



DEPARTMENT NOTICE

23-188
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Station Property & Evidence Drop Off During the APEC Event

During APEC, stations will be required to transport property and evidence to the Property Control Division (PCD) at 850 Bryant Street. This process will remain in place from Friday, November 10, 2023, to Sunday, November 19, 2023, for the duration of the event.

Starting on Friday, November 10, 2023, PCD will be accepting Property/Evidence drop-offs from District Stations. Stations will be assigned a designated time slot for stations transporting property and evidence items to PCD at 850 Bryant Street. The objective of this temporary workflow change is to minimize operational disruptions and ensure timely receipt and logging of property and evidence for Investigators and DAIs for court proceedings.

Property Control Division Operations

During APEC, front counter service hours of operation, will be Monday through Friday, 0800-1600 for the public and 0800-1700 for sworn members.

Prior to delivery District Station Keepers are to contact [REDACTED]. District Station drop off times are **Monday through Friday, 0400 to 0700hours.**

1. **Central, Tenderloin and Mission:** 0400 - 0500 hours
2. **Southern, Bayview and Ingleside:** 0500 - 0600 hours
3. **Richmond, Park, Taraval and Northern:** 0600 - 0700 hours

**** Units assigned to APEC will contact and coordinate with PCD for deliveries as needed ****

Station Weekend drop offs are available from 0400 to 1300hours. If Stations missed their drop off District Station Keepers are to contact [REDACTED], prior to delivery.

Station Keepers' Responsibilities

Prior to transporting items, Station Keepers shall:

- Inspect evidence to confirm that it is packaged correctly, and that all information matches the affixed barcode label.
- Cross check that all property & evidence items match the station evidence log sheet and sign the form if correct.
- Provide Transporting Officer(s) with a copy of the signed station evidence log sheet and all the property & evidence items that are to be transported to PCD.
- Place the booked property & evidence envelopes and evidence bags inside of the 55-gallon 38x58 property and evidence carrying bags (provided to each station by PCD) for transporting items.

- [REDACTED]

- [REDACTED], between 0400 and 0700 hours, to advise how many items are being transported; specify if there are any Firearms, Narcotics and/or Money that will also be dropped off.

For Oversized Items and/or Bulky Items **

- [REDACTED] and speak with the Supervisor to make alternative arrangements for pickups.


Transporting Officer(s) responsibilities

- Shall bring the signed station evidence log sheet and all the property and evidence items that are going to PCD, transport items inside the 55-gallon 38x58 property evidence carrying bags.

Property Control Division team receiving property and evidence (drop-offs) responsibilities

- Shall ensure that all property and evidence is booked and packaged correctly before accepting property from the station transporting unit.
→ If all the property and evidence is in order and accounted for, then the PCD officer will receive the property and evidence items and sign the Station's evidence log and make a copy.
- PCD will keep a copy and give the Station's transporting officer(s) a signed copy to return to their station keeper for District station records.

As a reminder: When booking evidence/property, the member is responsible for the safe and proper packaging of the item(s) (**DGO 6.15 Property Processing**). Property Control Division has established a "Right of Refusal" policy for improperly booked or improperly packaged items whether the items are picked up from a district station or brought to Property Control Division ([DN 21-021 Property Control Division Right of Refusal Policy](#)). The member who initially booked the evidence/property will be required to make corrections.


WILLIAM SCOTT
Chief of Police

Per DN 23-152, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS within (30) thirty calendar days of issuance. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be sent to sfpd.writtendirectives@sfgov.org who will provide additional information.