

**MARIN COUNTY SHERIFF'S OFFICE  
INVESTIGATIONS DIVISION POLICY AND PROCEDURES MANUAL**

**CHAPTER 3 - PROPERTY  
INV-03-02  
Page 1 of 2**

**DATE  
May 5, 1988  
Rev: 2/15/02**

---

**METHOD OF DISPOSAL OF PROPERTY RELEASED ON A PERMANENT BASIS  
- RELEASES TO CHARITABLE ORGANIZATIONS WITHIN MARIN COUNTY -**

---

**POLICY**

It is the policy of the Marin County Sheriff's Office to release and/or dispose of property that has come under the care and custody of the Sheriff's Office in accordance with applicable state laws. Property under the care and custody of the Sheriff's Office will only be released by the Evidence/Property Section (Property/Evidence Custodian) of the Investigations Division.

**PROCEDURE**

Charitable organizations may request the donation of bicycles for use by children under their guidance. Request letters for such donations must be addressed to the Sheriff.

Upon approval by the Sheriff, the Evidence/Property Section will fill the requests according to:

- a. Availability
- b. Date requested

Bicycles without serial numbers will have the Sheriff's Crime/Incident Report case number engraved on its frame at the top of the front fork on the right side. This number will also be written on the Property Record Form in the Serial Number column opposite the appropriate item number.

The requesting organization will be notified by mail when the bicycles are available, and that they should telephone this Department for purposes of picking them up.

All bicycles released will be signed off on the Property Record Form by the Evidence/Property Custodian, indicating the release date, the fact that the bicycles were released, the indicated item numbers and signed by the receiving representative of the charitable organization, with the date received and the address of the charitable organization. The Property Record Form will be filed in its appropriate records report folder unless other items of property are indicated, then it will remain in the Property Record Form Binder in the Evidence/Property Room.

**RELATED STANDARDS**

INV-03-03

**AFFECTED DIVISIONS**

Investigations  
Patrol

**DATE OF REVISIONS**

5/5/88 (Administrative Procedure Order 88-F)  
2/15/02 (superseded Administrative Procedure Order 88-F)

**By Order of:**

A handwritten signature in black ink, appearing to read "Dan Payne", written over the typed name and title.

DANIEL PAYNE, CAPTAIN  
BUREAU OF FIELD SERVICES