

# California Commission on Peace Officer Standards and Training

## Management Counseling Services

**LAW ENFORCEMENT**

# **EVIDENCE & PROPERTY**

## **MANAGEMENT GUIDE**



**Third Edition**

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LAW ENFORCEMENT

# **EVIDENCE & PROPERTY MANAGEMENT GUIDE**

**Third Edition 2013**

Produced by

**POST** Management Counseling Services Bureau

CALIFORNIA COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## **Law Enforcement Evidence & Property Management Guide**

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**T**he law enforcement evidence/property function is vital to the criminal justice process. Its effective and efficient operation is integral to an agency's quality of service to the community and the criminal justice system. The management of this function has become increasingly complex due, in part, to factors related to legislative mandates, hazardous material storage, the protection and preservation of biological/DNA-related material, security and chain of custody, and the training of evidence/property personnel. The failure to manage the evidence and property function can affect the successful prosecution of criminal violators, resulting in agency liability or loss of public confidence.

Effective policies and procedures must be established in order to efficiently submit and retrieve items of evidence and property. To support the evidence and property function, managerial and executive personnel must ensure that essential training, both initial and ongoing, is identified and provided, with an adequate budget for sustained effective operation. Staff safety, storage facility security, and the ability to accurately catalog and track evidence and property are paramount to reducing liability exposure, thus increasing the credibility and defensibility of the agency.

The purpose of the POST *Law Enforcement Evidence & Property Management Guide* is to provide standardized recommended guidelines for the management of the evidence and property function, detailing best practices for the submission, receipt, storage, and disposition of evidence and property items in the agency's care and control. Agencies should use this guide to create or amend policies and procedures to ensure the integrity of the evidence and property process, protect the evidentiary value of property, and restore property to its owners in a timely fashion.

It is the intention of the Commission on Peace Officer Standards and Training that this guide will lead to improved management of the evidence and property function. POST envisions that this guide will serve as a comprehensive resource to aid evidence and property staff, field personnel, supervisors, managers, and executives in understanding the critical role of the evidence and property function to the agency, the criminal justice system, and the community.

The Commission appreciates the contributions of an ad-hoc advisory committee of evidence and property personnel from agencies throughout California.

Comments or questions related to information contained in this guide should be directed to the [Management Counseling/Leadership Development Bureau](#) at (916) 227-4800.

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## EXPLANATION AND USE OF THIS GUIDE

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### RELEVANCE OF THE EVIDENCE/PROPERTY FUNCTION

The *POST Law Enforcement Evidence & Property Management Guide* was developed as a resource for law enforcement agencies and personnel, noting best practices and providing standardized guidelines for the various aspects of the evidence and property function. The importance of this function in a law enforcement agency cannot be overstated. The agency has a fiduciary and legal obligation to store and protect items of evidence and property in its custody, and equally important, an obligation to legally restore property to the rightful owner as soon as practical or dispose of the property in a legal manner.

Law enforcement executives, managers, supervisors, peace officers, and professional staff members often fail to understand or appreciate the necessity and nature of the evidence and property function's existence, and its contribution to the success of the agency. Essentially, the evidence/property function's purpose can be summarized in the following basic mission statement:

*The law enforcement evidence/property function exists in order for an agency to receive, catalog, safely store, and maintain the integrity of evidence, found property, and property for safekeeping. The function allows for the effective prosecution of criminal offenders while confirming innocence; and victims may find truth and closure as justice is served. Lastly, law enforcement agencies have the legal obligation to restore evidence/property to rightful owners or facilitate the legal disposition of evidence/property in agency possession.*

### NAVIGATING THE GUIDE

This guide is divided into chapters, with each chapter pertaining to one of the six primary categories of the evidence and property function:

1. Organizational Considerations (organization, personnel, training, policy/procedure)
2. Documentation and Forms
3. Safety, Security, and Storage
4. Evidence and Property Handling Procedures
5. Audits, Inventories, and Inspections
6. Evidence and Property Disposition and Purging

Each chapter begins with a purpose, introducing the chapter material and supporting its relevance. The chapter purpose is followed by POST guidelines, based on state law and national best practices, corresponding to the chapter material. National best practices were determined through a review of Commission on Accreditation for Law Enforcement Agencies (CALEA) standards; a comparison of POST guidelines to the National Institute of Justice (NIJ) document, [The Biological Evidence Preservation Handbook](#); a consultation with the Federal Bureau of Investigation; and an evaluation of past practices. The POST guidelines were created to standardize the processes and security related to the evidence and property function. Following each guideline is an in-depth commentary explaining and supporting the specified guideline criteria.

The guide includes six appendices containing: [A](#)) Glossary of Terms, [B](#)) Legal and Regulatory References and Issues, [C](#)) Sample Forms, [D](#)) Evidence/Property Retention Policy, [E](#)) *The Biological Evidence Preservation Handbook* provided by the National Institute of Justice, and [F](#)) Examples of

Commercially Available Evidence/Property Equipment. These appendices have been provided as an additional reference for evidence and property personnel, and agency supervisors and managers, to assist in policy development and legal compliance.

### **INCORPORATING THE GUIDE INTO AGENCY DIRECTIVES TO MEET BEST PRACTICES**

The guidelines and supporting commentary contained in this guide are provided to use as a framework to assist agencies in the development of written directives created to document and standardize the processes related to the evidence/property function. The written directives should incorporate contemporary law enforcement best practices pertaining to the physical design and security of the evidence/property function. Comprehensive written directives, standardized practices, and heightened security can fortify an agency's position, if the agency must defend its evidence/property function, while reducing agency exposure to unwanted scrutiny and liability.

Although a number of guidelines are driven by statute, none of the guidelines are subject to POST compliance or regulation; but all of the guidelines are based on national law enforcement best practices. POST recommends that agencies desiring to be in compliance with California statutes and national best practices in the evidence/property function arena adhere to these guidelines in their entirety. If an agency is unable to adhere to a particular guideline, or portion of a guideline, due to fiscal or facility limitations, the agency should consider including any unmet best practice guidelines into a strategic plan which allows the agency to track this unmet goal and objective until the agency can bring itself into accordance with the guideline or guideline portion in question.

Agency heads are ultimately responsible for all items of evidence/property maintained in their facilities, and must make executive decisions to standardize processes, ensure security, and minimize risk. To assist in policy development and standardization, POST has provided this guide for use as a resource for facilitating the overall management of an efficient and effective evidence/property function.

Agencies are encouraged to annually review their directives for relevance, as well as ensure the necessary initial and ongoing training for evidence and property staff, supervisors, and managers is occurring. Agencies should stay current on evolving trends, and keep abreast of legal and regulatory issues related to the evidence/property function.

POST intends the *POST Law Enforcement Evidence/Property Management Guide* be maintained as a living document subject to annual reviews of the guidelines.

## **PURPOSE**

An agency relies on the Evidence/Property Manager (EPM) and the Evidence/Property Technicians (EPT) to correctly maintain security and control in the evidence/property unit. Each agency has the weighty responsibility for the receipt, storage, safekeeping, release, and disposal of all evidence/property items in its control. Evidence/property personnel ensure that evidence items are correctly tracked and monitored for court exhibits, discovery, and prosecution/defense evidence viewing. Proper management, an adequate budget, and initial and ongoing training will enhance the efficiency and knowledge of evidence/property personnel. A well-organized storage facility and evidence/property cataloging system, in conjunction with well-designed policies and procedures, will enhance the success and facilitate the effective operation of the evidence/property function.

This chapter addresses the organization, management, and direction of an evidence/property unit, providing guidelines in the following areas:

- 1.1 Organizational Structure
- 1.2 Personnel Assignment, Staffing, and Training
- 1.3 Facility Access/Hours of Operation
- 1.4 Emergency and Disaster Planning
- 1.5 Budget Allocation
- 1.6 Policy and Procedure Development

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### **GUIDELINE 1.1** **Organizational Structure**

Create or amend a written directive outlining the organizational structure of the evidence/property function to include, at a minimum, the following:

- Clearly define the chain of command from the agency head down (e.g., Chief, Sheriff, Director, Commissioner)
- Include the evidence/property function in the agency organizational chart depicting the evidence/property function outside of operational units

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### **Commentary**

The directive should clearly identify the chain of command, from the Evidence/Property Technician to the Agency Head. Whenever possible, the chain of command should be shortened or flattened allowing the agency head to have the most direct access to the evidence and property function.

The directive should identify the evidence/property function in the organizational chart. The evidence/property function should be separated from operational units. This separation eliminates the potential conflict of interest between the personnel who collect evidence or property and those who are charged with the responsibility of storing the evidence and property.

The agency will reduce its exposure by assigning the evidence and property function to an administrative or support unit which provides a definitive separation from operational units such as patrol or investigations.

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**GUIDELINE 1.2**  
**Personnel Assignment,  
Staffing, and Training**

Create or amend a written directive addressing personnel assigned to the evidence/property function to include, at a minimum, the following:

- Identify the Evidence/Property Manager (EPM)
- Identify the EPM position as a specialized mid-management position
- Outline the desired qualifications, applicable certifications, skills, and duties of the EPM and EPT
- Establish assignment transfer policies associated with the evidence/property function
- Establish adequate staffing which will allow all of the duties of the evidence/property function to be accomplished
- Identify initial and an ongoing training plan for all personnel assigned to the evidence/property function ensuring they remain current in best practices, statutes, and regulations
- Provide evidence/property personnel with uniforms for both daily/utility use and for court appearances

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**Commentary**

Because the evidence/property function is critical to law enforcement, personnel assigned to this function should be clearly identified by job classification. It is suggested the EPM be a specialized, mid-management position. All pertinent EPM and EPT job tasks and duties should be codified. Agencies can also reference PC 1413, which establishes responsibilities for evidence/property personnel.

The selection of an EPM and/or EPT should be based on stated directive qualifications, applicable certificates, skills, and duties. A background investigation should be completed on personnel having direct access to the evidence/property facility.

Due to the technical expertise required within the evidence/property function, the routine transfer of evidence/property personnel should NOT occur and be avoided whenever possible. Any time there is a change of assigned personnel within the evidence/property unit; consideration should be given regarding facility security. It is strongly recommended that access keys/cards/codes be changed, and a complete inventory of currency/high-value items, narcotics and dangerous drugs, and firearms, at a minimum, be conducted.

Agencies should ensure adequate staffing of the evidence/property function which allows all of the duties and responsibilities to be carried out in an efficient and uninterrupted manner (e.g., audits, inventories, purging, and other staff-intensive functions).

To better manage agency risk and reduce liability, all evidence/property personnel should complete the POST Evidence and Property Management course as well as continuing education and training through organizations such as the California Association for Property and Evidence (CAPE) and International Association for Property and Evidence (IAPE). Training can also be conducted in-house (e.g., staff training on packaging requirements; quarterly review of purging procedures; combined training with neighboring agencies, county crime lab, or the district attorney's office on proper handling of items being processed for DNA evidence, the preservation of the chain of custody, or courtroom procedures, etc.). All initial and ongoing training should be properly documented in staff training files

POST encourages networking with regional and county agencies (e.g., local law enforcement agencies, district attorney offices, crime labs, courts, county coroner/medical examiners, and probation departments) to make consistent inter-agency policies, forms, and procedures to facilitate communication and to ensure court compliance. This networking provides a legal basis and a framework for managing evidence and property in law enforcement agencies.

For safety purposes, and to prevent contamination, evidence/property personnel should be provided with both daily/utility uniforms, as well as "Class A" uniforms for court appearances. A cleaning service should be utilized so that potentially contaminated uniforms DO NOT have to be transported to a staff member's residence for cleaning; and work shoes should remain at the agency.

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**GUIDELINE 1.3**  
**Facility Access/  
Hours of Operation**

Create or amend a written directive addressing facility access procedures, staff call-out procedures, and hours of operation to include, at a minimum, the following:

- Identify the key control process for tracking and restricting access to the evidence/property facility
- Establish a call-out procedure
- Establish/publish public hours of operation
- Establish regular internal hours of operation

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**Commentary**

To ensure security and integrity, agencies need a written directive defining facility access. Access to the evidence/property facility must be limited to essential evidence/property personnel only. Electronic and back-up manual keys should be assigned to the EPM's immediate supervisor (maintained on the supervisor's person, NOT in a drawer, envelope, lock box, etc). Qualified alternate personnel need to be identified and trained to function in the evidence/property room, in the event of an absence of the EPM and EPTs.

It is important a call-out procedure be established for the EPM and EPT to provide after-hours access (e.g., nights, holidays, and weekends).

Public hours of operation should be established and published within the agency and on the agency website. It is recommended that evidence/ property release to the public be carried out by appointment only, depending on agency circumstances. Using an appointment schedule will allow evidence/property staff to appropriately plan and manage work responsibilities.

It is recommended that the evidence/property function remain open to agency staff on all but one day of the work week. During this day (preferably an evidence/property staff overlap day) the evidence/property function should close to both agency staff (except for subpoenas) and the public, but remain in operation, creating an uninterrupted opportunity for purging and other ancillary responsibilities.

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**GUIDELINE 1.4**  
**Emergency and Disaster Planning**

Create or amend a written directive addressing procedures to ensure the continuation of the evidence/property function in the event of an emergency or a disaster to include, at a minimum, the following:

- Equip evidence/property personnel with personal duress alarms for use in the event of an emergency
- Develop procedures to address the removal, transportation, and relocation of personnel and all evidence/property items in the event of evacuation, including a method for tracking each item
- Identify an appropriate alternate evidence/property storage facility in the event evacuation is necessary
- Supply evidence/property personnel with radios to ensure contact with Communications unit staff and supervisors in the event of an emergency

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**Commentary**

The directive should include identification of a temporary alternate site to be used if evidence/property must be moved from the existing facility. The organization's policy and/or emergency operations plan should designate an alternate evidence/property site that includes ample room and security to accommodate the evidence/property function for an extended period of time. A tracking system should be in place to ensure all evidence/property is accounted for during removal, transportation, and relocation. Security measures should be considered during the transport to alternate sites.

To enhance the safety of evidence/property personnel as well as provide immediate notification during emergency situations, evidence/property personnel should have radio contact with a 24/7 communications center. Evidence/property personnel should be equipped with personal duress alarms or accompanied by appropriate staff during property release.

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**GUIDELINE 1.5**  
**Budget Allocation**

Create a written directive establishing the budgeting process related to the evidence/property function to include, at a minimum, the following:

- The evidence/property function should be supported by a stand-alone, line-item budget

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**Commentary**

The evidence/property function is a critical part of any law enforcement organization; it must be fully funded to meet the needs of the organization and the community. The organization's budget should identify the evidence/property function separately from other functions/units, with a stand-alone, line-item budget. The EPM should have some input into budget considerations regarding the evidence/property function.

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**GUIDELINE 1.6**  
**Policy and Procedure Development**

Create or amend a written directive establishing an operational manual outlining the agency policies and procedures regarding the evidence/property function to address, at a minimum, the following:

**Organizational Considerations  
(Organization, Personnel, Training, Policy/Procedure)**

- Organizational Structure
- Personnel Assignment, Staffing, and Training
- Facility Access/Hours of Operation
- Emergency and Disaster Planning
- Budget Allocation
- Policy and Procedure Development
- Identifying and Mitigating Problems

**Documentation and Forms**

- Property Receipts
- Establishing and Maintaining Chain of Custody
- Chain of Custody Stamps, Labels/Property Tags, and Sealing Packages
- Firearms Documentation/Forms
- Property Release
- Annual forms/Procedure Review
- Visitors' Log
- Automated Property Management

**Safety, Security, and Storage**

- Facility Design and Storage Areas
- Temporary Storage: Lockers and Refrigeration
- Receiving and Processing Areas
- Special Storage Concerns
- Safety Policies/Procedures for Hazardous/Biohazardous Materials
- Security Policies/Procedures

**Evidence and Property Handling Procedures**

- a) General Handling Procedures
- b) Explosives, Ammunition, Flammable, and Hazardous Materials Handling Procedures
- c) Firearms Handling Procedures
- d) Narcotics/Controlled Substances Handling Procedure
- e) Currency/High-Value Items Handling Procedures
- f) Electronic Media/Photos/Digital Storage Handling Procedures
- g) Biological/DNA Handling Procedures
- h) Blood Drying and Wet Evidence Drying Equipment

**Audits, Inventories, and Inspections**

- a) Audits
- b) Inventories
- c) Inspections

**Evidence and Property Disposition and Purging**

- a) Considerations for Disposal
- b) Methods of Disposal and Classifications of Property
- c) Firearms: Special Procedures for Disposition/Purging
- d) Narcotics: Special Procedures for Disposition/Purging
- e) Currency/High-Value Items: Special Procedures for Disposition/Purging
- f) Hazardous/Biohazardous Materials: Special Procedures for Disposition/Purging (including explosives, ammunition, flammables, and pyrotechnics)

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**Commentary**

Incorporate into policy the requirement for an annual review of all agency policies and procedures related to the evidence/property function, with the results of the review forwarded in a report to the agency head and EPM.

Comprehensive evidence/property policy and procedure manuals ensure consistency in the process of managing the evidence/property function, and allow for the organization to comply with all associated statutes and best practices.

It is recommended that these manuals provide standards for the training of newly appointed evidence/property personnel and identify the responsibilities of the staff regarding the various evidence/property functions. Compliance with this guideline can reduce agency liability.

## **PURPOSE**

The collection of evidence and property taken into agency custody must be documented pursuant to a variety of state statutes. Agency policy must require specific information be completed to establish a tracking record as items are received, stored, released, or otherwise purged.

This chapter provides guidelines for documentation and form development (both hardcopy and digital formats) related to the intake, storage, and disposal of evidence and property in the following areas:

- 2.1 Property Receipts
- 2.2 Establishing and Maintaining Chain of Custody
- 2.3 Chain of Custody Stamps, Labels/Property Tags, and Sealing Packages
- 2.4 Firearms Documentation/Forms
- 2.5 Property Release
- 2.6 Annual Forms/Procedures Review
- 2.7 Visitors' Log
- 2.8 Automated Property Management

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### **GUIDELINE 2.1** **Property Receipts**

Create or amend a written directive addressing the use of a property receipt to include, at a minimum, the following:

- Reference number(s) (e.g., report number/case number/ CAD number) and/or item number or control number
- Classification or type of crime (e.g., [PC 211](#), [PC 459](#))
- Date/time collected/submitted
- Reporting or submitting peace officer/employee
- Involved party's name
- Designated relationship (e.g., suspect, victim, owner, finder)
- Type of evidence and property (e.g., recovered, found, safekeeping, seized by search warrant)
- Description of item (e.g., serial number)
- Location where evidence/property was found and by whom
- Storage location
- Chain of custody signature box
- Release information
- Declaration of ownership
- Receipt requirements pursuant to [PC 1412](#), [1413](#), [1535](#), [18250](#), [CC 2080.10](#), [WI 8102](#) and [8103](#)

**Commentary**

The purpose of a property receipt is to establish a record of the evidence/property collected and submitted. When necessary, a receipt with instructions explaining the process for retrieval should be provided to the person from whom the evidence and property was collected.

Samples of property receipt forms and other evidence/property related forms may be accessed through [www.cape-inc.us](http://www.cape-inc.us) and found in [Appendix C](#).

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**GUIDELINE 2.2**  
**Establishing and Maintaining Chain of Custody**

Create or amend a written directive addressing the procedure for maintaining and tracking the chain of custody to include, at a minimum, the following:

- Establishing the chain of custody for documenting the collection of evidence or property (in the field or in an in-custody setting), including the date and time, where the item was found, and the employee collecting the evidence/property
  - Requiring an agency case number or Computer-Aided Dispatch (CAD) number be linked to all evidence/property items collected
  - Items should be processed, packaged, and submitted prior to the end of shift
  - In the event evidence/property processing cannot be completed prior to shift end, temporarily store items in a secure location with supervisor approval and appropriate notice to the EPM
  - Requiring a chain of custody log with signature blocks printed on the packaging in addition to any supplemental computerized tracking or hardcopy forms
  - Establish a process to document items released to the public, crime lab, court, agency, or other agencies
  - Establish a procedure for items released pursuant to a subpoena or court orders
- 

**Commentary**

When establishing the chain of custody, it is important to document evidence and property collected by including the date and time, where the item was found, and the employee who recovered the item.

To ensure an accurate chain of custody, all evidence and property collected should minimally include a unique report/case number or CAD-generated incident number. This number must be obtained to document the collection of evidence/property. This unique number associated with the items recovered is critical to the successful cataloging and tracking of evidence and property items.

The report/case file number and the collector's identification (badge number or equivalent) need to be listed on the packaging. The collection of evidence/property should be documented in an agency report, cross-referenced to a property receipt form when required. The property receipt form is NOT to be used as a substitute for documenting evidence/property on the agency original

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report form. The property receipt form should describe each item collected and corresponding item number(s) as appropriate (see [Guideline 2.1](#)).

Agencies should require all evidence/property items to be processed, packaged, and submitted prior to the end of shift. Adhering to this practice will reduce agency exposure and undesirable attention. When it cannot be done, field personnel must obtain supervisor authorization, use an acceptable designated secure temporary location, and notify the evidence/property room of submission delays.

When evidence/property is received, the evidence/property personnel should ensure the chain of custody is maintained on all items collected, including items for temporary or permanent storage. Chain of custody is NOT the same process as the cataloging/tracking system for the item found in either a manual or electronic tracking system (bar-coding system). In order to maintain chain of custody on items, a chain of custody log is required with signature lines printed directly on the packaging containing the evidence. Printing a form from the tracking/cataloging system and attaching the form to the item's envelope does NOT satisfy the best practice.

When evidence/property is released, evidence/property personnel should document this action on appropriate property records forms.

For an internal transfer due to the need for further forensic review (e.g., an item will be forensically processed by the in-house crime lab), the evidence/property personnel should attach a copy of the written request or directive for processing to the permanent record for that item.

For a transfer to an outside entity (e.g., court or county crime lab), an evidence transfer form should accompany the employee and evidence to its destination. A subpoena or other court order should be required prior to the transfer of evidence to court. A written request or directive for processing should be attached to the evidence/property room record of the item in question if it is being sent to a crime lab.

The employee transporting the evidence to an outside entity will be designated as the custodian and will be responsible for obtaining a release signature for items retained by the outside entity. The transfer form should be returned to the evidence/property unit within 24 hours for update of custody status. If the transfer form or evidence is NOT returned within 24 hours, proper notification should be made to the EPM and the appropriate supervisor. Original paperwork should always remain in the custody of the agency.

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**GUIDELINE 2.3**  
**Chain of Custody**  
**Stamps, Labels/**  
**Property Tags, and**  
**Sealing Packages**

Create or amend a written directive addressing the procedure for appropriately labeling/noting the chain of custody on all evidence/property to include, at a minimum, the following:

- Use pre-printed or stamped labels or tags to properly identify an item of evidence or property, associated serial numbers, and agency report numbers and/or internal tracking numbers

- Adhere the chain of custody log to packaging or actual evidence/property items to record handling and transfers
  - Require employees sealing any evidence packages to put their initials across the package flap, and place clear tape (or a premade seal tape) across the flap, over the initials
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**Commentary**

Evidence/property labels or tags, along with a chain of custody log, are necessary to identify, track, and match information on the property record with the item of evidence/property in question.

An evidence/property label or tag should be permanently adhered to any evidence or property package submitted to the evidence/property storage unit. The label or tag should identify the package by contents, serial number, agency report number and/or internal tracking number, date, reporting peace officer/employee name, classification/charge, and type of evidence or property (e.g., recovered, safekeeping, found, or booked for destruction). The collection of all items of evidence/property should be recorded in proper agency reports.

A chain of custody log should be stamped, affixed, or pre-printed on all packaging, or otherwise attached to all items of evidence/property and should contain the date, time, and signature blocks for both the person releasing the item and the person taking receipt of it. This log should note the description of the item, and agency report number and/or internal tracking number. For each incident, the information should be reconciled among the respective agency reports, property receipts, evidence and property labels or tags, and the chain of custody logs.

When an item is first collected and submitted, and whenever the item is removed from its packaging, evidence/property personnel should re-seal the item inside the packaging with a designated seal over the initials of employee responsible for the packaging. The seal information must correspond to the chain of custody log affixed elsewhere on the item/packaging. This process will assist in quality control for outside entities (e.g., forensic lab).

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**GUIDELINE 2.4**  
**Firearms**  
**Documentation/**  
**Forms**

Create or amend a list detailing the forms used by the agency to track firearms from intake through final disposition to include, at a minimum, the following:

- All agency and State forms related to the intake, tracking, release, disposition/purging of firearms
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**Commentary**

Firearms present special circumstances because of their unique legal requirements. It is important to both follow legal statutes and maintain up-to-date forms to satisfy those legal requirements.

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Following case disposition, numerous documents and forms are necessary for the release and/or destruction of firearms. *(Refer to the California Department of Justice ([DOJ](#)) website for these legally mandated forms.)*

*Refer to the DOJ form, Agency Checklist for Confiscated Firearms/Other Deadly Weapons, for guidance on procedures for intake, storage, and final disposition of firearms.*

Agencies should confer with the local district attorney's office and crime lab to determine when firearms will be submitted for ballistics testing.

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**GUIDELINE 2.5**  
**Property Release**

Create or amend a written directive addressing the release or destruction of property to include, at a minimum, the following categories:

- Return to owner
- Diversion for official use
- Auction
- Destruction

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**Commentary**

Property disposition release forms, both written and digital, reflect chain of custody as well as release information as it relates to owner information, official use, diversion, auction, and destruction.

The receipt and retention of appropriate documentation (including court orders) related to the final disposition of firearms and narcotics are critical. Obtaining a written signature for the release or disposal of property completes the final disposition of the chain of custody.

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**GUIDELINE 2.6**  
**Annual Forms/  
Procedures Review**

Create or amend a written directive addressing the process for an annual review of forms and documents to determine necessity and relevance, to include, at a minimum, the following:

- The EPM should conduct an annual review of all evidence/property forms, ensuring procedural changes or statutes have been incorporated appropriately
- The EPM should act as the forms custodian, logging any changes to forms
- The EPM should ensure the newest version of each form is in circulation, destroying all previous versions or refusing any use of older forms

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**Commentary**

To ensure the relevancy of its documentation, the agency should annually review its evidence/property forms and documents. A representative from every section that uses a particular form should participate in the review process. Considerations include:

- Is the form still being used and by whom?
- Are there revisions to be made?
- Can two or more forms be consolidated?
- Do new forms need to be created?
- Is there efficiency to be gained in automating forms?

The EPM should be the final voice on form revisions and should identify new form iterations with a date stamp and version number to ensure the most current form is in circulation. The EPM should have the authority to refuse any use of older forms.

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**GUIDELINE 2.7**  
**Visitors' Log**

Create or amend a written directive addressing the use of a visitors' log in the evidence/property storage facility(ies), to include, at a minimum, the following:

- Require ANY person (other than assigned evidence/property personnel) entering and departing any agency evidence/property storage area to sign an established visitors' log which identifies the individual, date and time of entry/exit, and purpose for entering the storage area
- Ensure that all visitors be in the immediate physical presence of agency evidence and property personnel

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**Commentary**

The use of an established visitors' log will add credence to an agency's security commitment, and demonstrate that control of outside access is regulated and maintained in the evidence and property storage areas.

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**GUIDELINE 2.8**  
**Automated Property Management**

Where feasible or applicable, create or amend a written directive addressing the use of automated property management systems, to include, at a minimum, the following:

- Integration of an electronic property management system with the agency's Computer-Aided Dispatch (CAD) and Records Management Systems (RMS)
- Establishment of appropriate security measures and redundancies related to information storage and back-up procedures when automated property management systems are employed
- Ability to account for the chain of custody of evidence/property
- Ability to track and identify the location of all items of evidence/property within the custody of the organization (e.g., electronic bar coding system)
- Reporting capabilities, including statistics (e.g., workload studies, evidence and property ingress/egress) and inventories
- Alert mechanisms (e.g., tickler file) for notification of property purging/disposition

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**Commentary**

An automated property management system facilitates a streamlined and efficient process for the generation and retention of critical documentation related to the collection, retention, and final disposition of evidence/property. If an automated property management system is employed, it should have integrated features that can match and cross-reference information from CAD incidents, report numbers, CAD incident numbers, and electronic bar coding systems.

Appropriately supported computer security and back-up systems should be established to reduce the risk of information loss or degradation due to system interruption or failure. In some situations, it may be appropriate to employ hardcopy back-up of critical actions.

When utilized, automated systems, such as bar coding, must account for the chain of custody of evidence/property. Security measures and back-up functions should be established to ensure system integrity, including the following:

- Procedures for both electronic tracking and hardcopy documentation of the chain of custody of evidence and property
- Procedures for manual data entry of evidence and property when appropriate or necessary
- Procedures for manual documentation of intake of cash or other valuables
- Management of “special” or “sensitive” items
- Bar coding, which should include information related to the item, its container, and storage location

An efficient automated system would facilitate the creation of reports encompassing inventory, evidence cataloging, item status, currency management, and location.

