



San Diego Community College District Police Department Policy and Procedures

3.09 RECEIPTS FOR WEAPONS & CURRENCY

EFF. 10/01/19

I. PURPOSE

This Department procedure establishes guidelines on the use of the Receipt for Weapons/Currency (PD-1072).

II. SCOPE

This procedure applies to all members of the Department.

III. BACKGROUND

The purpose of the Receipt for Weapons/Currency form (PD-1072) is to provide Department personnel with a standard method to document the seizure of firearms and money. The receipt form does not imply the individual is entitled to have firearms or money returned.

IV. PROCEDURE

A. A Receipt for Weapons/Currency form shall be completed whenever:

1. Any firearms or money in an amount over \$20.00 are impounded.
2. Deadly weapons are impounded in domestic violence incidents (pursuant to 18250 PC).

B. At the officer's discretion, the receipt form may also be used for amounts of money under \$20.00, weapons other than firearms, and anything else of value that the officer may wish to document.

C. If a receipt is not issued for items that normally require one, the reason must be clearly explained in the "remarks" section of the impound data entry screen at the time the item is impounded.

D. A receipt form is not required under the following circumstances:

1. Firearms or money over \$20.00 seized pursuant to a search warrant require the completion of a Receipt and Inventory Form (SDMC 197). A copy of the Receipt and Inventory form must be attached to the impound. SDPD Property Room staff will scan and attach the document to the FileOnQ record. If there are numerous items, the document will be attached to the first item impounded of that nature (firearm or money).
 2. Firearms or money recovered by a police officer at a scene where no one claims ownership (i.e., found in plain sight).
 3. Firearms recovered at the scene of a suicide.
- E. There may be other situations where a receipt form cannot be issued. For example: "Dropped by suspect who fled scene"; "Recovered in drug house – no one claimed".
- F. Beginning at the top, the receipt form should be filled out completely and in the following manner:
1. The date the item was seized, the location where the item was recovered, the beat of occurrence, and the case number, if applicable, shall be listed.
 2. List the name and date of birth of the person from whom the property was taken.
 3. List the reason the property was taken or, if applicable, the most serious charge pertaining to the seizure.
 4. Complete a detailed description of all firearms or weapons seized. If necessary, a second form may be used.
 5. All money impounded will be counted in the presence of the person from whom it is being impounded. If possible, a second Department member should witness the counting of the money. Documentation of all witnesses to the amount of money being impounded should be included in the officer's report. All money impounded shall be listed by denomination and totaled.
 6. Obtain the signature of the person from whom the weapon or money was taken attesting that the information on the receipt is accurate. If the person refuses to sign, indicate "refused" on the signature line of the receipt form. A second officer should sign the receipt as a witness.
 7. The officer recovering the property shall list his/her name, ID number, and assignment.

8. The officer shall complete the back of each copy of the receipt form, which is used to advise the person receiving the receipt who they should contact regarding the impounding of the property. For firearms, individuals must contact the SDPD Gun Desk.

G. Receipt copies are to be distributed as follows:

1. The white copy (original) shall be impounded with the property. If there are numerous items impounded, the document will be attached to the first item impounded of that nature (firearm or money).
2. The pink copy shall be given to the person from whom the property was taken.