

SDSD Detention Services Bureau—San Diego Central Jail Green Sheet

DATE:	March 7, 2022
NUMBER:	Q.67.C.1
SUBJECT:	EVIDENCE/FOUND PROPERTY

PROCEDURE

- I. The reporting deputy will place all evidence/property in an available locker in the evidence room located on the █ **Govt. Code 6255(a)** █
 - A. Each available locker, numbered 1-32, will be equipped with one (1) unlocked padlock. CD/DVD evidence will be placed into the blue evidence locker (#33) via the CD/DVD slot in the locker door. Perishable evidence will be placed in the refrigerator and secured with a lock.
 - B. The visit deputy has possession of the keys for the evidence/property lockers.
 - C. After evidence/property is properly packaged and placed in the locker, the reporting deputy will secure the locker for safe keeping. Evidence packaging examples are available inside the evidence room.

- II. The visit deputy will do the following:
 - A. Twice a week or when practical, check the evidence/property lockers for completed evidence/property forms and proper packaging of the evidence/property.
 - B. Retrieve all evidence/property from the evidence lockers or refrigerator.
 - C. Process evidence/property in accordance with Section 6.29 of the Department Policies and Procedures Manual.
 - D. Transport all evidence/property to the Evidence/Property Unit or Crime Lab.
 - E. Obtain the signature of the receiving clerk on the Evidence Transfer form, leaving the original copy with the clerk and keeping a copy for the visit deputy's records. The visit deputy will retain the completed Evidence Transfer forms for two (2) years.