The system should include automatic notifications based on property classification to prompt review, purging, or other pre-determined actions.

To minimize redundant data entry, the system should be capable of interfacing with state databases to fulfill statutory requirements for entering evidentiary items (e.g., crime guns, serialized property).

**Back-up Processes**

Automated back-up processes should include a continuous Uninterruptible Power Supply (UPS); a routine back-up of system files; appropriate, secure housing of system files; and a procedure for the manual operation of the evidence/property function in the event of total electrical or system failure.

**System Access/Security**

To ensure system integrity, authorized users should have permission-based access. The following levels are suggested:

- High access levels for the system administrator and/or system alternate. The system administrator, in conjunction with the EPM, should determine subsequent levels for all users
- Medium access levels to allow users, such as evidence and property personnel and supporting clerical personnel, to view, enter data, modify records, run reports, and perform basic database maintenance
- Low access levels to allow the users to view records for official use only with selected reporting functions

**Information Reporting, Tracking, and Inquiries**

System access should be electronically tracked in order to maintain the evidence chain from collection through disposition/disposal. This should include the name of the user, date, and any additions or modifications made to the original entry. Failsafe procedures should be developed to ensure records are not inappropriately modified or deleted. Historical data should be retained as per the agency's records retention schedule. The system should have the ability to search by key word for accessing data.

## **PURPOSE**

One of the most important aspects of the evidence/property function is the safety of the employees and the security and storage of evidence and property. The size and layout of the evidence facility is dependant on the size of the agency and the type and volume of property to be stored.

This chapter addresses the following guidelines for the main property facility, and any other facilities used for the storage of evidence/property. Additional security measures must be taken for high-risk items such as firearms, narcotics and other dangerous drugs, and currency/high-value items.

- 3.1 Facility Design and Storage Areas
- 3.2 Temporary Storage: Lockers and Refrigeration
- 3.3 Receiving and Processing Areas
- 3.4 Special Storage Concerns
- 3.5 Safety Policies/Procedures for Hazardous and Biohazardous Materials
- 3.6 Security Policies/Procedures

**Special Note:** Considerations for New Facility Construction

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### **GUIDELINE 3.1** **Facility Design and Storage Areas**

Create or amend a written directive addressing the placement, security, and design of the evidence/property facilities. Consideration should be given to the location of the evidence/property storage area(s), offices/work stations, and site security, to include, at a minimum, the following:

- Locate EPM's office and staff work areas adjacent to or near the evidence/property storage area
- Separate the evidence/property work area from the main evidence/property storage area
- Heating, ventilation, and air conditioning (HVAC) systems should be stand-alone systems, constructed to prevent entry. DO NOT comingle the HVAC system for the evidence/property storage area with the general air ducts. DO NOT comingle the narcotics storage area HVAC system with other air ducts in the evidence/property storage area
- High-risk items, such as firearms, narcotics, currency/high-value items, and jewelry require extra protection, security, and handling precautions
- Segregate high risk items from other property
- Equip the evidence/property room with a release counter for release of evidence and property to staff
- Establish a separate, secure area with a duress alarm for release to the public

**Commentary**

The evidence/property storage facility should be designed and constructed with security and safety in mind. Staff safety, air quality, security, and integrity of evidence/property, and the prevention of unauthorized entry must be considered.

It is recommended that the EPM be in close proximity to the evidence/property storage area. A barrier (e.g., fence and gate, wall and door) should exist between evidence/property staff work areas and the actual storage area.

Co-locating office space for the EPM, as well as evidence and property staff, adjacent to the evidence and property storage area facilitates appropriate access and enhances security measures.

High-Efficiency Particulate Air (HEPA) filters should be used in the venting of the narcotics storage area (consult OSHA as necessary).

A service counter or window should be provided for internal transactions. A separate, secure counter or area for public interaction should be provided. As security is of utmost importance at the public window, bullet-resistant glass is strongly recommended, along with the installation of a duress alarm.

The optimum way to establish a property release area is to design a sally-port system. In such a design, staff could be at one end of a secure room, behind a locked door. The public would be behind another door at the opposite end of the secure room. The staff member would then enter the secure room and place the property and/or paperwork on a table in the room. After returning behind the secure door, the staff member would then press a button allowing the public to enter the room from the opposite-side door. The public would then sign the paperwork and remove the property. Staff would then press a button to allow the public back out the opposite door. Once the secure room is empty, staff can then enter the room and retrieve the paperwork without ever coming into direct contact with the public. The door locks should be constructed so that staff cannot accidentally be locked in the secure room and the public cannot gain entry past the secure room and into the staff side of the sally-port. As previously noted, the release area should be constructed of bullet-resistant glass and be video monitored. Duress alarms should be easily accessible. The video surveillance and duress alarms should be monitored in a 24-hour staffed area, such as in the Communications Center.

E/P staff should not release property without having security measures in place. If an agency is in the process of strengthening its security measures, at a minimum, E/P staff should not release property to the public without a sworn (armed and equipped with a radio) overwatch

Consideration should be given to providing a controlled area for the viewing of evidence by the district attorney, investigator, and the public.

**GUIDELINE 3.2****Temporary Storage:  
Lockers and  
Refrigeration**

Create or amend a written directive addressing the use of temporary storage lockers and temporary refrigeration to include, at a minimum, the following:

- The procedures for the use of temporary storage lockers and refrigeration units
- Self-locking or manual locking temporary storage lockers and temporary refrigeration
- Requiring varying sized temporary storage lockers
- A “drop box” for small items
- Individual, locked storage compartments inside the temporary refrigeration units

**Commentary**

Temporary storage lockers are meant to hold items for a short period of time and are NOT intended to serve as permanent storage. Ideally, these units should have pass-through doors and be self-locking. The rear doors of the lockers can then be accessed from the security of the evidence/property room where authorized staff can securely remove items booked in the lockers. If a temporary locker is damaged or improperly functioning, that unit should be removed from use until the issue is resolved.

Ideally, self-locking, pass-through refrigeration units should be utilized for temporary storage of incoming evidence/property requiring a refrigerated environment.

**GUIDELINE 3.3****Receiving and  
Processing Areas**

Create or amend a written directive establishing a segregated evidence/property processing and packaging area to include, at a minimum, the following:

- An area used solely for the initial processing and packaging of evidence/property
- To ensure employee safety, DO NOT use report-writing areas for packaging evidence/property

**Commentary**

The area should be stocked with the necessary packaging materials and personal protective equipment (PPE), (e.g., gloves, goggles, particulate masks), with access to water and an eye wash station in the event decontamination is needed.

Report writing areas should be separated from the evidence/property processing or receiving areas. While workspace and building design do not always conform to this recommendation, every effort should be made to ensure these areas are separated to reduce health risks and the possibility of the contamination of evidence/property.

**GUIDELINE 3.4****Special Storage  
Concerns**

Create or amend a written directive outlining special requirements or considerations for unique storage needs and areas (e.g., shelving, cages,

connex boxes, vaults) to include, at a minimum, the following:

- General evidence (e.g., envelopes and bags stored on specified shelves)
- Homicide evidence
- Bicycles
- Bulk items
- Electronic/digital media
- Smart phones
- Found and safekeeping items
- Hazardous materials
- Biological items and DNA
- Vehicles
- Sensitive items (e.g., firearms, narcotics, currency/high-value items)

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**Commentary**

It is recommended that evidence/property facilities be equipped with high-density mobile shelving whenever possible in order to facilitate the best utilization of space. Shelving should accommodate the storage of the various sizes of envelopes, bags, and boxes in use by the agency. A high-density mobile filing system with adjustable shelving can significantly increase available storage and floor space. Stand-alone shelving should be bolted and secured to the floor and braced at the top to prevent tipping. Shelves should be numbered or lettered so that stored evidence can be readily located.

A separate storage location should be designated for the long-term storage of homicide evidence.

Bicycles and bulk items can be stored in a separate area to accommodate their size. Bicycles should be in a secured and locked area, preferably with both entry and perimeter alarms.

Due to the sensitivity of electronic/digital media/smart phones, they should be stored separately from other items.

Found and safekeeping items should be stored separately for the easy retrieval, release, and disposal of these items.

Due to health, safety, and contamination issues, hazardous materials should be stored separately from other evidence, preferably in an open-air environment or secured in a fireproof, ventilated cabinet located outside of the evidence/property storage area.

A refrigerator/freezer should be available for the storage of biological evidence. The unit can be a walk-in type or stand alone, depending on agency needs. A temperature alarm should be used to ensure proper temperature is maintained. It is recommended that refrigeration units be equipped with temperature sensors/alarms, and should have an automatic source of back-up power.

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Secured, temperature-controlled (i.e., “cool room”) storage areas may be created to store biological/DNA evidence in replacement of or to supplement refrigeration units, and should be maintained between 60° and 75°F with less than 60% humidity. (See [Chapter 4](#) for specific details — and consult with county crime lab.)

A separate area should be provided for the processing and storage of evidentiary vehicles. The vehicles should be protected from the elements for evidentiary purposes. The vehicle storage area should be video monitored and should have entry and perimeter alarms.

Additional security is required for storage of firearms, narcotics, currency/high-value items, and other valuables. Items belonging to these categories should be stored separately in secured, alarmed areas monitored by video surveillance. The narcotics storage area should be ventilated to the outside with an air exchange that meets OSHA requirements.

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**GUIDELINE 3.5**  
**Safety Policies/  
Procedures for  
Hazardous and  
Biohazardous  
Materials**

Create or amend a written directive addressing safety policies, protocols, requirements, and procedures related to the management, receipt, storage, and disposal of hazardous and biohazardous materials to include, at a minimum, the following:

- Issuing personal protective equipment to comply with [OSHA](#) standards for safety (e.g., head, eyes, ears, hands, and feet should be protected while performing potentially harmful tasks)
- Exposure/decontamination issues include notification of emergency medical personnel
- Eye wash, hand wash, and shower facilities for decontamination
- Transportation of hazardous and biohazardous materials and their associated containers, including appropriate labeling requirements
- Syringe storage/disposal containers
- Biohazardous materials bins for discarding contaminated material
- Handling of evidence containing blood
- Use of appropriate filtering systems to be present in the evidence/property facility (and the forensics unit if hazardous/biohazardous materials are introduced there)
- Handling of narcotics

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**Commentary**

The safety of evidence/property and agency staff is of primary consideration when addressing hazardous/biohazardous material handling and storage. In addition, appropriate safety practices should be designed to prevent the contamination of evidence. Packaging material should be a consideration when submitting biohazardous materials. OSHA outlines specific areas of interest regarding occupational safety

and workplace hazards. It is recommended that all procedures meet or exceed these OSHA standards.

Unless required for evidentiary purposes, syringes should NOT be booked into evidence. Sharps containers should be provided for disposal. To enhance staff safety, an agency may enter into a “photo/photocopy and disposal” agreement with the local district attorney’s office. Ensure compliance with all state laws and county regulations in the disposal of syringes and sharps containers through an approved disposal company.

Appropriate hazardous material handling and decontamination procedures should be established and practiced. OSHA-approved personal protective equipment and eye wash, hand wash, and showering facilities should be made available. Biohazardous materials bins and containers should be established for the appropriate discarding of contaminated material.

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**GUIDELINE 3.6**  
**Security Policies/  
Procedures**

Create or amend a written directive establishing a comprehensive security policy for the evidence/property function to include, at a minimum, the following:

- Facility access
- Ingress/egress tracking systems
- Video surveillance system
- Store internal video surveillance recordings for one year (Government Code, [GC 34090.6](#))
- Duress alarms
- Perimeter alarms and motion sensors
- Fire detectors
- Carbon monoxide alarm
- Require staff to engage the alarm in the evidence/property facilities during off-duty hours
- All evidence/property facilities’ access doors must be locked at all times to prevent unauthorized entry

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**Commentary**

Security for the evidence/property facility is critical and essential to limit agency liability and ensure appropriate chain of custody and successful case prosecution. It is recommended that access be key or electronically restricted to designated evidence/property personnel only, and that all ingress/egress be tracked.

A video surveillance system should be installed and positioned to record and store surveillance of perimeter doors and interior doors where weapons, narcotics, drugs, cash, or other high-value items are stored. Internal surveillance recordings must be stored for a minimum of one year in accordance with time requirements established in Government Code, GC 34090.6. However, internal surveillance recordings may be stored longer

at the discretion of the agency head after consultation with city/county counsel.

Alarm systems should be integrated within the property area to allow evidence/property staff to carry a personal alarm activation device. Monitored perimeter alarms should be used that include fire, carbon monoxide, and motion detection.

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***Special Note***  
**Considerations for  
New Facility  
Construction**

When addressing construction of a new evidence/property storage facility, or upgrades to an existing facility, consider the following:

- Use concrete block with filled cells or similar material for all construction (walls, floors, and ceilings must be impervious to intrusion)
- Use only metal doors
- Back any drywall with sheet metal or plywood
- Extend walls from floor to ceiling
- When possible, design the evidence/property room without windows
- Evidence/property storage facilities should not share walls with non-law enforcement storage areas or buildings

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**PURPOSE**

Agencies must develop specific guidelines detailing the acceptable methods for the receipt, packaging, and storing of evidence and property that meet both agency needs and judicial standards (e.g., local crime lab, district attorney's office, Department of Justice, etc.). Handling procedures within the agency must be consistent for all evidence and property received. (See [Chapter 2](#) for recommendations on documentation procedures.)

This chapter provides guidance on evidence/property handling procedures, which includes:

- 4.1 General Handling Procedures
- 4.2 Explosives, Ammunition, Flammable, and Hazardous Materials Handling Procedures
- 4.3 Firearms Handling Procedures
- 4.4 Narcotics/Controlled Substances Handling Procedures
- 4.5 Currency/High-Value Items Handling Procedures
- 4.6 Electronic Media/Photos/Digital Storage Handling Procedures
- 4.7 Biological/DNA Handling Procedures
- 4.8 Blood Drying and Wet Evidence Drying Equipment

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**GUIDELINE 4.1**  
**General Handling Procedures**

Create or amend a written directive addressing procedures for evidence/property intake, documentation, logging, processing, packaging, labeling, tracking, storage, and release to include, at a minimum, the following:

**Evidence/Property Intake**

- a) Chain of custody
- b) Establishing a dedicated area to be used solely for field personnel to process and package evidence/property, and preferably equipping this area with water access and an eye wash station for emergency decontamination
- c) Processing and entry of serialized property
- d) "Two-person" rule for documenting currency/high-value items
- e) Packaging, labeling, and sealing
- f) Right of Refusal/Correction notices
- g) Notifications to property owners
- h) Receipt to person from whom property was taken

**Evidence/Property Storage**

- a) Evidence and property storage and tracking
- b) Separate storage locations for short-term and long-term property
- c) Evidence and property release
- d) Identify a secure location
- e) Release by appointment only

**Commentary**

Specific processes should be established for evidence/property intake, logging, booking, initial processing, and labeling, including the completion of all required accompanying documentation. Field personnel should have a room designated solely for the initial processing and packaging of evidence/property. This room should be in close proximity to the evidence and property temporary storage lockers, and should be equipped with access to water and an eye wash station for use in emergency decontamination.

Adhering to protocols for ensuring an uninterrupted chain of custody assists in facilitating successful criminal prosecutions. Regardless of the packaging method used, every package containing evidence or property should be marked with an identifier (e.g., case number, control number, item number) which corresponds to the item description noted on the evidence/property report (e.g., evidence tag, property sheet, property receipt, property invoice). Each package submitted should be sealed with clear tape, or premade seal tape, across the evidence/property package flap, over the initials of the field personnel responsible for the packaging.

Wet/blood items need to be dried prior to packaging and submission, to reduce the chance of mildew. Agencies should consider using either a commercial drying locker (with appropriate venting and HEPA-filter system) or a simple isolated/secure area such as a locker or shower stall. (See commentary in [Guideline 4.7](#) regarding the drying of items containing wet biological evidence.)

In the event the item booked is not properly packaged or documented, the agency should utilize a “Right of Refusal” or “Correction Notice” document. The “Right of Refusal” or “Correction Notice” is a notification to correct an error in the submission of evidence or property. The staff responsible for originally booking the item should be notified of the deficiency and a timeline for correction. Additionally, that staff member’s supervisor and the executive overseeing the evidence/property function for the agency should be notified.

One option is the item in question be returned to an identified locker secured with a changeable combination lock. That combination should be released only to the responsible staff member for correction and can be changed after each use.

Evidence/property should never be stored in an employee’s desk, locker, vehicle, home, or any other location that would potentially interrupt the chain of custody. Personal use of any property should be strictly prohibited.

When evidence/property has been placed under the agency’s control, a procedure should be established for removing the property for further investigation, court, release to an owner or other custodian, or any other official purpose. An uninterrupted chain of custody can be further assured with appropriate logging and recording of property status.

Agencies should develop a protocol for standardizing evidence packaging materials and customizing shelving to allow for more efficient retrieval of evidence/property.

In dealing with currency/high-value items, field personnel should document all amounts and descriptions using the two-person rule. The two-person rule is a system whereby two agency employees, other than evidence/property personnel, verify currency/high value items noting amounts, denominations, or description to ensure accurate documentation.

Evidence/property storage location should be based on item size and classification. Whenever possible, consideration should be given to storing like-sized items in a specific storage location using a pre-identified indexing system (e.g., case number order). Packaging may include boxes, bags, envelopes, or boxes sized to the dimensions of the storage shelf. Large, bulky items should be stored in a location that will support their size and weight.

A storage location should be identified for items collected for safekeeping or found property. Consideration should be given to separating these property classifications from general evidence and property. [*Refer to [CC 2080 \(Civil Code\)](#), et al.*]

Tracking methods should be established that support the appropriate documentation of the chain of custody, as well as allowing for timely retrieval of evidence or property. This can be accomplished through the use of an electronic or manual tracking system. (See [Chapter 2](#) for additional information regarding automation.)

Methods should be established for notifying property owners regarding the release and/or status of their property. Following case adjudication or other disposition, reasonable, timely attempts should be made to return property to rightful owners. Release of property should occur in a secure area and be scheduled by appointment.

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**GUIDELINE 4.2**  
**Explosives, Ammunition, Flammable, and Hazardous Materials Handling Procedures**

Create or amend a written directive addressing procedures for the handling of hazardous or dangerous evidence/property to include, at a minimum, the following:

- Explosives
- Pyrotechnics
- Ammunition
- Flammables
- Hazardous materials
- Hazardous material spills/exposures within the property facility
- Disposal of hazardous materials

**Commentary**

Flammables, explosives, pyrotechnics, and ammunition should be handled and stored in a manner approved by the fire department, bomb squad, and agency rangemaster.

Explosives, flammables, or hazardous materials should NOT be housed within the evidence/property facility. In the event these or other potentially dangerous items or substances are submitted, they should be stored separately in an appropriately secured, vented, grounded, and fireproof storage location outside the main facility. Ammunition must be removed from firearms and stored separately in a fireproof locker.

Agencies should consult with the local fire department, bomb squad, and/or the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF) when determining department policy as it pertains to explosives, ammunition, flammables, and hazardous materials. Additional resources include county environmental health agencies, hazardous material teams, and the California Emergency Management Agency ([Cal-EMA](#)).

Agencies should work with their local fire departments in the development of protocols for reporting and responding to hazardous material spills and exposures inside the evidence and property facility. Disposal of hazardous materials should be in accordance with local and state environmental health and [OSHA](#) regulations.

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**GUIDELINE 4.3**  
**Firearms Handling**  
**Procedures**

Create or amend a written directive addressing procedures for the handling of firearms to include, at a minimum, the following:

**Firearms Intake**

- a) Chain of custody
- b) Requiring proper packaging using gun boxes
- c) Photographs of serial numbers and packaged condition of the firearm (unloaded, rendered safe, secured properly in package)
- d) Verification of completed data entries
- e) Notifications to property owners
- f) Receipt to person from whom property was taken

**Firearms Processing, Storage, and Release**

- a) Firearms processing ([NIBIN/IBIS](#), and processing for DNA/biological evidence)
- b) Separate, secure storage locations for firearms (video monitored/alarmed)
- c) Special handling procedures (e.g., firearms that cannot be immediately unloaded, firearms held for fingerprints, firearms contaminated with biological material, etc.)
- d) Firearms release procedures (e.g., Law Enforcement Gun Release and criminal history inquiry)

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**Commentary**

As with the intake of all evidence/property, firearms handling requires that specific intake, processing, and storage methods are followed to ensure the chain of custody. Prior to submission by field personnel, a firearm must be rendered unloaded and safe with the action open, and placed in a specifically designed firearms storage container (e.g., cardboard gun box or similar container), and secured to the container using nylon ties. (Refer to [Guideline 4.1](#) regarding the “Right of Refusal.”)

- ▶ **Evidence/property personnel MUST NOT be allowed, under any circumstances, to open sealed gun boxes to check firearms for safety or to confirm condition or serial numbers.**
- ▶ **Digital photographs of the firearm should be taken by field personnel prior to sealing the firearm in a gun box.** The photos will depict the firearm serial number and the fact that the firearm has been packaged in a safe condition (unloaded with action open). Copies of these photographs will accompany the evidence/property paperwork, and be placed in an envelope secured to the firearms box.
- ▶ **Firearms should NOT be packaged in a loaded condition.** However, in the unlikely event where firearms cannot be immediately unloaded (due to mechanical or evidentiary reasons), they **MUST** be packaged with caution in firearms boxes. The boxes **MUST** be labeled with warnings that the firearms are loaded and they must be temporarily stored in a separate section of the temporary storage area. These firearms **MUST** then be inspected by agency armorers/firearms specialists in a safe environment and rendered safe. A report is required specifying who rendered the firearms safe, and what measures were taken to do so. Agencies may consult their respective crime labs to set up procedures in which the loaded firearms can be boxed, identified as loaded, and sent directly to the crime labs to be unloaded and processed.

All firearms require entry into the Automated Firearms System (AFS) via the firearms module of the California Law Enforcement Telecommunications System ([CLETS](#)). **Entering firearms into AFS is not the duty or responsibility of the Evidence/Property Unit. This duty should be assigned to field, records, or dispatch personnel.**

Agencies, in consultation with their local crime labs and district attorney’s offices, should create a protocol for determining under what circumstances firearms will be submitted to the crime lab for forensic/biological evidence and ballistics testing and input into the National Integrated Ballistics Information Network ([NIBIN](#)) or the Integrated Ballistics Identification System ([IBIS](#)).

Firearms should be stored separately from other evidence/property, preferably in a card-key accessed, alarmed storage location equipped with video surveillance. Access to this storage facility should be limited to authorized personnel. Firearms identified for destruction are to be stored in the same location (gun vault/storage room) as other firearms.

In order to ensure firearms are only released to those who are legally eligible to possess them, and as per [PC 33855](#), owners must complete and submit the Law Enforcement Gun Release ([LEGR Application](#)) through the Department of Justice. A record of ownership must be recorded in AFS for the person claiming ownership.

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**GUIDELINE 4.4**  
**Narcotics/Controlled  
Substances Handling  
Procedures**

Create or amend a written directive addressing procedures for the handling of narcotics and other controlled substances to include, at a minimum, the following:

- Narcotics and dangerous drugs intake and storage
- Chain of custody
- Presumptive testing and weighing — must be conducted solely by field personnel (ventilation, personal protective equipment, and decontamination area is recommended)
- Packaging and labeling (heat-sealed vs. breathable packaging)
- Drying and packaging of green, wet, or fresh plant material
- Separate, secure, ventilated, monitored, and alarmed storage location (check [OSHA](#) recommendations)

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**Commentary**

As with the intake of all evidence/property, narcotics and controlled substance handling requires that specific intake, processing, and storage methods are followed to ensure the chain of custody. Because of the hazards associated with narcotics and controlled substances, additional special handling is required.

Prior to packaging narcotics and/or controlled substances, presumptive testing and weighing by field personnel should be required. Caution should be taken whenever conducting such testing. Many vendors offer self-contained presumptive testing kits to avoid the hazards associated with open-liquid testing kits. In addition, field personnel should be required to wear protective gear (e.g., eye protection and gloves) when conducting the testing process. As a precaution, the testing should be conducted in an area with access to water or some type of hazardous spill clean-up equipment. If testing is conducted indoors, proper ventilation (e.g., fuming hood) should be used. All testing, equipment, and safety measures should minimally conform to OSHA standards (consult OSHA for recommendations).

Narcotics and/or controlled substances should be packaged in tamper-proof protective packaging and clearly labeled to eliminate the need for content verification during exchanges of custody. Proper sealing of narcotics and/or controlled substances includes a heat-sealed plastic bag, 4 mm or greater in thickness (e.g., KPAK-style packaging). All containers and packages should be inspected for tampering as a safeguard against evidence removal/substitution. All narcotics and/or controlled substances procedures should minimally conform to OSHA standards.

Green, wet, or fresh plant material should be dried prior to packaging. A secured, well-ventilated area should be provided for drying. Breathable material should be used for packaging.

As part of the packaging process, agencies may consider requiring two people to verify the weight of the substance prior to sealing.

Narcotics and/or controlled substances should be stored separately from other evidence and property in a secure, card-key accessed, alarmed storage location equipped with video surveillance. Access to this storage facility should be limited to specified/authorized personnel.

The ventilation system in the narcotics/controlled substances storage area should be separate from other facility HVAC systems. Consult [OSHA](#) recommendations for guidelines on air exchange related to the narcotics/controlled substances storage area (**OSHA recommends a complete air exchange of five times per hour**).

Agencies should be aware that due to the potential health hazards associated with the storage of narcotics/controlled substances, as well as hazardous/biohazardous material, complaints to OSHA could result in OSHA inspections and fines.

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**GUIDELINE 4.5**  
**Currency/High-Value**  
**Items Handling**  
**Procedures**

Create or amend a written directive addressing procedures for the handling of currency/high-value items to include, at a minimum, the following:

- Intake and packaging (two-person rule)
- Detailed descriptions (using generic terms) of valuables
- Chain of custody
- Packaging and labeling (e.g., currency envelopes and generic descriptions)
- Separate, secure storage location (safe/vault)
- Access/use of the safe/vault
- Alarm and video surveillance of the safe/vault
- Deposit policy, monetary threshold, and deposit procedure
- Maintaining a running balance of cash stored in the safe/vault
- Maintaining a current inventory of valuables stored in the safe/vault

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**Commentary**

As with the intake of all evidence/property, the handling of currency/high-value items (e.g., travelers' checks, negotiable bonds, jewelry, collectors' items) requires that specific intake, processing, and storage methods are followed to ensure security and the maintenance of the chain of custody. Because of the liability associated with currency and valuables, additional special handling is required.

Specific procedures should be established that include the use of the two-person rule in the inventory and counting system. To assist in eliminating counting errors, currency should be identified by denomination and placed in specially designed cash envelopes.

In order to avoid potential liability or questions of impropriety, valuables should be individually itemized and carefully (but generically) described and documented (e.g., yellow metal ring with clear stone) prior to packaging.

A monetary threshold and deposit procedure should be established in coordination with local prosecutors and city/county attorneys. If currency has unique evidentiary value, it should NOT be deposited, but kept in a secured storage area. If the practice of depositing such funds is not feasible on an individual basis, an agency may consider establishing a threshold for the depositing of multiple cases in one transaction.

Currency/high-value items must be stored separately in a safe or vault, and should NOT be mixed with general items of evidence/property. The entry to the safe/vault should be alarmed and monitored by video surveillance.

Procedures should be established regarding the access and use of the safe/vault. A running balance of the cash total in the safe should be maintained, as well as a current inventory of valuables stored in the safe.

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**GUIDELINE 4.6**  
**Electronic Media/  
Photos/Digital Storage  
Handling Procedures**

Create or amend a written directive addressing procedures for the packaging and storage of digital or electronic media to include, at a minimum, the following:

- Anti-static bubble wrap bags
- Anti-static heat-sealed bags (e.g., KPAK)
- Faraday packaging for mobile/smart phones
- Shared systems for storing digital evidence (e.g., dash-camera videos, digital interviews/interrogations, digital photos)
- Separate storage location for digital media
- Video, audio, digital files or tapes
- Data storage devices (e.g., desktop/laptop/tablet computer)
- Proper e-waste disposal

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**Commentary**

Law enforcement agencies should consider contacting the local crime lab to develop guidelines for packaging standards and destruction of electronic evidence (e.g., smart phones, hard drives). Faraday pouches can allow mobile phones/smart phones to be stored while being switched on, in order to verify time and date stamps on information contained in the phones. The protective material on the pouches prohibits the phones from receiving any further outside signals/information, and protects the data stored in the phones from remote wiping.

Agencies using a shared system for downloading and storing digital information such as dash-camera videos, interrogations, etc., should ensure the system is secure from unauthorized users and is backed up appropriately to prevent the potential loss of evidence. Written directives should specify what information is to be stored in these shared systems, when the information is to be placed in the system, and how and when it is to be retrieved. Retrieval or review of this data should NOT be a collateral duty of evidence/property personnel.

