office area. The booking lockers are located in Room 15.

Only personnel assigned to PECS are allowed access beyond the counter in Rooms 12 & 16. Anyone making entry into Room 16 must sign their name, date, time and reason for entry on the visitor log.

If an officer needs to use the telephone, he/she should be directed to Room 15.

CHAPTER 3: PECS General Rules of Conduct

PM 3.1 PROBATIONARY REGULATIONS

Property Technicians must successfully complete a one year probationary period before becoming a permanent employee. Probationary employees will receive quarterly performance evaluations from their supervisor.

Probationary employees may be terminated by the appointing authority at any time during the probationary period for reasons relating to member qualifications, the good of the department, or for failure to demonstrate merit, efficiency, fitness or moral responsibility.

PM 3.2 PERFORMANCE STANDARDS

Integrity

PECS personnel shall demonstrate the highest degree of integrity at all times. Any actions which may suggest or merely appear to be unethical will be avoided.

Professionalism

PECS personnel shall carry out the daily duties in a calm, courteous, and impartial manner, treating all persons equally, with respect and fairness. All personnel shall strive to provide the best possible service to the public, other agencies and co-workers. Whenever a request goes beyond the scope of the PECS function every effort will be made to make an appropriate referral.

Performance of Duties

PECS personnel shall devote all on duty time to activities related to the performance of their assigned duties. Duties shall be completed accurately in a prompt, concise manner.

PM 3.3 BREAKS/LUNCH

PECS personnel are allowed a ½ hour for lunch and two 15 minute breaks; one in the morning and one in the afternoon (except sworn personnel). Breaks may not be taken within the first hour of work, the last hour of work or in conjunction with the lunch break unless prior authorization has been given by the supervisor.

PM 3.4 PHONE USAGE

Members shall refrain from initiating or receiving personal phone calls while on duty, except in cases of emergency or when calls are of considerable importance and cannot be made during off duty hours.

Members shall not make long distance telephone calls of a personal nature chargeable to department phones. Long distance, as with local calls, shall be restricted to work related activities only. Emergency calls of a personal nature, however, may be made so long as the call is placed collect or is otherwise charged to the member.

PM 3.5 DRESS CODE

PECS personnel shall dress according to Policy & Procedure 1046, *Uniform Regulations*.

PM 3.6 VEHICLES

Personal

PECS personnel assigned to HQ may obtain a parking permit from the City of Fresno Public Works Traffic Engineering & Parking Division for a monthly fee. Free parking is available on the street unless otherwise posted.

PECS personnel shall not park personal vehicles on the basement ramp unless loading/unloading or special permission has been granted by the PECS supervisor.

Department

PECS personnel will use department vehicles to pick up evidence from district stations, transport evidence to and from storage locations and for department authorized activities. Department vehicles shall not be used specifically for obtaining lunch or running personal errands.

Department vehicles will be inspected at the time they are checked out. Any damage will be reported to the PECS Sergeant and updated on the vehicle damage log. This procedure will also be followed by personnel outside PECS who are temporarily borrowing the vehicle.

PECS personnel shall immediately notify the PECS Sergeant if they are involved in a traffic accident while driving a department vehicle.

Minor damage to a department vehicle sustained during the course of normal use shall be reported to the PECS Sergeant as soon as practical so a damage report may be completed.

Department vehicles assigned to PECS will be parked in the HQ lot starting in the 3rd parking slot east of 'M' Street nearest HQ building. If there isn't a parking slot available, the vehicle may be parked in another unmarked slot in the center of the lot. The PECS vehicles shall not be parked on the basement ramp except while loading and unloading.

CHAPTER 4: PECS Facilities

PM 4.1 HEADQUARTERS

Fresno Police Department Headquarters is located at 2323 Mariposa Mall, Fresno, CA 93721. This is in Downtown Fresno, west of 'N' St. between Fresno St. and Tulare St.

PECS is located in the basement of HQ occupying Rooms 12, 15 & 16. Most current evidence is stored at Headquarters Storage. All bikes are stored in the Bike Cage. Current video surveillance and evidence/interview cassette tapes are stored in the video room and money vault for climate control. Money is stored in the HQ vault located in Room 16. Temporary cold storage is located in the booking cage near the I-Bureau prisoner entrance outside the basement access door. Bicycles and other large items are temporarily stored in this area as well.

PM 4.2 DISTRICT STATIONS

PECS personnel pick up property from district stations which have temporary lockers. Below is a list of those district stations:

AREA No. 3 - Southeast Station
1617 South Cedar
Fresno, CA 93702
(Between Butler & Church)

AREA No. 4 - Northeast Station
1450 East Teague
Fresno, CA 93720
(Northwest corner Teague/Cedar)

AREA No. 5 - Northwest Station
3789 North Hughes
Fresno, CA 92705
(In the office complex / South West Corner)

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Property and Evidence Control Section (PECS) Operations Manual

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PM 5.3 PROFESSIONALISM

PECS personnel shall not, under any circumstances, take any property from FPD facilities for the purpose of personal use or keep property in their desk. Property taken from FPD facilities will be considered stolen; an investigation will be conducted and the appropriate disciplinary action will be taken.

PECS personnel shall not accept professional courtesies or gratuities in accordance with department policy (per Policy 341, *Performance Standards*).

PM 5.4 CHAIN OF CUSTODY

PECS personnel shall maintain a complete and accurate chain of custody for every item of property and evidence turned over to PECS. Every effort will be made to maintain all evidence in the condition received. More detailed information regarding documentation and handling are covered in Property and Evidence Procedures.

One essential element of property and evidence handling is maintaining the chain of custody. The chain of custody is a record of individuals who have possession of evidence from the time of seizure until final disposition by PECS.

Emergency Situations

If an unforeseen emergency were to occur (i.e.: flooding, failure of a refrigerator's cooling system, etc.) and large amounts of evidence needed to be temporarily relocated, a tracking system will be used to maintain the chain of evidence.

CHAPTER 6: Property Classification

PM 6.1 DESCRIPTION OF PROPERTY CLASSIFICATIONS

Property obtained by law enforcement can be classified into the following categories:

EVIDENCE

Items taken with or without a search warrant, in connection with an investigation of a crime.

FOUND PROPERTY

Property coming into the custody of law enforcement which has been determined to be lost or abandoned and is not known or suspected to be connected to any criminal offense.

SAFEKEEPING

Property placed into PECS storage for temporary protection on behalf of the owner.

Minimum 72 hour hold on firearms from PC 273.5 suspects pursuant to PC 12028.5

General safekeeping property is governed by PC 1412, PC 1413 and 2080.10 CC.

ASSET FORFEITURE

All items seized by a member of the Fresno Police Department in accordance with Federal and State drug asset forfeiture laws. (This type of property is processed and recorded through the FPD Narcotics Unit).



OFFICER: _____ Case # _____
Date _____
PT#: _____

**POLICE DEPARTMENT
PROPERTY/EVIDENCE CONTROL SECTION**

CORRECTION(S) REQUIRED:

GENERAL: (SO 3.8.12)

- No label on box or property item (refer to ¶ 4.03 Property Tags & Labels).
- No property sheet with evidence (refer to ¶ 5.00 Property/Evidence Report).
- Property submitted with inappropriate packaging (refer to ¶ 4.01 Containers).

SYRINGES/NEEDLES & SHARP OBJECTS: (SO 3.8.12 ¶ 11.00 & 14.00)

- Syringe/Needles improperly packaged (refer to ¶ 11.0 Booking of Syringes).
- Improper packaging of knife/sharp object (refer to ¶ 14.00 Sharp Objects).

FIREARMS: (SO 3.8.12 ¶ 12.00)

- More than one gun per page (refer to ¶ 12.04 Firearm Booking).
- Listing & booking non-related items with gun (refer to ¶ 12.04 Firearm Booking).
- Weapon not properly unloaded prior to booking (refer to ¶ 12.04 for exceptions).
- Magazine not placed back into firearm/booked separate (refer to ¶ 12.04 Firearm Booking).

NARCOTICS: (SO 3.8.12 ¶ 8.00)

- Narcotics packaged with misc. evidence (refer to ¶ 8.00 & 5.00 Narcotics Evidence).
- Improper packing/envelope (refer to ¶ 8.03 Packaging Narcotics & Drugs).

MONEY: (SO 3.8.12)

- Money packaged with other evidence (refer to ¶ 18.00 Money).
- Improper packaging/envelope for money (refer to ¶ 18.00 Money).
- Money listed on same page as other evidence (refer to ¶ 05.00 Money).
- Envelope has only one signature (refer to ¶ 18.00 Money).
- Total amount added incorrectly (refer to ¶ 18.00 Money).

BICYCLES: (SO 3.8.12 ¶ 4.06)

- More than one bicycle on page (refer to ¶ 5.0 Property/Evidence Report).
- Biohazard precautions not used-package.

OTHER:

- Multiple items on one line.
- _____
- _____
- _____

Officer: _____ Badge #: _____ Voice Mail #: _____
Date Notified: _____ Second Notice: _____ Copy to Sgt.: _____
By: _____ By: _____ By: _____

Fresno Police Department
Property and Evidence Control Section (PECS) Operations Manual

[REDACTED]



B. DOCUMENTATION

When evidence is received from a district station and processed by a Property Technician other than the collector, the transportation will be documented in the comment section when received in PRIMUS.

Acceptable Location Documentation

The final location shall consist of 4 lines:

1. Building: The first line will label the building the property is being stored in. There are several choices that will match the drop down box used by PRIMUS:

Headquarters	A-American
Warehouse	Trailer Refrigerator

2. Room: The second line will label the room the property is being stored in. There are several choices that will match the drop down box used by PRIMUS.

“BIKE” - Bike Cage
“CE-GUNS” - Critical evidence guns
“H-COLD” - Homicide cold refrigerator
“H-GUNS” - Handgun
“CE-MAIN” - Critical evidence section of WH
“HQ STOR” - HQ storage room
“HZ” - Hazardous material room of WH
“L-GUNS” - Long guns
“MAIN” - Main floor of any building
“S-COLD” - Sexual assault cold refrigerator
“ROOM 1” - Envelope room at WH
“VLT” - Vault
Or Write in the room number (ex:E06, etc...)

3. Shelf: The third line will label the shelf the property is being stored in.

4. **Box:** The fourth line will label the box the property is being stored in. The “Building” and “Room” location are always *used*., “Shelf” and “Box” may or may not be used depending upon the item and location.

Marking Property with Location

The storage location, case number, processing Property Tech’s PT number and initials shall be documented on the evidence packaging or hang tag. The bar code label will be adhered to the top right hand corner. This information makes retrieving evidence more timely and accurate. Below is an example of how to mark boxes and packages:

CASE Number	
	(Bar Code Label)
	Officer’s Label
HQ HQ STOR A02	00/00/00

The case number shall be written in left corner. Storage location on lower left corner. PT initials & PT number and date in right lower corner

PM 7.4 DISTRIBUTING PAPERWORK

When all evidence/property has been received, all original PERs from that day’s processing shall be combined and taken to Records Bureau.

OUTGOING MAIL TRAY: Original PERs for Records will be taken to records and placed in the incoming reports tray on a daily basis.

IBIS: Primary evidence will be flagged by noting “IBIS” in the comment section of PRIMUS when receiving the evidence.

PM 7.5 PECS PROPERTY SHEETS-YELLOWS

The yellow PERs are printed and retained in a centralized filing cabinet in

PECS, Room 12. Prior to filing, PERs shall be color coded according to the following guidelines.

Green	Money	Retained in vault 3 months-deposited
Red	Narcotics	Retain 90 days-7 years
Black	Firearms	Retain 72 hours-Indefinitely
Lt Blue	Bicycles	Retain 60 days-10 years
Dk Blue	Misd. Crimes	Retain 2 years or less
Red Glow	Letter Sent	Retain 30 days or less
Green Glow	Safekeeping	Retain <i>60 days</i> (<i>Guns</i> until authorized for release or destruction).
Orange	Found Property	Retain personal items 30 days, all other 90 days

PERs coded with colored tabs provide a visual indicator for the type of evidence in a case, as well as providing assistance with identifying property for a timely, organized purge process.

When PERs are color coded they shall be filed in case number order.

