

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

CHAPTER 3 – PROPERTY
INV-03-04
Page 1 of 2

DATE
March 29, 1988
REV: 2/15/02

METHOD OF DISPOSAL FOR PROPERTY/EVIDENCE RELEASED ON A PERMANENT BASIS

POLICY

PROPERTY FOR DEPARTMENTAL USE

General

Property shall not be released for Departmental use until all applicable laws and statutes have been complied with.

Request for items suitable for Departmental use require approval through chain of command to the Investigations Division Lieutenant or his/her superior.

The Evidence/Property Section shall maintain an accurate record of all property released for Departmental use or use by an outside agency. This record shall contain:

- Type of property
- Serial number or other identifying information
- Marin County Sheriff's Department's report number
- Name of Marin County Sheriff's Office Division/Bureau receiving the property, name of person receiving the property, or name of outside agency and person receiving the property.
- Date of transfer
- Signature and I.D. number of person receiving the property

Procedure for filling requests for property other than firearms.

- Only requests, which have been approved, will be processed.
- Items without serial numbers will receive Sheriff's report number styled to the item. The report number will conform to the report number issued to the case concerning the property.
- Contact the requesting person and advise that he/she can receive the requested property.
- Record the property in the Property Release Binder.
- Letter(s) requesting the property will be placed in the binder in sequential case number order.
- Have the requesting party sign the property record form indicating he/she has received the assigned property. Sign your name as releasing officer and the date and time of release.
- Advise the Administrative Service Officer to enter the property as a fixed asset to the County Inventory Control system if it is a fixed asset.
- If the property is to be used for criminal investigation purposes, it will not be listed as a fixed asset and the receiving Division Commander will be held accountable for its return, if at all possible. If the property is lost or stolen during the investigation, a report by the responsible officer will be sent to the Lieutenant in charge of Evidence/Property explaining the loss or theft. This report will be filed with the original report when the property first came into the Sheriff's possession, and also in its current report number file.

Firearms for Departmental Use

A list of all firearms scheduled for destruction will be sent to the Training Sergeant for review.

Upon approval of the Commander of the Bureau of Support Services, the Property/Evidence Section shall release selected firearms to the Training Sergeant for Departmental use.

The Property/Evidence Clerk will maintain a record of all firearms released for Departmental use. This record shall contain:

- Firearms' description (manufacturer and brand.)
- Model
- Caliber
- Serial number
- Sheriff's Office report number.
- Date of transfer
- Signature of Administrative Lieutenant.

Firearms released for departmental use must have serial number of Departmental report number stamped to the frame of the weapon.

It is the responsibility of the Professional Standards Unit Sergeant to maintain accountability, inform the Business Office Manager to add the property to the inventory and submit the list of acquired firearms for entry into the C.L.E.T.S. system.

Firearms for use in a criminal investigation will not be processed by the Administrative Service Officer and will not be entered into the N.C.I.C. system. Accountability for those items will be the responsibility of the receiving Division Commander. When no longer needed, they shall be returned to the Property/Evidence Section for disposal.

Property for use by outside law enforcement agencies

Outside law enforcement agencies requesting items for their departmental use shall submit a written request to the Captain in charge of the Bureau of Support Services. Upon approval, the Evidence/Property Section will fill these requests according to date received; however, any Marin County Sheriff's Office request will be filled first unless directed to the contrary by the Bureau Commander.

Outside law enforcement agencies requesting firearms for their departmental use must also submit a court order, along with their written request. No firearms will be released to an outside agency until the Professional Standards Unit Sergeant has reviewed the list of available firearms.

RELATED STANDARDS

INV-03-01
INV-03-02
INV-03-03

AFFECTED DIVISIONS

Investigations
Patrol

DATE OF REVISIONS

3/29/88
2/15/02 Replaced Administrative Order 88-A

By Order Of:

DANIEL PAYNE, CAPTAIN
BUREAU OF FIELD SERVICES