All digital media should be stored separately from other evidence to prevent possible loss of information due to magnetic influences (e.g., static electricity, magnet, or electromagnetic pulse).

Disposal of e-waste should be done in accordance with county environmental health and [OSHA](#) regulations.

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**GUIDELINE 4.7**  
**Biological/DNA**  
**Handling Procedures**

Create or amend a written directive addressing procedures for the handling and disposal of biological/DNA evidence to include, at a minimum, the following:

**Biological Material Intake**

- a) Safety equipment and exposure plan
- b) Packaging and labels
- c) Temporary storage/secure drying area

**Evidence and Property Storage and Disposal**

- a) Packaging condition upon receipt to evidence storage
- b) Controlled environment storage room (i.e., cool room), refrigerator, or freezer
- c) Statutory requirements (e.g., [PC 680](#) - Sexual Assault Victims' DNA Bill of Rights, [PC 803](#) - Tolling or Extension of Time Periods, [PC 1417.9](#) - Retention of Biological Material)
- d) Safe disposal of biohazardous materials pursuant to statutory requirements

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**Commentary**

Items of biological/DNA evidence should be clearly marked and labeled as biohazard by field personnel prior to submission to evidence and property.

To reduce the risk of evidence contamination and to ensure personal safety, evidence/property personnel should utilize personal protective equipment (PPE), including goggles, gloves, and masks. The agency should have a plan to address occupational exposure to potentially infectious materials.

**Packaging**

Packaging requirements must account for the condition of the evidence at time of collection. Biological/DNA evidence exists in several different

forms, each of which must be packaged, handled, and stored uniquely. Biological/DNA evidence comes in two physical states: wet or dry. Items typically found in wet form include blood or urine vials. Items requiring drying must be dried prior to packaging and submission. Agencies are encouraged to use a commercially manufactured drying cabinet. The following information is an excerpt from the [NIJ Biological Evidence Preservation Handbook](#).

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### **Packaging Best Practices Summary**

Agencies should encourage the following best practices in biological evidence packaging:

#### ***Containers***

- ✓ Use paper bags, manila envelopes, cardboard boxes, and similar porous materials for all biological evidence
- ✓ Use butcher or art paper for wrapping evidence, for padding in the evidence container, and/or as a general drop cloth to collect trace evidence.
- ✓ Package evidence and seal the container to protect it from loss, cross-transfer, contamination, and/or deleterious change.
- ✓ Seal the package in such a manner that opening it causes obvious damage or alteration to the container or its seal, for security purposes.

#### ***Item Packaging***

- ✓ Package each item separately; avoid comingling items to prevent cross-contamination.
- ✓ Use a biohazard label to indicate that a potential biohazard is present.
- ✓ Plastic bags are NOT preferred for storage due to the possibility of bacterial growth or mold.
- ✓ If drying wet evidence is not possible, place the evidence in an impermeable and nonporous container and place the container in a refrigerator that maintains a temperature of 2°–8°C (approximately 35°–46°F) and is located away from direct sunlight until it can be air dried or until it can be submitted to the lab.
- ✓ Seal each package with evidence tape or other seals, such as heat seals and gum seals (avoid staples if possible). All seals should be marked to identify the person who sealed the package. Mark across the seal with the sealer's identification or initials and the date.
- ✓ All firearms submitted into evidence for biological testing should be unloaded, made safe, and placed into a new cardboard gun box. The submitting individual should seal the box and indicate on the exterior of the box that the weapon was unloaded, made safe, and may contain biological material.

- ✓ Label items according to agency policy and procedures. At a minimum, mark each package with a unique identifier, the identification of the person who collected it, and the date of collection. The unique identifier should correspond to the item description noted on the property/evidence report (e.g., evidence tag, property sheet, property receipt, or property invoice).
  - ✓ Maintain the integrity of the item through the package documentation. Documentation includes all markings, seals, tags, and labels used by all of the involved agencies. Therefore, it is critical to preserve and document all packaging and labels received by or returned to the agency.
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### Storage

Storage equipment for biological evidence may include lockers, refrigerators/freezers, or evidence rooms which are secure. Breathable storage containers prevent condensation and evidence degradation.

According to the [\*NIJ Biological Evidence Preservation Handbook\*](#), biological evidence should be stored in one of the following environments depending on the type of evidence, and if known, the type of analysis that will be conducted:

- **Frozen:** Lab freezer storage temperatures at or below  $-10^{\circ}\text{C}$  ( $14^{\circ}\text{F}$ )
- **Refrigerated:** Stored between  $2^{\circ}\text{C}$  ( $35^{\circ}\text{F}$ ) and  $8^{\circ}\text{C}$  ( $46^{\circ}\text{F}$ ) with less than 25% humidity
- **Temperature Controlled:** Stored between  $15.5^{\circ}\text{C}$  ( $60^{\circ}\text{F}$ ) and  $24^{\circ}\text{C}$  ( $75^{\circ}\text{F}$ ) with less than 60% humidity (i.e., a cool room)
- **Room Temperature:** No temperature or humidity control guidelines

The creation of a temperature-controlled room (i.e., cool room) would allow agencies greater storage capacity and could reduce the need for acquiring additional refrigerators/freezers as the evidence inventory increases.

The choice of storage location for biological evidence depends upon how long the evidence is meant to be stored. The matrices on the following page identify both temporary ([Table 4.1](#)) and long-term ([Table 4.2](#)) storage conditions. The information shown is an excerpt from the *NIJ Biological Evidence Preservation Handbook*.

An agency should consult with the county crime lab and district attorney's office for input on preference for the storing of biological evidence.

Table 4.1 Temporary Storage Conditions Matrix

| Type of Evidence                         | Frozen     | Refrigerated       | Temperature Controlled | Room Temperature   |
|--|------------|--------------------|------------------------|--------------------|
| Liquid Blood                             | Never      | Best               | Less than 24 Hours     | –                  |
| Urine                                    | Best       | Less than 24 Hours | –                      | –                  |
| Dry Biological Stained Item <sup>1</sup> | –          | –                  | Best                   | Acceptable         |
| Wet Bloody Items (if cannot be dried)    | Best       | Acceptable         | Less than 24 Hours     | –                  |
| Bones                                    | Acceptable | –                  | Acceptable             | Acceptable         |
| Hair                                     | –          | –                  | Best                   | Acceptable         |
| Swabs with Biological Material           | –          | Best (Wet)         | Best (Dried)           | –                  |
| Vaginal Smears                           | –          | –                  | Best                   | –                  |
| Feces                                    | Best       | –                  | –                      | –                  |
| Buccal Swabs                             | –          | –                  | Best                   | Less than 24 Hours |

Table 4.2 Long-Term Storage Conditions Matrix

| Type of Evidence                         | Frozen        | Refrigerated        | Temperature Controlled | Room Temperature |
|--|---------------|---------------------|------------------------|------------------|
| Liquid Blood                             | Never         | Best                | –                      | –                |
| Urine                                    | Best          | –                   | –                      | –                |
| Dry Biological Stained Item <sup>1</sup> | –             | –                   | Best                   | –                |
| Bones                                    | –             | –                   | Best                   | –                |
| Hair                                     | –             | –                   | Best                   | Acceptable       |
| Swabs with Biological Material           | –             | –                   | Best (Dried)           | –                |
| Vaginal Smears                           | –             | –                   | Best                   | –                |
| Feces                                    | Best          | –                   | –                      | –                |
| Buccal Swabs                             | –             | –                   | Best                   | –                |
| DNA Extracts                             | Best (Liquid) | Acceptable (Liquid) | Acceptable (Dried)     | –                |

<sup>1</sup>This category includes blood, semen, saliva, and vaginal swabs that are dry.

**Requirements of [PC 680](#) and [PC 803](#)**

- ***PC 680 – Sexual Assault Victims’ DNA Bill of Rights***

DOJ [Cal-DNA Databank](#) and the national database through the [Combined DNA Index System \(CODIS\)](#) make it possible for many sexual assault perpetrators to be identified after their first offense, provided that rape kit evidence is analyzed in a timely manner. Agencies are encouraged to work within the time limits imposed by subparagraphs (A) and (B) of paragraph (1) of subsection (i) of [PC 803](#).

If the law enforcement agency elects not to analyze DNA evidence within the time limits of PC 803, a victim of [PC 261](#), [261.5](#), [262](#), [286](#), [288a](#), or [289](#), where the identity of the perpetrator is in issue, shall be informed, either orally or in writing, of that fact by the law enforcement agency.

If the law enforcement agency intends to destroy or dispose of rape kit evidence or other crime scene evidence from an unsolved sexual assault case prior to the expiration of the statute of limitation as set forth in PC 803, the agency shall give written notification to the victim at least 60 days prior to the destruction or disposal of the rape kit evidence or other crime scene evidence.

- ***PC 803 – Tolling or Extension of Time Periods***

Notwithstanding any other limitation of time described, a criminal complaint may be filed within one year of the date on which the identity of the suspect is conclusively established by DNA testing, if both the following conditions are met:

1. The crime is one that is described in [PC 290\(c\)](#) .
2. The offense was committed prior to January 1, 2001, and biological evidence collected in connection with the offense is analyzed for DNA type **no later** than January 1, 2004, **OR** the offense was committed on or after January 1, 2001, and biological evidence collected in connection with the offense is analyzed for DNA type **no later** than two years from the date of the offense.

**Requirements of [Penal Code 1417.9](#)**

[PC 1417.9\(a\)](#) established the condition that the appropriate government agency shall retain all biological material that is secured in connection with a criminal case for the period of time that any person remains incarcerated in connection with that case. However, if certain conditions are met, as specified in [PC 1417.9\(b\)](#), the biological evidence may be disposed of prior to the period of time established in PC 1417.9(a).

Upon approval for biological evidence disposition, but prior to the final disposition of such evidence, refer to the legal requirements for notification per PC 1417.9, to ensure proper compliance. (Refer to the California Attorney General’s [Post-Conviction DNA Testing Report](#).)

**GUIDELINE 4.8****Blood Drying and Wet Evidence Drying Equipment**

Create or amend a written directive addressing procedures for the use, care, and cleaning of blood drying and wet evidence drying equipment, to include, at a minimum, the following:

- Protocols for when to use the equipment
- Instructions on how to use/secure the equipment
- Procedures for tracking items of evidence/property that are being dried but have not as yet been submitted to the evidence/property storage area
- Procedures for tracking the use and cleaning of the equipment
- Instructions for the care/maintenance of the equipment
- Instructions for the cleaning of the equipment (i.e., equipment must be cleaned after each use and the equipment must be identified as clean for the next user)
- Procedures for the packaging/submission of items after the drying process is complete

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**Commentary**

Agencies must ensure that protocols are established for the use of commercial blood drying and wet evidence drying equipment (or lockers identified specifically for the drying of blood-soaked or wet items). The use of blood drying and wet evidence drying equipment should be standardized by agency policy dictating when and how the equipment is to be used, how items being dried are to be tracked prior to submission to the evidence/property storage area, and how the equipment is to be cared for, maintained, and cleaned.

The equipment must be located outside the main evidence/property storage area, accessible to field personnel. Agencies should avoid placing the equipment in areas where cross-contamination could occur due to external influences (e.g., vehicle sally port, firearms range, etc.). Once the equipment is in use, it should be locked or secured until the evidence is dry.

Records/logs must be maintained perpetually and indefinitely regarding the use and cleaning of the equipment. The equipment is to be cleaned in an approved manner after each use and identified as clean (e.g., with the use of colored tie or seal) for the next user. Directives must indicate how the items are to be packaged/submitted after the drying process.

**PURPOSE**

In order to maintain a high degree of evidentiary integrity, ensure the safekeeping of all items, and preserve the chain of custody of evidence/property, regular audits, inventories, and inspections of the evidence/property facility are required and need to be conducted by qualified personnel and documented appropriately.

This chapter will define and discuss the pertinent elements of:

- 5.1 **Audits** – Audits focus on the systems in place to locate, track, and account for items of evidence/property in the custody of the agency.
- 5.2 **Inventories** – An inventory is an accounting of all items of evidence/property in the custody of the agency.
- 5.3 **Inspections** – Inspections deal with safety, cleanliness, functionality, and efficiency related to an agency's evidence/property facilities.

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**GUIDELINE 5.1**  
**Audits**

Create or amend a written directive addressing procedures for conducting an audit to include, at a minimum, the following:

- Quarterly review of selected stored items and their corresponding completed property transactions, including special emphasis on sensitive items (e.g., firearms, narcotics, currency, jewelry, and other valuables)
- Review of packaged evidence seals for any evidence of tampering
- A requirement for audit results to be documented and directed to the agency head

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**Commentary**

Evidence/property facility audits should ensure the following:

- Standards and policies are routinely followed
- Evidence/property is protected from damage or deterioration
- Appropriate chain of custody processes are utilized
- Written documentation (e.g., flow charts, property reports, and logs) are appropriately maintained
- Notification and release authorizations have been obtained
- Evidence/property location and status are validated
- Evidence/property having no evidentiary value is being disposed of according to policy

In addition, evidence/property facility audits should identify the following:

- Who seized the item
- What was the date and time of the evidence/property seizure

- Who documented it
- Who packaged it
- Who placed it in a temporary storage locker
- Who retrieved it from a temporary locker and processed it into the evidence system
- Who stored the evidence/property and at what time and date
- Who signed the property out for court use, when, and what was the disposition
- Who signed it out for analysis, who transported it, who analyzed it and when and with what results, and who transported it back to the evidence room
- Who authorized release of the property
- Who notified the owner to retrieve the property and what date was the owner notified
- Who released the property and the date and time of release
- What identification was obtained from the owner prior to release
- Does the release paperwork show final release information including release signature and date
- Have CLETS entries been updated to show release information or destruction information

Audits not only verify compliance, but identify areas that may require review, and can facilitate appropriate processes for identifying and correcting procedural deficiencies. One of the following auditing methods should be utilized:

- Select and review a single case, reviewing the file from collection through disposition
- Randomly select an item of evidence/property for review, and backtrack the storage process and documentation of the item from its shelved location through its submission to the evidence/property storage area
- Randomly select an inactive case file for review. If purged, documentation should be reviewed to ensure compliance from collection through disposition

*(See further commentary below for considerations on ensuring the [“Random Selection Process.”](#))*

Audits should be thoroughly documented to demonstrate compliance and/or rectification of non-compliance issues, and the results forwarded to the agency head. When validating items, focus attention first on narcotics/controlled substances, currency/high value items, and firearms. After random items from these areas are selected and validated, the audit can then focus on general items of evidence/property.

Audits should be conducted on both a routine and random basis. Audits should be conducted when information is received that the integrity of the systems or facility is in question, when there is a change in the agency head, or when there is a change in evidence/property personnel.

An audit of evidence packaging and employee seals is critical to ensuring the safety and integrity of the evidence management system. Items should NOT be opened; however, if seals have been broken, the contents must be verified and documented prior to resealing. The replacement seal should be initialed, dated, and witnessed, updating the chain of custody as well. Special attention should be given to handling, packaging, and storing biological evidence to reduce the potential for cross-contamination. If a broken seal is identified during the audit, appropriate PPE should be utilized to safeguard both staff members and the integrity of the evidence.

Handling of biological evidence should be documented and appropriate decontamination procedures should be followed in the event biological evidence is unsealed.

#### **Random Selection Process**

In the case of random audits, the audit staff should ensure that items selected have been chosen randomly, without any personal bias. For example, an auditor checking the firearms vault might gravitate toward selecting a particular model of firearm of interest to the auditor. To minimize bias, a firearm could be selected randomly by placing all the case numbers of firearms located on a shelf into a hat, and blindly selecting a case number associated with one of the firearms. Programs and software for randomizing can be located on the Internet.

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#### **GUIDELINE 5.2 Inventories**

Create or amend a written directive addressing procedures for conducting an inventory to include, at a minimum, the following:

- A process and timeline to ensure accountability of all evidence and property items, and the schedule for the inventory process
- Review of agency records
- Ensure integrity of specific storage locations or categories (narcotics, firearms, currency, etc.) and associated documentation.
- Shelf-to-file inventory process
- Routine inspection of “Unable to Locate” (UTL) files
- Procedures to follow if agencies employ RMS software with an inventory capability
- A requirement for inventory results to be documented and directed to the agency head

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**Commentary**

Conduct an inventory under the following conditions:

- When information is received suggesting a breach of system integrity
- When there is a change of the agency head
- When there is a change of evidence/property personnel
- On an **annual basis** where the inventory is started and completed in its entirety at the end of the calendar or fiscal year and all items in the evidence/property storage facility are accounted for and verified

**OR**

- On a **perpetual basis** where the evidence/property facility is sectioned off at the beginning of a calendar or fiscal year, and each section is inventoried throughout the year until the entire evidence/property facility and its contents are accounted for and verified by year's end. As with audits, during an inventory, seals should remain unopened; however, if seals have been broken, contents must be verified and documented in a written report prior to resealing. The replacement seal should be initialed, dated, and witnessed

When completed, the file(s) should be reviewed for any unaccounted items. Items unaccounted for are considered to be missing and should immediately be brought to management's attention. In this situation, a written report should be filed to explain the discrepancy and its resolution. The record should be maintained on file until final disposition is determined.

In the event items are found on the shelf without documentation, the items should be researched to connect them to a case, even if a complete inventory of all items of evidence and property must be conducted. If, after all practical research has been exhausted, the items still cannot be connected to a case, they should be listed on a "Found Property Report," held for the statutory period, and then disposed of according to existing statutes.

Some RMS/Bar Coding systems may be equipped with an inventory function. Agencies using this module need to establish written procedures specifying how to use the module in the inventory process.

Inventory results should be thoroughly documented, with the results forwarded to the agency head. In the case of a perpetual inventory, the agency head should receive a report of the inventory results as each section is completed.

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**GUIDELINE 5.3**  
**Inspections**

Create or amend a written directive addressing procedures for conducting an inspection to include, at a minimum, the following:

- Frequency of inspections (e.g., scheduled and random)
- Inspector(s)

- Cleanliness, order, and functionality of storage facility
- Health and safety
- Quality assurance requirements
- A requirement for inspection results to be documented and directed to the agency head

Although regular and formal inspections of the evidence/property function and facilities are being conducted, evidence/property personnel should not wait for such inspections when problems related to safety and security have been identified. Employees should immediately act toward mitigating or resolving any problems that might arise in the daily operation of the evidence/property function or facilities. All evidence/property personnel need to become familiar with agency risk management procedures for reporting and documenting safety and security issues; and problems need to be addressed as soon as practical, with timely follow-up to ensure necessary corrections have been made.

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**Commentary**

Periodic inspection of the evidence/property facility is important to ensure the security, integrity, and safety of the evidence/property facility.

Formal inspections should be documented, with the results forwarded to the agency head and the EPM. When specific issues are identified, a proposed resolution designed to ensure compliance with agency policy should be developed. All inspection records should be retained based on agency records retention schedules.

Routine, informal inspections of the evidence/property facility are recommended to ensure the facility is maintained in a safe, clean, functional, and organized manner.

Inspection results should be thoroughly documented, with the results forwarded to the agency head.

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**PURPOSE**

One of the critical functions of the evidence/property unit is ensuring the appropriate, timely, and lawful disposition of evidence/property.

This chapter provides guidance on the disposition and purging of evidence/property, with emphasis on the classifications of property, methods of disposal, and procedures for the disposition and purging of firearms, narcotics/controlled substances, currency/high-value items, and biohazardous materials. The following guidelines are addressed:

- 6.1 Considerations for Disposal
- 6.2 Methods of Disposal and Classifications of Property
- 6.3 Firearms: Special Procedures for Disposition/Purging
- 6.4 Narcotics: Special Procedures for Disposition/Purging
- 6.5 Currency/High-Value Items: Special Procedures for Disposition/Purging
- 6.6 Hazardous/Biohazardous Materials: Special Procedures for Disposition/Purging  
*(including explosives, ammunition, flammables, and pyrotechnics)*

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**GUIDELINE 6.1**  
**Considerations for Disposal**

Create or amend a written directive addressing the issues to consider in determining the disposition and purging of evidence/property to include, at a minimum, the following:

- Obtaining proper authorization for final disposition of evidence and property
- Returning items to identified owners
- Lawful disposal of evidence and property
- Disposal of items requiring special consideration
- Reconciling all computerized data systems and hard-copy paperwork to reflect the final disposition of evidence/property items, including who authorized and handled the release or destruction, and to whom items were released

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**Commentary**

When appropriate, district attorneys and investigating peace officers should be involved in decisions involving evidence/property disposition. This collaboration will aid in the prevention of erroneous disposal of evidence that may be classified as follows:

- Evidence and property associated with multiple cases
- Cases with multiple defendants
- Cases subject to DA refilling
- Evidence and property with questionable ownership

- Evidence and property subject to court order (e.g., search warrant, return of property order)
- Evidence and property associated with sexually violent predators [Refer to [WI 6600](#) (Welfare and Institutions Code)]
- Evidence and property associated with domestic violence incidents

### **Disposal of Digital Media Storage Devices**

Before a device (e.g., computer, smart phone, or tablet) can be auctioned, its hard drives or storage media should be removed and recycled by a bonded recycler. A computer hard drive cannot be completely erased, and if sold with sensitive material (e.g., financial records), significant penalties may be imposed on the releasing agency. Agencies are encouraged to contact the [Department of Justice](#) or a digital forensics expert regarding disposal criteria.

### **Disposal of Serialized Property**

Any person who knowingly buys, sells, receives, disposes of, or has in his or her possession any personal property from which the manufacturer's serial number, identification number, electronic serial number or any other distinguishing number or identification mark has been removed, defaced, covered, altered, or destroyed, is guilty of a public offense (*refer to [PC 537e](#)*).

- When property comes into the custody of a peace officer, it becomes subject to the provision of [PC 1407–1411](#) relating to disposal of stolen or embezzled property. Property subject to this section shall be considered stolen or embezzled property and, prior to being disposed of, may have an identification mark imbedded or engraved in, or permanently affixed to it
- If serialized property is returned to the finder or auctioned, the appropriate disposition should be entered into the California Department of Justice Automated Property System. If the original serial number has been tampered with or destroyed, an attempt should be made to restore the serial number or a new serial number should be generated and affixed prior to release. A new number does NOT need to be generated if the property is to be destroyed (*refer to [PC 537e](#)*)
- Proper documentation of both the release and the newly generated serial number should be retained

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#### **GUIDELINE 6.2** **Methods of Disposal** **and Classifications** **of Property**

Create or amend a written directive addressing procedures for purging and disposing items of evidence/property to include, at a minimum, the following property classifications:

- Found property
- Property for safekeeping
- Evidence

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- Property for auction/donation
  - Property retained for agency use (must be secured separately and listed in the agency's general inventory)
  - Property for destruction

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**Commentary**

Agencies should determine the proper method of disposal associated with each classification of property. The primary methods used to dispose of items from the evidence/property facility are listed below.

- Returned to the owner or finder
- Sold at public auction
- Converted to agency use (includes asset-seizure items)
- Destroyed
- Other claims of ownership
- Donations

**Found Property**

Any property with no evidentiary value, and for which the owner may or may not be known, is defined as found property [*refer to [CC 2080–2080.9](#), (Civil Code)*].

Found property should be maintained separately from evidence. This separation ensures that found property is retained for the term prescribed by law.

Refer to the individual sections of this chapter for disposition of found weapons, narcotics, contraband, and valuables.

**Returning to Owner**

The agency is required to notify the owner, if known, that it possesses the property and where the property may be claimed. This notification should be made as soon as possible. The agency may require the property owner to make a “reasonable” payment to defray the costs of storage and care of the property. If the owner appears within 90 days after an agency receives the property, the owner proves his/her ownership of the property, and pays all reasonable charges, the agency will return the property (*refer to [CC 2080.2](#)*).

**Returning to Finder**

If the found property is valued at less than \$250 and no owner appears to claim the property within 90 days, the title shall vest in the person who found or saved the property without the requirement of published notification. (*Exception: If the property was found by a public employee in the course of employment, the employee will have no claim to the property and the said property will be sold at public auction, lawfully diverted to agency use, or destroyed.*)

If the property is valued at \$250 or more and the owner does NOT claim it, the law enforcement agency shall cause notice of the property to be

published at least once in a newspaper of general circulation. If after seven days, the owner fails to claim the property and the person who found or saved the property pays the costs of publication, the title shall vest in the person who found the property (*refer to [CC 2080.3](#)*). The agency may require the finder to pay the storage fees.

### **Adoption of Local Regulations**

Any public agency may elect to be governed by the provisions of [CC 2080](#) with respect to disposition of personal property found or saved on property subject to its jurisdiction, or may adopt reasonable regulations for the care, restitution, sale, or destruction of unclaimed property in its possession. The agency shall provide that such property will be held for a period of at least three months, that thereafter such property will be sold at public auction to the highest bidder, and that notice of the sale will be published at least five days prior to sale in a newspaper of general circulation published in the county in which such property was found (*refer to [CC 2080.6](#)*).

- With the concurrence of legal counsel, agencies may consider NOT returning found weapons or firearms to the finder. The weapons or firearms may be declared a nuisance and destroyed
- Agencies may adopt local legislation to allow the disposal of perishable foods and liquor at the time of intake to reduce health risks
- Agencies may consider procedures for the return or destruction of found prescription medications
- Any found item determined to be contraband should be processed for destruction

### **Abandoned Property**

There is no application of [CC 2080](#) to items that have been abandoned intentionally by their owners (*refer to [CC 2080.7](#)*).

### **Other Claims of Ownership**

The agency should be mindful of other civil proceedings or claims against the held property. Pawn dealers and insurance companies may have a claim against the property.

### **Property for Safekeeping**

Property that has no evidentiary value, which is being held by a public agency for the purpose of temporary storage for the owner, is considered property for safekeeping (*refer to [CC 2080.10](#)*).

### **Agency Responsibilities**

When an agency takes property from an individual for safekeeping, the agency takes responsibility for the care, storage, documentation, and disposition of the property.

The agency must provide a receipt to the owner and provide instructions regarding the retrieval of the property. The receipt and instructions should either be given to the person from whom the property was taken at the time

of collection, or be immediately mailed, by first-class mail, to the person from whom the property was taken. (Refer to [Appendix C](#) for a *Sample Property Receipt*.)

The receipt and instructions should notify the owner or person from whom the property was taken that the property must be claimed within 60 days after the public agency obtains possession. If the owner of the property does NOT respond to the written notification and the property is NOT claimed within 60 days, the property will be considered abandoned and will be disposed of. To retrieve the property, the owner should be required to do one or more of the following:

- Make an appointment to pick up the property. The person claiming the property must identify him/herself with acceptable identification (e.g., driver's license, California identification card, passport, military identification card, or booking photo). The identification information should be recorded on the appropriate property form
- Authorize, in writing, another person to retrieve the property
- Notify the public agency, in writing, that he/she is unable to retrieve the property because he/she is in custody, and request the agency to hold the property. If a person notifies the agency that he/she is unable to retrieve the property within 60 days, or has an authorized person retrieve the property, the agency should hold the property for no more than ten additional months. The agency may then dispose of the property according to [CC 2080.10](#).

### **Evidence**

Items taken, with or without a search warrant, in connection with the investigation of a crime, are considered evidence.

### **Authorization for Release or Destruction of Evidence**

Evidence/property personnel may receive notification and authorization for release or destruction in any of the following ways:

- The district attorney's office forwards a case disposition to close, suspend, or reject a case or return property
- The court sends disposition on completed cases
- The property owner inquires about the disposition of his/her property
- The investigating peace officer authorizes release or disposal
- A court order authorizes the release of the property
- The property, or an accumulation of property, poses a storage problem or hazard and disposal is ordered by the agency head
- Department policy allows for property personnel to purge old items according to the statute of limitations in the Penal Code (photograph and release prior to disposition based on established criteria)

**Appeals Period – Adjudicated Cases**

Generally, evidence may NOT be released or disposed of prior to the adjudication of the case and the expiration of the appropriate appeals period following sentencing (30 days following sentencing on misdemeanors and 60 days on felony cases) in accordance with [CRC 8.320](#) and [CRC 8.782](#) (California Rules of Court). It is advisable to wait an additional 30 days beyond these dates to verify that no appeal has been initiated.

**Maintaining Evidence from Adjudicated Cases**

Evidence/property from capital crime homicides, embezzlement of public funds, or falsification of public documents cases should be retained indefinitely, except when disposal release is ordered by the investigating peace officer, district attorney’s office, the court, or death of the defendant.

Biological material from convicted felons meeting the criteria of [PC 1405](#) must be maintained for the duration of the incarceration, or when notice of disposal is given to all appropriate parties, and no response is received within 90 days of notice being sent (*refer to [PC 1417.9](#)*).