CHAPTER 8: Property Requiring Specialized Processing

PM 8.1 BICYCLES

Bicycles being booked will be brought to HQ and placed in the booking cage until processed for storage.

The Property Tech/Cadet processing bicycles will verify the information listed on the PER.

Bicycles are classified as: Found, Safekeeping, or Evidence.

After processing, bikes are hung in the bike cage at HQ.

The PER is then disseminated according to paperwork distribution procedures (PM 7.5).

PM 8.2 BLOOD-URINE

Blood and urine samples obtained by officers will be booked into the "Blood-Urine" locker at HQ. A Property Tech will retrieve samples from the "Blood-Urine" locker in Room 15 at 0730 hours each morning. The Property Tech or Senior Account Clerk will match the samples with the PER by comparing and verifying information.

The Central Valley Toxicology (CVT) courier comes between 9:30a.m. and 10:00 a.m. Monday-Friday.

Compare the case number, charge, and suspect name listed on the CVT envelope to the case number, charge and name listed by the officer on the PER. The name and case on the CVT envelope **MUST** match the name and case on the PER. The charge can be different. If you find any mistakes notify the PECS Sergeant **IMMEDIATELY**.

Complete the blood log (located on FPD 'K' drive). Enter the info that is listed on the CVT envelope into the appropriate fields of the blood log. Once the blood log is complete, use the CVT stamp to stamp the white copy of the PER. Fill in the blanks on the stamp ("Released to CVT"). The white copies should immediately be taken to records.

Print out **3 copies** of the blood log report and sign all 3 copies.

1 copy will go inside the red blood vial bag that is provided by CVT.

1 copy will be placed (face down) on top of the blood vial bag. This copy will be signed by the CVT courier. Once signed, this copy will be placed in the CVT folder located under the front counter.

1 copy will be sent to PLO/CLO. Write: 'TO PLO/CLO' on top of the copy and place it in the outgoing mail tray.

The blood and urine are placed in the CVT courier bag and placed on the front counter for pick up.

FRESNO POLICE DEPT.
2323 MARIPOSA MALL
PROPERTY ROOM 16
FRESNO, CA 93721

**BLOOD & URINE SAMPLES
TO
CENTRAL VALLEY TOXICOLOGY LAB**

Date _____

CASE NO.	SUSPECT	OFFENSE	OFFICER	BADGE NO.

Prepared by _____

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Property and Evidence Control Section (PECS) Operations Manual

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[REDACTED] [REDACTED]
[REDACTED]
- [REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]
[REDACTED] [REDACTED]
[REDACTED]
[REDACTED] [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

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Property and Evidence Control Section (PECS) Operations Manual

[REDACTED]

The PER is then disseminated according to paperwork distribution procedures (PM 7.4 & 7.5).

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

CHAPTER 9: Lab Analysis/Case Review & Court Requests

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Fresno Police Department
Property and Evidence Control Section (PECS) Operations Manual

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



FRESNO POLICE DEPARTMENT
Property and Evidence Control Section
Evidence Request Form

FPD CASE # _____ OFFENSE: _____

PROPERTY & EVIDENCE FORM ITEM #(S): _____

PERSON REQUESTING EVIDENCE (print): _____

CONTACT PHONE NUMBER: _____

DATE / TIME NEEDED: _____

REASON FOR REQUEST: _____

Prop. Tech. Receiving Request: _____ Date/Time: _____

Prop. Tech. Completing work: _____ Date/Time: _____

Fresno Police Department
 Property and Evidence Control Section (PECS) Operations Manual

STATE OF CALIFORNIA
 DEPARTMENT OF JUSTICE
 BUREAU OF FORENSIC SERVICES

**PHYSICAL EVIDENCE
 SUBMISSION FORM**
 (BFS 1 Revised 11-5-99)

BFS CASE NO: _____

BFS RELATED CASE NO: _____

INFORMATION AND REPORT SECURITY	ROUTINE	AGENCY ONLY	AGENT ONLY
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SUBMITTING AGENCY:		AGENCY CASE NO :			
COUNTY OF PROSECUTION:		RELATED AGENCIES/CASE NUMBER(S):			
OFFENSE(S):		DATE OF INCIDENT:	DATE NEEDED:	REASON:	
INVESTIGATING OFFICER:		PHONE: ()		FAX: ()	
S, V, OTHER, OFFICER	SUBJECTS			DATE OF BIRTH	CII # (LATENTS AND DNA)
	LAST NAME	FIRST NAME	MI		

EVIDENCE SUBMITTED

ITEM NUMBER	DESCRIPTION OF EVIDENCE (ONE ITEM PER LINE WHEN POSSIBLE) EVIDENCE MUST BE TAPE OR HEAT-SEALED. INITIAL/MARK THE SEAL	COMMENTS OR REQUESTS FOR SERVICE

CHAIN OF CUSTODY FOR ITEMS LISTED ABOVE

ITEM NUMBER	RECEIVED FROM (SIGN NAME LEGIBLY)	DELIVERED TO (SIGN NAME LEGIBLY)	DATE	BFS USE

For BFS Use Only

Container(s)	Vault Location
Envelope(s)	
Bag(s)	
Box(s)	
Miscellaneous	

FOR CRIMINALISTICS AND QUESTIONED DOCUMENT CASES PLEASE SUBMIT A POLICE REPORT OR ATTACH A SEPARATE SHEET WITH A SUMMARY OF THE CASE

INSTRUCTIONS FOR SUBMITTING EVIDENCE ARE ON THE REVERSE SIDE

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[REDACTED]

■ [REDACTED]

[REDACTED]

■ [REDACTED]

[REDACTED]

■ [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

■ [REDACTED]

[REDACTED]

■ [REDACTED]

[REDACTED]

■ [REDACTED]

PM 9.3 CASE REVIEW REQUESTS

Detectives occasionally request evidence to review or use in follow up investigations, an Evidence Request Form will be completed by the Detective.

A tracking form will be completed. The case paperwork will be distributed for pick up at outlying storage facilities, unless the item is stored at HQ. When the evidence is ready to be checked out, the requesting Detective shall be notified unless other arrangements have been made. The evidence will be held in Room 16, Locker 3 (unless it requires refrigeration) until released to the Detective. A Property Tech will check out the evidence to the Detective and complete the tracking form in the following manner:

Item number(s)	Checked out To "Det.'s Name & badge number" For Case Review***	New Location	Date	PT Number	Receiving Det's Signature
----------------	--	--------------	------	-----------	---------------------------

The change of custody will be documented in PRIMUS. The paperwork will be placed in the "Out to Officer" tray on top of the filing cabinet in

Room 12. The “Out to Officer” tray shall be checked daily by PECS personnel to follow up on outstanding property.

PM 9.4 EVIDENCE FOR COURT

When evidence is requested for court the officer will complete a Evidence Request Form, the Property Tech will also complete a tracking form. The case paperwork will be distributed for pick up at outlying storage facilities, unless the item is stored at HQ. A Property Tech will check out the evidence to the officer and complete the tracking form.

The officer will be provided with a court receipt with instructions on how it shall be completed if the evidence is held by the court as an exhibit. If the evidence is not required in court it shall be returned (Procedure 804, Section S, *Evidence to Court*) immediately after the completion of the court hearing or at the time the member is advised the evidence is not being used.

The change of custody will be documented in PRIMUS. The paperwork will be placed in the “Property Out” tray on top of the filing cabinet in Room 12. If the evidence is retained by the court, the receipt must be returned to PECS in lieu of the evidence. The case paperwork will be pulled and the receipt attached to the case. The paperwork will then be re-filed and PRIMUS will be updated to reflect the evidence retained by the court. If these items have not been returned to PECS when it is time for the case to be reviewed by the Detective in the ‘Blue Folder,’ (2 years from original booking date), they will be considered permanently retained in court and the paperwork will be sent to Records.

The “Property Out” tray will be checked daily by PECS personnel to follow up on outstanding property.

CHAPTER 10: Public Release

PM 10.1 AUTHORIZATION FOR RELEASE

Property owners often call PECS requesting the return of their items. PECS personnel will verify that the caller has spoken with the appropriate investigations unit to receive authorization for property release. If they have not completed this necessary step, the caller shall be informed of the department policy requiring the authorization from the Detective prior to release. The caller will be provided with the correct phone number to make the appropriate inquiries and then transferred to the appropriate unit.

CRIMINAL INVESTIGATIONS - 621-2400

TRAFFIC-DUI, Traffic Violations, Etc - 621-5051

NARCOTICS - 621-5900

DISTRICT DETECTIVES

PM 10.2 PROPERTY RECIPIENT NOTIFICATION

When Detectives authorize the release of property, they will provide PECS with an authorization for release clearly stating who the property recipient will be, along with their address, and/or phone number. If the property recipient has not been notified by the Detective to make an appointment, PECS personnel will send a letter to the address provided, officially notifying the property owner of the department's property release policy (see Attachment). If the property is not picked up within 30 days of the date of the letter, the property will be destroyed.

Sending Notification Letters

Access the master notification letter on the computer by:

Opening Word Perfect

Under "File" select OPEN

When "My Computer" displays the drives, select drive "K" - Property

Select the "Common" folder

Select the "Master Forms" folder

Double click on "Blank Property Release Letter"

Type in the date, mail the same day, fill out the address information.

NOTE: If you need to find a zip code, access the US Postal Service website and select Zip Codes.

Insert the Case number.

Complete the general type of evidence ready for pick up and its current storage location.

Print 2 copies/prior to starting another letter put an envelope into the printer and push the "FORMAT" button on the task bar, scroll down and select "ENVELOPE." Verify the address, press print.

Sign one letter on the BY: _____, put your PT number under the signature.

Write COPY on the second letter and attach it to the paperwork.

Put a red glow dot on the 2nd column from the bottom on the yellow property sheet, mark it with the date the letter was sent. The PER can be updated to reflect the current location of the item. The PER is then re-filed.



POLICE DEPARTMENT

2323 Mariposa Mall
Fresno, CA. 93721-1271

Jerry Dyer
Chief of Police

PROPERTY & EVIDENCE CONTROL SECTION

April 8, 2014

**PROPERTY TECH
2323 MARIPOSA
FRESNO, CA. 93726**

Case No.: XX-XXXXXX45

The below listed property in our possession is now available for release to you in accordance with law:

1) MISC. PROPERTY HQ/39L

Contact the **PROPERTY & EVIDENCE CONTROL SECTION** at **(559) 621-2675** to schedule an appointment to retrieve your property. Property retrieval appointments are available during our public release hours which are **TUESDAY thru FRIDAY between the hours of 10:00 a.m. and 2:00 p.m.**

Please bring this **letter** and your **California driver's license or D.M.V. Identification Card** with you to the Property Room, (Rm 12), in the basement at **FRESNO POLICE HEADQUARTERS** at 2323 MARIPOSA MALL (Corner M Street) in order to claim your property.

*Please contact the Property & Evidence Control Section **WITHIN 30 DAYS** to schedule an appointment for retrieval of your property. If arrangements have not been made within that time span, the property will be **DISPOSED** of.*

It is your responsibility to make appropriate arrangements if you have circumstances which will not allow you to retrieve this property in person. You may be able to send an authorized designee to retrieve the property.

IF YOU HAVE ANY FURTHER QUESTIONS YOU MAY CONTACT US AT (559) 621-2675. Voice mail is available for after hours calls.

Sincerely,
Sergeant Kirk Pool S94

BY: _____

Property

Tech

PT00

PM 10.3 ALTERNATE PROPERTY RECIPIENTS

Authorized property recipients may wish to send an alternate recipient to receive their property. Alternates must be approved by the authorizing Detective, a verbal authorization is acceptable if the paperwork is already signed by the Detective. A notation regarding the verbal authorization will be documented on the paperwork to include the name of the authorized alternate recipient, the date and time of the Detective's authorization, and the PT number and initials of the Property Tech obtaining the authorization.

Alternates must provide acceptable picture identification, a right thumb print at the time of property release and a photograph with the property if requested by the Detective. The signed letter of release by the property owner, if supplied or requested by the Detective, shall be stapled to the case paperwork.

