

ATTACHMENT A

Property Tag Ledger

DATE	TAG #	DR #	OFFICER	ID #
	134144			
	134145			
	134146			
	134147			
	134148			
	134149			
	134150			
	134151			
	134152			
	134153			
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	134165			
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	134167			
	134168			
	134169			
	134170			
	134171			

ATTACHMENT B

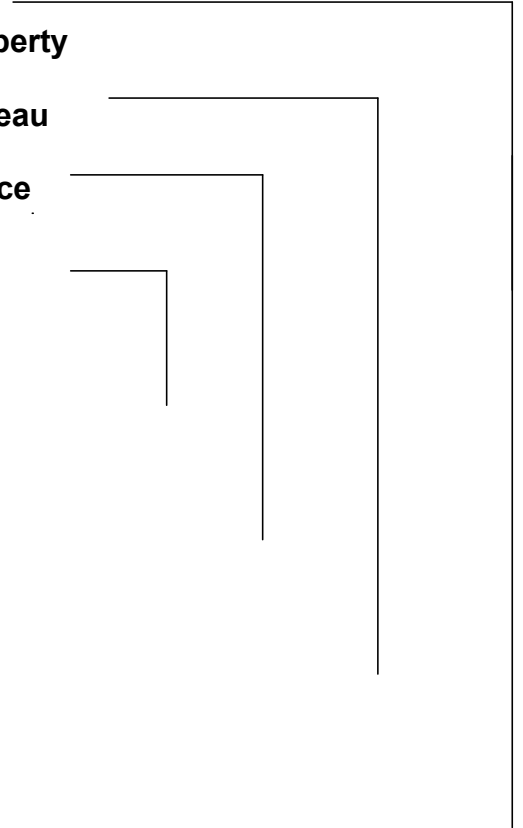
PROPERTY TAG

Original Copy - Property

Second Copy - Back Up for Property

Third Copy - Investigating Bureau

Hard Copy - Attach to Evidence



ATTACHMENT C

PROPERTY TAG

Sign Property Tag out in ledger book, make sure all boxes in the ledger book are filled in completely. **Property Tags should be filled out in the name of the person or business to whom the property is going to be returned. Property Tags shall be printed.**

When identifying the owner/victim, etc., include the zip code with the address, as this information is needed to return evidence to the rightful owner.

Crime code refers to the particular numeric code, e.g., 459 PC. Crime class refers to the particular title of crime, e.g., burglary. When more than three (3) items are booked into evidence, use a long form and note on the original Property Tag, **"See Long Form."** When identifying property on the Property Tag, make sure you include model and serial numbers.

ATTACHMENT D

Long Form

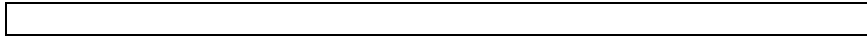
ATTACHMENT E

Item Tags

<p>Burbank Police Department Color changes yearly</p> <p style="text-align: center;">EVIDENCE</p> <p>TAG # _____</p> <p>DR # _____</p> <p>ITEM # _____</p> <p>Date _____ Officer _____</p>
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<p>Burbank Police Department Orange colored tag</p> <p style="text-align: center;">FOUND PROPERTY</p> <p>TAG # _____</p> <p>DR # _____</p> <p>ITEM # _____</p> <p>Date _____ Officer _____</p>
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<p>Burbank Police Department White colored tag</p> <p style="text-align: center;">SAFEKEEPING</p> <p>TAG # _____</p> <p>DR # _____</p> <p>ITEM # _____</p> <p>Date _____ Officer _____</p>
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ATTACHMENT F

Property Disposition Sheet

The Property Disposition form (bar code) is routinely returned to the assigned detectives or detail for authorization to dispose or release. The form gives the detective/officer assigned to the case a variety of options. After a choice is made the form shall be returned to the Property Section for proper action.

In the event that the items are to be disposed, the assigned detective should check the box marked, "**Dispose**" and date and initial it. The Property Disposition sheet allows the detective/officer to dispose or retain all or one specific item.

If the items are to be returned to the victim, or suspect, the detective should check the box marked, "**Release To**" and include the name of the person(s) to whom the property is to be released.

