



B
18-183
09/25/18

Property Control Section "Right of Refusal" Policy (Re-issue DB 16-154)

Officers should be aware that the Property Control Section has established a "Right of Refusal" policy for improperly packaged items. When picking up property from the district stations, representatives from Property Control will not accept the following examples of improperly booked items:

- Firearms that the station keeper has not certified as unloaded.
- Domestic or foreign currency that is booked with other property (money must be in a separate envelope).
- Insufficient information on envelope or tag. All sections must be filled in, and serial numbers, make, model, and detailed descriptions of items must be written on the envelope.
- Packaging where there is no star number and initials on the envelope seal.
- Bloody/wet clothing not packaged properly and/or leaking through the bag. (Bloody/wet clothing must be dried. See DB 18-101.)
- Perishable items (unless approved by the OIC of Property Control).
- Separate pieces of property taped or tied together with a single tag. (Each piece of property must have its own tag.)
- Tagged articles of clothing. Clothing shall be bagged.
- Money envelope not having the verification stamp indicating the signature and star number on the back flap of the officer counting currency and the supervisor verifying currency.
- Found property or property for safekeeping without a color-coded label affixed.
- Items listed as Found Property and a differing type of occurrence on the property tag or envelope.
- Property tags not properly itemized-including Found Property. (See DB 18-119)

Property shall be properly logged into the District Station Property Control Log (SFPD form 230). **Members shall list each booked item on its own line on the District Station Property Control Log. Members shall not list multiple items on one line.** If property is improperly booked, the Property Control officer shall refuse to accept the item, note the refusal on the District Station Property Control Log and notify the station keeper of the reason for the refusal to take custody of the property. A Property Control officer will pick up the item the next day after the property has been properly packaged. The station keeper shall be responsible for ensuring that the property is booked appropriately.


WILLIAM SCOTT
Chief of Police