**Statute of Limitations\* – Open Cases**

- Misdemeanor Cases ..... 1 year  
*Exceptions:*
  - [PC 647.6](#) ..... 2+ years
  - [BPC 729, BPC Chapter 9](#) (Codes 7027–7189) ..... 2+ years  
 (Business and Professions Code)
  
- Felony Cases:
  - Felony sexual offenses .....10 years
  - Felonies punishable by 8 years or more .....6 years
  - [PC 368](#) felonies .....5 years  
*Exceptions:* Theft or embezzlement
  - [PC 803\(c\)](#) felonies .....4 years
  - All other felonies .....3 years
  
- Cases that Involve:
  - Property from homicide ..... Retain indefinitely
  - Embezzlement of public funds ..... Retain indefinitely
  - Falsification of public documents ..... Retain indefinitely

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\*Statute of limitations is only in effect when a suspect has NOT been established and there is no warrant issued.

**Cases with Special Circumstances**

When special circumstances exist, cases should be reviewed and agency policies established for each. Some agencies have special retention periods for the following:

- Suicides or unattended deaths (may vary based on age of decedent)
- Cases involving crimes against children
- Fatal accidents
- Cases involving city/county as a party to the case (civil lawsuits)
- Death penalty cases

**Cases Involving Search Warrants**

Items taken pursuant to a search warrant must have a court order prior to release or destruction per [PC 1536](#). Be aware that this circumstance does NOT preclude the need for waiting the full appeals period, nor for those special cases, which may need the evidence to be held for a longer period of time. Anytime a court order is received, the investigating peace officer should be notified prior to taking action. Consider a procedure to include PC 1536 in the search warrant return for judge’s signature.

Some agencies have a clause included in the original search warrant return which allows for disposal of evidence upon adjudication without the need of an additional court order (*see example language below*).

**RETURN ON SEARCH WARRANT – ORDER**

DOB: 00/00/0000

**[AGENCY NAME] – CASE SO##-#####**

Good cause appearing therefore, IT IS ORDERED that the property described in the attached RETURN ON SEARCH WARRANT be delivered to the custody of the [County Name] County District Attorney’s Office as evidence in the criminal proceedings which has commenced, which said property is relevant and material evidence, and that disposition thereafter be made of the property according to the appropriate law(s).

Dated at [City], California, this \_\_\_\_th day of \_\_\_\_\_, 20##.

Signature: \_\_\_\_\_  
The Honorable Judge [Full Name]  
[County Name] County Superior Court

**Court Exhibits**

Items held by the court as exhibits need a court order for disposition, destruction, or diversion per [PC 1417](#), *et al.*

### **Property for Auction**

Upon adjudication of a criminal case, all unclaimed, found, safekeeping, evidence, and property items may be subject to sale at public auction.

### **Authorization to Sell or Auction Property**

The legislative body of any city, city and county, or county may provide by ordinance for the care, restitution, sale, or destruction of unclaimed property in the possession of the police department of such city or city and county or of the sheriff of such county (*refer to [CC 2080.4](#)*). All provisions of [CC 2080.3](#) and [CC 2080.6](#) must be adhered to.

- The police or sheriff's department may sell such property by public auction, in the manner and upon the notice of sale of personal property under execution, if it is a thing which is commonly the subject of sale, when the owner cannot, with reasonable diligence, be found, or being found, refuses upon demand to pay the lawful charges provided by sections [CC 2080](#) and [CC 2080.1](#), or fails to respond to notifications and in the following cases (*refer to [CC 2080.5](#)*):
  - The property is in danger of perishing, or of losing the greater part of its value
  - The lawful charges provided by [CC 2080](#) and [CC 2080.1](#) amount to two-thirds (2/3) of its value
- In the case of other personal property, a similar notice must be posted not less than five days prior to sale in a newspaper of general circulation

### **Property Retained for Agency Use**

Upon adjudication of a criminal case, all unclaimed, found, safekeeping, evidence, and property items may be retained and/or released to a public agency, in lieu of public auction as provided by [CC 2080.6](#) and [PC 1411](#). A memo from an agency head should document the approval of a transfer of property for agency use.

### **Property for Destruction**

Any item in the custody of the agency whose disposition has been determined and is subject to destruction is considered property for destruction.

### **Suggested Methods for Destruction**

- Property of little or no value can be disposed of in an appropriate dumpster after being made unserviceable
- Papers and digital media of a sensitive nature should be appropriately destroyed (e.g., in-house or contracted through a bonded shredding company)
- Alcoholic beverages should be poured out and containers should be properly recycled

- Ammunition can be disposed of by various means, including, but not limited to relinquishing it to a:
    - Rangemaster
    - Bomb squad
    - Military facility
    - Local range
    - Private disposal service
  - Fireworks should be relinquished to the fire department or bomb squad for disposal
  - Digital media components are considered hazardous waste and should be disposed of appropriately
- 

**GUIDELINE 6.3**

**Firearms:  
Special Procedures  
for Disposition/Purging**

Create or amend a written directive addressing procedure for the disposition or purging of firearms to include, at a minimum, the following:

- Automated Firearms System ([AFS](#)) inquiry to determine firearm status
- Conferring with the Department of Justice or local crime lab for potential evidentiary value of firearms booked as evidence, found property, or destruction

**Releasing/Destroying Firearms:**

- a) Establish criteria for approval from the district attorney's office and the investigating peace officer
- b) Query firearms through appropriate systems and databases
- c) Regardless of classification, conduct a DOJ Law Enforcement Gun Release and criminal history inquiry on the owner claiming custody of the firearm prior to its release
- d) Check current DOJ publications for definition of assault weapons and ownership restrictions
- e) Ensure firearms for destruction are made unserviceable through shredding, grinding, or melting at a commercial facility

**Disposing of Firearms NOT Subject to Destruction:**

- a) Auction by a federally licensed firearms dealer
  - b) Conversion to agency use
  - c) Transfer to a crime lab or other agency for official use (requires a court order)
- 

**Commentary**

Prior to the release, destruction, or retention of any firearm in the custody of the agency, several criteria must be satisfied, including all appropriate database inquiries regarding ownership or possession of the firearm.

Before any firearm is released, an inquiry should be made through all applicable federal, state, and local databases.

Firearms taken at the scene of a domestic violence incident pursuant to [PC 18265](#) must be made available after 48 hours but no later than five business days after the seizure. In those cases where a law enforcement agency has reasonable cause to believe that the return of a firearm or other deadly weapon would be likely to result in endangering the victim or the person reporting the assault or threat, the agency shall advise the owner of the firearm or other deadly weapon, and within 60 days of the seizure, initiate a petition in superior court to determine if the firearm or other deadly weapon should be returned. Each agency should establish a policy or procedure to enable this process to be handled expeditiously.

When weapons are seized from an individual ([WI 5150](#)) pursuant to [WI 8100–8103](#), agencies may petition the court within 30 days of release of the individual from the mental health facility if the agency has reasonable cause to believe the return of the weapon is likely to endanger the individual or others. The owner should contact the evidence/property officer, after 15 days from the date of seizure, to determine if a weapon can be returned. If no petition is filed with the court within 30 days of release of the individual from the mental health facility, the weapon may be made available upon request. Each agency should establish a policy to facilitate this process.

[FC 6389](#) (Family Code) states a person subject to a protective order may NOT own or possess a firearm and the civil court may order that the agency hold the firearm(s) for the duration of the protective order. This code allows agencies to charge fees for the actual cost of storing these firearms.

Weapons are turned in for safekeeping for a variety of other reasons (e.g., “cooling-off” period, taken from impounded vehicles, taken from an arrestee in legal possession of the weapon NOT related to the cause of arrest). There is no specified holding period; the owner may claim the firearm at any time within 60 days of notification.

In any event where a firearm is released to someone other than the owner, a federally licensed firearms dealer must conduct the transfer of ownership.

### **Firearms Disposition and Disposal**

Each weapon subject to disposal must be entered into the Automated Firearms System ([AFS](#)) as destroyed ([PC 34010](#)). A master list of these firearms and their serial numbers should be retained indefinitely.

Firearms in transport for disposal should be accompanied by armed escort.

### **Methods of Disposal**

- Shredding or grinding
  - Melting at a commercial facility
  - Conversion to agency use
  - Training
  - Transfer to crime lab or other agency (requires court order)
- ▶ **Firearms should NOT be disposed of through public auction**

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### Firearms Retained for Agency Use

[PC 34005](#) allows agencies to retain firearms for departmental use. With the approval of the agency head, the evidence and property personnel may release the firearms to the department armorer/rangemaster. A record of each firearm(s) make, model, and serial number should be maintained by both the EPM and armorer/rangemaster. Each weapon should be entered into the California Department of Justice AFS as converted to department use. When the department no longer requires the firearm, it shall be turned back over to the evidence/property room for destruction pursuant to [PC 34005\(c\)](#).

### Firearms as Evidence

If a weapon is used in the commission of a crime, it may be destroyed as a “nuisance” pursuant to [PC 18005](#), [PC 18275](#), and [PC 34005](#) or, if stolen, returned to the owner after the adjudication of the case and following the appeal period. California law requires a DOJ Law Enforcement Gun Release inquiry be conducted prior to release to the lawful owner.

Ensure that the district attorney’s office and the investigating peace officer are in agreement that the firearm is no longer needed as evidence in any proceeding or investigation.

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#### **GUIDELINE 6.4** **Narcotics:** **Special Procedures** **for Disposition/Purging**

Create or amend a written directive addressing procedures for the disposition and purging of narcotics/controlled substances to include, at a minimum, the following:

- Seizure by search warrant
- Exception to court orders
- Destruction of large amounts of PCP
- Confiscation of large amounts of narcotics
- Hazardous chemicals
- Packaging and preparation for disposal
- Methods of destruction
- Clandestine labs

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#### **Commentary**

All controlled substances and related items, paraphernalia, or objects contaminated by the controlled substances which were unlawfully used or possessed and which are in possession of the agency, shall be destroyed by the order of the court [refer to [HS 11473](#) and [HS 11473.5](#) (Health & Safety Code.)] The actual destruction may be done by a police or sheriff’s department, the California Highway Patrol, or by the State DOJ (refer to [HS 11474](#).)

*Exception:* Per [HS 11473](#) and [HS 11473.5](#), law enforcement may request of the court that certain uncontaminated science equipment be relinquished to a school or school district for science classroom education in lieu of destruction.

Some agencies temporarily divert narcotics to their K-9 unit for training. Agencies should develop policies and procedures for this process. When the unit has completed the training, the narcotics should be returned to evidence/property and will fall under the same guidelines for destruction as other narcotics or controlled substances.

Depending on the courts in the local jurisdiction, orders may or may not have been received to destroy controlled substances on a case-by-case basis as the cases were adjudicated. Regardless, an order encompassing all items to be destroyed shall be presented to the court for destruction/authorization. Many cases are not prosecuted and there may be other found substances as well as paraphernalia. The court order should contain the name of the agency and the evidence/property controller responsible for the destruction. It should list the controlled substances, items, or paraphernalia to be destroyed and the case number relating to each. Jurisdictions may differ slightly as to form and content of order.

### **Controlled Substances Obtained by Search Warrant**

If certain controlled substances and/or paraphernalia were obtained in connection with a search warrant, a separate court order for each case must be obtained for disposal (*refer to [PC 1536](#)*).

### **Exceptions to the Court Order Requirement**

[HS 11479](#) allows for destruction prior to adjudication of anything in excess of 10 pounds in gross weight connected to one particular case by order of the agency head, chief, or sheriff of the law enforcement agency or designee. The following requirements must be met in order to proceed with the destruction:

- At least five random samples must be taken (not included in 10-lb weight requirement)
- Photos must be taken
- The evidence must be weighed
- The agency head must be satisfied that all other alternative storage methods have been exhausted

In addition, an affidavit must be filed with the court 30 days subsequent to destruction detailing the above and reciting the date and time of destruction.

### **Destruction of Large Amounts of PCP**

[HS 11479.1](#) provides for destruction prior to adjudication of phencyclidine, or an analog thereof, in excess of one gram of a crystalline substance, 10 milliliters of liquid substance, two grams of plant material, or five hand-rolled

treated cigarettes. The following requirements must be met in order to proceed with the destruction:

- Samples must be taken
- Photos must be taken
- The evidence must be weighed
- The agency head must be satisfied that all other alternative storage methods have been exhausted

In addition, an affidavit must be filed with the court 30 days subsequent to destruction detailing the above and reciting the date and time of destruction.

### **Confiscation of Large Amounts of Narcotics/Controlled Substances**

If the agency confiscates a large amount (in excess of 57 grams) of a suspected controlled substance, except marijuana, [HS 11479.2](#) allows for its destruction prior to adjudication. A separate court order is required and there are several conditions, which must be met, including:

- Five random samples must be taken
- Photos must be taken
- The evidence must be weighed
- The agency head must be satisfied that all other alternative storage methods have been exhausted

When a defendant is charged, a motion must be filed for the destruction order in the court having jurisdiction over any pending criminal proceedings.

### **Hazardous Chemicals**

[HS 11479.5](#) allows for the immediate disposal of amounts in excess of one fluid ounce of liquid, or one avoirdupois ounce of solid, of a suspected hazardous chemical believed to have been used, or intended to have been used, in the unlawful manufacture of controlled substances. The chemical, and its container, may be disposed of without a court order by the seizing agency. For the purposes of this section, "hazardous chemical" is defined as any material that is believed by the agency head to be toxic, carcinogenic, explosive, corrosive, or flammable, and that is believed by the agency head to have been used, or intended to have been used, in the unlawful manufacture of controlled substances. As with the above exceptions, these conditions must be met:

- At least a one-ounce sample must be taken from each different type of suspected hazardous chemical
- At least a one-ounce sample must be taken from each container of a mixture of a suspected hazardous chemical with a suspected controlled substance

- Photos must be taken
- The gross weight or volume of the suspected hazardous chemical seized must be determined

In addition, an affidavit must be filed with the court within 30 days, reciting all required information.

A law enforcement agency responsible for the disposal of any hazardous chemical must comply with the Health and Safety Code, as well as all applicable local, state, and federal statutes and regulations. When preparing for controlled substance destruction, it is appropriate to use the two-person rule. As each container of controlled substances is placed into the box, it should be verified by a second person. Once a box is filled, it should be sealed with tape and initialed by both individuals to verify contents.

### **Method of Destruction**

Many law enforcement agencies burn their controlled substances (marijuana, cocaine, methamphetamine, and drug paraphernalia) at burn sites in Northern and Southern California that have been approved by the Air Quality Management District. An appointment for a disposal burn should be made in advance. Because of air quality laws, many burn facilities require that a general list of items to be incinerated be forwarded prior to the destruction.

During transport to an authorized burn facility, items to be destroyed must be accompanied by an armed escort. The disposal of all evidence must be witnessed.

Procedures should be taken to ensure that all conditionally exempt controlled substances are handled and transported in accordance with [CCR 66261.4](#) (California Code of Regulations).

The following destruction guidelines should be followed:

- The destruction should NOT be publicized
- The destruction should be documented appropriately

### **Hazardous Waste and Clandestine Lab Disposal Procedures**

With the exception of representative samples, handling, storing, and transporting hazardous chemicals should NOT be the responsibility of evidence/property personnel. When transporting “sharps” and other hazardous waste, the transporting agency falls under the category of “small quantity generator” under [HS 11760](#) and a permit is required from the Department of Health Services.

In all cases involving hazardous waste clean-up or disposal, agency personnel should first contact the local environmental health department or fire department.

The county environmental health department may be contacted for additional disposal options, as well as for collecting and disposing of small amounts of certain chemicals at the scene.

**GUIDELINE 6.5****Currency/High-Value Items: Special Procedures for Disposition/Purging**

Create or amend a written directive addressing procedures for the disposition of currency/high-value items to include, at a minimum, the following:

- Identify a threshold for cash prior to depositing it into a bank account
- Establish a ledger to keep a current accounting of the amount of cash and other contents stored in the safe, and specify when and how the ledger is to be used
- Identify the process for disposition/purging of items deemed by the agency as having potentially high value (e.g., jewelry)

**Commentary:**

The managing of cash may be accomplished by establishing a threshold for deposit into an account established by the city or county treasurer, or into a general account in a banking institution. Unclaimed money should be deposited to the general fund after all notification requirements have been met.

Any currency with specific evidentiary value (e.g., containing trace evidence or documented serial numbers) should be retained.

An ongoing ledger should be maintained in the safe to keep an accurate accounting of cash and other safe contents.

The disposition/purging of high-value items should be conducted in similar manner as general items of evidence/property.

**GUIDELINE 6.6****Hazardous/Biohazardous Materials: Special Procedures for Disposition/Purging**

Create or amend a written directive addressing procedures for the disposition of hazardous/biohazardous materials (**including explosives, ammunition, flammables, and pyrotechnics**) to include, at a minimum, the following:

- Ensure compliance with all applicable local environmental health agencies
- Use of qualified/approved disposal vendors, if applicable
- Comply with [PC 1417.9](#) where applicable/required
- Use of approved/authorized disposal sites

**Commentary:**

The disposal of hazardous/biohazardous materials falls under a number of local, state, and federal statutes. The California Department of Health Services regulates most disposals. Disposal services, if used, should be qualified and approved to handle, transport, and dispose of biohazardous material. Disposal of biohazardous materials should be in compliance with PC 1417.9. Consult with the fire department, agency bomb squad, and rangemaster when developing protocols for the disposal and destruction of explosives, ammunition, flammables, and pyrotechnics.

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|                                       |  |
|---------------------------------------|--|
| <b>Audit</b>                          | The process of reviewing and evaluating the systems used to locate, track, and account for items of evidence/property in the agency's custody.   |
| <b>Biological Evidence</b>            | Biological material recovered from crime scenes commonly appear in the form of hair, tissue, bones, teeth, blood, semen, or other bodily fluids. Biological evidence refers to samples of biological materials or evidence items containing biological material.   |
| <b>Biohazardous Material</b>          | Materials that contain blood or other potentially infectious materials. These materials include many of those found in biological evidence including: semen, vaginal secretions or any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids as well as any unfixed tissue or organ from a human (living or dead) that can be collected at a crime scene and stored. ( <i>Occupational Safety &amp; Health Administration, 2011</i> ) |
| <b>CALEA</b>                          | The Commission on Accreditation for Law Enforcement Agencies ( <a href="#">CALEA</a> ) is a nationally recognized accreditation body for law enforcement agencies.   |
| <b>Chain-of-Custody</b>               | A formal, written procedure to record all individuals who have taken custody of evidence/property from the time it is received to its final disposition.   |
| <b>Contamination</b>                  | The unwanted transfer of material from another source to a piece of physical evidence. (Department of Justice, Office of Justice Programs, 1999)   |
| <b>Cool Room</b>                      | A secure, temperature-controlled room that is maintained between 60°–75°F (15.5°–24°C), with less than 60% humidity.   |
| <b>Crime Lab</b>                      | A facility (government or private) that analyzes physical evidence.  |
| <b>Crime Scene</b>                    | A location in which (or a person upon whom) a crime may have occurred.   |
| <b>Currency/<br/>High-Value Items</b> | Evidence/property in the form cash/currency of any amount or denomination, or items such as travelers checks, negotiable bonds, jewelry, collector items, and any other item determined by the agency to be of potentially high value.   |
| <b>Degradation</b>                    | The transition from a higher to a lower level of quality.  |
| <b>Disposition of Property</b>        | Authorized and approved method of purging evidence/property.   |
| <b>DNA</b>                            | The genetic material; a double helix composed of two complementary chains of paired bases, known as nucleotides (National Institute of Justice , 2000); Deoxyribonucleic acid (DNA), often referred to as the “blueprint of life,” is the genetic material present in the nucleus of cells that is inherited, half from each biological parent. DNA is a chemical substance contained in cells that determines each person’s individual characteristics. An individual’s DNA is unique except in cases of identical twins.                     |
| <b>Evidence</b>                       | Property which may be related to a crime, or which may implicate or clear a person of a criminal charge.   |

|   |  |
|---|--|
| <b>Evidence Packaging</b>                       | The manner in which items with potential evidentiary value are wrapped, bagged, or boxed to be preserved, documented, and labeled. ( <i>Latta &amp; Bowers, 2010</i> )   |
| <b>Evidence/Property Manager (EPM)</b>          | The agency employee selected and trained to be the lead person responsible for the overall daily operation of the evidence/property function with managerial authority over the routine functions and procedures and direct supervision over the unit staff. The EPM reports directly to the agency head, or a command-level staff member, to communicate evidence/property matters, resolve issues, formulate policy, and receive direction. This position has been previously referred to as the evidence/property controller or supervisor. |
| <b>Evidence/Property Record – Field Receipt</b> | A form used by law enforcement personnel to document evidence/property placed into custody (see <a href="#">Appendix C</a> ).  |
| <b>Evidence/Property Room/Unit</b>              | A location dedicated to housing evidence for the purpose of criminal investigations. Can be located in a law enforcement office, a crime lab, a hospital, or a court.  |
| <b>Evidence/Property Technician (EPT)</b>       | The agency employee selected and trained to perform the general duties, assignments, and functions associated with the evidence/property unit. The EPT reports to, and takes direction from, the Evidence/Property Manager.  |
| <b>Found Property</b>                           | Non-evidentiary property which, after coming into the custody of a law enforcement agency, has been determined to be lost or abandoned and is NOT known or suspected to be connected with any criminal offense.  |
| <b>Frozen</b>                                   | Storing by freezing. Lab freezer storage temperatures are at or below –10°C (14°F).  |
| <b>HEPA</b>                                     | A High-Efficiency Particulate Air Filter (HEPA) that satisfies U.S. Department of Energy standards of efficiency and removes 99.97% of all particles greater than 0.3 micrometer from the air that passes through.   |
| <b>Inspection</b>                               | The process of examining and evaluating the safety, cleanliness, functionality, and efficiency related to an agency's evidence/property facility.  |
| <b>Inventory</b>                                | An accounting of all evidence/property items in an agency's custody.   |
| <b>Law Enforcement Agency</b>                   | Any agency that enforces the law. This may be a local or state police or federal agencies, such as the Federal Bureau of Investigation or the Drug Enforcement Administration.   |
| <b>Long-Term Storage of Biological Evidence</b> | A long-term storage location must be designated to secure all biological evidence or property items in the custody of the agency for the duration of the time it is held in the property room until the items are diverted, sold, released, or destroyed. The buildings, rooms, and shelves/bins designated for long-term storage must be large enough to hold all evidence and property.  |
| <b>Nonporous Container</b>                      | Packaging through which liquids or vapors cannot pass (e.g., glass jars, metal cans, and plastic bags). ( <i>Department of Justice, Office of Justice Programs, 1999</i> )   |
| <b>Packaging</b>                                | Container used to house individual items of evidence.  |
| <b>Personal Protective Equipment(PPE)</b>       | Items used to prevent an individual's direct contact with bloodborne pathogens. PPE includes disposable gloves, disposable overalls, disposable shoe covers, lab coats, masks, and eye protection.   |

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|                                  |   |
|----------------------------------|---|
| <b>Property Destruction</b>      | Non-evidentiary property which a law enforcement employee has requested to be destroyed in accordance with proper procedures and agency policies. This term generally applies to weapons and ammunition.  |
| <b>Property Officer</b>          | A worker responsible for the intake, submission, and/or retrieval of evidence in a property room.   |
| <b>Return of Property</b>        | The receipt used to document the return of property which had been temporarily checked out of agency custody for investigation, processing, court, or similar reasons.  |
| <b>Room Temperature</b>          | No temperature or humidity control guidelines.  |
| <b>Refrigerated</b>              | Stored between 2°C (35°F) and 8°C (46°F) with less than 25% humidity.   |
| <b>Refrigerator</b>              | Equipment used to keep an item or group of items cooler than room temperature.  |
| <b>Safekeeping</b>               | Non-evidentiary property which is placed into the custody of a law enforcement agency for temporary protection on behalf of the owner.  |
| <b>Sharps</b>                    | Typically, a medical instrument or device, or a grooming implement (e.g., syringe, razor blade), that is capable of carrying a pathogen, and transmitting that pathogen via cutting or piercing the skin of the handler.  |
| <b>Temperature Controlled</b>    | Refers to storage conditions that are monitored to maintain a constant temperature between 15.5°C (60°F) and 24°C (75°F) with less than 60% humidity.   |
| <b>Temporary Storage</b>         | Storage of evidence from the time collected to reception by property room personnel. For the purposes of this handbook, temporary storage refers to any location that can hold evidence for up to 72 hours.   |
| <b>Temporary Storage Lockers</b> | Secure lockers used to temporarily house evidence/property that has been properly packaged and tagged, and is accompanied by an Evidence/Property Record – Field Receipt.   |
| <b>Tickler File</b>              | A file that serves as a reminder and is arranged to bring matters to timely attention; can be manual, (e.g., folders into which copies of property records are placed when an item is temporarily signed out to the lab, court, investigation, etc.) or can be automated as part of a computer application that sets a reminder date that triggers a notification that an action is overdue (e.g., an item has not been returned from court). |
| <b>Two-Person Rule</b>           | The process whereby two agency employees verify the condition/amount/description of evidence/property, and in particular, currency/high-value items, prior to packaging and submission.   |

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## LEGAL AND REGULATORY REFERENCES AND ISSUES

### PURPOSE

Evidence/property functions must operate in accordance with federal, state, and local statutes and ordinances related to the storage, handling, and disposition of evidence and property. Agencies should ensure that all applicable codes and statutes are referenced appropriately when developing policies and procedures related to the evidence and property function. Failure to comply with statutes or agency policies and procedures has led not only to unsuccessful prosecution, but to charges against agency personnel, loss of employment, and civil sanctions.

Since codes and statutes are routinely modified, agencies have the responsibility to keep abreast of current case law and legislation affecting the evidence/property function, and adapt their written directives accordingly. Agencies should routinely review applicable laws and regulations to ensure compliance, and confer with legal counsel as may be required.

### CATEGORY TABLE

The following list is an alphabetized reference of legal/regulatory codes pertinent to the evidence/property function. Agencies should confirm the accuracy and applicability of statutes within these codes when they are referenced within written policies. Use this list as a reference to abbreviations used for statutes cited within this appendix.

| Category                      | Code |
|-------------------------------|------|
| Business and Professions Code | BPC  |
| Civil Code                    | CC   |
| Code of Civil Procedure       | CP   |
| Code of Regulations           | CR   |
| Evidence Code                 | EC   |
| Family Code                   | FC   |
| Government Code               | GC   |
| Health and Safety Code        | HS   |
| Penal Code                    | PC   |
| California Rules of Court     | CRC  |
| United States Code            | US   |
| Vehicle Code                  | VC   |
| Welfare and Institutions Code | WI   |

**REGULATORY CODES BY TYPE OF EVIDENCE/PROPERTY**

The codes identified in this section link to the website for **California Legislative Information**. This site provides direct access by category to specific codes.

