



DEPARTMENT NOTICE

24-035

Published: 03/01/24

Expires: 03/01/27

Revised Property Evidence Packaging

The purpose of this Department Notice is to advise members that the following property evidence packaging has been revised.

- Property for Identification Envelopes
- Bags and Tags
- Money Envelopes
- Firearm Evidence Only Envelopes
- Firearm Only Envelopes

The current format of the envelopes, bags, and tags will continue to be used by members until that inventory is depleted.

Barcode labels shall be affixed to the front of the evidence envelope or bag. (*Exception-barcodes on narcotics polyethylene bag and evidence tag shall be affixed to the back of the bag or tag*). Members will still be required to fill in the information in the appropriate fields.

To ensure the integrity of booked evidence, members shall adhere to the following guidelines for packaging and sealing evidence:

- Place all items of evidence into the appropriate packaging container (i.e., envelope, bag, or box). For large items, a property tag shall be attached. **DO NOT** over stuff evidence packaging.
- Place Barcode labels where indicated. If multiple barcode labels are used, place them in available blank space nearest to each other. **ENSURE THAT NO INFORMATION IS COVERED BY THE BARCODE LABELS.** Do not place barcode labels on the actual item being booked. Use an evidence tag for items placed in plastic bags or larger items being booked.
- Place money verification or unloaded firearm verification labels on the indicated area of the envelope when booking money or firearms.
- Mark all seal joints of the evidence envelope, bag or box with your initials and star number. Close envelope, bag or box. **DO NOT** use staples.
- Securely apply transparent tape over all marked seal joints.
- Ensure all evidence is packaged and sealed securely before booking to prevent a package from opening during transport or storage.

As a reminder: When booking evidence/property, the member is responsible for the safe and proper packaging of the item(s) – DGO 6.15. The Property Control Division has established a "Right of Refusal" policy for improperly booked or improperly packaged item(s) whether the item(s) are picked up from a district station or brought to Property Control Division (DN 24-028). 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.

Safety with Respect