PM 10.4 PROPERTY RELEASE PROCEDURE

Property owners having proper authorization must make an appointment to pick up their items. When the appointment is made, a Property Tech will make a notation of the appointment date and time on the PER and distribute it for pick up at outlying storage facilities, unless the item is stored at HQ. The appointment will be logged in the *Microsoft Outlook* calendar.

When the evidence has been retrieved from the storage facility for public release, it shall be held in the designated shelf of HQ storage for temporary storage. If the property is oversized or provides a security risk, alternate storage arrangements need to be made. Large items may be kept in the Bike Cage. The Sergeant may wish to temporarily store security risk items in the vault. The paperwork will be placed in the "Appointment" tray located on the filing cabinet in Room 12.

Upon arrival of the property recipient, Records will check identification of the person. The property recipient will then be sent down to our office. A Property Tech will bring the property into the office for release, unless the item is of large proportion.

The property owner shall identify the items being released. All department markings will be removed from the packaging or the property shall be removed from the packaging if removal of the information is not feasible.

Property owners must provide an acceptable picture identification, (California driver's license or California identification card) the claim letter

if they received one (not required), a right thumb print at the time of release, a signature, and a photograph with the property if requested by the Detective documented on the PER. Release in PRIMUS.

If the property being released is a gun, large and cumbersome or numerous items are released, the property owner will be instructed to bring their vehicle around to the basement ramp for loading.

PM 10.5 MONEY RELEASE

Money will be held in the vault for 3 months, then deposited at City Finance. Money will be released following these procedures:

1. When money is still in the vault, the PECS Senior Account Clerk or Sergeant will pull the original envelope. The money recipient must provide acceptable picture identification. Then, two PECS employees and the owner will count and confirm the amount of money being released. The amount will be documented on the release form. The owner will sign for receipt of the money and provide a right thumb print. When requested by the Detective, the money recipient will be photographed with the money.
2. If money has been deposited at City Finance, and the release amount is under \$200.00, the PECS Senior Account Clerk or Sergeant may distribute the money from the PECS petty cash fund.

The money recipient must provide acceptable picture identification, then two PECS employees and the owner will count and confirm the amount of money being released. The amount will be documented on the release form. The owner will sign for receipt of the money and provide a right thumb print.

3. When money has been deposited at City Finance, and the release amount is over \$200.00, a minimum of 10 business days will be required to obtain a check from City Finance.

To start the voucher/check process, the money recipient will need to come to the PECS office and show acceptable picture identification. They will be given an appointment to return, approximately seven days later, to pick up the check.

At the *return* appointment, the money recipient will need to provide an acceptable picture identification, a right thumb print at the time of

Fresno Police Department
Property and Evidence Control Section (PECS) Operations Manual

property release, a signature and a photograph with the check if requested by the Detective.

PRIMUS will be updated for all money releases. Also, the Sergeant or Senior Account Clerk will update the money vault log and release log for each money release.

CHAPTER 11: Case Review for Disposition

PM 11.1 FOUND PROPERTY CASE REVIEW

When distributing PERs after processing property, a copy of Found Property cases shall be forwarded to the District Misdemeanor Detective for review and disposition. To avoid duplicated efforts and to streamline the process, some guidelines have been established:

Found property cases that have items without identifying marks or a possible owner shall be forwarded to the Detective to research for a criminal connection. Cases that have a person's name listed without an address or phone number, also need to be forwarded to the Detective for follow up to locate a possible owner.

In Found Property cases where a possible owner is not known or contraband was booked as 'Found,' the Misdemeanor Detective shall determine if the Found Property items may be destroyed or released prior to the 90 day maximum time.

The Misdemeanor Detectives do not need Found Property PERs which have enough identification information that a notification letter can be sent by PECS without any investigation. Notification letters will be sent by PECS immediately, as this will cut down storage time on unclaimed Found Property. If the item is not claimed within 30 days of the date of the letter, it will be destroyed. *Items highlighted in red are currently suspended. Light duty officers conduct the case reviews.*

PM 11.2 DETECTIVE CASE REVIEW [CURRENTLY SUSPENDED]

It is the responsibility of Detectives to review cases routinely to determine if the evidence may be destroyed or released. Each Monday, Property Techs will deliver a 'Blue Folder' containing PERs to the Detectives at the various district stations. The 'Blue Folder' shall be returned to PECS no later than Friday of the same week.

The PERs inside the 'Blue Folder' are tracked and accounted for by documenting each case in the 'Blue Folder' log.

The review process will be the following:

- 1) Misdemeanor cases with no suspect will be reviewed yearly.*

- 2) *Misdemeanor cases with a suspect will be reviewed in two years, then yearly thereafter.*
- 3) *Felony cases will be reviewed after two years, then every year.*
- 4) *Cases with dispositions will be reviewed immediately.*
- 5) *O.I.S., homicide and attempted homicides will be reviewed after five years.*

To return the 'Blue Folders,' Detectives may hand deliver them back to the Property Tech or leave it in a property locker for pick up at the district stations. They may also be returned directly to PECS if the Detective is visiting or working at HQ.

Property sheets should be marked with one of the following dispositions:

1. *HOLD - REVIEW IN 1 YEAR REASON:* If evidence needs to be retained for further investigation or prosecution, write "Hold until (date)" or mark the appropriate box with a signature, badge number, and date. *A brief description on why held is to be documented in reason area.* The PERs will then be re-filed and sent to the Detective on the designated date for a follow-up review.
2. *DESTROY/AUCTION:* If evidence is no longer needed, write "OK to Destroy" or mark the appropriate box on the red stamp with a signature, badge number, and date. This evidence will then be disposed of by PECS.
3. *RELEASE TO:* If the property has an owner and is ready to be released, write in the releasee's name and address on the space provided by the red stamp or attach a "Release Form" to the PER indicating the releasee's name, address, and/or phone number. PECS will send a letter to the owner advising them of the release procedures.

Procedure 804 outlines the responsibility of a Detective as it pertains to routine disposition of property.

Light duty officers assigned to PECS conduct assigned case reviews as needed to determine the appropriate disposition of evidence when cases are completed.

CHAPTER 12: Property Purge

PM 12.1 PROPER DISPOSAL

Evidence that has been authorized for disposal will be disposed of in the manner ordered by the Detective/light duty officer. *Disposal should be completed by property technicians, light duty officers, ESU CSO or School Resource Officers.*

Evidence for destruction shall be destroyed in a manner which renders the property unusable. Paper documents will be placed into the InstaShred container for permanent disposal. Clothing, fabric items, and pliable plastics shall be cut or shredded to a point they are no longer usable. Hard plastic items shall be crushed. Metal objects shall either be taken to Levis or if the metal is soft, bent so the object is no longer usable for its original intention. Destroyed property may then be placed in the dumpster on the basement ramp to be hauled away. All knives, clubs and various weapons will be transported to a metal scrap yard to be cut and/or melted.

All documentation regarding the case number, type of report, victim, and suspect names shall not be discarded in the dumpster without being obliterated. Labels on boxes and hanging labels shall be removed and placed in the InstaShred container to assure confidentiality.

The paperwork shall be documented with the final disposition of the property. PRIMUS will be updated with the final disposition and the completed yellow PER will be forwarded to Records.

If an item or property tag cannot be found, the PECS Sergeant will be contacted immediately. If the Sergeant cannot locate the item after an extensive search, the Sergeant will update the item in PRIMUS as "UTL." An investigation may be initiated by the PECS Sergeant.

PM 12.2 PURGING REFRIGERATED STORAGE FACILITIES

Refrigerated storage facilities operated by PECS have a limited capacity. The following guidelines will be used in-lieu of investigator releases and court dispositions, to determine when items of property/evidence requiring refrigerated storage may be moved to dry storage.

- (a) All items of property/evidence booked in misdemeanor cases requiring refrigerated storage with no listed suspect(s) shall be disposed of after one year.

- (b) All items of property/evidence booked in misdemeanor cases requiring refrigerated storage with listed suspect(s) shall be moved to dry storage after one year.
- (c) All items of property/evidence booked in felony cases (except homicides, attempt homicides, assaults with great bodily harm & sexual assaults) requiring refrigerated storage with or without listed suspect(s) shall be moved to dry storage after eighteen months.
- (d) All items of property/evidence booked in homicide & attempt homicide cases requiring refrigerated storage shall remain refrigerated indefinitely.
- (e) All items of property/evidence booked in sexual assault cases and ADW w/GBH requiring refrigerated storage shall remain refrigerated for ten years, or until its removal is approved by the respective CAPERS investigator and the respective District Attorney Chief.
- (f) When there is no room in refrigerated storage to store new evidence, evidence will be moved to dry storage based on a formula of the lowest factors of solvability and oldest cases first, with the affected investigators being advised.

PM 12.3 DEPARTMENT USE

Department units or members needing property for department use shall have their supervisor or commander generate a memo or email to the PECS supervisor listing the property they need.

When requests are approved by the requesting supervisor or commander he will sign the email/memo and forward it to the PECS Sergeant. Upon receipt of the memo in PECS Property Techs will search for property which has received a disposition and meets the needs of the request.

When the property is located, it will be released to the department member requesting it. A *Department Use Release* form will be signed by the person receiving the property indicating the property is for department use. The completed paperwork will be kept in a file in the PECS office. If the item has a serial number, the unit receiving the item will be instructed to add the item to their unit's inventory as FPD property.

PRIMUS will be updated with the release information by the releasing Property Tech.

PM 12.4 AUCTION

Unclaimed property and property approved for auction will be placed in a storage space designated for auction.

The property will be organized on a computer list, the PERs will be placed on a clipboard, and each item will be numbered in accordance with the computer list. Upon release to the auction company, a thorough inventory will be done as things are moved out of the storage into the custody of the auctioneer. The auction company will receive a copy of the computer list and will sign the PECS copy as a receipt.

PRIMUS will be updated with the final disposition and all paperwork will be forwarded to Records.

PM 12.5 CHARITY

Evidence which has been authorized for disposal, *pursuant to Fresno Municipal Code 3.303*, may be released to CARE Fresno, Marjoree Mason Center, Off the Front, FUSD, *Fresno Zoo, Fresno Fair, Mission* for distribution to the charities they serve. No other charities have been approved by the department for property contributions.

These charities may be contacted to receive property which a Property Tech feels is of value for charitable purposes. When something suitable is available from a destruction pile or the auction storage rooms, those items may be pulled for charity.

Bikes

Unclaimed bicycles or bicycles authorized by Detectives for release to charity, will be released to the Pleasant Valley State Prison (PVSP) or Off the Front for restoration.

PRIMUS will be updated to reflect the charitable release. The paperwork will be properly documented as "REL to PVSP" or "REL to Off the Front" and forwarded to Records.

CHAPTER 13: Narcotics Destruction

PM 13.1 PREPARING A NARCOTICS BURN

All narcotics cases will be reviewed on a routine basis by Narcotics Detectives, even those initiated by patrol officers. Narcotics will be authorized for destruction after cases have been adjudicated.

When PECS receives PERs that have been authorized for destruction, they will be placed in the “Narcotics Purge” tray, *the Drug Burn Checklist* shall be followed. The assigned Property Tech will pull the authorized narcotics and put the package in the “Destroy Bin,” a temporary storage area, until destruction. A narcotics destruction list will be completed and faxed (the cover sheet contains a confidentiality notice) to the chemical plant to ensure all items will be acceptable to burn. The weight of the narcotics will be provided.

PM 13.2 OBTAINING A COURT ORDER

A Narcotic Destruction Court Order List will be compiled which includes the FPD case number, item number and narcotic description. When the quarterly burn date is near, the destruction list will be printed, attached to the court docket and submitted for a judge’s authorizing (sample attached).

Two FPD officers, assigned to the Narcotics Bureau, will conduct a random sampling of the narcotics which have been pulled for destruction. He will conduct a visual verification as well as a presumptive analysis on approximately 10% of the pending cases.

PM 13.3 NARCOTICS DESTRUCTION GUIDELINES

Two armed FPD officers will escort two Property Techs to the burn site and assist with the destruction. The burn site will be at a state licensed chemical burn plant approved by FPD. While at the chemical plant, FPD employees will strictly adhere to the plant safety regulations and policies.

After the burn has been witnessed and completed, two FPD officer and two Property Techs will sign the document verifying the destruction of the narcotics within the court order.