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**ABANDONED PROPERTY**

Bicycles/Toys .....[217 WI](#)  
 Currency: District Attorney or Court Clerk Possession.....[1420-1422 PC](#)  
 Exhibits: Court Clerk Possession .....[1417.5 PC](#)  
 Firearms/Weapons.....[34000 PC](#)  
 Found.....[2080.1 CC](#)  
 Intentionally Abandoned.....[2080.7 CC](#)  
 Stolen.....[1411 PC](#)

**ADVERTISEMENT**

Auction .....[2080.4, 2080.6 CC](#)  
 Currency: District Attorney or Court Clerk Possession.....[1420-1422 PC](#)  
 Found.....[2080.3 CC](#)  
 Sale  
     • Found/saved/unclaimed .....[2080.4, 2080.6 CC](#)  
     • Seized pursuant to narcotics arrest.....[11488.6 HS](#)  
     • Vehicle Lien .....[3071 CC](#)

**AFFIDAVIT**

Controlled Substances .....[11479 HS](#)  
 Found or Saved.....[2080.1 CC](#)  
 Hazardous Chemicals .....[11479.5 HS](#)  
 PCP Destruction.....[11479.1 HS](#)

**AMMUNITION**

Prohibition against Possession by Convicted Felon.....[30305\(a\) PC](#)

**APPEALS**

Appeal Period on Felony Convictions (within 60 days) .....[8.308 CRC](#)  
 Appeal Period on Misdemeanor Convictions (within 30 days) .....[8.782 CRC](#)

**AUCTION**

Auction .....[2080.3 CC](#)

**BICYCLES/TOYS**

Unclaimed/Diversion to Juvenile Programs.....[217 WI](#)

**CONTRABAND/CONTROLLED SUBSTANCES**

Ammunition: Armor Penetrating .....[34350-34370 PC](#)  
 Booby Traps .....[16310, 20110 PC](#)  
 Counterfeit/Forged  
     • Counterfeiting equipment .....[480 PC](#)  
     • Forged public or corporate seals .....[472 PC](#)  
     • Forged keys.....[466.5-466.8 PC](#)  
     • Identification card or drivers license .....[470a, 470b PC](#)

|  |   |
|--|---|
| • Lottery .....  | <a href="#">319–326, 328, 329 PC</a>                  |
| <b>Destruction</b>                                       |   |
| • Controlled substances/contraband as exhibit.....       | <a href="#">1417.6 PC</a>                             |
| • Court order.....                                       | <a href="#">11474 HS</a>                              |
| • Large quantities of dangerous substances.....          | <a href="#">11479 HS</a>                              |
| • Property with conviction .....                         | <a href="#">11473 HS</a>                              |
| • Property without conviction .....                      | <a href="#">11473.5 HS</a>                            |
| • Transportation of exempt controlled substances.....    | <a href="#">66261.4 CR</a>                            |
| Destructive Device.....                                  | <a href="#">18710–18780, 18800 PC</a>                 |
| Diversion from Adjudicated Cases for Training.....       | <a href="#">11367.5 HS</a>                            |
| Firearms/Weapons .....                                   | <a href="#">11370.1, 11550(e) HS / 25850(c)(5) PC</a> |
| • Altered marks or number.....                           | <a href="#">23900, 23920, 23925 PC</a>                |
| • Prohibited persons .....                               | <a href="#">29800–29875 PC</a>                        |
| • Commission of crime.....                               | <a href="#">1417.6 PC</a>                             |
| • Confiscate .....                                       | <a href="#">18000, 18250 PC</a>                       |
| • Nuisance .....   | <a href="#">19190, 21390, 21590, 25700, 29300 PC</a>  |
| • Prohibited persons .....                               | <a href="#">29800–29875 PC</a>                        |
| • Prohibited weapons.....                                | <a href="#">29900–29905 PC</a>                        |
| Forfeiture .....   | <a href="#">11470 HS</a>                              |
| • Containers.....  | <a href="#">11470(c) HS</a>                           |
| • Currency .....   | <a href="#">11470(f) HS</a>                           |
| • Materials and equipment.....                           | <a href="#">11470(b) HS</a>                           |
| • Science equipment: Division for schools.....           | <a href="#">11473(b), 11473.5(b) HS</a>               |
| • Written materials, books, or information.....          | <a href="#">11470(d) HS</a>                           |
| Hypodermic Needle .....                                  | <a href="#">4141–4149.5 BPC</a>                       |
| Knives.....  | <a href="#">20310, 21590 PC</a>                       |
| Mental Health.....                                       | <a href="#">8103(f)(1) WI</a>                         |
| <b>Narcotics</b>   |   |
| • Destruction: Controlled substances.....                | <a href="#">11473, 11473.5, 11475, 11476 HS</a>       |
| • Forfeiture of substances, property, or valuables ..... | <a href="#">11470 HS</a>                              |
| • Possession: Controlled substances .....                | <a href="#">11350, 11357 HS</a>                       |
| • Science equipment for education .....                  | <a href="#">11473, 11473.5 HS</a>                     |
| Paraphernalia .....                                      | <a href="#">11364 HS</a>                              |
| PCP (Large Quantity) .....                               | <a href="#">11479.1 HS</a>                            |
| Receipt for Property Taken.....                          | <a href="#">11488(b) HS</a>                           |
| <b>Seizure</b>   |   |
| • Plants .....   | <a href="#">11476 HS</a>                              |
| • Recovery of expenses.....                              | <a href="#">11470.1 HS</a>                            |
| • Schedule 1 substances.....                             | <a href="#">11475 HS</a>                              |
| • Vehicles .....   | <a href="#">11470(e) HS</a>                           |
| Serialized Property .....                                | <a href="#">537e PC</a>                               |
| Silencer.....  | <a href="#">17210 PC</a>                              |
| Sniper Scope .....                                       | <a href="#">468 PC</a>                                |

Stun Gun ..... [22610 PC](#)  
 Tear Gas ..... [22810 PC](#)

**COSTS**

Found Property  
 • Agency storage ..... [2080.1\(b\), 2080.2 CC](#)  
 • Publication notice ..... [2080.3 CC](#)  
 Controlled Substances/Material Seized: Recovery of Expenses..... [11470.1 HS](#)  
 Restitution to Agency ..... [1203.1\(a\)\(3\) PC](#)  
 Vehicle  
 • Lien sale ..... [3073 CC](#)  
 • Recovery by lien holder (low-value vehicle) ..... [22851.2 VC](#)  
 • Recovery from lien sale ..... [3074 CC](#)

**COUNTERFEITING**

Destruction: Dies and Plates ..... [480 PC](#)

**COURT**

Controlled Substances (Claim for Third-party Interest in Property Seized) ..... [11488.5 HS](#)  
 Motion to Return Property or Suppress Evidence ..... [1538.5 PC](#)  
 Notification of Court-held Property ..... [1417.7, 1420 PC](#)  
 Orders  
 • Destruction: Narcotics ..... [11473.5, 11474 HS](#)  
 • Exhibits..... [1417, 1417.1 PC](#)  
 • Mental health restriction/Authorization Certificate for Firearm ..... [8103 WI](#)  
 • Motion to challenge order: 10 days ..... [1008 CP](#)  
 • Search warrant ..... [1536 PC](#)  
 • Stolen or embezzled property..... [1408 PC](#)  
 Vehicle/Components Seizure Hearing ..... [10751 VC](#)

**CURRENCY/VALUABLES**

Abandoned/Unclaimed  
 • Exhibits ..... [1420 PC](#)  
 • Found ..... [2080–2080.3 CC](#)  
 • Stolen ..... [1411 PC](#)  
 Controlled Substances  
 • Valuables seized upon conviction ..... [11470 HS](#)  
 • Disposition of proceeds from sale of forfeited property ..... [11489 HS](#)

**DECLARATION OF OWNERSHIP**

Stolen/Embezzled Property ..... [1413\(b\) PC](#)

**DESTRUCTION/DISPOSAL**

Controlled Substances:  
 • Controlled substances/paraphernalia ..... [11474 HS](#)  
 • Large quantities of dangerous substances ..... [11479 HS](#)  
 • Without conviction ..... [11473.5 HS](#)  
 Counterfeiting Dies, Plates, Etc. .... [480 PC](#)

|  |  |
|--|--|
| Cremated Remains (Human) .....                       | <a href="#">7104 HS</a>  |
| Destructive Devices .....                            | <a href="#">18710, 18800 PC</a>                                |
| Firearms/Weapons .....                               | <a href="#">34000 PC</a>                                       |
| • Nuisances .....                                    | <a href="#">18000, 19190, 21390, 21590, 25700, 29300(a) PC</a> |
| • Official use no longer needed .....                | <a href="#">34005 PC</a>                                       |
| Lottery/Gambling Devices .....                       | <a href="#">335a PC</a>  |
| Machine Guns.....                                    | <a href="#">32750 PC</a>                                       |
| Obscene Material.....                                | <a href="#">312 PC</a>   |
| PCP (Large Quantity).....                            | <a href="#">11479.1 HS</a>                                     |
| Unclaimed Property .....                             | <a href="#">2080.4, 2080.6 CC</a>                              |
| Vehicles/Components.....                             | <a href="#">10751 VC</a>                                       |
| <b>DISCOVERY</b>                                     |  |
| Effect of Discovery.....                             | <a href="#">1054 PC</a>  |
| Exclusive Means, Procedures.....                     | <a href="#">1054.5 PC</a>                                      |
| <b>DISPOSITION</b>                                   |  |
| Explosives .....                                     | <a href="#">12355 HS</a>                                       |
| Firearms/Weapons                                     |  |
| • Destruction requirements .....                     | <a href="#">34000 PC</a>                                       |
| • DOJ notification requirement.....                  | <a href="#">34010 PC</a>                                       |
| • Firearms to crime lab .....                        | <a href="#">34005(b)(2) PC</a>                                 |
| • Nuisances .....                                    | <a href="#">25700 PC</a>                                       |
| Found/Saved .....                                    | <a href="#">2080.6 CC</a>                                      |
| Funds  |  |
| • Sale of forfeited property.....                    | <a href="#">11489 HS</a>                                       |
| • Sale proceeds .....                                | <a href="#">11495 HS</a>                                       |
| Identification Marks.....                            | <a href="#">537e, 1413 PC</a>                                  |
| Narcotics  |  |
| • Liens on seized property .....                     | <a href="#">11488.6 HS</a>                                     |
| • Property: Seized.....                              | <a href="#">11495 HS</a>                                       |
| • Property: Third-party interest or forfeiture ..... | <a href="#">11488.5 HS</a>                                     |
| Search Warrant.....                                  | <a href="#">1536 PC</a>  |
| Vehicle  |  |
| • Lien holder cost recovery .....                    | <a href="#">22851.12 VC</a>                                    |
| • Lien sale proceeds .....                           | <a href="#">3073 CC</a>  |
| • Low valued.....                                    | <a href="#">22851.10, 22851.2, 22851.8 VC</a>                  |
| • Numbers removed.....                               | <a href="#">10751 VC</a>                                       |
| <b>DIVERSION/DELIVERY</b>                            |  |
| Agency Use   |  |
| • Found or saved: Unclaimed .....                    | <a href="#">2080.4, 2080.6 CC</a>                              |
| • Stolen: Unclaimed.....                             | <a href="#">1411 PC</a>  |
| • Firearms/Weapons                                   |  |
| – Agency: Law enforcement use.....                   | <a href="#">34005(b) PC</a>                                    |
| – Firearms: Military use.....                        | <a href="#">34005(a)(1), 34005(c)(2) PC</a>                    |

Bicycles/Toys .....[217 WI](#)

Controlled Substances

- Agency: Delivery to for destruction ..... [11474 HS](#)
- Forfeiture: Vehicles ..... [11470\(e\) HS](#)
- Science equipment: School use ..... [11473\(b\) HS](#)

Stolen/Embezzled Property

- County officer ..... [1411 PC](#)
- Owner ..... [1408-1411, 1413\(b\) PC](#)
- Pawnbroker ..... [1411 PC](#)

**DNA EVIDENCE**

Post-conviction

- Disposal ..... [1417.9\(b\) PC](#)
- Retention ..... [1405 PC, 1417.9\(a\) PC](#)

**DOMESTIC VIOLENCE**

Liability: Officer (Good Faith Actions) ..... [18500 PC](#)

Weapons

- Court-ordered retention ..... [6389\(f\) FC](#)
- Disposal process ..... [18415 PC](#)
- Prior cases/holding of evidence ..... [1109\(e\) EC](#)
- Receipt/seizure ..... [18255 PC](#)
- Stolen ..... [18270 PC](#)
- Time-frame for holding ..... [18265\(c\) PC](#)
- Unclaimed ..... [18275 PC](#)

**EMBEZZLED PROPERTY** (see [Stolen Property](#))

**EMPLOYEE IN CHARGE OF PROPERTY SECTION**

DMV Confidentiality ..... [1808.4\(22\) VC](#)  
 Liability ..... [1413\(d\), 18500 PC](#)

**EVIDENCE**

Admissibility: Relevant ..... [350, 351 EC](#)  
 Defined ..... [140 EC](#)  
 Retaking: Illegal Attempt to Obtain Evidence from Officer ..... [102 PC](#)

**EXPLOSIVES**

Disposal ..... [12355 HS](#)  
 Return: Petition ..... [12353, 12354 HS](#)  
 Storage ..... [12353 HS](#)

**FIREARMS/WEAPONS**

Assault Weapons

- Definition ..... [30510, 30515, 30710 PC](#)
- Possession ..... [30605 PC](#)
- Relinquishment ..... [30605 PC](#)
- Nuisance ..... [30800 PC](#)

|  |  |
|--|--|
| Delivery   |  |
| • Lawful owner .....   | <a href="#">18005(b) PC</a>                                |
| • Military agency .....  | <a href="#">34005(a) PC</a>                                |
| Destruction/Sale/Preservation .....                                | <a href="#">18005 PC</a>                                   |
| • Destructive devices .....  | <a href="#">19000 PC</a>                                   |
| • Exhibit in criminal action.....                                  | <a href="#">34000 PC</a>                                   |
| • Machine guns.....  | <a href="#">32750 PC</a>                                   |
| • Nuisances: Other weapons.....                                    | <a href="#">18010 PC</a>                                   |
| Domestic Violence  |  |
| • Conviction .....   | <a href="#">29805 PC</a>                                   |
| • Federal laws.....  | <a href="#">18 [921(a)(33)(A), 922(d)(9), 922(g)(9) US</a> |
| • Firearms storage fees .....                                      | <a href="#">6389(e) FC</a>                                 |
| • Petition for destruction .....                                   | <a href="#">18400 PC</a>                                   |
| • Relinquish firearms .....  | <a href="#">6389(c) FC</a>                                 |
| • Restraining orders.....  | <a href="#">29825 PC</a>                                   |
| Eligibility: Personal Firearms Eligibility Check .....             | <a href="#">30105 PC</a>                                   |
| Exhibit: Use in Commission of Crime.....                           | <a href="#">1417.6 PC</a>                                  |
| Found Firearms   |  |
| • Return to finder .....   | <a href="#">16960(i) PC</a>                                |
| • DOJ notification.....  | <a href="#">11108 PC</a>                                   |
| Identification Mark/Serial Number: Assigned by DOJ .....           | <a href="#">23910 PC</a>                                   |
| • Serial number restoration plan .....                             | <a href="#">11108.9 PC</a>                                 |
| Mental Health  |  |
| • Prohibition and return.....                                      | <a href="#">8100–8103 WI</a>                               |
| Minors   |  |
| • BB guns: Furnish to minor.....                                   | <a href="#">19915 PC</a>                                   |
| • Sale of BB device.....   | <a href="#">19910 PC</a>                                   |
| Notification   |  |
| • ATF: Trace firearm used in crime (Crime Firearms, used in) ..... | <a href="#">11108.3 PC</a>                                 |
| • DOJ for firearm used in crime .....                              | <a href="#">11108 PC</a>                                   |
| • Retention or destruction .....                                   | <a href="#">34010 PC</a>                                   |
| Retention  |  |
| • Certification .....  | <a href="#">32005 PC</a>                                   |
| – Official use .....   | <a href="#">34005(b) PC</a>                                |
| • Sale.....  | <a href="#">18005(a) PC</a>                                |
| • Firearm storage fees.....  | <a href="#">33880 PC</a>                                   |
| Short-Barreled Shotguns/Rifles: Permit for Use as Props.....       | <a href="#">33300 PC</a>                                   |
| Transfer of Firearm from Prohibited Person .....                   | <a href="#">29810 PC</a>                                   |
| Unclaimed Firearms: Disposition .....                              | <a href="#">18275, 34000 PC</a>                            |
| Violent Use of Firearm: Offenses.....                              | <a href="#">23515 PC</a>                                   |
| <b>FOUND PROPERTY</b>  |  |
| Abandoned .....  | <a href="#">2080.7 CC</a>                                  |
| Affidavit.....   | <a href="#">2080.1 CC</a>                                  |

Controlled Substances/Paraphernalia..... [11473.5\(a\) HS](#)  
 Firearms: Return to Finder ..... [16960\(i\) PC](#)  
 Illegal Appropriation: Known Owner ..... [485 PC](#)  
 Public Employee as Finder ..... [2080.3\(b\) CC](#)  
 Requirements  
     • Advertisement:  
         – Auction ..... [2080.4–2080.6 CC](#)  
         – Value over \$250 ..... [2080.3\(a\) CC](#)  
     • Legislative body: Adopted regulations..... [2080.4 CC](#)  
     • Public agency: Adopted regulations ..... [2080.6 CC](#)  
     • Submission to agency ..... [2080.1\(a\) CC](#)  
 Restoration to Owner ..... [2080.2 CC](#)  
 Serialized/Non-Serialized Property: Report to DOJ..... [11108 PC](#)  
 Storage Costs: Agency ..... [2080.1\(b\)](#), [2080.2 CC](#)

**GAMBLING DEVICES**

Antique Slot Machines ..... [330.7 PC](#)  
 Destruction/Notice of Intent to Destroy..... [335a PC](#)

**HEARINGS**

Controlled Substances:  
     • Seized property ..... [11488.1](#), [11488.5 HS](#)  
     • Third-party interest ..... [11488.5 HS](#)  
 Explosives ..... [12353 HS](#)  
 Firearms/Weapons  
     Mental health ..... [8102](#), [8103 WI](#)  
 Pawnbrokers/Second-Hand Dealers..... [21647 BPC](#)  
 Stolen Property ..... [1413\(c\) PC](#)  
 Vehicles:  
     • Lien sale..... [3071 VC](#)  
     • Low-valued ..... [22851.8 VC](#)  
     • Post-seizure ..... [10751 VC](#)  
     • Storage..... [22852 VC](#)

**IDENTIFICATION NUMBERS**

Altered/Removed:  
     • Property..... [537e PC](#)  
     • Vehicles/components ..... [10751 VC](#)  
 Requirements/Notifications  
     • DOJ: Firearms  
         – Destruction or agency retention..... [34010 PC](#)  
         – Firearm history ..... [11108.3 PC](#)  
         – Sheriff: Release for academy training..... [34005\(d\) PC](#)  
 Serialized/Uniquely Marked Property ..... [11108 PC](#)  
     • Notice to owner of stolen serialized property..... [11108.5 PC](#)

**INVENTORY**

Annual County Property.....[24051 GC](#)

**LIENS** (see [Vehicles](#))

**LOTTERY DEVICES** (see [Gambling Devices](#))

**MENTAL HEALTH**

Weapons

- Hearing .....[8102, 8103 WI](#)
- Prohibition
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- Sale of seized property .....[11488.6 HS](#)
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- Finder affidavit.....[2080.1\(a\) CC](#)
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- Notice to owner of stolen serialized property .....[11108.5 PC](#)

Stolen/Embezzled Property

- Owner: Return to identifiable owner .....[1411 PC](#)
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- DMV
  - Disposal of low-valued vehicle to dismantler.....[22851.10 VC](#)
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- Reports: Misdemeanors/Felonies: Notice to DOJ ..... [11107 PC](#)
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- Serialized/Uniquely Marked Property: Notice to DOJ..... [11108 PC](#)
- Stolen/Embezzled Property
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  - Record of property..... [1413\(a\) PC](#)

Vehicle

- Storage: Notice to DOJ ..... [22853 VC](#)
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**REGULATIONS (ADOPTING)**

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- Local legislative body ..... [2080.4 CC](#)
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Controlled Substances

- Lawfully possessed ..... [11473.5\(a\) HS](#)
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Explosives ..... [12353, 12354 HS](#)

Firearms/Weapons

- Mental health hold..... [8102, 8103 WI](#)
- Stolen weapon: Notification to owner prior to destruction ..... [18005\(d\) PC](#)
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Found Property ..... [2080.1, 2080.2 CC](#)

Motion to Return Property: Defendant ..... [1538.5 PC](#)

Pawnbroker

- Claim to unclaimed stolen property ..... [1411 PC](#)
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- Impounded on hit and run investigation ..... [22655 VC](#)
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 Responsibilities of Public Agency..... [2080.10 CC](#)  
 Serialized Property: Notice to DOJ Required ..... [11108 PC](#)

**SALE**

Auction: Found, Unclaimed, Perishable, or Saved Property ..... [2080.4–2080.6 CC](#)  
 Controlled Substances Forfeiture Property  
     • Sale and distribution of proceeds from sale..... [11489, 11495 HS](#)  
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 Found/Saved: Unclaimed ..... [2080.4, 2080.6 CC](#)  
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Agency Use of Unclaimed..... [1411 PC](#)  
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- Receipt to Person Property Taken From..... [1412 PC](#)
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- Explosives: Return of Seized ..... [12353, 12354 HS](#)
- Found Property: Reasonable Costs Paid for Storage ..... [2080/2080.1\(b\), 2080.2 CC](#)
- Stolen/Embezzled: Costs for Storage ..... [1408, 1409, 1411 PC](#)
- Vehicles ..... [22850–22854 VC](#)

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- Claimant on forfeiture property seized ..... [11488.5 HS](#)
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Currency: Possession of District Attorney or Court Clerk..... [1420 PC](#)

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Exhibits

- Disposition ..... [1417.1, 1417.5, 1417.7 PC](#)
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Explosives: Return to Petitioner ..... [12353, 12354 HS](#)

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- Convicted felon ..... [29800\(a\)\(1\) PC](#)
- Convicted of certain misdemeanors ..... [29805 PC](#)
- Destruction: Unclaimed firearm ..... [34000 PC](#)
- Domestic violence
  - Petition for holding by agency ..... [18400 PC](#)
  - Temporary holding by agency ..... [18250 PC](#)
  - Unclaimed ..... [18275 PC](#)
- Nuisances ..... [18010, 18275 PC](#)

Found Property ..... [2080.2–2080.6 CC](#)

- Finder claim..... [2080.3 CC](#)
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Gambling Devices: Destruction ..... [335a PC](#)

Inventory: County Property ..... [24051 GC](#)

Mental Health

- Hearing for weapon destruction ..... [8102 WI](#)
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Motion by Defendant to Return Property..... [1538.5 PC](#)

Pawnbroker: Property Hold Placed by Agency ..... [21647 BP](#)

Sexual Assault/DNA Evidence (statute of limitations) ..... [803\(f\)–\(h\) PC](#)

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- Notice of claim: Person from whom property was taken..... [1413 PC](#)
- Unclaimed: Notification to owner ..... [1411 PC](#)

Vehicles (see [Vehicles: Controlled Substances](#))

**TOYS/BICYCLES**

Unclaimed: Use in Programs to Prevent Juvenile Delinquency ..... [217 WI](#)

**UNCLAIMED PROPERTY**

Bicycles/Toys ..... [217 WI](#)

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- Currency..... [1420 PC](#)

Found..... [2080.4](#), [2080.6 CC](#)

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**VEHICLES**

Controlled Substances

- Forfeiture hearing on vehicles used to transport ..... [11488.5 HS](#)
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Identification Number Altered or Removed ..... [10751 VC](#)

Impound: Hit and Run Investigation ..... [22655](#), [22655.5 VC](#)

Liens

- Application for sale ..... [3071 CC](#)
- Lien holder cost recovery ..... [22851.12 VC](#)
- Lien sale: Proceeds..... [3073 CC](#)
- Lien satisfaction: Notice to DMV..... [22851.6 VC](#)
- Lien holder notification (low-valued vehicle) ..... [22851.8 VC](#)
- Loss through trick, fraud, or device ..... [22852.5 VC](#) / [3070 CC](#)
- Notice to DMV ..... [3067.1 CC](#)
- Recovery by lien holder (low-valued vehicle) ..... [22851.2 VC](#)
- Recovery from lien sale..... [3074 CC](#)
- Service ..... [3068 CC](#)
- Vehicle value \$4000 or less..... [3072 CC](#)
- Vehicle storage..... [22852 VC](#)
  - No owner notification ..... [22853 VC](#)

Low-Valued Vehicle

- Disposal to dismantler ..... [22851.10 VC](#)
  - Disposition..... [22851.2](#), [22851.8 VC](#)
  - Notice to DOJ of removal ..... [22851.2 VC](#)
- Mobile homes: Non-applicable ..... [3067.2 CC](#)
- Owner's interest: Vehicle possessed by lienor ..... [3071.5 CC](#)
- Storage
  - Notice to DOJ ..... [22853 VC](#)
  - Notice to owner ..... [22852 VC](#)

**VIDEO/DIGITAL MEDIA**

Mobile Video System Tapes ..... [34090.6 GC](#)  
Video Digital Media ..... [1550, 1553 EC](#)

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**LOCAL ORDINANCES**

Many jurisdictions have created local ordinances to further direct the proper handling of evidence/property when the scope of the governing code needs further specificity, such as:

- Medical Waste Management
- Firearms Storage Fees
- Diversion of Unclaimed Property to Programs which Prevent Juvenile Delinquency
- Records Retention (Body-worn Video Cameras, In-car Cameras)

Ensure all local ordinances refer to the appropriate state and federal statutes within the policies.

**MEDICAL WASTE MANAGEMENT**

The California Health and Safety Code ([HS 117605](#)) allows local ordinances to regulate infectious waste, providing the ordinances meet or exceed the state regulations to ensure statewide standards. Each agency should research its respective city and/or county requirements in order to ensure compliance in this area as required.

**CONFERRING WITH LEGAL COUNSEL ON POLICY**

When the governing legal codes, ordinances, and policies contain gray areas, or areas of conflict or contradiction, an agency must evaluate the laws and adjust its policies and procedures to acquire the necessary compliance.

If the agency leadership is unsure about its authority to make policy, or there is uncertainty regarding the overall compliance with federal, state, and local laws and ordinances, the agency should consider conferring with its legal representatives to verify the legal soundness of policy, or request that a county or municipal regulation be created allowing the agency to handle the evidence/property issue as it believes appropriate. Areas for consideration in this matter might be:

- Perishables and Open Containers
- Retention/Release of Prescription Medication/Medical Marijuana
- Photo and Release Policy
- Found Firearms
- Syringe Disposal

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**PURPOSE**

The following pages contain various examples of forms pertinent to the evidence/property function. This list is NOT all-inclusive, and agencies are urged to create, adapt, or amend forms as necessary to best serve agency needs and remain in compliance with their respective county crime labs and district attorney’s offices. Agency forms should be reviewed annually for relevance and compliance. An additional and expanded list of forms can be located at the California Association for Property and Evidence (CAPE) website at [www.cape-inc.us](http://www.cape-inc.us).

| Form #   | Page |
|--|------|
| <a href="#">1</a> Evidence/Property Record – Field Receipt .....   | C-3  |
| <a href="#">2</a> Evidence/Property Record (with Bar Coding Option) .....  | C-5  |
| <a href="#">3</a> Property Report/Receipt (with Supplemental Sheet) .....  | C-7  |
| <a href="#">4</a> Found Property Affidavit.....  | C-11 |
| <a href="#">5</a> NOTICE: Regarding Firearm or Other Deadly Weapon Confiscation – California Penal Code 18400 .....                              | C-13 |
| <a href="#">6</a> NOTICE: Regarding Firearm or Other Deadly Weapon Confiscation – Welfare and Institutions Code 5150 Deadly Weapon Receipt ..... | C-15 |
| <a href="#">7</a> Letter of Notification (Biological Material) Penal Code Section 1417.9 .....   | C-17 |
| <a href="#">8</a> Property Release Notification.....   | C-19 |
| <a href="#">9</a> MEMORANDUM: Evidence Correction Notice.....  | C-21 |
| <a href="#">10</a> MEMORANDUM: Notice to Supervisor.....   | C-23 |
| <a href="#">11</a> Evidence/Property Tracking Record .....   | C-25 |
| <a href="#">12</a> MEMORANDUM: Evidence Not Returned from Court.....   | C-27 |
| <a href="#">13A</a> Chain of Custody (Layout Option 1) .....   | C-29 |
| <a href="#">13B</a> (Layout Option 2) .....  | C-31 |
| <a href="#">14</a> Currency Envelope .....   | C-33 |
| <a href="#">15</a> Narcotics Envelope .....  | C-35 |
| <a href="#">16</a> Evidence/Property Transfer Form.....  | C-37 |
| <a href="#">17</a> Property Release Authorization – Authorized Disposition on Side 2 .....   | C-39 |
| <a href="#">18</a> Property Release Receipt .....  | C-41 |
| <a href="#">19</a> Property Invoice Receipt.....   | C-43 |
| <a href="#">20</a> Evidence/Property Storage Facility Access Log .....   | C-45 |

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**EVIDENCE/PROPERTY RECORD –  
FIELD RECEIPT**

|  |   |
|--|---|
| CASE NO. <input type="checkbox"/> LG <input type="checkbox"/> MS <input type="checkbox"/> SUPP | <input type="checkbox"/> FELONY<br><input type="checkbox"/> MISDEMEANOR<br><input type="checkbox"/> HEALTH HAZARD |
|--|---|

|                                      |   |  |   |  |  |
|--------------------------------------|---|--|---|--|--|
| LOCATION STORED/<br>LOCKER #         | REPORT TYPE/CHARGES   | RELATED CASES                              |   |  |  |
|                                      | LOCATION OF EVENT (STREET ADDRESS)  |  | REPORTING                                 | DATE   | TIME   |
|                                      | CITY  | ST   | ZIP                                       | EVENT OCCURRED:  | <input type="checkbox"/> am<br><input type="checkbox"/> pm |
|                                      |   |  | REPORTED/RECEIVED:                        | <input type="checkbox"/> am<br><input type="checkbox"/> pm |  |
| <input type="checkbox"/> EVIDENCE    | <input type="checkbox"/> FOUND PROPERTY   | <input type="checkbox"/> DOMESTIC VIOLENCE | <input type="checkbox"/> SEARCH WARRANT   |  |  |
| <input type="checkbox"/> SAFEKEEPING | <input type="checkbox"/> CLAIM – <i>Notify finder if not claimed within 90 days</i> | <input type="checkbox"/> EPRO ISSUED       | <input type="checkbox"/> DESTRUCTION PER: |  |  |
| <input type="checkbox"/> LOST        | <input type="checkbox"/> NO CLAIM – <i>Finder does not wish to claim</i>            | <input type="checkbox"/> 5150 / 8102       | ○ Owner ○ Officer                         |  |  |

Use additional sheet(s) as needed

| CITIZEN CODE – Enter applicable code: F = Finder V = Victim O = Owner X = Other |                            |  |         |         |
|---|----------------------------|--|---------|---------|
| COD E   | NAME (LAST, FIRST, MIDDLE) | DATE OF BIRTH <input type="checkbox"/> JUV | PH-HOME | PH-WORK |
|   | STREET ADDRESS             | CITY                                       | ST      | ZIP     |
| COD E   | NAME (LAST, FIRST, MIDDLE) | DATE OF BIRTH <input type="checkbox"/> JUV | PH-HOME | PH-WORK |
|   | STREET ADDRESS             | CITY                                       | ST      | ZIP     |

| SUSPECTS – List ALL suspects; (provide full name) |                            |  |  |         |
|---|----------------------------|--|--|---------|
| 1)  | NAME (LAST, FIRST, MIDDLE) | DATE OF BIRTH <input type="checkbox"/> JUV | PH-HOME  | PH-WORK |
|   | STREET ADDRESS             | CITY                                       | ST   | ZIP     |
|   | SOCIAL SECURITY NUMBER     | CII  | <input type="checkbox"/> CITED <input type="checkbox"/> NON ARREST |         |
| 2)  | NAME (LAST, FIRST, MIDDLE) | DATE OF BIRTH <input type="checkbox"/> JUV | PH-HOME  | PH-WORK |
|   | STREET ADDRESS             | CITY                                       | ST   | ZIP     |
|   | SOCIAL SECURITY NUMBER     | CEN  | <input type="checkbox"/> CITED <input type="checkbox"/> NON ARREST |         |

| EVIDENCE/PROPERTY – Describe in detail (provide make, model, color, size, condition, etc.) |     |                  |                                 |  |
|--|-----|------------------|---------------------------------|--|
| ITEM #   | QTY | ITEM DESCRIPTION | EVIDENCE/PROPERTY ROOM USE ONLY |  |
|  |     | SERIAL NUMBER    | FCN                             |  |
| ITEM #   | QTY | ITEM DESCRIPTION | EVIDENCE/PROPERTY ROOM USE ONLY |  |
|  |     | SERIAL NUMBER    | FCN                             |  |
| ITEM #   | QTY | ITEM DESCRIPTION | EVIDENCE/PROPERTY ROOM USE ONLY |  |
|  |     | SERIAL NUMBER    | FCN                             |  |

|  |                   |                 |
|--|-------------------|-----------------|
| ADDITIONAL COMMENTS/SPECIAL INSTRUCTIONS |                   |                 |
| RECEIVING OFFICER                        | CITIZEN SIGNATURE | PAGE ___ OF ___ |
| I.D. NUMBER                              | DATE              |                 |

**INSTRUCTIONS FOR PROPERTY RETRIEVAL****PROPERTY IS RELEASED BY APPOINTMENT ONLY  
CALL EVIDENCE/PROPERTY AT (###) ###-#### FOR AN APPOINTMENT**

The property listed on the front of this sheet or attached sheets is currently in the possession of Xxx Department. Please review the appropriate sections (listed below) for information on how to recover your items.

