



San Diego Community College District Police Department Policy and Procedures

3.02 PROPERTY & EVIDENCE PROCEDURES

EFF. 10/01/19

I. PURPOSE

This Department procedure establishes guidelines for the process and responsibilities associated with impounding, releasing, and disposing of property and evidence.

II. SCOPE

This procedure applies to all members of the Department.

III. BACKGROUND

College Police are charged with the responsibility of handling property and evidence which comes into their possession in a variety of circumstances. Members are expected to preserve the property, hold it for appropriate disposition and, in some cases, return it to its rightful owner.

Items coming into police custody generally fall into one of five categories: property held for evidence; narcotics and contraband; property held for safekeeping; recovered District property; and lost and found property.

IV. RULES

- A. Property or other evidence which has been discovered, gathered or received in connection with Departmental responsibilities shall be processed promptly in accordance with established Department procedures.
 - B. Members shall not convert to their own use, conceal, falsify, destroy, remove, tamper with or withhold any property, narcotics, contraband or other evidence found in connection with an investigation or other police action.
 - C. Members shall not handle, transport or bring into any police facility any suspected bomb, explosive device or military ordinance.
 - D. Members shall not transport hazardous materials or hazardous waste to any police
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facility unless issued by the Department (e.g., flares, chemical agents) or approved in advance by a supervisor. Members shall not impound hazardous material or hazardous waste at any San Diego Police Department Facility without prior approval of the SDPD Watch Commander.

E. Members shall attempt to determine the ownership of all property impounded by the Department or held at a College Police Office.

F. Release or destruction of property shall conform with established Department procedures.

V. PROPERTY HELD FOR EVIDENCE

All property and evidence associated with San Diego Community College Police arrests and criminal investigations, EXCEPT property belonging the San Diego Community College District, will be impounded at San Diego Police facilities in accordance with San Diego Police Department procedures.

San Diego Police Department Procedures dealing with property held for evidence include:

- 3.02 Impound, Release and Disposal of Property, Evidence and Articles Missing Identification Marks
- 3.04 Marking of Physical Evidence
- 6.07 Latent Print Documentation and Transmittal Procedures
- 6.11 Physical Examination of Sex Crimes Victims and Suspects

Officers are directed to be familiar with and follow these procedures.

VI. NARCOTICS AND CONTRABAND

All narcotics and contraband coming will be impounded at San Diego Police Department facilities in accordance with San Diego Police Department procedures.

Procedures for dealing with narcotics and contraband are found in San Diego Police Department Procedure 3.15, Narcotics Impounds/Release of Evidence.

VII. PROPERTY HELD FOR SAFEKEEPING

Property held for safekeeping (e.g., property taken from an arrestee which is not needed as evidence), except property belonging to the San Diego Community College District, will be impounded at San Diego Police Department facilities in accordance with San Diego Police Department procedures.

San Diego Police Department Procedures dealing with property held for safekeeping are found in Procedure 3.02, Impound, Release and Disposal of Property, Evidence and Articles Missing Identification Marks.

VIII. RECOVERED DISTRICT PROPERTY

- A. District property which is stolen or involved with a crime case will be examined, dusted for fingerprints and/or photographed if appropriate, and returned to the District site or District employee responsible for the property.
 - 1. Officers will:
 - a. Document the recovery and return;
 - b. Advise the responsible District employee to hold the property for court proceedings, if appropriate, and;
 - c. Forward appropriate reports to San Diego Police Department to ensure stolen property is removed from the DOJ/NCIC computer system.
 - 2. Property requiring specialized laboratory procedures (e.g., blood stain analysis) may be impounded at SDPD.
- B. District property found under other circumstances will be returned to the District site or District employee responsible for the property. An Officer's Report (ARJIS 9) will be prepared describing the circumstances of the discovery and release of the property. The report will be forwarded to College Police Office, DSC, for administrative purposes.
- C. Property which cannot be returned immediately may be held at a College Police Office until arrangements can be made for return of the property. A College Police detective may be contacted for assistance.

IX. LOST AND FOUND PROPERTY

- A. Members who find apparently lost or abandoned property in the course of their duties shall take appropriate action as follows:
 - 1. If the item(s) is found on property owned or operated by the District and it has apparent value (not trash) the member will take the item(s) to the nearest College Police Office.
 - a. If the owner can be determined, the member will attempt to notify the owner

and tell the owner where they can recover their property.

b. Items will be labeled to identify the item, the finder and the date and location where found.

2. If the item(s) is found in a public place other than District property and the owner is identifiable (e.g. a wallet containing a driver's license) the member shall attempt to contact the owner and arrange for the owner to pick up the item at a College Police Office.

3. If the item(s) is found in a public place other than District property, the owner is not readily identifiable, and the item is worth ten dollars (\$10) or more, the item will be impounded in accordance with San Diego Police Department Procedure 3.02. Property worth less than ten dollars without an identifiable owner will not be removed or impounded.

B. Any person may bring an apparently lost item to a College Police Office. Members may accept apparently lost items for retention at a College Police Office.

1. All such items will be labeled to identify the item, the finder and the date and location where found.

2. Property will be held for 90 days and returned to the owner or disposed of in accordance with District Policy 7760, Lost and Found Property.

C. An investigation shall be conducted into found property which is serialized or which is found under circumstances suggesting it might have been stolen or used in a crime. The officer taking custody of the property is responsible for conducting this inquiry.

X. BOMBS OR EXPLOSIVE MATERIALS

Use procedures contained in San Diego Police Department Procedure 8.15, Arson Investigations, Bomb Threats, Bombings, Explosive and Pyrotechnic Materials.

XI. HAZARDOUS MATERIALS/WASTE

Use procedures contained in San Diego Police Department Procedure 8.16, Incidents Involving Hazardous Materials, Weapons of Mass Destruction, Emergencies at General Atomics and Transportation of Nuclear Materials.