Drug Burn Check List

- When receiving the PER verify they are signed off for destruction.*
- Take the PER out to warehouse, pull narcotics and re-verify the drug is approved for destruction. Once verified, place PER in front of the envelope and place envelope in a crate located on the drug burn shelf.*
- For boxes, tape or paperclip tag to front of box and re-locate to drug burn shelf if feasible.*
- When the crates of envelopes equal that which is equivalent to one large burn box complete burn box process with partner. This process is to be done the first half of your shift preferably on a Tuesday or Thursday. Listed below is the procedure that is to be followed.*

Drug Burn Process

- The crates of envelopes are to be placed on the desk in the main warehouse. This is the location for the scanning to the AFD Box. One tech is allowed to scan the drugs into a destroy bin box to start the process and place the envelopes in a destroy box with the sequential number assigned. Example (DES Bin Box 1)*
- Completing the verification process. One tech will pull the envelopes from the DES Bin Box and hand the PER tag to another tech who re-verifies the drugs are authorized for destruction.*
- Once re-verified for destruction, the tech handling the envelope will then scan the barcodes on the envelope and draw a line through the barcode and place the item in the DES Bin Box assigned. When the box is full, the tech will then close and seal the box with red evidence tape. At this point the tech will fill out the drug burn box label indicating the box number and exact weight. The corresponding tags will then be placed in a new 10 x 13 envelope with a matching drug burn box label noting the exact weight. This process will be completed for every envelope of PERS. **No boxes of drugs will be allowed to be placed in the envelope drug burn boxes.** Once completed, the weight of the boxed envelopes will be placed on the box and placed back into the drug room.*
- Boxes of drugs, will be the last item added to the drug burn list after the envelopes have been completed, sealed and placed back into the drug room. **All** of the boxes will be removed from the drug room and placed on the table along the south warehouse wall. The PERS will be removed on a box to box basis (not all at once) and handed to the second property tech. The authorization for destruction and barcode is re-verified. Once verified, the box is physically moved over to the computer and the barcode is scanned into the Authorized for Destruction List and a*

black felt pen line is written through the barcode. The box is then assigned a sequential number in order from the envelope box and that number is written on the PER tag and on the box in large 3" letters with the Letters ADD. The box is then affixed with a red label with the words, "Drug Burn." This is completed and all the boxes are returned to the drug room and placed in the designated destruction area.

- "Ten percent" (10%) of all drugs will be tested prior to destruction. This will include all boxed drugs and a random sample of the envelope boxes per the direction of the narcotic detective and the drug testing form will be completed.*
- On the day of the drug burn, all boxes are pulled and counted by both techs. The number is then placed on this form with the total number of envelope burn boxes and the total number of regular boxes scheduled for destruction. The initial and badge number of both techs are to be noted below. The drugs are loaded in the transportation van and taken to Covanta.*
- Upon arriving at Covanta, any non related burn boxes are to be removed (e.g. IA boxes) and a total weight of the truck and scheduled burn boxes are to take place and noted below. The boxes are then unloaded and taken into Covanta for destruction. The boxes are tossed into the hopper and are not to be left until the boxes are out of sight.*
- When Leaving Covanta, a total weight of the truck is to be completed and noted below.*

_____ *Number of Drug Burn envelope boxes.*

_____ *Number of Drug Burn boxes.*

_____ *Number of IA boxes.*

_____ *Total # of Boxes*

_____ *Weight of Truck at Covanta (With non related drug burn boxes removed)*

_____ *Weight of Truck when leaving Covanta*

Verified/Date by:

Witnessed/Date by:

Approved/Date by:

GN (09/08/05)

JAMES SANCHEZ
City Attorney

1 Melissa White, #192208
2 Deputy City Attorney/Police Legal Advisor
3 Fresno City Police Department
4 2323 Mariposa Street
5 Fresno, California 93721
6 Telephone: (559) 621-2110

7 IN THE SUPERIOR COURT OF THE STATE OF CALIFORNIA

8 IN AND FOR THE COUNTY OF FRESNO

9 ORDER FOR THE DESTRUCTION OR DISPOSITION
10 OF CONTROLLED SUBSTANCES

11 STATE OF CALIFORNIA)
12)
13 COUNTY OF FRESNO)

14 IT IS HEREBY ADJUDGED AND DECREED, that the Fresno
15 Police Department is authorized in accordance with Sections
16 11473, 11473.5, and 11474 of the Health & Safety Code of the
17 State of California, to destroy or dispose of the controlled
18 substances and paraphernalia which are before the Court, as
19 described in the Declaration of Sgt. GREG NOLL, dated June
20 25, 2007, in the instant proceeding and which have been held
21 for the time prescribed by law.

22 WHEREFORE, IT IS ORDERED AND DECREED that the
23 following controlled substances and/or paraphernalia be
24 disposed of or destroyed by the Fresno Police Department.\

25 DATED: _____, 20____

26 _____
27 Judge of the Superior Court



FPD DRUG BURN

I have randomly inspected _____ of the _____ total items on the attached NARCOTICS DESTRUCTION LIST and have found them to be as listed therein.

By _____ Badge # _____
(Signature)

(Print Name)

All items on the attached NARCOTICS DESTRUCTION LIST were burned

on _____
(Date)

Witnessed by _____ Fresno Police Department, Narcotics Bureau
(Signature and Badge #)

and by _____ Fresno Police Department, Narcotics Bureau.
(Signature and Badge #)

Also witnessed by _____ Fresno Police Department, Property & Evidence
(Signature and Badge #) Control Section

and by _____ Fresno Police Department, Property & Evidence
(Signature and Badge #) Control Section

for the Fresno Police Department.

CHAPTER 14: Firearms Destruction

PM 14.1 PREPARING A FIREARMS DESTRUCTION

Firearms must be authorized for destruction by the assigned Detective. Firearms will be reviewed for destruction after cases have been adjudicated. The Detective will approve disposal by completing a 'Gun Release Form.' The completed form is submitted to the CIB clerk and he/she will prepare a package for the CIB/SVB Lieutenant, or their designee, to review. When a gun PER is removed from the PECS file cabinet and given to a Detective or the gun clerk, a copy of the PER will be made with an explanation and location of the yellow PER. The photo copy will then be re-filed into the PECS file cabinet. (Exception: when gun PERs are removed for the routine blue folder case review).

The CIB/SVB Lieutenant, or their designee, will authorize the disposition of the firearm. PECS will then be authorized to either return the firearm to the owner or destroy it.

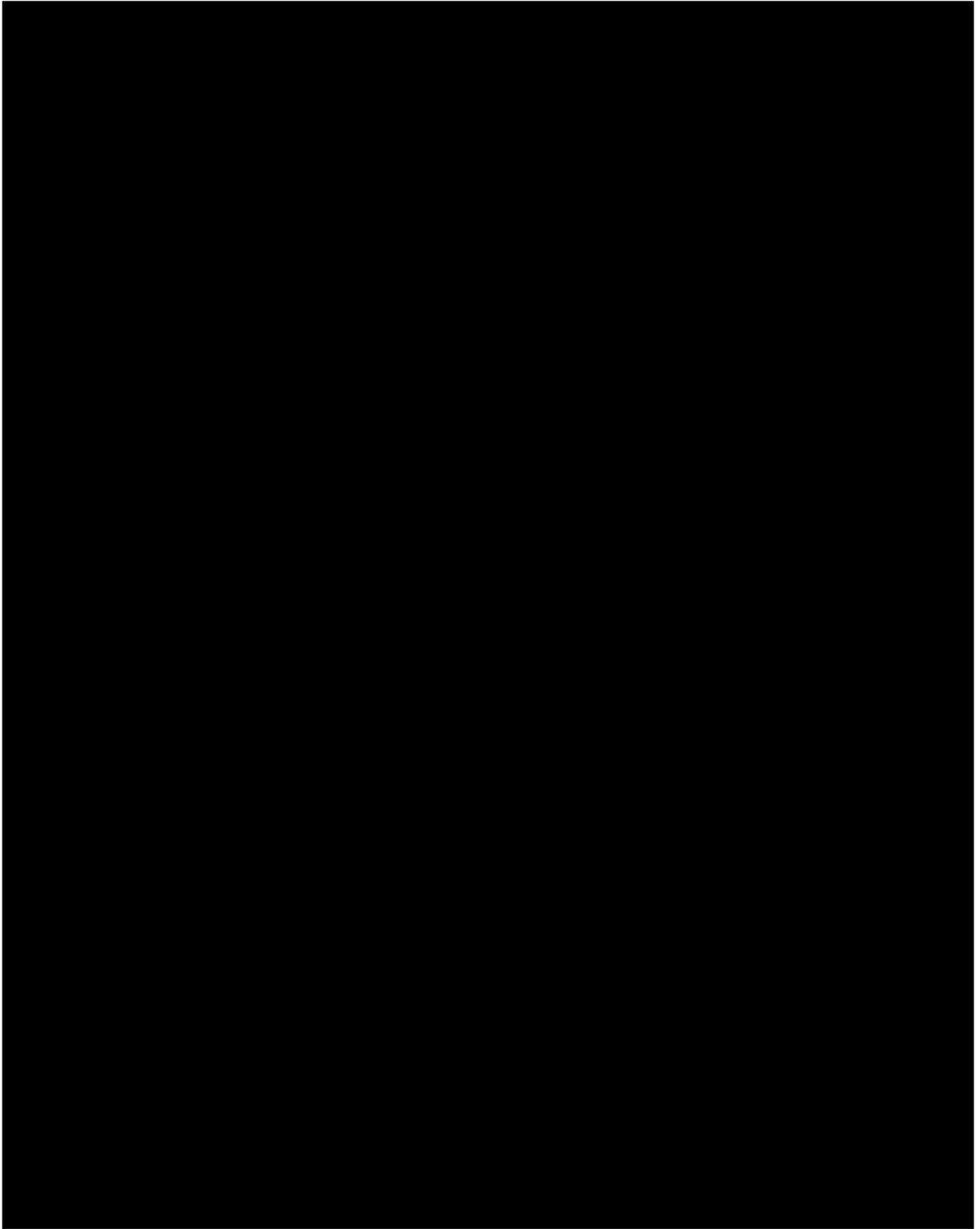
When 20 or more guns have been approved for destruction, a destruction list may be compiled. Each firearm label will be marked with a number which corresponds with the destruction list. The case paperwork will be temporarily attached to the destruction log.

PM 14.2 COMPLETING A FIREARM DESTRUCTION

The firearms will be placed in a container for transport to an approved scrap metal yard to be cut or melted down. The Property Tech or light duty officers will verify the information on the gun matches the destruction log as it is received at the metal yard. The Property Tech or light duty officers will visually witness the firearm destruction. A minimum of two people will be assigned to the gun destruction.

PRIMUS will be updated to reflect the destruction with the appropriate date. All PERs will be stamped as 'Destroyed' with the appropriate date and Badge number or PT number after the actual destruction. The PECS paperwork will then be submitted to the PECS Sergeant for review then forwarded to Teletype for an AFS update.

Fresno Police Department
Property and Evidence Control Section (PECS) Operations Manual



CHAPTER 16: Property Tech Job Responsibilities

PM 16.1 DAILY DUTIES

Evidence is collected in the morning and all Property Techs process the evidence for storage.

Property is released throughout the day to officers, investigators and the public.

Telephone inquiries from the public and department personnel will be handled in a courteous, professional manner, providing as much assistance as possible.

When evidence or found property is ready for release to the owner, letters regarding the pick up procedures are sent to the authorized party.

When attorneys, other agencies, or officers wish to view evidence, they will be accompanied at all times by a Property Tech (Exception: Narcotics are always viewed with the CSO assigned to the Narcotics duties). The paperwork will reflect what was viewed and the viewer will sign the 'Tracking Sheet.'

PERs that require destruction will be placed in the "Purge" trays in Room 16.

Data entry regarding property releases for court, lab analysis, return to owner and destruction can be entered into the PRIMUS by the Property Tech that handled the transaction.

PM 16.2 DISTRICT STATIONS/AA DUTIES

The Property Tech assigned to District Stations/AA will be responsible for an array of duties.

Gather and transport large bulky evidence from PECS Room 16 and the chain link enclosed temporary evidence storage area to AA.