**WEAPONS (WELFARE & INSTITUTIONS CODE SECTIONS [5150](#), [8102](#))**

Weapons seized pursuant to either of these sections may be returned to the owner after **30 days** unless the law enforcement agency has petitioned the court for an order for other disposition of the weapon(s). Contact the detective, after **30 days** from the date of seizure, to determine if the weapon can be returned. If the Xxx Department has requested a court hearing regarding the weapon(s), the weapon(s) cannot be returned until the disposition of the court hearing. If the court orders the weapon(s) returned, you have **30 days** to pick up the weapon(s).

**SAFEKEEPING**

Items submitted for temporary safekeeping must be claimed within **60 days** of the Department taking possession or they will be disposed of as specified in the law. All perishable and open containers of alcohol will be destroyed at intake. You or an authorized representative will need to call to make an appointment. If items are to be released to a representative, the representative will need written authorization from the owner and photo identification before property or evidence can be released. (Civil Code Section [2080.10](#))

**FOUND PROPERTY**

Items submitted as found property will be held for **90 days**. The finders wanting to claim the items need to complete a found property statement at the time the property is turned over to the Department. Finders making a claim will be notified by mail at the end of the 90-day period for pick up if no owner has come forward.

**RECOVERED PROPERTY/EVIDENCE (STOLEN OR EMBEZZLED PROPERTY)**

Property has been taken from you which is allegedly stolen or embezzled. Pursuant to Penal Code Section [1413](#), upon being served a notice of a claim of ownership from this Department, you will have **15 days**, from the date of service to notify the property officer, in writing, if you wish to dispute the claim. After you have been given an opportunity to be heard on this matter, the property in question may be released to you or the person claiming to be the true owner. If criminal charges are filed, you may ask the court hearing the case to review the decision of the Department. If you choose to waive your rights, such action may not be held against you in any criminal proceeding.

**EVIDENCE**

Items submitted as evidence will only be released if the assigned investigator authorizes the release **in writing** OR you present a **Superior Court order** ordering the release of the items. Court orders will need to be presented to the evidence/property officer along with photo identification.

**WEAPONS DUE TO DOMESTIC VIOLENCE**

The weapon has been held as required by law. The weapon will be made available **48 hours** after the seizure or as soon thereafter as possible, but no later than **72 hours** after seizure. Every person claiming ownership will be subject to a criminal background check for any firearm ownership restrictions, prior to the release of the weapon. The criminal background check may delay the release of weapons.

Property is released by appointment only  
Call (###) ###-#### to arrange for the release of your item(s)

Department Address

Hours: 8:00 am – 4:00 pm, Monday thru Friday

Closed on Holidays and Weekends

Closed for lunch 12 noon – 1:00 pm

**EVIDENCE/PROPERTY RECORD  
WITH BAR CODING OPTION**

|             |   |  |   |
|-------------|---|--|---|
| RECEIVED BY | ID NUMBER   | DATE   | TIME<br><input type="checkbox"/> am <input type="checkbox"/> pm |
| CASE NUMBER | INCIDENT TYPE   | <input type="checkbox"/> EVIDENCE <input type="checkbox"/> FOUND<br><input type="checkbox"/> SEARCH WARRANT <input type="checkbox"/> SAFEKEEPING |   |
| LAB NUMBER  | DATE AND TIME SEIZED<br><input type="checkbox"/> am <input type="checkbox"/> pm |  |   |
| OFFICER     | ID NUMBER   | LOCATION   |   |

| SUSPECTS – List ALL suspects; (provide full name) | DATE OF BIRTH | INDICATE:  |
|---|---------------|--|
| 1)  |               | <input type="checkbox"/> ADULT <input type="checkbox"/> JUVENILE |
| 2)  |               | <input type="checkbox"/> ADULT <input type="checkbox"/> JUVENILE |
| 3)  |               | <input type="checkbox"/> ADULT <input type="checkbox"/> JUVENILE |

| CITIZEN CODE – Enter applicable code below:    F = Finder    V = Victim    O = Owner    X = Other |      |               |           |
|---|------|---------------|-----------|
| CODE  | NAME | DATE OF BIRTH | PHONE     |
| ADDRESS   |      | CITY          | ST    ZIP |
| CODE  | NAME | DATE OF BIRTH | PHONE     |
| ADDRESS   |      | CITY          | ST    ZIP |
| REMARKS   |      |               |           |

| FOR EVIDENCE/PROPERTY USE ONLY |             |              |          |
|--------------------------------|-------------|--------------|----------|
| ITEM NUMBER                    | DESCRIPTION | STORAGE AREA | BAR CODE |
|                                |             |              |          |
|                                |             |              |          |
|                                |             |              |          |
|                                |             |              |          |
|                                |             |              |          |
|                                |             |              |          |
|                                |             |              |          |
|                                |             |              |          |
|                                |             |              |          |

| PRE-PROCESS | COMP ENTRY | OWNER CLEAR | CLEAR GUN | SEND LETTER | SUPV REVIEW | CLEAR GUN | CLEAR CASH | CLEAR COMP | CLEAR LETTER | DISPO EVID | COURT ORDER | SUPV DATE |
|-------------|------------|-------------|-----------|-------------|-------------|-----------|------------|------------|--------------|------------|-------------|-----------|
|             |            |             |           |             |             |           |            |            |              |            |             |           |

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# PROPERTY REPORT/RECEIPT

|                              |     |      |      |                |      |      |   |
|------------------------------|-----|------|------|----------------|------|------|---|
| <b>XXX DEPARTMENT/OFFICE</b> |     |      |      | FILE NUMBER    | DATE | TIME | <input type="checkbox"/> am <input type="checkbox"/> pm |
| TYPE OF INCIDENT             |     |      |      | LOCATION       |      |      |   |
| VICTIM                       |     |      |      | STREET ADDRESS |      |      |   |
| DATE OF BIRTH                | SEX | RACE | CITY | ST             | ZIP  |      |   |

Use Supplemental Sheet(s) as needed

|                  |     |      |      |                |     |  |  |
|------------------|-----|------|------|----------------|-----|--|--|
| ARRESTEE/SUSPECT |     |      |      | STREET ADDRESS |     |  |  |
| DATE OF BIRTH    | SEX | RACE | CITY | ST             | ZIP |  |  |

|                  |     |      |      |                |     |  |  |
|------------------|-----|------|------|----------------|-----|--|--|
| ARRESTEE/SUSPECT |     |      |      | STREET ADDRESS |     |  |  |
| DATE OF BIRTH    | SEX | RACE | CITY | ST             | ZIP |  |  |

|  |     |      |      |                |     |       |  |
|--|-----|------|------|----------------|-----|-------|--|
| REASON PROPERTY HELD   |     |      |      |                |     |       |  |
| <input type="checkbox"/> Evidence <input type="checkbox"/> Lost/Found – Finder to be notified: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Safekeeping <input type="checkbox"/> Destruction <input type="checkbox"/> Other |     |      |      |                |     |       |  |
| FINDER   |     |      |      | STREET ADDRESS |     | PHONE |  |
| DATE OF BIRTH  | SEX | RACE | CITY | ST             | ZIP |       |  |

|               |     |      |      |                |     |       |  |
|---------------|-----|------|------|----------------|-----|-------|--|
| OWNER         |     |      |      | STREET ADDRESS |     | PHONE |  |
| DATE OF BIRTH | SEX | RACE | CITY | ST             | ZIP |       |  |

|                                       |  |  |             |               |                              |      |
|---------------------------------------|--|--|-------------|---------------|------------------------------|------|
| PROPERTY TAKEN INTO CUSTODY AT:       |  |  | FROM        |               | DATE                         | TIME |
| BY OFFICER(S) – Last Name, First Name |  |  | I.D. NUMBER | DOJ RI NUMBER | EVIDENCE/PROPERTY TECHNICIAN |      |
| 1)                                    |  |  |             |               |                              |      |
| 2)                                    |  |  |             |               |                              |      |

| Property Taken into Custody |       |  |                   |                     |
|-----------------------------|-------|--|-------------------|---------------------|
| ITEM NUMBER                 | OWNER | DESCRIPTION OF ITEMS<br><i>Enter one item per line; include serial when available.</i> | PROPERTY LOCATION | RELEASE DISPOSITION |
|                             |       |  |                   |                     |
|                             |       |  |                   |                     |
|                             |       |  |                   |                     |

**FIREARMS:** In those cases where Xxx Department has confiscated a firearm(s) or other deadly weapon(s) into custody pursuant to PC 18400, a petition may be initiated in the Superior Court within **60 days** of seizure. (An *ex parte* petition may be filed to extend the time if necessary.) In those instances where a petition is filed, the Superior Court will determine whether the firearm(s) or other deadly weapon(s) should be returned. When a petition is not filed, the Evidence/Property Unit shall obtain a Department of Justice firearms clearance and an authorization for release of the weapon(s) from the assigned case agent. **Under no circumstances will a weapon be released before 5 business days have passed.** Upon receipt of the clearance and authorization for release, the Evidence/Property Unit will notify the owner by mail to call for an appointment. Inquiries regarding the status of the potential release of weapon(s) may be directed to the **Xxx Agency** Evidence/Property Unit by calling (###) ###-####. WC 8102 mandates law enforcement personnel confiscate weapons from persons detained under the provisions of WC 5150. Pursuant to WC 8102, the health care facility must notify the detained individual of the procedure for return of the weapons. (See reverse side for release instructions.)

|                                  |      |                   |             |            |             |
|----------------------------------|------|-------------------|-------------|------------|-------------|
| PROPERTY RECEIVED BY (SIGNATURE) |      |                   | DATE ISSUED | ISSUED BY: | I.D. NUMBER |
| PERSON CLEARING PROPERTY REPORT  | DATE | OWNER NOTIFIED BY | VIA         | DATE       | TIME        |

| Property Released |             |             |                       |      |      |
|-------------------|-------------|-------------|-----------------------|------|------|
| ITEM NUMBER       | RELEASED BY | RECEIVED BY | ADDRESS (City, State) | DATE | TIME |
|                   |             |             |                       |      |      |
|                   |             |             |                       |      |      |
|                   |             |             |                       |      |      |

[Back to form](#)

**INSTRUCTIONS FOR PROPERTY REPORT/RECEIPT**

**PROPERTY IS RELEASED BY APPOINTMENT ONLY  
CALL EVIDENCE/PROPERTY AT (###) ###-#### FOR AN APPOINTMENT**

The property listed is currently under the protection of the Xxx Department. This field receipt is your guide to our procedures regarding disposal of property. It is your responsibility to contact the Evidence/Property Unit as soon as possible if you wish to claim your property. Property will not be held longer than the indicated dates. Please review the appropriate direction to recover your property. If a special circumstance or need arises, please contact the Evidence/Property Unit.

**EVIDENCE**

- **FELONY ARREST CASES:** Evidence items will be held for a minimum of **60 days** from the date of final disposition. If the owner does not claim the items at that time, they may be disposed of or destroyed in the manner prescribed by law.
- **MISDEMEANOR ARREST CASES:** Evidence will be held for **30 days** from the date of sentencing, and then items will be disposed of or destroyed in the manner prescribed by law.
- **IF NO ARREST HAS BEEN MADE AND/OR NO SUSPECT IDENTIFIED:** Evidence items may be held up to **1 year or longer** depending on the status of the case.

*When evidence items are ready to be released, you will be notified by mail. It is your responsibility to notify DMV of address changes. Property will be held for **15 days** from the date the notification is mailed and if unclaimed, the property will be disposed of or destroyed in the manner prescribed by law.*

**STOLEN OR EMBEZZLED PROPERTY**

If criminal charges are filed you may ask the court that hears the case to review the decision of this department concerning return of property.

**SAFEKEEPING – Civil Code 2080.10(a)**

Items will be held for **60 days**. If the owner is unable to retrieve the property, the owner must notify us **in writing** to hold the property and name an authorized person. That person will make an appointment with the Evidence/Property Unit to retrieve the property. Items not claimed within 60 days will be disposed of or destroyed in the manner prescribed by law.

**SEARCH WARRANT – Penal Code 1536**

Penal Code 1536 requires a court order to release property held by a search warrant. A certified copy of the court order shall be submitted to front counter personnel at the **Location/Address**. The responsible case agent has **15 days** to respond to the court order and may authorize the release of property. Contact the Evidence/Property Unit regarding returning of property seized by calling **(###) ###-####**.

**FOUND PROPERTY – Civil Code 2080**

Found property will be held for **90 days**. If at the end of the 90 days the property is not claimed or returned to the rightful owner, the finder may claim the found property by calling **(###) ###-####**.

**FIREARMS – Penal Code 18250, 18400**

*NOTE: Firearm seizures require separate receipts for each owner.*

**FIREARMS:** In those cases where Xxx Department has confiscated a firearm(s) or other deadly weapon(s) into custody pursuant to Penal Code 18400, a petition may be initiated in the Superior Court within **60 days** of seizure. (An *ex parte* petition may be filed to extend the time if necessary.) In those instances where a petition is filed pursuant to Penal Code 18400, the Superior Court will determine whether the firearm(s) or other deadly weapon(s) should be returned. When a petition is not filed, the Property Unit shall obtain a Department of Justice firearms clearance and an authorization for release of the weapon(s) from the assigned case agent. **Under no circumstances will a weapon be released before 5 business days have passed.** Upon receipt of the clearance and authorization for release, the Property Unit will notify the owner by mail to call for an appointment. Inquiries regarding the status of the potential release of weapon(s) may be directed to the Xxx Department Property Unit by calling **(###) ###-####**. Welfare and Institutions Code 8102 mandates law enforcement personnel confiscate weapons from persons detained under the provisions of Welfare and Institutions Code 5150. Pursuant to Welfare and Institutions Code 8102, the health care facility must notify the detained individual of the procedure for return of the weapons.

RECEIPT RECEIVED BY \_\_\_\_\_ DATE ISSUED \_\_\_\_\_

ISSUED BY \_\_\_\_\_ ID# \_\_\_\_\_

Property is released by appointment only  
Hours: 8:00 am – 4:00 pm, Monday thru Friday



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## FOUND PROPERTY AFFIDAVIT

**XXX DEPARTMENT**

CASE # \_\_\_\_\_

ITEM # \_\_\_\_\_

In accordance with Sections 2080.1, 2080.2, and 2080.3, of the California Civil Code, the following information is furnished about property I found with a value of one hundred dollars (\$100) or more:

*(Please print)*

Name of Finder \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Contact Number ( \_\_\_\_\_ ) \_\_\_\_\_

Where and how was the property found or saved, and describe condition:

\_\_\_\_\_  
\_\_\_\_\_

Date / Time Property Was Found \_\_\_\_\_ / \_\_\_\_\_  am  pm

Name of Owner (if known) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Contact Number ( \_\_\_\_\_ ) \_\_\_\_\_

I certify that I have not secreted, withheld, or disposed of any part of the property. I also understand that if the owner does not appear within **90 days**, I may claim the above property under the following condition:

*Check applicable box:*

- If the property is valued at one hundred dollars (\$100) but not more than two hundred and fifty dollars (\$250), and no owner appears and proves ownership within **90 days**, I request to be notified so that I may claim the property.
- If the property is valued at two hundred and fifty dollars (\$250) or more and no owner appears and proves ownership within **90 days**, the finder shall cause a notice of the property to be published in a newspaper of general circulation. If, after **7 days**, no owner appears and proves ownership to the above property, the finder may claim the property with proof of publication.
- I do not wish to claim ownership to this property.

**NOTE:** The California Penal Code restricts Law Enforcement from releasing found firearms to the finder.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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### NOTICE

#### REGARDING FIREARM OR OTHER DEADLY WEAPON CONFISCATION California Penal Code Sections 18250, 18255, 18265, 18400

DATE \_\_\_\_\_

TO \_\_\_\_\_

CASE # \_\_\_\_\_

FROM \_\_\_\_\_

ITEM # \_\_\_\_\_

SUBJECT \_\_\_\_\_

DESCRIPTION OF WEAPON(S):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Pursuant to California Penal Code 18400**, please be advised of the following:

In those cases in which a law enforcement agency has reasonable cause to believe that the return of a firearm or other deadly weapon would be likely to result in endangering the victim or the person reporting the assault or threat, the agency shall advise the owner of the firearm or other deadly weapon, and within **60 days** of the date of seizure, initiate a petition in Superior Court to determine if the firearm or other deadly weapon should be returned. The law enforcement agency may make an *ex parte* application stating good cause for an order extending the time to file a petition. Including any extension of time granted in response to an *ex parte* request, a petition must be filed within **90 days** of the date of seizure of the firearm or other deadly weapon.

The petition, if filed, will contain details as to how you must respond to the court clerk if you request a hearing concerning the return of your firearm or other deadly weapon, and notice that if you do not respond to any such petition, a default order forfeiting the confiscated firearm or other deadly weapon will result. The notice will be sent to you at your known address at the time of your detention or apprehension.

If this agency does not file a petition within **60 days**, unless good cause otherwise is shown, we are required to make a weapon available for return.

Sincerely,

\_\_\_\_\_  
Chief / Sheriff

\_\_\_\_\_  
By

\_\_\_\_\_  
Title

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**NOTICE****REGARDING FIREARM OR OTHER DEADLY WEAPON CONFISCATION  
Welfare and Institutions Code 5150 Deadly Weapon Receipt**

**Pursuant to Welfare and Institutions Code 8102**, please be advised of the following:

When a person detained for examination of his or her mental condition is found to own, possess, or control a firearm or other deadly weapon, that firearm or other deadly weapon must be confiscated by the detaining law enforcement agency or peace officer, who is to keep custody of the firearm or other deadly weapon.

When following the examination of your mental condition, an individual in charge of the mental health facility where you are examined will notify the confiscating agency that you have been so released. We will have **30 days** following your release without further judicial commitment, unless we can show good cause otherwise, to file a petition in the Superior Court for a hearing to determine whether the return of your firearm or other deadly weapon would be likely to result in endangering you or anyone else, and we are required to send a notice to you advising you of your right to a hearing on this issue if we file that petition. The petition, if filed, will contain details as to how you must respond to the court clerk if you request a hearing concerning the return of your firearm or other deadly weapon, and notice that if you do not respond to any such petition, a default order forfeiting the confiscated firearm or other deadly weapon will result. The notice will be sent to you at your last known address at the time of your detention or apprehension

If this agency does not file a petition within **30 days** of your release, unless good cause otherwise is shown, we are required to make the weapon available for return.

---

I received a copy of the above notice on \_\_\_\_\_, 20\_\_\_\_, at the time my firearm or other deadly weapon was confiscated.

\_\_\_\_\_

Case Number

\_\_\_\_\_

Signature of Detainee

---

I hereby certify that I gave a copy of the above notice to the detainee, \_\_\_\_\_, at \_\_\_\_\_  am  pm on \_\_\_\_\_, 20\_\_\_\_, at such time as I confiscated the following firearm or other deadly weapon from \_\_\_\_\_.

Description of weapon(s):

\_\_\_\_\_

\_\_\_\_\_

Signature of Detaining Peace Officer

I.D. Number

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

This box has been checked by the detaining peace officer to indicate that the detainee is unable or unwilling to sign.

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## LETTER OF NOTIFICATION

### Penal Code Section 1417.9 (Biological Material)

[Date]

[Addressee]

[Address]

[City, State, Zip]

RE: NAME OF CASE: Xxx CASE NUMBER: #####  
 NAME OF COURT: Xxx  
 LAW ENFORCEMENT AGENCY NAME: Xxx

PLEASE TAKE NOTICE that, in accordance with Penal Code Section 1417.9, subdivisions (a) and (b), any biological material secured in connection with the above-entitled case will be disposed of within **30 days** of \_\_\_\_\_, the date this notification was sent, unless this notifying agency received any of the following:

- I. A motion filed pursuant to Penal Code Section 1405. However, upon filing of that application, the Xxx Department will retain the material only until the time that the court's denial of the motion is final.
- II. A request under penalty of perjury that the material not be destroyed or disposed of because the declarant will file within **180 days** a motion for DNA testing pursuant to Penal Code Section 1405 that is followed within **180 days** by a motion for DNA testing pursuant to Penal Code Section 1405, unless a request for an extension is requested by the convicted person and agreed to by the Xxx Department.
- III. A declaration of innocent under penalty of perjury that has been filed with the court within **180 days** of the judgment of conviction or July 1, 2002, whichever is later. However, the court shall permit the destruction of the evidence upon a showing that the declaration is false or there is no issue of identity that would be affected by additional testing. The convicted person may be cross-examined on the declaration at any hearing conducted under Penal Code Section 1417.9 or on an application by or on behalf of the convicted person filed pursuant to Penal Code Section 1405.

All other non-biological property taken as evidence under the above case will be disposed of \_\_\_\_\_ unless claimed by the named suspects or their designated party

[Name]

[Title]

**XXX LAW ENFORCEMENT AGENCY**

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**XXX DEPARTMENT**

**PROPERTY RELEASE NOTIFICATION**

The **XXX** Department **XXX** Station/Division records indicate that we have property belonging to you which is ready for release.

Please contact our property officer \_\_\_\_\_

at **(###) ###-###** to make arrangements for release of your property. If you fail to contact our property officer within **15 working days**, your property will be destroyed.

REPORT # \_\_\_\_\_ ITEM # \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

— *In accordance with California Penal Code 1413* —

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EVIDENCE/PROPERTY UNIT  
MEMORANDUM

NOTICE TO SUPERVISOR

DATE \_\_\_\_\_

TO \_\_\_\_\_

FROM \_\_\_\_\_

SUBJECT **NOTICE TO CORRECT EVIDENCE/PROPERTY SUBMITTED  
TO EVIDENCE/PROPERTY UNIT**

On \_\_\_\_\_, 20\_\_ Officer(s) \_\_\_\_\_

\_\_\_\_\_ incorrectly submitted evidence/property on  
CR#\_\_\_\_\_. The officer was advised of the problem and has not responded to correct  
the problem. Please advise the Officer(s) to immediately return to the Evidence/Property Unit **with this  
form** and correct the following error(s)

- Property report does not match with evidence/property submitted.
- No property tag.
- Classification unclear.
- Lack of information on Evidence/Property Report.
- Evidence/Property Report not received.
- Other: \_\_\_\_\_

**Comments:**

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— *Corrections must be made within 3 days from the date of this Notice.* —

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## EVIDENCE/PROPERTY TRACKING RECORD

**XXX DEPARTMENT**

CASE # \_\_\_\_\_

On \_\_\_\_\_, 20\_\_ the following item(s) were taken by the Court/District Attorney's Office or Other Agency.

TAKEN BY \_\_\_\_\_

TITLE \_\_\_\_\_

EMPLOYEE # \_\_\_\_\_

|        |        |
|--------|--------|
| ITEM # | ITEM # |
| ITEM # | ITEM # |
| ITEM # | ITEM # |

If any of the above items are released to the **Court, District Attorney, or Other Agency**, you must have a court officer, district attorney, or the other agency **sign** and date on the lines below and return this form to Evidence/Property Officer \_\_\_\_\_, so that the proper disposition can be entered into the Evidence/Property Tracking System.

| RELEASED TO COURT/DISTRICT ATTORNEY'S OFFICE |      |            |
|--|------|------------|
| DATE RELEASED                                | NAME | EMPLOYEE # |
| SIGNATURE                                    |      |            |
| ▶  |      |            |
| RELEASED TO OTHER AGENCY                     |      |            |
| DATE RELEASED                                | NAME | EMPLOYEE # |
| AGENCY NAME                                  |      |            |
| SIGNATURE                                    |      |            |
| ▶  |      |            |

**— Return this form to the Evidence/Property Unit —**

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EVIDENCE/PROPERTY UNIT  
MEMORANDUM

EVIDENCE NOT RETURNED FROM COURT

DATE \_\_\_\_\_  
TO \_\_\_\_\_  
FROM \_\_\_\_\_  
SUBJECT **Notice to Correct Evidence/Property Submitted to Evidence/Property Unit**

Our records indicate that you checked out evidence on:

\_\_\_\_\_ Date \_\_\_\_\_ Case Number \_\_\_\_\_

Attached is a copy of the evidence form that indicates which items were obtained. This evidence was checked against the current property/evidence room inventory.

As of \_\_\_\_\_, 20\_\_ the evidence that you checked out has not been returned.