In the event that the detective sends a notification card, the box marked, "**Card Sent**" should be checked. The notification cards are available in the Property Section.

When the evidence/property is to be retained, the assigned detective shall check the box marked, "**Retain**" and give the reason for retention.

Once the initialed Disposition Sheet is returned, the Property Officer shall then be responsible for updating the review date on the bar code computer. Review dates will be four (4) months for misdemeanor cases, eight (8) months for felony cases from the date of the Detective's or Detail Sergeant's previous review. A lesser period of time between reviews may be designated by the Sergeant or Detective assigned to the case.

In drug diversion cases, one year or more will be added to the review date, if requested by the Detective or the Court Disposition Sheet.

ATTACHMENT G

PROPERTY DISPOSITION SHEET

ATTACHMENT H

- 1. Burbank PD.**
- 2. Charge, section and code.**
- 3. Name of suspect/subject.**
- 4. Name of victim (when applicable - DO NOT USE STATE OF CALIFORNIA)**
- 5. Burbank DR number.**
- 6. Investigator, name of detective or bureau handling investigation, i.e. Traffic, Vice, etc.) and phone number.**
- 7. Received from, last name of person sending evidence to crime lab.**
- 8. Description of evidence and what it is to be tested for, i.e., blood sample for alcohol) and tag number.**
- 9. Number of items enclosed and crime lab routing**

ATTACHMENT I

Lab Book

ATTACHMENT J

Property Release Form

I certify, under penalty of perjury, that I am the lawful owner/guardian of the described property: I have taken possession of the described property:

ITEMS RELEASED # _____
NAME _____
ADDRESS _____
ID _____
SIGNATURE _____ DATE _____

ITEMS RELEASED # _____
NAME _____
ADDRESS _____
ID _____
SIGNATURE _____ DATE _____

ITEMS RELEASED # _____
NAME _____
ADDRESS _____
ID _____
SIGNATURE _____ DATE _____

ATTACHMENT K

Property Release Form

ITEMS RELEASED # _____ 1 _____
NAME _____ 2 _____
ADDRESS _____ 3 _____
ID _____ 4 _____
SIGNATURE _____ 5 _____ DATE _____

Attachment J is to be utilized when multiple items (more than three) are being released. Anytime any evidence or property is released to an individual, documentation must be made:

- Line 1: Shall list the item(s) to be released, e.g., 1, 2, 3, or 7, or 1-3, etc.
- Line 2: Shall list the name of the person to whom the property/evidence was released. This information is to be printed.
- Line 3: Shall list the address of the person to whom the property/evidence was released. This information shall be printed.
- Line 4: Shall list some type of picture identification, e.g., Driver's License, ID card, etc.
- Line 5: Shall be signed by the recipient of the property/evidence and dated.

ATTACHMENT L

Narcotics Envelope

ATTACHMENT M

Currency Envelope

ATTACHMENT N

Notice to Claim Property

ATTACHMENT O

Firearms Destruction List

ATTACHMENT P

Currency Transfer List

ATTACHMENT Q

Daily Report of Cash Receipts

ATTACHMENT R

Narcotics Court Order

ATTACHMENT S

Narcotics Disposal List

ATTACHMENT T

SERF – Narcotics Manifest

ATTACHMENT U

Auction List

ATTACHMENT V

Safekeeping Receipt

ATTACHMENT W

Property Diversion Memo

ATTACHMENT X

Access Log

ATTACHMENT Y

CERTIFICATE OF WEAPON RETENTION

Under the authority of Section 12030 of the California Penal Code, a Certificate of Retention is hereby granted for the weapons listed here. The weapons will be used for inclusion into the Burbank Police Department Armory.

The described weapons on this list shall be restricted to official departmental use and shall become the property of the City of Burbank in the County of Los Angeles. If for any reason any of the listed weapons are of no further use to the Burbank Police Department, they shall be destroyed as prescribed by Section 12028 P.C. and the Department of Justice shall be notified of the destruction as prescribed by Section 12030 P.C.

Judge
Burbank Municipal Court

Date

Property Tag #

Burbank DR#

Description