Pick up *PERs* from the "AA Pick-Up" tray in Room 16 (these requests are generally for property release and officer review requests).

When extensive amounts of evidence and large bulky property need to be stored at AA, additional Property Techs/Cadets will assist with handling.

Evidence shall never be left unattended or unsecured. If the Property Tech must leave the area all evidence shall be properly secured.

Department vehicles shall remain locked while unattended at AA.

Property/Evidence will be picked up at the District Stations on M/W/F, beginning at 0800. This evidence will be transported to HQ for processing and storage.

Evidence brought to HQ for release shall be temporarily held in Room 16, Locker 3. Document the transport on the tracking sheet.

Paperwork for official business shall be filed in the "Detective File" located in Room 16, Locker 3.

Paperwork for public business will be placed in the "Appointment" tray in Room 12 on top of the filing cabinet.

Report all malfunctioning equipment, broken storage doors/locks, flooding units, and unsafe conditions immediately to the PECS Sergeant.

When transporting or working at AA, the Property Tech should carry their personal cellular phone so contact may be made as necessary.

PM 16.3 WAREHOUSE DUTIES

The Property Tech assigned to maintaining the Central District Station Warehouse (WH) will be responsible for an array of duties.

1. Gather and transport refrigerated evidence homicide, sexual assault evidence and narcotics from PECS Room 16 and the chain link area near the prisoner entrance into I-Bureau.

2. Pick up *PERs* for pick ups and *PERs* from the "Warehouse Pick-Up/Purge" tray in Room 16.

Evidence needing cold storage will be located first. If the item will be stored at the trailer refrigerator that stop shall be made first. The WH requires the use of a Sonitrol alarm code to make entry. The entry code will be kept confidential and known only by the PECS Sergeant and Property Techs.

Evidence shall never be left unattended or unsecured. If the Property Tech

must leave the area, all evidence shall be properly secured.

Department vehicles shall remain locked while parked at the WH.

Evidence brought to HQ for release shall be temporarily held in Room 16, Locker 3. Document the transport on the Tracking Sheet.

Paperwork for official business shall be filed in the "Detective File" located in Room 16, Locker 3.

Paperwork for public business will be placed in the "Appointment" tray in Room 12 on top of the filing cabinet.

Report all malfunctioning equipment, broken storage doors/locks, flooding, and unsafe conditions immediately to the PECS Sergeant.

When transporting or working at the WH, the Property Tech shall be wearing their pager and possess a PECS cellular phone, if one is available, so contact may be made as necessary.

Due to the type of evidence stored at the WH, it is a **HIGHLY RESTRICTED AREA**. Citizens, visitors and department personnel not assigned to the PECS unit will not be allowed to enter the WH without authorization from the PECS Sergeant. Persons granted authorization for entrance must sign the "WH Visitor Log."

CHAPTER 17: Cadets & Volunteers [Currently not used]

PM 17.1 CADETS

Police Cadets assigned to PECS may perform a wide range of duties under the supervision of a Property Tech such as:

- Assist with booking property
- Process bicycles and prepare bicycles for PVSP release
- Special projects
- Assist with purging
- All other duties as assigned

PM 17.2 VOLUNTEERS

Volunteers assigned to PECS must have completed a background investigation. Approved volunteers may perform a variety of tasks under the supervision of PECS personnel such as:

- Assist with receiving & inventory at ESU
- Issue equipment & maintain equipment records
- Fill Bio-Hazardous Kits
- All other duties as assigned

CHAPTER 18: PECS Safety Precautions

PM 18.1 SAFETY EQUIPMENT

Gloves may be worn whenever handling evidence that is not packaged. Gloves may always be worn when purging and handling materials contaminated with blood or body fluids.

Particle masks may be worn in dusty areas, when dealing with narcotics or other chemicals *or* whenever handling contaminated or infectious evidence.

Goggles or glasses may be worn at all times when destroying hard plastic, glass and metal items.

When handling property which may have biological fluids on them, especially bloody items or rape evidence, PECS personnel may step into a protective paper bio-hazard suit.

A Sr. Property Tech shall be assigned to the duties of "Safety Officer." He/she will ensure all safety items are stocked and maintained.

PM 18.2 PROPER HANDLING OF HEAVY OBJECTS

When lifting heavy items, PECS personnel shall put on a waist belt to help support their back. Lifting shall be done using the legs whenever possible. Do not stoop over to pick up a heavy item; instead bend at the knees and use your legs to push you to an upright position.

Whenever possible, heavy items should be moved with the assistance of a hand truck. If that is not an option, request additional manpower to safely lift odd shaped heavy objects.

PM 18.3 USING LADDERS

When retrieving or storing evidence which requires the use of a ladder, follow these guidelines:

Set WH ladders to avoid rolling. Household ladders shall be set firmly on the ground with the legs fully extended.

PM 18.4 SHARPES CONTAINERS

Sharpes containers are provided for disposal of bio-hazardous sharp objects, needles, razor blades, etc. When the container is full, the safety lid shall not be removed and the entire container is to be placed in the large bio-hazardous bin in the I-Bureau drying area.

PM 18.5 DISPOSING/HANDLING BIO-HAZARDOUS MATERIALS

Bio-hazardous materials shall be burned whenever possible. When purging heavily contaminated evidence it shall be placed in the bio-hazardous bin in the I-Bureau drying area. Property Techs shall double glove and wear a facial mask when handling this type of evidence.

PM 18.6 AVAILABLE VACCINATIONS

Vaccinations are available free of charge for Hepatitis B through the department. All Property Techs are encouraged to get this vaccination to protect from exposure while handling infectious or contaminated evidence.

PM 18.7 EMERGENCY PROCEDURES IN CASE OF INJURY

Falls

All injuries sustained from a fall must be reported to the PECS Sergeant immediately. The PECS Sergeant will complete the necessary Workers' Compensation forms and return them to the Personnel Bureau at the end of shift.

When a Property Tech sustains major injuries from a fall, immediately call 9-1-1 for a medical response and administer first aid, if necessary, until EMS arrives.

Lacerations

All lacerations shall be reported to the PECS Sergeant immediately, even if medical attention is not necessary. The appropriate paperwork will be completed by the PECS Sergeant in accordance with the extent of the injury.

First aid kits are located at the WH, AA (Room A-20) and at the HQ office

containing band aids, bandaging supplies, etc. If a major laceration is sustained, immediately call 9-1-1 for medical assistance.

Chemical Exposures

When chemical exposure is sustained, immediately notify the PECS Sergeant.

If eyes have been exposed to a chemical, they shall be washed immediately (eyewash racks are located at the WH and near the HQ Video Room). If inhalation of chemicals occurs, immediately call 9-1-1 to receive medical attention. Basic first aid shall be administered if applicable, others present with the victim shall prepare for shock and possible cardiac arrest depending on the extent of exposure.

Sergeant's Applicable Forms

A. Injuries not requiring treatment, or first aid only:

Complete Supervisor's Report of Injury

B. Injuries requiring medical treatment, or is expected to result in loss of at least one work shift:

Complete Supervisor's Report of Injury
Complete Medical Service Order (for physician)
Complete employer portion-DWC-1/Employer portion
Send completed forms to P&T at the end of your shift.

C. Send injured worker for treatment.

If a minor injury occurs during business hours, send the employee to one of the walk-in clinics listed on the Workers' Comp instruction sheet. For serious injuries, or late-night treatment, send to hospital emergency room.

An employee may seek treatment for an on-the-job injury from their personal physician provided a Notice of Selection of Physician for Worker's Comp form is on file with the Human Resources Division prior to the injury.

Fresno Police Department
Property and Evidence Control Section (PECS) Operations Manual

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Fresno Police Department
Property and Evidence Control Section (PECS) Operations Manual

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CHAPTER 20: EQUIPMENT & SUPPLY UNIT

PM 20.1 EQUIPMENT & SUPPLY PROCEDURES FOR SENIOR STOREKEEPER

The Equipment & Supply Unit (ESU) is under the direction of the Sergeant within the Property and Evidence Control Section (PECS), which is part of the **Administrative Services Division**. This unit is staffed by one Senior Storekeeper and one Community Service Officer (CSO).

The overall function of the unit is to provide and maintain Officer/CSO equipment and to provide and maintain routine office supplies needed for use within the Police Department. All stored equipment, as listed in this chapter, will be maintained by the Equipment and Supply Unit in a condition of operational readiness. This will be accomplished through periodic inspections of received and stored equipment to ensure that is in a functional condition and ready for immediate use.

It is the responsibility of the member being issued equipment to conduct a final function test and inspection of the equipment being issued by ESU prior to signing out for the equipment. Any equipment found to be in less than operational state will not be issued.

Other Senior Storekeeper responsibilities include:

- Ordering and receiving of supply shipments

- Receiving and distribution of special order items for department members

- Receive and fill general office supply orders from department units on a weekly basis

- Provide new employees/officers with appropriate equipment

- Issue and maintain records on all department keys

- Receive all equipment & keys upon termination/resignation of employees.

- Run monthly "Detail Transaction Report" by Org on the first of every month. In PeopleSoft program.

PM 20.2 OPERATIONAL READINESS OF RETURNED EQUIPMENT

ESU members will inspect all equipment returned to the unit for function, wear, and general condition. ESU will determine whether the equipment can

be reissued, reconditioned or repaired prior to reissuing the equipment, or discarded and not reissued. Only equipment that is in, or can be restored to a state of operational readiness will be restocked in the ESU.

The ESU CSO is responsible for the destruction of worn/damaged equipment, and shall provide an inventory of same to the PECS Sgt. when destruction occurs.

PM 20.3 OFFICER/CSO EQUIPMENT

To meet the needs of the officers, CSOs and cadets; ESU will keep a total of 40 pieces of pleather gear and all accessories available at all times. As soon as an employee is hired and picks up their gear an order will be placed to replenish the stock back to 40. When an employee retires or resigns from the department, his/her gear will be evaluated for the possibility of being re-issued.

PM 20.4 BADGES

Badges will be kept in stock. The following number of duty and soft cap badges will be kept available at all times:

Officer	40 badges
Sergeant	20 badges
Lieutenant	10 badges
Captain	8 badges
Deputy Chief	4 badges
Assistant Chief	2 badges
Chief	2 badges

There will be a stock of reserve badges also kept as follows:

Reserve Officer	25 badges
Reserve Sergeant	10 badges
Reserve Lieutenant	1 badge

Soft Cap Badges:

Officer soft cap badges will be silver in color with the gold center trimmed in white. The banner will have the word 'police' written in blue.

Sergeant soft cap badges will be silver in color with the gold center trimmed in white. The banner will have the word

‘sergeant’ written in blue.

All staff member soft cap badges will be entirely gold in color with the gold center trimmed in white. The banner will have the name of their rank written in blue (Lieutenant, Captain, Deputy Chief, Assistant Chief or Chief).

A stock of miscellaneous badges will be kept as follows:

Cadet	20 badges
(Cadet badges are no longer numbered)	
CSO	15 badges
Education Officer	5 badges
Motor Helmet:	
Officer	10 badges
Sergeant	3 badges
Lieutenant	1 badge
Captain	1 badge

Retirement Badges: The following number of retirement and mini-pin retirement badges will be kept in stock:

Officer	20 badges
Sergeant	10 badges
Lieutenant	5 badges
Captain	4 badges
Deputy Chief	2 badges
Assistant Chief	2 badges
Chief	1 badge

- A. When an Officer, Sergeant, Lieutenant, Captain, Deputy Chief, Assistant Chief or Chief of Police retires from the department with 30 or more years of service (*approved by the Chief of Police*), they will receive the following:
- a) Regular department badge currently held by the member.
 - b) A retirement flat badge.
 - c) A mini ‘pin’ badge.
- B. When any of the above ranking officers retire with less than 30 years, and in good standing with the department (*approved by the Chief of Police*), they will receive the following:

They will be allowed to buy their regular department badge currently held by the member. A memorandum must be signed by the officer's Deputy Chief allowing PECS to sell the badge to them at current replacement value. The badge

will be held 12 months. If the badge has not been purchased within the 12 months period, the badge will be destroyed.
A retirement flat badge.
A mini 'pin' badge.