**Please provide an explanation below regarding the whereabouts of this evidence.**

Your response is required by \_\_\_\_\_, 20\_\_\_. If you are still in possession of the evidence and the Evidence/Property Unit is closed, place the evidence in a temporary locker along with this form. If you do not have the evidence, please explain and return this form to the Evidence/Property Unit.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your signature: \_\_\_\_\_

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## CHAIN OF CUSTODY

EVIDENCE/PROPERTY RECORD # \_\_\_\_\_

REPORT # \_\_\_\_\_

|             |  |             |      |      |  |
|-------------|--|-------------|------|------|--|
| ITEM NUMBER | RECEIVED BY (SIGNATURE)                | I.D. NUMBER | DATE | TIME | <input type="checkbox"/> am<br><input type="checkbox"/> pm |
| CODE        | EVIDENCE/PROPERTY EMPLOYEE (SIGNATURE) | I.D. NUMBER | DATE | TIME | <input type="checkbox"/> am<br><input type="checkbox"/> pm |
|             | RETURNED BY (SIGNATURE)                | I.D. NUMBER | DATE | TIME | <input type="checkbox"/> am<br><input type="checkbox"/> pm |
|             | EVIDENCE/PROPERTY EMPLOYEE (SIGNATURE) | I.D. NUMBER | DATE | TIME | <input type="checkbox"/> am<br><input type="checkbox"/> pm |
| COMMENTS    |  |             |      |      |  |

|             |  |             |      |      |  |
|-------------|--|-------------|------|------|--|
| ITEM NUMBER | RECEIVED BY (SIGNATURE)                | I.D. NUMBER | DATE | TIME | <input type="checkbox"/> am<br><input type="checkbox"/> pm |
| CODE        | EVIDENCE/PROPERTY EMPLOYEE (SIGNATURE) | I.D. NUMBER | DATE | TIME | <input type="checkbox"/> am<br><input type="checkbox"/> pm |
|             | RETURNED BY (SIGNATURE)                | I.D. NUMBER | DATE | TIME | <input type="checkbox"/> am<br><input type="checkbox"/> pm |
|             | EVIDENCE/PROPERTY EMPLOYEE (SIGNATURE) | I.D. NUMBER | DATE | TIME | <input type="checkbox"/> am<br><input type="checkbox"/> pm |
| COMMENTS    |  |             |      |      |  |

|             |  |             |      |      |  |
|-------------|--|-------------|------|------|--|
| ITEM NUMBER | RECEIVED BY (SIGNATURE)                | I.D. NUMBER | DATE | TIME | <input type="checkbox"/> am<br><input type="checkbox"/> pm |
| CODE        | EVIDENCE/PROPERTY EMPLOYEE (SIGNATURE) | I.D. NUMBER | DATE | TIME | <input type="checkbox"/> am<br><input type="checkbox"/> pm |
|             | RETURNED BY (SIGNATURE)                | I.D. NUMBER | DATE | TIME | <input type="checkbox"/> am<br><input type="checkbox"/> pm |
|             | EVIDENCE/PROPERTY EMPLOYEE (SIGNATURE) | I.D. NUMBER | DATE | TIME | <input type="checkbox"/> am<br><input type="checkbox"/> pm |
| COMMENTS    |  |             |      |      |  |

|             |  |             |      |      |  |
|-------------|--|-------------|------|------|--|
| ITEM NUMBER | RECEIVED BY (SIGNATURE)                | I.D. NUMBER | DATE | TIME | <input type="checkbox"/> am<br><input type="checkbox"/> pm |
| CODE        | EVIDENCE/PROPERTY EMPLOYEE (SIGNATURE) | I.D. NUMBER | DATE | TIME | <input type="checkbox"/> am<br><input type="checkbox"/> pm |
|             | RETURNED BY (SIGNATURE)                | I.D. NUMBER | DATE | TIME | <input type="checkbox"/> am<br><input type="checkbox"/> pm |
|             | EVIDENCE/PROPERTY EMPLOYEE (SIGNATURE) | I.D. NUMBER | DATE | TIME | <input type="checkbox"/> am<br><input type="checkbox"/> pm |
| COMMENTS    |  |             |      |      |  |

**CODES:**

- |                             |                      |                         |                       |           |
|-----------------------------|----------------------|-------------------------|-----------------------|-----------|
| A – Returned by legal owner | E – Coroner’s Office | I – DMV                 | M – FBI               | Q – Other |
| B – Taken to court          | F – Destroyed        | J – District Attorney   | N – Secret Service    | _____     |
| C – Asset seizure           | G – Auction          | K – Cnty Forensic Lab   | O – City General Fund | R – Other |
| D – Investigation           | H – Narcotics Burn   | L – Identification Unit | P – Charity           | _____     |

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CHAIN OF CUSTODY

PROPERTY/EVIDENCE RECORD # \_\_\_\_\_

REPORT # \_\_\_\_\_

|             |  |   |  |   |  |               |   |
|-------------|--|---|--|---|--|---------------|---|
| ITEM NUMBER | RECEIVED BY<br>(I.D. NUMBER AND SIGNATURE) | DATE RECEIVED   | ENTER CODE<br><input type="checkbox"/> | EVIDENCE/PROPERTY EMPLOYEE<br>(I.D. NUMBER AND SIGNATURE) | RETURNED BY<br>(I.D. NUMBER AND SIGNATURE) | DATE RETURNED | EVIDENCE/PROPERTY EMPLOYEE<br>(I.D. NUMBER AND SIGNATURE) |
|             |  | TIME<br><input type="checkbox"/> A <input type="checkbox"/> P |  |   |  |               |   |
| COMMENTS    |  |   |  |   |  |               |   |
| ITEM NUMBER | RECEIVED BY<br>(I.D. NUMBER AND SIGNATURE) | DATE RECEIVED   | ENTER CODE<br><input type="checkbox"/> | EVIDENCE/PROPERTY EMPLOYEE<br>(I.D. NUMBER AND SIGNATURE) | RETURNED BY<br>(I.D. NUMBER AND SIGNATURE) | DATE RETURNED | EVIDENCE/PROPERTY EMPLOYEE<br>(I.D. NUMBER AND SIGNATURE) |
|             |  | TIME<br><input type="checkbox"/> A <input type="checkbox"/> P |  |   |  |               |   |
| COMMENTS    |  |   |  |   |  |               |   |
| ITEM NUMBER | RECEIVED BY<br>(I.D. NUMBER AND SIGNATURE) | DATE RECEIVED   | ENTER CODE<br><input type="checkbox"/> | EVIDENCE/PROPERTY EMPLOYEE<br>(I.D. NUMBER AND SIGNATURE) | RETURNED BY<br>(I.D. NUMBER AND SIGNATURE) | DATE RETURNED | EVIDENCE/PROPERTY EMPLOYEE<br>(I.D. NUMBER AND SIGNATURE) |
|             |  | TIME<br><input type="checkbox"/> A <input type="checkbox"/> P |  |   |  |               |   |
| COMMENTS    |  |   |  |   |  |               |   |
| ITEM NUMBER | RECEIVED BY<br>(I.D. NUMBER AND SIGNATURE) | DATE RECEIVED   | ENTER CODE<br><input type="checkbox"/> | EVIDENCE/PROPERTY EMPLOYEE<br>(I.D. NUMBER AND SIGNATURE) | RETURNED BY<br>(I.D. NUMBER AND SIGNATURE) | DATE RETURNED | EVIDENCE/PROPERTY EMPLOYEE<br>(I.D. NUMBER AND SIGNATURE) |
|             |  | TIME<br><input type="checkbox"/> A <input type="checkbox"/> P |  |   |  |               |   |
| COMMENTS    |  |   |  |   |  |               |   |

CODES:

- |                             |                      |                    |                         |                       |             |
|-----------------------------|----------------------|--------------------|-------------------------|-----------------------|-------------|
| A – Returned by legal owner | D – Investigation    | G – Auction        | J – District Attorney   | M – FBI               | P – Charity |
| B – Taken to court          | E – Coroner’s Office | H – Narcotics Burn | K – County Forensic Lab | N – Secret Service    | Q – _____   |
| C – Asset seizure           | F – Destroyed        | I – DMV            | L – Identification Unit | O – City General Fund | R – _____   |

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# CURRENCY ENVELOPE

XXX DEPARTMENT

|  |  |
|--|--|
| DR #   | PLACE BAR CODE LABEL HERE  |
| EMPLOYEE #   |  |
| CHARGE   |  |
| DATE   |  |
| CASE AGENT   | CASE #   |
| TYPE OF CRIME  | OPT #  |
| LOCATION FOUND   | PROPERTY/EVIDENCE #  |
| NAME   | <input type="checkbox"/> Suspect <input type="checkbox"/> Owner <input type="checkbox"/> Victim <input type="checkbox"/> Other |
| <b>Type of Booking:</b> <input type="checkbox"/> Search Warrant <input type="checkbox"/> Evidence <input type="checkbox"/> Found Property <input type="checkbox"/> Safekeeping <input type="checkbox"/> Do Not Deposit |  |

| U.S. Currency                 | U.S. Coins                   |
|-------------------------------|------------------------------|
| _____ x \$100 bill = \$ _____ | _____ x \$1 coin = \$ _____  |
| _____ x \$50 bill = \$ _____  | _____ x 50¢ coin = \$ _____  |
| _____ x \$20 bill = \$ _____  | _____ x 25¢ coin = \$ _____  |
| _____ x \$10 bill = \$ _____  | _____ x 10¢ coin = \$ _____  |
| _____ x \$5 bill = \$ _____   | _____ x 5¢ coin = \$ _____   |
| _____ x \$1 bill = \$ _____   | _____ x 1¢ coin = \$ _____   |
| _____ x ____ bill = \$ _____  | _____ x ____ coin = \$ _____ |
| SUBTOTAL = \$ _____           | SUBTOTAL = \$ _____          |
| <b>GRAND TOTAL:</b>           | <b>\$ _____</b>              |

|                          |            |          |  |
|--------------------------|------------|----------|--|
| COUNTED AND SEALED BY    | EMPLOYEE # | DATE     | TIME <input type="checkbox"/> am <input type="checkbox"/> pm |
| EMPLOYEE VERIFYING COUNT | EMPLOYEE # | COMMENTS |  |

| IDENTIFICATION DIVISION USE ONLY |            |      |  |
|----------------------------------|------------|------|--|
| RECEIVED BY                      | EMPLOYEE # | DATE | TIME <input type="checkbox"/> am <input type="checkbox"/> pm |

| CHAIN OF CUSTODY |    |      |  |
|------------------|----|------|--|
| FROM             | TO | DATE | TIME <input type="checkbox"/> am <input type="checkbox"/> pm |
| FROM             | TO | DATE | TIME <input type="checkbox"/> am <input type="checkbox"/> pm |
| FROM             | TO | DATE | TIME <input type="checkbox"/> am <input type="checkbox"/> pm |

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## NARCOTICS ENVELOPE

**XXX DEPARTMENT**

EVIDENCE     
  FOUND PROPERTY     
  FOR DESTRUCTION

|                             |   |  |
|-----------------------------|---|--|
| CASE #                      | CONTROL #                                     | ITEM #   |
| LAST NAME (PLEASE PRINT)    |   | FIRST NAME, MI   |
|                             |   | <input type="checkbox"/> Suspect <input type="checkbox"/> Finder |
| CRIME STATUTE               |   |  |
| RECOVERED/FOUND             | LOCATION WHERE NARCOTICS WERE RECOVERED/FOUND |  |
| Date: _____ Time: _____     |   |  |
| <input type="checkbox"/> am |   |  |
| <input type="checkbox"/> pm |   |  |
| TOTAL PACKAGE WEIGHT        |   |  |
| RECOVERED/FOUND BY          | EMPLOYEE #                                    |  |
| CONTENTS                    |   |  |

|  |
|--|
| <b>ANALYZE FOR:</b> <input type="checkbox"/> COCAINE <input type="checkbox"/> AMPHETAMINE <input type="checkbox"/> PCP<br><input type="checkbox"/> MARIJUANA <input type="checkbox"/> HEROIN <input type="checkbox"/> OTHER: _____ |
|--|

|                       |   |
|-----------------------|---|
| ENTERED AND SEALED BY | EMPLOYEE #  |
| WITNESSED BY          | EMPLOYEE #  |
| DATE                  | TIME  |
|                       | <input type="checkbox"/> am <input type="checkbox"/> pm |

| CHAIN OF CUSTODY |    |      |
|------------------|----|------|
| FROM             | TO | DATE |
|                  |    |      |
| FROM             | TO | DATE |
|                  |    |      |
| FROM             | TO | DATE |
|                  |    |      |
| FROM             | TO | DATE |
|                  |    |      |

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## EVIDENCE/PROPERTY TRANSFER FORM

XXX DEPARTMENT

|               |                  |                    |
|---------------|------------------|--------------------|
| CASE #        | CASE ASSIGNED TO | INVESTIGATOR       |
| DELIVERY DATE | STATUS           | REASON FOR REMOVAL |

|             |                   |                  |       |
|-------------|-------------------|------------------|-------|
| ITEM NUMBER | ARTICLE           | BRAND            | MODEL |
| SERIAL #    | OTHER INFORMATION | STORAGE LOCATION |       |

|             |                   |                  |       |
|-------------|-------------------|------------------|-------|
| ITEM NUMBER | ARTICLE           | BRAND            | MODEL |
| SERIAL #    | OTHER INFORMATION | STORAGE LOCATION |       |

|             |                   |                  |       |
|-------------|-------------------|------------------|-------|
| ITEM NUMBER | ARTICLE           | BRAND            | MODEL |
| SERIAL #    | OTHER INFORMATION | STORAGE LOCATION |       |

|             |                   |                  |       |
|-------------|-------------------|------------------|-------|
| ITEM NUMBER | ARTICLE           | BRAND            | MODEL |
| SERIAL #    | OTHER INFORMATION | STORAGE LOCATION |       |

|             |                   |                  |       |
|-------------|-------------------|------------------|-------|
| ITEM NUMBER | ARTICLE           | BRAND            | MODEL |
| SERIAL #    | OTHER INFORMATION | STORAGE LOCATION |       |

|                      |            |      |             |             |
|----------------------|------------|------|-------------|-------------|
| PROPERTY RECEIVED BY | EMPLOYEE # | DATE | VERIFIED BY | RELEASED BY |
| PROPERTY RETURNED BY | EMPLOYEE # | DATE | VERIFIED BY | RESTORED BY |

If retained by court for disposition, notify **Xxx** within **30 days**, by phone **(###) ###-####**

|                   |                        |              |
|-------------------|------------------------|--------------|
| COURT NAME        | DEPARTMENT OR DIVISION | COURT CASE # |
| OTHER DISPOSITION | REMARKS                |              |

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## PROPERTY RELEASE AUTHORIZATION

**XXX DEPARTMENT**

DATE \_\_\_\_\_

TO \_\_\_\_\_

FROM Evidence/Property Unit

SUBJECT **PROPERTY DISPOSITION – CASE #** \_\_\_\_\_

- We have received a disposition for the above case
- We have received a DA reject for the above case
- We have received an in-house reject for the above case
- We are reviewing older/inactive cases

The property booked by you under the above case number requires disposition by the date of \_\_\_\_\_, 20\_\_\_\_. Should you desire the property to be retained, state your justification in the space below. If the property should be disposed of or returned to the owner, fill out the back of this form specifying disposition for each item with complete owner information when applicable.

This form **MUST** be returned to the Evidence/Property Unit **by the above date**, regardless of the disposition.

**NARRATIVE:** (Justification for held property)

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**COPIES TO:**  EVIDENCE/PROPERTY UNIT  OTHER: \_\_\_\_\_

|  |                   |             |
|--|-------------------|-------------|
| DATE AND TIME REPORTED<br><input type="checkbox"/> am<br><input type="checkbox"/> pm | REPORTING OFFICER | I.D. NUMBER |
|  | APPROVED BY       | I.D. NUMBER |



# PROPERTY RELEASE RECEIPT

**XXX DEPARTMENT**

|                                 |
|---------------------------------|
| PROPERTY TAG AND/OR CASE NUMBER |
|---------------------------------|

|  |
|--|
| NAME OF RECIPIENT OF EVIDENCE/PROPERTY |
|--|

|                |       |
|----------------|-------|
| STREET ADDRESS | PHONE |
|----------------|-------|

|      |    |     |                         |                |
|------|----|-----|-------------------------|----------------|
| CITY | ST | ZIP | DRIVER'S LICENSE NUMBER | STATE OF ISSUE |
|------|----|-----|-------------------------|----------------|

**The following property has been received from the **Xxx** Department:**

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**WARNING! SOME OR ALL OF THE ITEMS RELEASED TO YOU MAY HAVE BEEN TREATED WITH CHEMICALS OR OTHER AGENTS THAT MAY BE POISONOUS OR CONTAIN KNOWN CARCINOGENS.**

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | I HEREBY CERTIFY THAT I AM/REPRESENT THE LEGAL OWNER OF THE ABOVE PROPERTY. |
| <input type="checkbox"/> | I HAVE NO KNOWLEDGE OF ANY OHER CHALLENGES TO THE EVIDENCE/PROPERTY.        |

SIGNATURE OF RECIPIENT OF PROPERTY: \_\_\_\_\_

RELEASE AUTHORIZED BY: \_\_\_\_\_

ISSUED BY: \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_  am  
 pm

WITNESSED BY:: \_\_\_\_\_

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# PROPERTY INVOICE RETURN

**XXX DEPARTMENT**

|                |  |                |  |                            |              |
|----------------|--|----------------|--|----------------------------|--------------|
| PROPERTY OWNER |  | STREET ADDRESS |  | CASE NUMBER                | RELEASE DATE |
| BIRTH DATE     |  | CITY           |  | CONTACT NUMBER<br>(      ) |              |
|                |  |                |  | ST                         | ZIP          |

| PROPERTY RETURNED |                  |       |         |              |               |                  |                  |
|-------------------|------------------|-------|---------|--------------|---------------|------------------|------------------|
| ITEM NO.          | ITEM I.D. NUMBER | BRAND | ARTICLE | MODEL NUMBER | SERIAL NUMBER | SEIZURE LOCATION | STORAGE LOCATION |
|                   |                  |       |         |              |               |                  |                  |
|                   |                  |       |         |              |               |                  |                  |
|                   |                  |       |         |              |               |                  |                  |
|                   |                  |       |         |              |               |                  |                  |
|                   |                  |       |         |              |               |                  |                  |
|                   |                  |       |         |              |               |                  |                  |
|                   |                  |       |         |              |               |                  |                  |

**NOTE:** Fill in this section if property owner's address has changed or if you are authorized to receive the released items for the above-named property owner.

|   |
|---|
| AUTHORIZED RECIPIENT                                      |
| STREET ADDRESS (AUTHORIZED RECIPIENT'S OR ADDRESS CHANGE) |
| CITY / STATE / ZIP  |
| CONTACT NUMBER<br>(      )                                |

|   |
|---|
| OWNER/AUTHORIZED RECIPIENT VERIFICATION I.D. (TYPE/NUMBER)  |
| ITEM NUMBER(S) RELEASED   |
| RELEASE BY (PRINT NAME)   |
| <b>This is to certify that I have received from the <b>XXX Department</b> the above property. Pursuant to California Penal Code 1413(b), I certify under penalty of perjury that I am the legal owner of, or authorized to receive, the above-described property.</b> |
| REQUIRED SIGNATURE ►  |

Notes / Narrative:

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## EVIDENCE/PROPERTY STORAGE FACILITY ACCESS LOG

**XXX DEPARTMENT**

**Entry into the Evidence/Property Storage Facility is limited to authorized staff for official business ONLY. All other entry must be documented to include identification and the purpose for entry. Failure to comply with this order may result in disciplinary action.**

| DATE IN | TIME IN   | NAME/<br>I.D. NUMBER | SIGNATURE | DATE OUT | TIME OUT  | REASON FOR ENTRY/<br>CASE NUMBER | ACCOMPANIED BY |
|---------|---|----------------------|-----------|----------|---|----------------------------------|----------------|
|         | <input type="checkbox"/> am <input type="checkbox"/> pm |                      |           |          | <input type="checkbox"/> am <input type="checkbox"/> pm |                                  |                |
|         | <input type="checkbox"/> am <input type="checkbox"/> pm |                      |           |          | <input type="checkbox"/> am <input type="checkbox"/> pm |                                  |                |
|         | <input type="checkbox"/> am <input type="checkbox"/> pm |                      |           |          | <input type="checkbox"/> am <input type="checkbox"/> pm |                                  |                |
|         | <input type="checkbox"/> am <input type="checkbox"/> pm |                      |           |          | <input type="checkbox"/> am <input type="checkbox"/> pm |                                  |                |
|         | <input type="checkbox"/> am <input type="checkbox"/> pm |                      |           |          | <input type="checkbox"/> am <input type="checkbox"/> pm |                                  |                |
|         | <input type="checkbox"/> am <input type="checkbox"/> pm |                      |           |          | <input type="checkbox"/> am <input type="checkbox"/> pm |                                  |                |
|         | <input type="checkbox"/> am <input type="checkbox"/> pm |                      |           |          | <input type="checkbox"/> am <input type="checkbox"/> pm |                                  |                |
|         | <input type="checkbox"/> am <input type="checkbox"/> pm |                      |           |          | <input type="checkbox"/> am <input type="checkbox"/> pm |                                  |                |
|         | <input type="checkbox"/> am <input type="checkbox"/> pm |                      |           |          | <input type="checkbox"/> am <input type="checkbox"/> pm |                                  |                |

Log reviewed by \_\_\_\_\_ Date \_\_\_\_\_

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**EVIDENCE/PROPERTY RETENTION REFERENCES**

| Violation Code | Violation Description   | Statute of Limitations | Statute Code Section | Possible Sentences           | Other Considerations/Former Code Numbers |
|----------------|---|------------------------|----------------------|------------------------------|--|
| 32 PC          | Accessories to Crimes   | 3 Yrs                  | 801 PC               | 1 Yr                         | Accessory to felony                      |
| 37 PC          | Treason   | Indefinite             | 799 PC               | Death or life without parole | --                                       |
| 38 PC          | Misprision of Treason   | 3 Yrs                  | 801 PC               | 1 Yr                         | --                                       |
| 67 PC          | Bribing Executive Officer   | 3 Yrs                  | 801 PC               | 2-4 Yrs                      | --                                       |
| 67.5(a) PC     | Bribing Ministerial Officer   | 1 Yr                   | 802 PC               | --                           | Petty theft section – Misdemeanor        |
| 67.5(b) PC     | Bribing Ministerial Officer   | 3 Yrs                  | 801 PC               | --                           | Grand theft section – Felony             |
| 68 PC          | Officer Asking or Receiving Bribes  | 3 Yrs                  | 801 PC               | 2-4 Yrs                      | --                                       |
| 69 PC          | Resisting or Deterring Officer  | 3 Yrs                  | 801 PC               | 1 Yr                         | --                                       |
| 70 PC          | Asking/Accepting Gratuity for Official Act  | 1 Yr                   | 802 PC               | --                           | Misdemeanor                              |
| 71 PC          | Threat of Injury Made to Officer in Performance of Duties   | 3 Yrs                  | 801 PC               | 1 Yr                         | --                                       |
| 72 PC          | Presenting False Claim to Public Board or Officer   | 3 Yrs                  | 801 PC               | 1 Yr                         | --                                       |
| 72.5 PC        | Presenting Claim for Reimbursement of Costs Incurred for Political Functions/Public Funds           | 3 Yrs                  | 801 PC               | 1 Yr                         | --                                       |
| 73 PC          | Offering Gratuity for Appointment to Office   | 1 Yr                   | 802 PC               | --                           | Misdemeanor                              |
| 74 PC          | Receiving Gratuity for Appointment to Office  | 1 Yr                   | 802 PC               | --                           | Fine only                                |
| 76 PC          | Threatening Life of or Serious Bodily Harm to Public Official, Staff, or Member of Immediate Family | 3 Yrs                  | 801 PC               | 1 Yr                         | --                                       |
| 85 PC          | Bribing Legislators   | 3 Yrs                  | 801 PC               | 2-4 Yrs                      | --                                       |
| 86 PC          | Accepting Bribes  | 3 Yrs                  | 801 PC               | 2-4 Yrs                      | Legislature                              |
| 92 PC          | Bribing Judicial Officer  | 3 Yrs                  | 801 PC               | 2-4 Yrs                      | --                                       |

LAW ENFORCEMENT EVIDENCE & PROPERTY MANAGEMENT GUIDE

| Violation Code | Violation Description  | Statute of Limitations | Statute Code Section | Possible Sentences | Other Considerations/Former Code Numbers                |
|----------------|--|------------------------|----------------------|--------------------|---|
| 93 PC          | Accepting Bribes   | 3 Yrs                  | 801 PC               | 2-4 Yrs            | Judicial officer, juror, referee, arbitrator, or umpire |
| 94 PC          | Gratuity or Reward to Judicial Officer   | 1 Yr                   | 802 PC               | --                 | Misdemeanor   |
| 94.5 PC        | Fees/Gratuities for Performing Marriage  | 1 Yr                   | 802 PC               | --                 | Misdemeanor   |
| 95 PC          | Influencing Jurors, Referees, or Umpires   | 3 Yrs                  | 801 PC               | 1 Yr               | --  |
| 95.1 PC        | Threatening Jurors Following Verdict in Criminal Proceeding  | 3 Yr                   | 801 PC               | 1 Yr               | --  |
| 95.2 PC        | Providing Sealed Juror Identification Information to Defendant   | 1 Yr                   | 802 PC               | --                 | Misdemeanor   |
| 95.3 PC        | Private Investigator Providing Criminal Defendant with Information on Jurors                                     | 1 Yr                   | 802 PC               | --                 | Misdemeanor   |
| 96 PC          | Juror – Promise of Decision for or Against Party   | 3 Yrs                  | 802 PC               | --                 | Misdemeanor   |
| 99 PC          | State Printer Not to Be Interested in Public Contracts   | 3 Yrs                  | 801 PC               | 1 Yr               | --  |
| 100 PC         | Forfeiture of Office   | 3 Yrs                  | 801 PC               | 1 Yr               | --  |
| 102 PC         | Retaking of Property from Officer  | 1 Yr                   | 802 PC               | --                 | Misdemeanor   |
| 107 PC         | Escape from Hospital or Reformatory  | 3 Yrs                  | 801 PC               | 1 Yr               | --  |
| 109 PC         | Assisting Escape from Reformatory  | 3 Yrs                  | 801 PC               | 1 Yr               | --  |
| 110 PC         | Supplying Anything to Aid Escape from Reformatory  | 3 Yrs                  | 801 PC               | 1 Yr               | --  |
| 113 PC         | Manufacturing, Distributing, or Selling Documents to Conceal True Citizenship – Felony                           | 3 Yrs                  | 801 PC               | 1 Yr               | --  |
| 114 PC         | Using False Documents to Conceal True Citizenship – Felony   | 3 Yrs                  | 801 PC               | 5 Yrs              | --  |
| 115 PC         | Attempt to Record False or Forged Instrument   | 3 Yrs                  | 801 PC               | 1 Yr               | --  |
| 115.1 PC       | Use of Unauthorized Signature in Campaign Advertisement  | 3 Yrs                  | 801 PC               | 1 Yr               | --  |
| 115.2 PC       | Publication of Campaign Advertisement Containing False Depictions or Representation of Official Public Documents | 1 Yr                   | 802 PC               | --                 | Misdemeanor   |
| 115.25 PC      | Production or Distribution of Document Containing Inaccurate Emergency Service Phone Numbers – Punishment        | 1 Yr                   | 802 PC               | --                 | Misdemeanor   |

D. Evidence/Property Retention References

| Violation Code | Violation Description  | Statute of Limitations | Statute Code Section | Possible Sentences           | Other Considerations/Former Code Numbers  |
|----------------|--|------------------------|----------------------|------------------------------|---|
| 115.3 PC       | Alteration of Official Record                                    | 1 Yr                   | 802 PC               | --                           | Misdemeanor   |
| 115.5 PC       | Forgery of Real Property Documents                               | 3 Yrs                  | 801 PC               | 1 Yr                         | --  |
| 116 PC         | Tampering with Jury Lists or Jury Box                            | 3 Yrs                  | 801 PC               | 1 Yr                         | --  |
| 116.5 PC       | Jury Tampering by Payment for Information                        | 1 Yr                   | 802 PC               | --                           | --  |
| 117 PC         | Certifying False Jury List                                       | 3 Yrs                  | 801 PC               | 1 Yr                         | --  |
| 118 PC         | Perjury  | 3 Yrs                  | 801 PC               | 2-4 Yrs                      | --  |
| 118.1 PC       | False Report Filed by Peace Officer                              | 3 Yrs                  | 801 PC               | 2-4 Yrs                      | --  |
| 127 PC         | Subornation of Perjury   | 3 Yrs                  | 801 PC               | 2-4 Yrs                      | --  |
| 128 PC         | Perjury Resulting in Capital Punishment                          | Indefinite             | 799 PC               | Death or life without parole | --  |
| 132 PC         | Offering Forged or Altered Document as Genuine                   | 3 Yrs                  | 801 PC               | 1 Yr                         | --  |
| 132.5 PC       | Witness Accepting Payment for Information                        | 1 Yr                   | 802 PC               | --                           | County jail only  |
| 133 PC         | For Impeachment or Corroboration                                 | 1 Yr                   | 802 PC               | --                           | Misdemeanor   |
| 134 PC         | Falsifying Documents to Be Used in Evidence                      | 3 Yrs                  | 801 PC               | 1 Yr                         | --  |
| 135 PC         | Destroying or Concealing Documentary Evidence                    | 1 Yr                   | 802 PC               | --                           | Misdemeanor   |
| 136.1 PC       | Preventing or Dissuading from Attending or Giving Testimony      | 3 Yrs                  | 801 PC               | 1 Yr                         | --  |
| 136.1(a) PC    | Preventing or Dissuading from Attending or Giving Testimony      | 1 Yr                   | 802 PC               | Up to 1 Yr                   | Involved party or witness in offense  |
| 136.1(b) PC    | Preventing or Dissuading from Making a Report to Law Enforcement | 1 Yr                   | 802 PC               | Up to 1 Yr                   | Victim of offense   |
| 136.5 PC       | Carrying Deadly Weapon to Prevent Witness from Testifying        | 3 Yrs                  | 801 PC               | 1 Yr                         | --  |
| 136.7 PC       | Persons Imprisoned for Sexual Offense                            | 3 Yrs                  | 801 PC               | 1 Yr                         | Disclosure of witness' or victim's name and address to another prisoner to initiate unauthorized correspondence |
| 137(a) PC      | Inducing False Testimony / Bribery of Witness                    | 3 Yrs                  | 801 PC               | 1 Yr                         | Giving witness material information pertaining to crime to law enforcement official                             |