PM 20.5 OFFICER GEAR AND EQUIPMENT

The following is the standard gear issued to new officers, Cadet IIs and Reserves:

- Badge
- Soft Cap Badge
- Ballistic Helmet /w Face Shield and carrying bag
- Duty belt
- Inner belt
- Handcuff case (single)
- Double magazine pouch
- Flashlight
- Flashlight ring
- Expandable baton holder
- Expandable baton
- Pepper spray holder
- Pepper spray`
- Key holder
- Keepers (4)
- Handcuffs Peerless
- Holster
- Ballistic Vest**
- Hawke reflective vest (black mesh with gray stripes and PD patch) -to be worn only when directing traffic on city streets**
- Citation book cover
- Whistle
- Radio & accessories
- Radio holder
- 5 key, X1 key, M20 school gate key
- UBS thumb drive with policies and procedures
- Two name tags with first initial and complete last name
- Street Guide, Collision Investigation Manual
- Notice To Appear Citation , Continuation of Notice to Appear
- Parking citation and Redi-Ref books.

Thumb print pad
Miranda cards English and Spanish

PM 20.6 COMMUNITY SERVICE OFFICER EQUIPMENT

The following is standard gear equipment issued to new CSOs:

Badge
Duty belt
Inner belt
Flashlight
Flashlight holder
Pepper spray holder
Pepper spray
Key strap and whistle
Citation book
Keepers (4)
Radio & accessories
Radio holder
Iron Horse PPE reflective vest (navy mesh with gray and yellow stripes)
Two name tags with first initial and complete last name
One five key, one X1 key and one M20 school gate key
Street guide, Collision manual, Parking citation book
Redi-Ref
Thumb print pad
UBS thumb drive with policies and procedures

PM 20.7 CADET I EQUIPMENT

The following is standard gear equipment issued to a new Cadet I:

Badge
One #5 key
Two name tags with first initial and last name
One Horse PPE vest navy mesh 4" high contrast reflective 3m striping in gray and Hi-Viz yellow.

PM 20.8 PATROL CADET EQUIPMENT

- ◆ Radio (MTS 2000, or MPA)
- ◆ Flashlight
- ◆ Flashlight holder
- ◆ Pepper spray holder
- ◆ Pepper spray
- ◆ Inner belt
- ◆ Duty belt
- ◆ One set belt keepers (four per pack)
- ◆ One Citation book cover
- ◆ One Whistle
- ◆ One dusting kit
- ◆ Loaner vest
- ◆ X1 key and School gate key (M20 or BR)
- ◆ One Horse PPE vest navy mesh 4" high contrast reflective 3M striping in gray and Hi-Viz yellow

PM 20.9 CRIM 108 CADETS EQUIPMENT (RESERVE CLASSIFICATION)

- ◆ Duty belt
- ◆ Inner belt
- ◆ Magazine pouch
- ◆ Pepper spray holder
- ◆ Pepper spray
- ◆ Baton
- ◆ Baton Holder
- ◆ Whistle
- ◆ 4 Belt keepers
- ◆ Handcuffs
- ◆ Handcuffs case
- ◆ Key ring
- ◆ One #5 key, X1 key
- ◆ One loaner vest
- ◆ Radio and accessories will be issued by Reserve Coordinator Roger Hogan
- ◆ Two name tags with first initial and complete last name

PM 20.10 CITIZENS ON PATROL (COP) EQUIPMENT

The following is nylon gear equipment issued to new COPs:

- Flashlight
- Flashlight holder
- Whistle
- Key strap
- Pepper spray holder
- Pepper spray
- Iron Horse reflective vests (black mesh with white stripes)
- 5 key X1 key, M20 school gate key.

PM 20.11 LOST/DAMAGED/WORN EQUIPMENT

If an employee needs to replace any issued piece of equipment due to theft or loss, they shall contact their Sgt. and have him complete a memo or send an e mail to the storekeeper with the request. The employee will then respond to ESU with the memo to obtain equipment. If the equipment is worn out, the employee will bring the equipment to ESU to be replaced. Defective expandable batons and holders will be shipped to Monadnock for replacement under warranty. Defective handcuffs will be shipped to Peerless to be replaced under warranty. Both addresses are listed in the black binder.

PM 20.12 EMPLOYEE EQUIPMENT CARD

Every employee who is issued equipment will sign for the equipment on the Green equipment card. When an employee is separated from the department, the "Return of City Property" form 1350 (**see sample form in black binder**) is completed, noting any items not returned. The employee will also sign the green equipment card to indicate that the equipment issued has been returned. A copy is maintained in ESU attached to the employee's "Equipment Issue/Turn In" form.

Original form is sent to Mary Hains in Personnel, a copy is sent to Virginia Reyes in the Business Office.

PM 20.13 NAME PLATES

Name plates are blue plastic with the outline of the state of California and are worn by plainclothes staff and clerical personnel at locations that are open to the public. Name plates will include the complete first and last name. The Lieutenant in the Chief's Office approves the purchase of all

Fresno Police Department
Property and Evidence Control Section (PECS) Operations Manual

name plates.

PM 20.14 NAME TAGS

Name Tags are silver or gold and are worn by all personnel wearing a police uniform. Sergeants and above are issued gold name tags while Cadets, CSOs, Officers and Reserve Officers are issued silver tags. Name tags will include the first initial, and complete last name.

PM 20.15 BALLISTIC VESTS

Ballistic vests are to be issued when hired and replaced, when the manufacturer's warranty expires, approximately every five years. To order vests, ESU will complete a *Request for Requisition Form, cc-271*, with information given on how many are needed. The order form is forwarded to the Business Office who in turn submits the order to purchasing. Once the purchase order is approved, through the PECS sergeant, the officers are notified via voice mail and interdepartmental memo by the PECS Sgt. to respond to the vendor to be measured. ESU will notify the officers, via voice mail, when the vests have been received and are available to be picked up. The officers will be required to sign for receipt of their vest on the blue '*Ballistic Vest*' card, cc-399. (See sample in black binder). The officers will be advised that if alterations are necessary, they are to respond to the vendor, within 14 days of receiving the new vest.

No expired ballistic vest should be issued to cadets or officers. All expired vests should be boxed up, labeled and donated to the military, or destroyed.

PM 20.16 KEY CONTROL

Every employee will be issued an appropriate department key by ESU. When issued the key(s) the employee shall sign the yellow key control card for receipt. If an employee needs to replace a lost key or change keys, they will contact their Sgt. and have their Sgt. complete a memo with the request for key(s). The employee will then respond to ESU with the memo and sign the key control card showing the change in keys. Memos will be kept for reference purposes only for 6 months and then will be purged. When an employee leaves the department, they will also respond to ESU to turn in their keys.

PM 20.17 FIRE EXTINGUISHERS

Fire extinguishers from department vehicles will be turned in to ESU when

they need to be recharged or repaired. When a quantity of six (6) or more used extinguishers have been returned to ESU for servicing, The Storekeeper is responsible to notify Jorgenson and Company who will pick up and service the extinguishers. Jorgenson will return the extinguishers once they have been service. ESU will keep at least 20 spare extinguishers at all times.

PM 20.18 HAZARDOUS KITS

Hazardous kits are carried in the trunk of every police car. Once the kits have been opened, they are to be returned to ESU. ESU personnel will replace the used kit for a sealed kit. The opened kit will then be inventoried to determine what items need to be replaced. Once the kit is refurbished, it will be double wrapped and sealed with shrink wrap. ESU should keep a minimum of 20 spare kits at all times.

PM 20.19 WEEKLY OFFICE SUPPLY INVENTORY

The ESU stocks a variety of office items that are used throughout the department. A list of these items is issued to various authorized personnel for easy ordering. Items will be ordered weekly to keep the stock items to a maximum. Specialty items, such as flares, will be ordered and distributed on an as needed basis.

ESU will conduct a shelf inventory every Wednesday *morning*. The items will be counted; an order will be placed on Thursday morning to ensure that the stock is at maximum capacity. Office Depot has 24 hour delivery ensuring the order will reach ESU by *Friday*.

PM 20.20 PRINT CARTRIDGE ORDERS

Each department will have a current cartridge and one (1) standby cartridge. When the current cartridge is empty, the standby will be utilized and a new order may be placed for an additional cartridge. This procedure will help eliminate shortages which can occur.

PM 20.21 AUTHORIZED SIGNATURES THAT CAN ORDER SUPPLIES FROM EQUIPMENT AND SUPPLY

Only those people authorized to order supplies may complete a supply

order form. Those employees approved by their bureau commander are listed as authorized and are the only people who should be requesting supplies for their respective areas/departments.

The Senior Storekeeper will maintain a current list of authorized names posted in Equipment & Supply.

PM 20.22 EQUIPMENT & SUPPLY WEEKLY ORDER FORM

Supply orders will be sent via e mail, inter office mail or fax (498-4515) by the authorized person from each department. The order request will be sent to the current CSO working in ESU. Weekly supply orders will be filled on Monday, Tuesday, or Wednesday of each week. When the CSO has completed the order, they will notify the requesting person that their order is ready to be picked up from ESU.

PM 20.23 SPECIAL ORDERS

Special order items from Office Depot can be placed on their order form and must be completed with all pertinent information and signed by the Commander of the unit for authorization. The order will be sent directly to the business office for processing. The items will be delivered to ESU who will contact the requester and advise them that their order is available for pick up.

YEARLY CALENDAR ORDERS

The calendar memo and order form will be sent out in mid- September. The forms should be completed and sent to the Business Office in mid October. The Senior Storekeeper is responsible for updating the calendar item numbers from the Office Depot catalog for the department approved calendars each year. (See sample of memo and order form in black binder.)

AT&T PHONE BOOKS

Phone books will be ordered once a year in mid- September. Order quantity is 350 books. The Senior Storekeeper will do a follow up two weeks after placing the order to make sure that the books are enroute. Instructions on how to proceed are in the black ESU binder.

PM 20.24 REQUEST FOR REQUISITION

When ESU places any order for supplies with any vendor other than Office Depot, the 'Request for Requisition' form will be completed in triplicate, authorized and signed by the PECS Sergeant. The requisition is taken to The Business Office and date stamped. The white and yellow copies are placed in Michelle Wooten's folder. The pink copy is kept by the Storekeeper, also make a copy for the Sgt. and place in his in-basket. Other than *open purchase orders* which have a set amount, always request a price quote from the vendor including any tax or freight they might charge, before completing the requisition.

PM 20.25 ESU SUPPLY ORDERS RECEIVED

The following procedures will be adhered to when orders are received by ESU:

The person receiving the order at ESU will check the packing slip to ensure all items ordered have arrived undamaged. If items are on back order, the packing slip should reflect that.

If there are missing items that show on the packing slip as having been sent or are damaged, ESU will fill out an Order Correction/Return and fax it to the Customer Service representative at Office Depot to correct the problem.

The original packing slip will be sent to the business office.

A copy of the packing slip will be made and the person picking up the order will sign that they had taken possession of the order.

PM 20.26 OTHER AREA SUPPLY ORDERS RECEIVED

When orders for other areas are received by ESU the following procedures will be adhered to:

Deliveries are logged in the "Delivery Log" noting how many boxes and/or packages were received.

The recipient/requestor is to be notified, and the "Delivery Log" will reflect the date notified and by whom.

When the recipient/requestor picks up the item(s) they will sign the "Delivery Log" and write their badge number legibly.

ESU will note the date the item was picked up in the "Delivery Log" and who released the item.

PM 20.27 ADDITIONAL INFORMATION:

Copies of all order forms and information mentioned in this section shall be kept (and revised when needed) in the black binder titled "ESU Order Forms and Information".

PM 20.28 INVENTORY CONTROL RESPONSIBILITIES

See Chapter 25 for details on the inventory control responsibilities that are shared by the Storekeeper and ESU CSO.

CHAPTER 21: SENIOR ACCOUNT CLERK RESPONSIBILITIES
[Currently completed by the PECS Supervisor and Senior Account Clerk]

PM 21.1 RECEIPT OF MONEY

Everyday the Senior Account Clerk will collect any money from the storage locker which has been booked by officers. The money envelopes will be counted as they are removed from the locker by the Sr. Account Clerk and a Property Tech or PECS Cadet. The Senior Account Clerk will verify that the money denomination written on the envelope matches the Property/Evidence Report Sheet. The money amounts will be logged into the Excel record keeping system. The storage location will be updated in PRIMUS. The Account Clerk will then place the envelopes in to the vault. The same Property Tech or Cadet will verify the same number of envelopes taken out of the storage locker is going into the vault. The original PER sheet will then be sent to records and the yellow PECS copy will be filed. The Sr. Account Clerk will place the green color code dot on the yellow copy prior to filing it.

PM 21.2 RELEASE OF MONEY

When booked monies have been authorized for release booked monies will be released by either:

- a) Removing envelope from vault;
- b) Petty cash; or
- c) Voucher

The money will then be released by two PECS employees.

The Senior Account Clerk will maintain a record keeping system (Excel) and will update the records whenever money has been released. The Property Technician updates PRIMUS. The PER is then given to the Senior Account Clerk.



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E) Mutilated Money

- 1) Money that is severely tainted with red dye or bio-hazard materials (blood, urine, etc.) will be submitted to the U. S. Treasury for reimbursement. If unable to submit to U. S. Treasury for reimbursement, the currency will be destroyed. The process for the destruction is to utilize the two person rule and place the unopened container of the bio-hazard or red dye monies into the appropriate bio-hazard containers. These containers are located in the Technical Services Bureau (TSB) cage and remain sealed until BFI Medical Waste Systems picks them up on Wednesday afternoons. BFI Medical Waste Systems is contracted by the City of Fresno to dispose of our bio-hazardous materials. The PRIMUS system and the Excel ledger will be updated to reflect the destruction

of this money.

PM 21.5 FINAL DISPOSITIONED MONEY

When money which falls under the categories of “Lost/Found money, money held in official custody or safekeeping” has not been claimed and has been through the legal process (as described in PM 21.4) it will be released to the City general fund.

Unclaimed stolen/embezzled money will be released to the Fresno County Treasurer.

After the money has been released from City finance account to the City general fund or Fresno County Treasurer, PERs and PRIMUS will be updated to show the final release. PERs will then be sent to records for attachment to the case.

PM 21.6 MONEY RELOCATED

When money is relocated to the City finance account the PECS paperwork and PRIMUS will be updated. The paperwork will be re-filed at PECS.

PM 21.7 HOMICIDE CASES/COLLECTIBLE ITEMS

Money which is evidence in homicide cases will be stored in the vault and not deposited into the City finance account unless authorized by the Homicide Detectives. Collectible items will not be deposited into the City finance account; they will be treated as ‘property’ and not as ‘money.’

PM 21.8 AUDITS

Monthly vault audits will be completed by the Senior Account Clerk, Property Tech or PECS Sergeant and submitted to the PECS Sergeant to ensure money is being handled properly.

The Senior Account Clerk will prepare a monthly to reconciliation with the PeopleSoft account.

CHAPTER 22: PRIMUS Property Entry

PM 22.1 PROPERTY TRANSACTION SECTION

The following is the procedure for PRIMUS property transactions:
(Transactions are made by PECS personnel only)

Property Tracking Status: Use drop down box only.

Date/Time: Automatically places the date/time you are updating the transaction. May need to be changed to correct date/time if you are entering the information on a different date/time that the transaction was made.

Trans: Not used, leave blank.

Bldg: If you are checking an item back in, place the name of the building where the item is going to be stored. Use drop down box only.

Room: Use drop down box only. There may be rooms out at AA that are not in this drop down box. In that case the room number will need to be typed in.

Shelf: Type in the shelf number/name that the item will be stored in. If no shelf is used, leave blank.

Box: If there is a box number in addition to the shelf number, type in the number/name of the box where the item is being stored. If no shelf is used, leave blank.

Released to: This is to place the badge number of the person picking up the item. Patrol officer badges begin with "P." Example: Detective will sign his information with badge number. Place a "P" in front of his badge to get "P number." The drop box will read this with his proper name. You may check the drop down box to confirm you have the correct badge number with the matching name.

If releasing to an owner, type in "Owner" and place all other owner information in the comments box.

Released by: This is usually one of the Property Techs. Place your ID number in this box. Example: PT number will read in the drop box with the corresponding name.

Returned to: This is usually one of the Property Techs. Place your ID number in this box.

Returned by: This is the name of the person returning the item. Again use the badge or ID number.

In the above 4 boxes the ID or badge number should always be used. There will be an occasion when an assisting agency will view or check out items. Try to use their ID number first.

Example: Parole Officer Jones wants to view a knife. He will sign his name with his badge number. If the badge number does not show up in the drop down box, type in the badge number and then explain in the “Comments” section that Parole Officer Jones viewed the item.

Comments: This is used to type in text that may be additional information from what is listed above. Do not repeat information that is already in the above boxes.

CHAPTER 23: INSPECTIONS, INVENTORY, & AUDITS

PM 23.1 ADHERENCE TO PROCEDURES

An inspection to determine adherence to procedures used for the control of property is conducted semi-annually by the person responsible for the property and evidence control function or his/her designee.

PM 23.2 PROPERTY/EVIDENCE CUSTODIAN REASSIGNMENT

An inventory of property occurs whenever the property and evidence custodian is assigned to and/or transferred from the position and is conducted jointly by the newly designated property and evidence custodian and a designee of the CEO to ensure that records are correct and properly annotated.

PM 23.3 AUDIT OF PROPERTY AND EVIDENCE

An annual audit of property and evidence held by the agency is conducted by a supervisor not routinely or directly connected with control of property and evidence.

PM 23.4 UNANNOUNCED INSPECTIONS OF PROPERTY STORAGE

Unannounced inspections of property storage areas are conducted, as directed by the agency's chief executive officer, at least once a year.

CHAPTER 24: EMERGENCY ACTION PLAN

PM 24.1 POLICY

It is the policy of the PECS to take every possible action to comply with all emergency regulations and protect employees in emergency situations.

PM 24.2 EMERGENCY PLAN COORDINATOR

Sgt. Kirk Pool is responsible for making sure this emergency policy action plan is kept up to date, and reviewed periodically.

PM 24.3 REPORTING PROCEDURES

Type of Emergency	How to report
Fire	Call Dispatch @ 621-7000 or 911
Explosion	Call Dispatch @ 621-7000 or 911
Weather	Call Sgt or Sr. Prop & Evidence. Tech
Bomb threat	Call Dispatch @ 621-7000 or 911
Chemical spill / Leak	Call Dispatch @ 621-7000 or 911
Violence	Call Dispatch @ 621-7000 or 911
Medical	Call Dispatch @ 621-7000 or 911
Other	Call Sgt or Sr. Prop & Evidence. Tech

Reporting procedures are posted: Room 12, (Bulletin Board)

PM 24.4 EVACUATION PROCEDURES

A. Emergency Escape Procedures and Routes

Emergency escape procedures and route assignments have been posted in each work area, and all employees have been trained by supervision in the correct procedures to follow. New employees are trained when assigned to a work area. A sample escape procedure and escape route sheet of the type of posted in work areas is included with this plan.

B. Procedure for Employees Who Remain to Operate Critical Operations Before They Evacuate

During some emergency situations, it will be necessary for some specifically assigned and properly trained employees to remain in work areas that are being evacuated long enough to perform critical operations. These assignments are necessary to ensure proper emergency control.

The following lists these employees and their duties:

██████	██████	██████████	██████████████████
██████████	██████████████████	████████	██████████
██████████	██████████████████	████████	██████████

The preceding individuals have received special instructions and training by their immediate supervisors to ensure their safety in carrying out the designated assignments. A training record describing the instructions provided and the detailed procedures to be followed is maintained in the Emergency Plan Coordinator's office

C. Employee Accountability Procedures after Evacuations

Each supervisor is responsible for accounting for all assigned employees, personally or through a designee, by having all such employees report to a predetermined designated rally point and conducting a head count. Each assigned employee must be accounted for by name. All supervisors are required to report their head count (by name) to the Emergency Evacuation Coordinator. A summary of the evacuation rally points, together with the identities

of supervisors and assigned employees who must report to each, is included with this plan.

D. Alarm System

Describe the alarm system to be used to notify employees (including disabled employees) to evacuate and/or take other actions. The alarms used for different actions should be distinctive and might include horn blasts, sirens, or even public address systems.

Alarms systems for notifying all employees in case of an emergency are:

Actions to be taken	Alarm system
EVACUATE	HORN

(OSHA Standard 29 CFR 1910.165, Employee Alarm Systems, provides guidance on emergency alarms.)

E. Sheltering in Place

(Certain emergencies require employees not to evacuate, but to move to an interior, windowless room. Describe procedures for sheltering-in-place emergencies at your workplace.)

*In the event of a Tornado: All employees should proceed to the interior basement hallway or HQ STOR room (if necessary).

F. Training

The following personnel have been trained to assist in the safe and orderly emergency evacuation of other employees.

Name	Title	Work Area	Special Assignment
Scott Haugland	Sr. Prop & Evid Tech	HQ WH	Evacuation
David Dellone	Sr. Prop & Evid Tech	CE WH	Evacuation

Fresno Police Department
Property and Evidence Control Section (PECS) Operations Manual



CHAPTER 25: INVENTORY CONTROL RESPONSIBILITIES

PM 25.1 Purpose

Establish procedures for the control, maintenance and accountability of Department assets. The responsibility for implementing the below procedures belong to the Senior Storekeeper and the ESU CSO.

PM 25.2 Inventory Procedures

Department assets shall be maintained in the Fresno Police Department's Property Inventory Database. The database is updated, as needed, by the Inventory Control Officer. Inventory reports are prepared on a Monthly, Quarterly and Annual basis, depending on the unit. Each item on the inventory must be physically verified by the designated person of each unit. The verification shall include a detailed description, noting any asset or serial numbers, and its assigned location.

On the inventory reports each item shall be recorded as either Present (P) or Missing (M). In the event an item is recorded as Missing (M), a police report and a Property Loss Notice (Attachment #1) **shall** be prepared by the person completing the inventory or his designee. All serialized items **shall** also be entered into CLETS by the person completing the Property Loss Notice, upon completion of the police report.

In addition to the above inventories, the 1033 Military Program must be maintained. Audits are usually conducted at the request of the State of California Office of Emergency Services, 1033 Program Coordinator. The requests can take place monthly, quarterly, yearly or every two years as this is at the discretion of the 1033 Program Coordinator.

Quarterly Inventory

On a quarterly basis (fiscal calendar year), a printout is prepared from the Weapons section of the inventory database for all the districts and bureaus to submit any changes to their inventory. The inventories are completed by the assigned Sergeants in each district and bureau and approved by their respective Commanders. Upon receipt by the Inventory Control Officer, the inventories are reviewed and any updates made in the inventory database. The inventories are then filed in the drawer located on the left side of the Inventory Control Officers' desk.

Annual Inventory [PD only]

On a yearly basis (fiscal calendar year), a printout is prepared from the Weapons section of the inventory database for all the bureaus and districts to submit any changes to their inventory. The inventories are completed by the designated person in each of the respective units, bureaus and districts and approved by their respective Commanders. Upon receipt, the inventories are reviewed and any updates made in the inventory database. The inventories are then filed in the drawer located on the left side of the Inventory Control Officers' desk.

In addition to the Assets, a radio inventory is also printed and distributed for corrections. This must also be approved by the Commander of the respective unit, district and bureau.

Assets include but are not limited to computers, vehicles, electronic devices (radar guns, PAS devices, body wires, video cameras, PRONET equipment, etc.), digital cameras, and office equipment.

In the event there are discrepancies between the previous year and current year inventories, I contact the person who completed the inventory, and ask for clarification. I also advise the respective Commander of the discrepancy. Accountability is the responsibility of the respective Commander.

The Monthly, Quarterly and Annual Inventories (fiscal year) are due on or around the 10th of the designated month. If the reports are not received seven (7) days after the due date, an email is prepared and sent to the appropriate Commander.

The Property Inventory Program was developed by Ralph Osley.

The City Finance contact for the Fixed Asset Audit is Gregg Kurisu.

PM 25.3 Acquiring of Assets

All assets acquired by the department shall be added to the appropriate unit, district or bureaus inventory by the Inventory Control Officer. The notification of the acquired asset shall be made by the acquiring unit, district or bureau via voice mail, email or memo.

PM 25.4 Transferring of Assets

In the event a unit, district or bureau wants to transfer assets to another department or unit within the Fresno Police Department, the Inventory Control Officer must be notified. The Inventory Control Officer shall be provided with the brand, model, serial #, asset # and any other identifiers of the item to be transferred bureau via voice mail, email or memo.

A Fixed Assets Report Form 91 (F/A 91 – Attachment #2) shall be prepared by the Inventory Control Officer and forwarded to the respective Commander for signature. Upon receipt of the signed F/A 91 by the Inventory Control Officer, the form is then forwarded to the Purchasing Clerk at the Purchasing Division for approval by the Purchasing Manager of the Purchasing Division. Once the signed form is returned from Purchasing, the Inventory Database is updated to reflect the transfer and is then filed for future reference and documentation in the Inventory Control Officers file drawer on the left side of the desk.

Departments wanting to advertise the availability of working or useful assets to other units shall contact the Inventory Control Officer via voice mail, email or memo. A description of the item including brand, model, serial #, asset # (if any) and any other useful information shall be provided to the Inventory Control Officer. Photos are also recommended. In the event a camera is not available to the transferring department, the Inventory Control Officer shall take a photo for inclusion in the advertisement.

The available item will be distributed first via Department wide email. All City owned property is for department use ONLY and is available on a first come first serve basis. The item is usually advertised for a week. If the item is not claimed, the F/A 91 is completed and forwarded to the Purchasing Clerk at the Purchasing Division to make the item available City Wide.

PM 25.5 Disposal of Assets

Departments wanting to dispose of assets, including furniture, shall contact the Inventory Control Officer. A description of the item including brand, model, serial #, asset # (if any) as well as the condition (broken, outdated, no longer being used, etc.) shall be provided. Items are not to be thrown away unless authorized by the Inventory Control Officer.

The F/A 91 will be prepared by the Inventory Control Officer and forwarded to the appropriate Commander for signature. Upon receipt of the signed F/A 91, it is forwarded to the Purchasing Clerk for the Purchasing Managers approval. Once the signed form is returned by Purchasing, the item is deleted from the Inventory database and the form filed for reference and future documentation.

All departments are to hold on to the items they wish to dispose of until all paperwork is signed and approved by Purchasing. **NO EXCEPTIONS.**

Electronic items are to be disposed of via Electronic Recyclers as they are considered hazardous material. The disposal is arranged through the Inventory Control Officer and the PECS Sergeant.

PM 25.6 Repair of Assets

The Inventory Control Officer shall be advised of all assets being sent out for repair for proper documentation and updates in the Inventory Database. The notification can be either via voice mail, email, or memo.

PM 25.7 Lost/Stolen Assets

The Inventory Control Officer shall be notified of all Lost/Stolen Assets. The proper documentation is also required, including Police Report number and Loss Notice (Attachment #1). This information shall be forwarded to Risk Management.

PM 25.8 1033 Program (AKA: Military Surplus)

The purpose of the program is to permit the Secretary of Defense to transfer, without charge, excess U.S. Department of Defense personal property (supplies and equipment) to State and local law enforcement agencies.

The information for this program is kept in three (3) binders, located on the shelf on the west wall in ESU, titled 1033 program. The blue binder contains the most up to date information (Inventory – past and present, 657 Turn In documents for items returned to the 1033 program, and correspondence). The black and white binders contain historical information.

As stated above, the State of California Office of Emergency Services 1033 Program Coordinator determines when the audits occur for the assets acquired through this program. Recertification for participation in the program occurs every 2 years. This requires the following forms be updated: 1033 Justification Letter (Attachment #3), Law Enforcement Data Sheet (Attachment #4), and Release of Liability (Attachment #5). In the event the PECS Sergeant changes, an updated Law Enforcement Data Sheet is also required.



ATTACHMENT #1

PROPERTY LOSS NOTICE

Forward to: RISK MANAGEMENT DIVISION
2600 Fresno Street, RM 1070 • Fresno, CA 93721 • Phone: (559) 621-6900

Department: _____ Division: _____	DEDUCTIBLE INFORMATION: FUND: _____ ORG: _____
Contact Phone: _____ Cell Phone: _____	
Date of Loss: _____ Cause of Loss: (check one) <input type="checkbox"/> Theft/Burglar <input type="checkbox"/> Vandalism <input type="checkbox"/> Fire <input type="checkbox"/> Other	
Details of Loss: _____	
Description of Property _____	
Asset#: _____	Make: _____ Model: _____ Year: _____ Bid#: _____
Location of Loss: _____ Police Report #: _____	
Previously Reported: <input type="checkbox"/> Yes <input type="checkbox"/> No Work Order#: _____	
By/Title: _____	
Print Name _____	Signature _____ Date _____
ATTACH ADDITIONAL SUPPORTING DOCUMENTATION AS REQUIRED	

DETAILED PURCHASE INFORMATION:

Make: _____	Model: _____
Suggested Supplier -	
Name:	_____
Address:	_____
Phone:	_____
Contact:	_____

Comments:



ATTACHMENT #2

Request for Removal or Transfer of Fixed Asset F/A 91

Asset ID _____	Description _____		
Asset Tag Number _____	Serial Number _____	Make / Model _____	
Historical Cost _____	Location Code _____		Location Description _____
Department _____		Fund Number _____	
Division _____		Dept / Org Number _____	

Please remove this fixed asset from Asset Management. It was:

				Date of Disposal _____
<input type="checkbox"/> Sold	Amount _____	Cashier Memo _____	Att. Journal _____	Attach copy of Cashier Memo
<input type="checkbox"/> Traded In	Amount _____	P.O. _____	Voucher _____	Attach copy of Invoice
<input type="checkbox"/> Replaced	Amount _____	P.O. _____	Voucher _____	Attach copy of Invoice
<input type="checkbox"/> Stolen	Police Report # _____			Attach copy of Police Report
<input type="checkbox"/> Scraped	Statement of Fact: _____			
<input type="checkbox"/> Lost	Statement of Fact: _____			
<input type="checkbox"/> Other	Explanation: _____			

Please submit retired asset tag with all of the above unless unavailable.

Please transfer this asset to the following department:

Department _____	Fund _____	Date of Transfer _____	Location Code _____
Division _____	Dept. ID _____		Location Description _____
Explanation: _____			

Approved by:

Department Property Monitor _____	Date _____
Department Director / Authorized Signer _____	Date _____
Purchasing Manager _____	Date _____
<small>***Purchasing Manager approval required for all items declared surplus.</small>	
City Manager _____	Date _____
<small>***City Manager approval required for disposals over the formalized limit.</small>	

Finance action taken:

Fixed Asset was removed or transferred as requested Unable to locate fixed asset in Asset Management system

Explanation: _____

Citywide Property Monitor _____ Date _____

Submit original to Purchasing for approval and forwarding to Finance Citywide Property Monitor. Please retain a copy for your records.

CHAPTER 26: ESU CSO RESPONSIBILITIES

PM 26.1 Securing Blue Bins

Every Monday, from 0800 hrs to 1100 hrs, the ESU CSO is to accompany personnel from LPI, Inc., as they collect secured documents from blue bins throughout the Department and HQ Annex. This is to ensure that outside personnel are not left unattended inside our facility. When holidays fall on a Monday, the document collection will then be conducted the preceding Friday. *This responsibility is to be done as time allows.*

PM 26.2 Providing Customer Service

The CSO will provide customer service to clients at the service counter whenever available. Clients shall be served in a prompt and professional manner. Any request for orders should be filled as requested unless extenuating circumstances prohibit this.

PM 26.3 Red Box Conditioning

Red boxes which contain emergency medical supplies will be completely refurbished by replacing any used stock, re-sealed and dated whenever an open box is turned into ESU. An adequate number of usable red boxes shall be kept in ESU.

PM 26.4 Dusting Kit Conditioning

Dusting kits which contain crime scene dusting materials will be completely refurbished by replacing any used stock and cleaning the kit. An adequate number of usable dusting kits shall be kept in ESU.

PM 26.5 Yellow Blankets

Yellow blankets shall be double wrapped in shrink-wrap and stored in ESU. An adequate number of yellow blankets shall be kept in ESU.

PM 26.6 Equipment Destruction

Equipment that is turned in to ESU that is no longer usable shall be destroyed at least monthly. The equipment shall be disposed in the PECS destruction bin inside

the HQ non-critical storage room. A print-out of all destroyed property shall be completed and forwarded to the PECS Sergeant at least monthly.

PM 26.7 Ballistic Vests

When orders are ready, pick up all ballistic vests from our vest supplier and bring them to ESU.

PM 26.8 Department Keys

When new Departments keys are received, the appropriate type number and sequential number shall be stamped on each key. They shall be placed on the appropriate key hook inside the ESU vault.

PM 26.9 UPS Package handling

When items need to be packaged and *sent via UPS*, the shipping label shall be completed in its entirety. The items to be shipped shall be packaged safely to prevent damage during shipping. These items shall be delivered to the UPS employee who picks our items up from ESU.

When *UPS delivers* items to ESU, the items are to be logged in the ESU Pick- Up Log book noting the date received, shipper's name and recipient's name. The member who ordered the item shall be notified of the delivery via email or voice mail and the need to come to ESU to pick up their product.

In the event the item doesn't have a recipient's name or other identifying information on the exterior of the item, only then is the item opened for retrieval of the packing slip.

PM 26.10 Packaging Materials for Distribution

When Sanitary Wipes are received by ESU in bulk, these are to be reduced to smaller baggies for distribution department-wide.

PM 26.11 Radio and City Shops

On Fridays, take all portable radios that are tagged for needing repairs to the Radio Shop for necessary repairs. Pick up radios that have been repaired and notify the department members whose radios we have that they can be picked up at ESU.

When PD marked vehicles are going to be taken out of service by the City Shop, the flares, fire extinguisher, yellow blanket, dusting kit, and red box need to be collected and brought back to ESU for servicing and reissuance when of useable quality.

PM 26.12 Men's Locker Room Verification

Monthly, the CSO will check the men's locker room to ensure that all assigned lockers have the appropriate officer's names on them and have locks on them. The CSO will report the results to the Senior Storekeeper.

PM 26.13 Copying Sonitrol CDs and Tapes for Security

At the beginning of every month, the ESU CSO shall download the recordings from the DVR units at both Headquarters and the Central Policing District. The Headquarters data is downloaded on CD and the Central Policing District data is downloaded on a tape. The CD's are located on the shelf on the west wall in ESU. The tapes are located in a white box in middle drawer on the right side of the Inventory Control Officer's desk. Both units are kept locked for security reasons. The only person who has a key is the ESU CSO. The location of the key is not to be revealed, except in the event of an emergency, for security reasons. The Senior Storeskeeper is the exception.

The directions for downloading the data are kept at the respective units. Once the units are downloaded the CD and tape are to be marked with the dates the data covers. The CD and tapes are then filed in the plastic storage containers marked as HQ Vault Recordings and Central Vault Recordings, both located in ESU.

The appropriate settings on the DVRs need to be verified when replacing a CD or tape. When problems develop with copying a CD or tape, or with DVR functions the PECS/ESU supervisor should be notified right away. Sonitrol needs to be notified for any repairs to the systems. Contact at Sonitrol Security Company can be made at 559-264-5924 or at www.sonitrolsecurity.com.

PM 26.14 Assisting with Evidence Purging at PECS

As time allows, the CSO is to assist PECS with evidence destruction. Proper safety equipment (e.g., gloves, eye glasses, dust mask, etc.) should be used when destroying property. PECS personnel will provide appropriate training and guidance with the destruction of property.

PM 26.15 Assisting with Department Inventories

The CSO will assist the Storekeeper with completing and tracking the various Department inventories (e.g., Quarterly, Annual, etc.), and completing the required inventory reports. See the Senior Storekeeper (Ch. 20) & Inventory Control (Ch. 25) Responsibilities for further details with the inventories.

PM 26.16 Assisting with Rotating and Stocking Supplies

The CSO will assist the Senior Storekeeper with rotating older supplies forward on shelves and stocking newer supplies to the rear so that supplies are constantly rotated to minimize aging and waste. Older supplies shall be given to Department members first.