LAW ENFORCEMENT EVIDENCE & PROPERTY MANAGEMENT GUIDE

| Violation Code | Violation Description  | Statute of Limitations | Statute Code Section | Possible Sentences | Other Considerations/Former Code Numbers                                     |
|----------------|--|------------------------|----------------------|--------------------|--|
| 137(b) PC      | Inducing False Testimony / Bribery of Witness  | 3 Yrs                  | 801 PC               | 1 Yr               | Force or threat of force to induce false testimony                           |
| 137(c) PC      | Inducing False Testimony / Bribery of Witness  | 1 Yr                   | 802 PC               | --                 | Misdemeanor  |
| 138 PC         | Witness-Bribing or Receiving Bribe Not to Attend Trial                                   | 3 Yrs                  | 801 PC               | 1 Yr               | --   |
| 139 PC         | Threatening Witnesses  | 3 Yrs                  | 801 PC               | 2-4 Yrs            | --   |
| 140 PC         | Threat of Force or Violence Because of Assistance in Prosecution                         | 3 Yrs                  | 801 PC               | 2-4 Yrs            | --   |
| 142 PC         | Officer Refusing to Receive or Arrest Criminal   | 3 Yrs                  | 801 PC               | 1 Yr               | Sheriff's determination of facility purpose and class of prisoners           |
| 145 PC         | Delay of Arresting Officer to Take Arrested Person Before Magistrate                     | 1 Yr                   | 802 PC               | --                 | Misdemeanor  |
| 146 PC         | Officer Acting without Regular Process   | 1 Yr                   | 802 PC               | --                 | Misdemeanor  |
| 146(a) PC      | Officer Acting without Regular Process   | 1 Yr                   | 802 PC               | --                 | Arrests any person or detains that person against his/her will – Misdemeanor |
| 146(b)         | Officer Acting without Regular Process   | 1 Yr                   | 802 PC               | --                 | Seizes or levies upon any property – Misdemeanor                             |
| 146a PC        | Arrest or Search by Person Impersonating an Officer                                      | 1 Yr                   | 802 PC               | Up to 1 Yr         | Misdemeanor  |
| 146b PC        | Simulating Official Inquires   | 1 Yr                   | 802 PC               | --                 | Misdemeanor  |
| 146c PC        | Designation of Nongovernmental Organization Composed of Law Enforcement Personnel        | 1 Yr                   | 802 PC               | --                 | Misdemeanor  |
| 146d PC        | Devices Promising Immunity from Law Enforcement  | 1 Yr                   | 802 PC               | --                 | Misdemeanor  |
| 146e(a)PC      | Disclosure of Residence Address or Telephone Number of Peace Officer or Agency Personnel | 1 Yr                   | 802 PC               | --                 | Misdemeanor  |
| 146e(b) PC     | Telephone Number of Peace Officer or Agency Personnel                                    | 3 Yrs                  | 801 PC               | --                 | Felony   |
| 147 PC         | Inhumane Treatment or Oppression of Prisoner   | 1 Yr                   | 802 PC               | --                 | Fine and removal from office   |
| 148(a) PC      | Resisting or Obstructing Public Officer, Police Officer, or Medical Technician           | 1 Yr                   | 802 PC               | Up to 1 Yr         | Misdemeanor  |
| 148(b) PC      | Resisting or Obstructing Public Officer, Police Officer, or Medical Technician           | 3 Yrs                  | 801 PC               | --                 | Taking of firearm from public officer – Imprisonment in county jail          |
| 148(c) PC      | Resisting or Obstructing Public Officer, Police Officer, or Medical Technician           | 3 Yrs                  | 801 PC               | --                 | Taking of firearm from public officer – Imprisonment in state prison         |

D. Evidence/Property Retention References

| Violation Code | Violation Description  | Statute of Limitations | Statute Code Section | Possible Sentences | Other Considerations/Former Code Numbers  |
|----------------|--|------------------------|----------------------|--------------------|---|
| 148(d) PC      | Resisting or Obstructing Public Officer, Police Officer, or Medical Technician         | 3 Yrs                  | 801 PC               | --                 | Taking of firearm from public officer – Imprisonment in county jail   |
| 148.1 PC       | Falsely Reporting Planting of Bomb   | 3 Yrs                  | 801 PC               | Up to 1 Yr         | --  |
| 148.2 PC       | Interfering with Discharge of Duty by Firefighter or Emergency Personnel               | 1 Yr                   | 802 PC               | --                 | Misdemeanor   |
| 148.3 PC       | Falsely Reporting Emergency  | 3 Yrs                  | 801 PC               | --                 | --  |
| 148.4 PC       | Tampering with Fire Alarm / Giving False Alarm   | 3 Yrs                  | 801 PC               | --                 | --  |
| 148.5 PC       | Falsely Reporting Crime  | 1 Yr                   | 802 PC               | --                 | Misdemeanor   |
| 148.6 PC       | Falsely Alleging Police Misconduct, Civil Claims, or Property Liens Against an Officer | 1 Yr                   | 802 PC               | --                 | Misdemeanor   |
| 148.7PC        | Serving Sentence of Another  | 1 Yr                   | 802 PC               | --                 | Misdemeanor   |
| 148.9 PC       | Giving False Identification  | 1 Yr                   | 802 PC               | --                 | Misdemeanor   |
| 148.10 PC      | Willful Resistance to Peace Officer – Cause of Death or Serious Bodily Injury          | 3 Yrs                  | 801 PC               | 2-4 Yrs            | --  |
| 149 PC         | Assault and Battery by Officer – Third Degree  | 3 Yrs                  | 801 PC               | 1 Yr               | --  |
| 150 PC         | Refusal to Aid Posse or Assist in Making Arrest  | 1 Yr                   | 802 PC               | --                 | Fine only   |
| 151 PC         | Advocating Injury or Death of Peace Officer  | 3 Yrs                  | 801 PC               | --                 | <ul style="list-style-type: none"> <li>No injury – Misdemeanor</li> <li>Injury – Felony</li> </ul>  |
| 153 PC         | Compounding or Concealing Crime  | 3 Yrs                  | 801 PC               | --                 | <ul style="list-style-type: none"> <li>If crime is punishable by death or imprisonment in state prison – Felony</li> <li>If crime is not punishable by death or imprisonment in state prison – Misdemeanor</li> </ul> |
| 154(a) PC      | Defrauding Creditors by Selling or Concealing Property                                 | 1 Yr                   | 802 PC               | 6 Mo               | Misdemeanor   |
| 154(b) PC      | Defrauding Creditors by Selling or Concealing Property                                 | 3 Yrs                  | 801 PC               | --                 | Value exceeding \$100   |
| 155(a) PC      | Defendant or Judgment Debtor   | 1 Yr                   | 802 PC               | --                 | Concealing or selling of property to be used as evidence in a court case  |
| 155(b) PC      | Defendant or Judgment Debtor   | 3 Yr                   | 801 PC               | --                 | Value exceeding \$100   |
| 155.5(a) PC    | Disposition of Property by Criminal Defendant to Avoid Making Restitution              | 1 Yr                   | 802 PC               | --                 | Misdemeanor   |

LAW ENFORCEMENT EVIDENCE & PROPERTY MANAGEMENT GUIDE

| Violation Code | Violation Description  | Statute of Limitations | Statute Code Section | Possible Sentences | Other Considerations/Former Code Numbers   |
|----------------|--|------------------------|----------------------|--------------------|--|
| 155.5(b) PC    | Disposition of Property by Criminal Defendant to Avoid Making Restitution                  | 3 Yrs                  | 801 PC               | --                 | Felony   |
| 156 PC         | Producing Spurious Heir  | 3 Yrs                  | 801 PC               | 2-4 Yrs            | Fraudulently produce an infant, falsely pretending it to have been born of any parent whose child would be entitled to inherit any real estate |
| 157 PC         | Substitution of Child  | 3 Yrs                  | 801 PC               | 2-4 Yrs            | --   |
| 158 PC         | Common Barratry  | 1 Yr                   | 802 PC               | 6 Mo               | Exciting groundless judicial proceedings   |
| 165 PC         | Giving or Offering Bribe to Councilman or Supervisor                                       | 3 Yrs                  | 801 PC               | 2-4 Yrs            | --   |
| 166(a) PC      | Contempt of Court  | 1 Yr                   | 802 PC               | --                 | To exhibit disorderly conduct, resistance, or to give false report in court  |
| 166(b) PC      | Contempt of Court  | 1 Yr                   | 802 PC               | Up to 1 Yr         | Willfully contacting a victim by phone   |
| 166(c) PC      | Contempt of Court  | 1 Yr                   | 802 PC               | Up to 1 Yr         | Willful violation of protective or stay-away order   |
| 166(c)(1) PC   | Contempt of Court  | 3 Yrs                  | 801 PC               | --                 | Second conviction  |
| 167PC          | Recording Jury Proceedings   | 1 Yr                   | 802 PC               | --                 | Misdemeanor  |
| 168 PC         | Disclosing Warrant Prior to Execution – Exceptions   | 3 Yrs                  | 801 PC               | --                 | --   |
| 169 PC         | Picketing Near Court to Obstruct Administration of Justice                                 | 1 Yr                   | 802 PC               | --                 | Misdemeanor  |
| 170 PC         | Maliciously Procuring Warrant to Search or Arrest  | 1 Yr                   | 802 PC               | --                 | Misdemeanor  |
| 171 PC         | Communication with Inmate of Reformatory   | 1 Yr                   | 802 PC               | --                 | Misdemeanor  |
| 171b PC        | Bringing Weapons or Deadly Weapons into State or Local Public Building                     | 3 Yrs                  | 801 PC               | Up to 1 Yr         | --   |
| 171c PC        | Bringing Loaded Firearm into State Office, State Capitol Grounds, or Public School Grounds | 3 Yrs                  | 801 PC               | Up to 1 Yr         | --   |
| 171d PC        | Bringing Loaded Firearm into Residence of Governor or Constitutional Officer               | 3 Yrs                  | 801 PC               | Up to 1 Yr         | --   |
| 172(b) PC      | Selling Liquor in Prohibited Area Near College and State Institutions                      | 1 Yr                   | 802 PC               | --                 | Prohibiting the sale within 1,900 ft of youth institution  |
| 172(d) PC      | Selling Liquor in Prohibited Area Near College and/or State Institutions                   | 1 Yr                   | 802 PC               | --                 | Provision of distance to not be measured by airline but by shortest highway as defined in Section 360 CVC                                      |
| 173PC          | Importation of Foreign Convict   | 1 Yr                   | 802 PC               | --                 | Misdemeanor  |

D. Evidence/Property Retention References

| Violation Code | Violation Description  | Statute of Limitations | Statute Code Section | Possible Sentences  | Other Considerations/Former Code Numbers   |
|----------------|--|------------------------|----------------------|---------------------|--|
| 181 PC         | Involuntary Servitude and Sale of Slaves   | 3 Yrs                  | 801 PC               | 2-4 Yrs             | --   |
| 182(a) PC      | Conspiracy   | 3-6 Yrs                | 800 PC               | 5-9 Yrs             | If two or more persons conspire  |
| 185PC          | Wearing Mask or Disguise   | 1 Yr                   | 802 PC               | --                  | Misdemeanor  |
| 186.10 PC      | Acts Constituting Money Laundering   | 3 Yrs                  | 801 PC               | 1-4 Yrs             | --   |
| 186.22 PC      | Criminal Street Gang Activity  | 3 Yrs                  | 801 PC               | 16 Mo-3 Yrs         | --   |
| 186.26 PC      | Coercion of Minor to Participate in Street Gang – Felony or Misdemeanor  | 3 Yrs                  | 801 PC               | 1-3 Yrs             | --   |
| 186.28 PC      | Supplying or Selling Firearm Used in Criminal Street Gang Activity   | 3 Yrs                  | 801 PC               | --                  | --   |
| 187 PC         | Murder – First Degree  | Indefinite             | 799 PC               | 25 Yrs to Life      | --   |
| 187 PC         | Murder – Second Degree   | Indefinite             | 799 PC               | 15 Yrs to Life      | --   |
| 191.5 PC       | Vehicular Manslaughter while Intoxicated; Multiple Convictions for Offenses Related to Driving while Under the Influence of Alcohol or Drugs | 6 Yrs                  | 800 PC               | 4-10 Yrs            | --   |
| 192(a) PC      | Voluntary Manslaughter   | 6 Yrs                  | 800 PC               | 3-11 Yrs            | Voluntary  |
| 192(b) PC      | Manslaughter   | 3 Yrs                  | 801 PC               | 2-4 Yrs             | Involuntary  |
| 192(c) PC      | Manslaughter   | 3 Yrs                  | 801 PC               | 16 Mo-6 Yrs         | Vehicular  |
| 193.5 PC       | Manslaughter Committed during Operation of Vessel  | 3 Yrs                  | 801 PC               | 2-6 Yrs             | --   |
| 193.8PC        | Adult Relinquishing Possession of Motor Vehicle to Minor Under Specified Conditions  | 1 Yr                   | 802 PC               | 1/2 Yr              | Conditions: 1) Intoxicated, 2) Violation of Section 23103, 3) No lawful right to possession of vehicle |
| 203 PC         | Mayhem / Dismemberment   | 6 Yrs                  | 800 PC               | 2-8 Yrs             | --   |
| 205 PC         | Aggravated Mayhem  | Indefinite             | 799 PC               | Life w/o            | --   |
| 206 PC         | Torture (Proof of Pain Not Required)   | Indefinite             | 799 PC               | Life                | --   |
| 207 PC         | Kidnapping   | 6 Yrs                  | 800 PC               | 3-8 Yrs             | --   |
| 209 PC         | Kidnapping for Ransom or Extortion, or to Commit Robbery or Sex Crime  | Indefinite             | 799 PC               | Life without parole | --   |

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| Violation Code | Violation Description   | Statute of Limitations | Statute Code Section | Possible Sentences  | Other Considerations/Former Code Numbers                           |
|----------------|---|------------------------|----------------------|---------------------|--|
| 210 PC         | Posing as Kidnapper, Etc. – when Felony                         | 3 Yrs                  | 801 PC               | 2-4 Yrs             | --   |
| 210.5 PC       | Taking Hostages   | 6 Yrs                  | 800 PC               | 3-8 Yrs             | --   |
| 211 PC         | Robbery   | 6 Yrs                  | --                   | --                  | --   |
| 212.5 PC       | Robbery – First Degree  | 6 Yrs                  | 800 PC               | 3-9 Yrs             | --   |
| 212.5 PC       | Robbery – Second Degree   | 3 Yrs                  | 801 PC               | 2-5 Yrs             | --   |
| 214 PC         | Train Robbery   | 3 Yrs                  | 801 PC               | --                  | --   |
| 215 PC         | Carjacking  | 6 Yrs                  | 800 PC               | 3-9 Yrs             | --   |
| 218 PC         | Derailing or Wrecking Train                                     | Indefinite             | 799 PC               | Life without parole | --   |
| 219 PC         | Wrecking Train or Firing Bridge                                 | Indefinite             | 799 PC               | Life without parole | --   |
| 219.1 PC       | Throwing Missile at Vehicle of Common Carrier                   | 3 Yrs                  | 801 PC               | 2-6 Yrs             | --   |
| 219.2 PC       | Throwing Missile or Shooting at Trains, Streetcars, or Vessels  | 3 Yrs                  | 801 PC               | --                  | --   |
| 219.3PC        | Throwing Missile from Toll Bridge                               | 1 Yr                   | 802 PC               | --                  | Throwing object from toll bridge                                   |
| 220 PC         | Assault with Intent to Commit Mayhem or Sex Crimes              | 3 Yrs                  | 801 PC               | 2-6 Yrs             | --   |
| 222 PC         | Administering Controlled Substance or Anesthetic to Aid Felony  | 3 Yrs                  | 801 PC               | --                  | --   |
| 237PC          | False Imprisonment  | 1-3 Yrs                | 801 PC               | --                  | Involving violence – Felony  |
| 241PC          | Assault Against Peace Officer or Other Specified Persons        | 1 Yr                   | 802 PC               | 1/2 Yr              | --   |
| 241.1 PC       | Assault on Custodial Officer                                    | 3 Yrs                  | 801 PC               | --                  | --   |
| 241.2PC        | Assault on Any Person on School or Park Property                | 1 Yr                   | 802 PC               | Up to 1 Yr          | County jail only   |
| 241.3PC        | Assault on Public Transportation Provider's Property or Vehicle | 1 Yr                   | 802 PC               | Up to 1 Yr          | County jail only   |
| 241.4PC        | Assault on School Police Department Member                      | 1-3 Yrs                | 801 PC               | --                  | If a reasonable person would have known it was an officer – Felony |
| 241.6PC        | Assault on School Employee                                      | 1 Yr                   | 802 PC               | Up to 1 Yr          | Misdemeanor  |

D. Evidence/Property Retention References

| Violation Code | Violation Description   | Statute of Limitations | Statute Code Section | Possible Sentences | Other Considerations/Former Code Numbers                     |
|----------------|---|------------------------|----------------------|--------------------|--|
| 242 PC         | Battery – Definition  | 1-3 Yrs                | 801 PC               | Up to 3 Yrs        | See various 243 sections for statute                         |
| 243(a)PC       | Battery   | 1 Yr                   | 802 PC               | 1/2 Yr             | Battery against a person with minimal injuries – Misdemeanor |
| 243(b)PC       | Battery   | 1 Yr                   | 802 PC               | Up to 1 Yr         | Battery against public duty officer                          |
| 243(c)PC       | Battery   | 3 Yrs                  | 801 PC               | 16 Mo-3 Yrs        | Battery against custodial officer                            |
| 243(d) PC      | Battery   | 3 Yrs                  | 801 PC               | 2-4 Yrs            | Battery against a person with major injuries – Felony        |
| 243(e)PC       | Battery   | 1 Yr                   | 802 PC               | Up to 1 Yr         | Battery against a spouse or whom they are cohabitating with  |
| 243.1 PC       | Battery Against Custodial Officer   | 3 Yrs                  | 801 PC               | --                 | --   |
| 243.2PC        | Battery Committed on Any Person on School, Park, or Hospital Property                                 | 1 Yr                   | 802 PC               | Up to 1 Yr         | --   |
| 243.3PC        | Battery Committed Against Public Transit Employee or Passenger  | 3 Yrs                  | 801 PC               | 16 Mo-3 Yrs        | --   |
| 243.4 PC       | Sexual Battery  | 3 Yrs                  | 801 PC               | 2-4 Yrs            | --   |
| 243.6PC        | Battery Committed Against School Employee   | 1-3 Yrs                | 801 PC               | 16 Mo-3 Yrs        | Injury – Felony  |
| 243.7 PC       | Battery Committed Against Juror   | 3 Yrs                  | 801 PC               | 16 Mo-3 Yrs        | --   |
| 243.8PC        | Battery Committed Against Sports Official   | 1 Yr                   | 802 PC               | Up to 1 Yr         | --   |
| 244 PC         | Throwing Acid or Flammable Substance with Intent to Disfigure or Burn – "Flammable Substance" Defined | 3 Yrs                  | 801 PC               | 2-4 Yrs            | --   |
| 244.5 PC       | Assault with Stun Gun or Taser  | 3 Yrs                  | 801 PC               | 2-4 Yrs            | --   |
| 245(a)(1) PC   | Assault with a Deadly Weapon  | 3 Yrs                  | 801 PC               | 2-4 Yrs            | --   |
| 245(a)(2) PC   | Assault with a Deadly Weapon – Firearm  | 3 Yrs                  | 801 PC               | 2-4 Yrs            | --   |
| 245(a)(3) PC   | Assault with a Deadly Weapon – Machine Gun  | 6 Yrs                  | 800 PC               | 4-12 Yrs           | --   |
| 245(b) PC      | Assault with a Deadly Weapon – Semiautomatic Firearm  | 6 Yrs                  | 800 PC               | 3-9 Yrs            | --   |
| 245(c) PC      | Assault with a Deadly Weapon – Other than Firearm   | 3 Yrs                  | 801 PC               | 3-5 Yrs            | --   |

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| Violation Code | Violation Description  | Statute of Limitations | Statute Code Section | Possible Sentences | Other Considerations/Former Code Numbers      |
|----------------|--|------------------------|----------------------|--------------------|---|
| 245(d) PC      | Assault with a Deadly Weapon – Firearm   | 6 Yrs                  | 800 PC               | 2-8 Yrs            | Against peace officer or firefighter          |
| 245.2 PC       | Assault with a Deadly Weapon Committed Against Public Transit Employee                               | 3 Yrs                  | 801 PC               | 3-5 Yrs            | --  |
| 245.3 PC       | Assault with a Deadly Weapon on Custodial Officer  | 3 Yrs                  | 801 PC               | 3-5 Yrs            | --  |
| 245.5 PC       | Assault with a Deadly Weapon on School Employee  | 3 Yrs                  | 801 PC               | 3-5 Yrs            | --  |
| 246 PC         | Firearms, Discharge of, at Inhabited Dwelling, Vehicle, or Aircraft                                  | 3 Yrs                  | 801 PC               | 3-7 Yrs            | --  |
| 246.3 PC       | Discharge of Firearm in Grossly Negligent Manner that Could Result in Injury or Death of Person      | 3 Yrs                  | 801 PC               | --                 | --  |
| 247 PC         | Discharging Firearm at Unoccupied Aircraft, Motor Vehicle, or Uninhabited Building or Dwelling House | 3 Yrs                  | 801 PC               | --                 | --  |
| 247.5 PC       | Discharging Laser at Aircraft  | 3 Yrs                  | 801 PC               | 16 Mo-3 Yrs        | --  |
| 248PC          | Shining Light at Aircraft with Intent to Impair Operation  | 1 Yr                   | --                   | Up to 1 Yr         | --  |
| 261 PC         | Rape   | 10 Yrs                 | 803 PC               | --                 | Retain 10 Years                               |
| 261.5(b)PC     | Unlawful Sexual Intercourse with a Minor   | 1 Yr                   | --                   | --                 | Age difference is within 3 years              |
| 261.5(c) PC    | Unlawful Sexual Intercourse with a Minor   | 3 Yrs                  | 801 PC               | 1 Yr               | Age difference 3 years younger                |
| 261.5(d) PC    | Unlawful Sexual Intercourse with a Minor   | 3 Yrs                  | 801 PC               | 2-4 Yrs            | Suspect 21 or older and victim under 16 years |
| 262 PC         | Rape of Person Who Is Spouse of Perpetrator  | 10 Yrs                 | 800 PC               | 5-9 Yrs            | --  |
| 264.1 PC       | Defendant Acted in Concert with Another Person to Commit Rape  | 10 Yrs                 | 800 PC               | 5-9 Yrs            | --  |
| 265 PC         | Abduction to Force Marriage or Defilement  | 3 Yrs                  | 801 PC               | --                 | --  |
| 266 PC         | Enticing, procuring, or luring minor into house of prostitution                                      | 3 Yrs                  | 801 PC               | --                 | --  |
| 266a PC        | Procuring Person by Force or False Inducement  | 3 Yrs                  | 801 PC               | --                 | --  |
| 266b PC        | Compelling Illicit Relation by Menace  | 3 Yrs                  | 801 PC               | --                 | --  |
| 266c PC        | Inducing Commission of Sexual Act through False Representation Creating Fear                         | 3 Yrs                  | 801 PC               | 2-4 Yrs            | --  |

D. Evidence/Property Retention References

| Violation Code | Violation Description  | Statute of Limitations | Statute Code Section | Possible Sentences | Other Considerations/Former Code Numbers                   |
|----------------|--|------------------------|----------------------|--------------------|--|
| 266d PC        | Paid Procuring of Person – Pandering   | 3 Yrs                  | 801 PC               | --                 | --   |
| 266e PC        | Hiring Panderer  | 3 Yrs                  | 801 PC               | --                 | --   |
| 266f PC        | Selling Person for Illicit Use   | 3 Yrs                  | 801 PC               | --                 | --   |
| 266g PC        | Prostituting Wife  | 3 Yrs                  | 801 PC               | 2-4 Yrs            | --   |
| 266h(a) PC     | Pimping – Punishment/Enhancement   | 3-10 Yrs               | 800 PC               | 3-8 Yrs            | Felony if victim is under 16 years of age                  |
| 266i PC        | Pandering  | 10 Yrs                 | 800 PC               | 3-8 Yrs            | --   |
| 266j PC        | Providing or Transporting Child Under 16 for Purpose of Lewd or Lascivious Act       | 10 Yrs                 | 800 PC               | 3-8 Yrs            | --   |
| 267 PC         | Abduction for Prostitution   | 3 Yrs                  | 801 PC               | --                 | --   |
| 269 PC         | Aggravated Sexual Assault of Child   | Indefinite             | 799 PC               | 15 Yrs to Life     | --   |
| 270 PC         | Child Neglect  | 3 Yrs                  | 801 PC               | Up to 1 Yr         | --   |
| 270c PC        | Neglect of Indigent Parent   | 1 Yr                   | 802 PC               | --                 | Misdemeanor  |
| 270.5PC        | Refusing to Accept Minor Child into Home   | 1 Yr                   | 802 PC               | --                 | Misdemeanor  |
| 271 PC         | Child Under 14 Years of Age – Abandonment  | 3 Yrs                  | 801 PC               | --                 | --   |
| 271a PC        | Failure to Provide For   | 3 Yrs                  | 801 PC               | --                 | Child is under 14 years of age                             |
| 272 PC         | Contributing to Delinquency of Minor   | 1 Yr                   | 802 PC               | Up to 1 Yr         | --   |
| 273 PC         | Paying Parent for Adoption of Child  | 1 Yr                   | 802 PC               | --                 | Beyond Adoption Services                                   |
| 273a PC        | Abusing or Endangering Health of Child   | 3 Yrs                  | 801 PC               | 2-6 Yrs            | --   |
| 273ab PC       | Assault on Child with Force Likely to Produce Great Bodily Injury Resulting in Death | Indefinite             | 799 PC               | 25 Yrs to Life     | --   |
| 273d PC        | Felony to Inflict Corporal Injury Upon Child   | 3 Yrs                  | 801 PC               | 2-6 Yrs            | Enhancement for prior conviction / Conditions of probation |
| 273e PC        | Sending or Permitting Minor to Enter House of Prostitution or Variety Theater        | 1 Yr                   | 802 PC               | --                 | Misdemeanor  |

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| Violation Code | Violation Description   | Statute of Limitations | Statute Code Section | Possible Sentences | Other Considerations/Former Code Numbers   |
|----------------|---|------------------------|----------------------|--------------------|--|
| 273f PC        | Sending Minor to Saloon, Gambling House, or House of Prostitution   | 1 Yr                   | 802 PC               | --                 | Misdemeanor                                |
| 273g PC        | Lewdness or Drunkenness in Presence of Child  | 1 Yr                   | 802 PC               | --                 | Misdemeanor                                |
| 273.5 PC       | Domestic Violence   | 3 Yrs                  | 801 PC               | 2-4 yrs            | Retain 10 years – 1109 Evidence Code       |
| 273.55 PC      | Corporal Injury on Spouse or Cohabitant   | 3 Yrs                  | 801 PC               | 2-5 Yrs            | Punishment for repeat offender             |
| 273.6 PC       | Protective Order Violations Pursuant to Family Code and Code of Civil Procedure   | 1 Yr                   | 802 PC               | Up to 1 Yr         | If injury, additional jail term            |
| 273.7 PC       | Disclosing Location of Domestic Violence Shelter  | 1 Yr                   | 802 PC               | --                 | Misdemeanor                                |
| 274 PC         | Abortion – Exception  | 3 Yrs                  | 801 PC               | --                 | Abortions                                  |
| 275 PC         | Woman Soliciting and Submitting to – Exception  | 3 Yrs                  | 801 PC               | --                 | Abortions                                  |
| 276 PC         | Solicitation of Woman to Submit to or Procure – Exception   | 3 Yrs                  | 801 PC               | Up to 1 Yr         | Abortions                                  |
| 277 PC         | Child Abduction   | 3 Yrs                  | 801 PC               | 2-4 Yrs            | Child abductions                           |
| 278 PC         | Taking, Enticing Away, Keeping, Withholding, or Concealing Child by Person without Right of Custody – Punishment                                    | 3 Yrs                  | 801 PC               | 2-4 Yrs            | --   |
| 278.5 PC       | Taking, Enticing Away, Keeping, Withholding, or Concealing Child in Order to Deprive Lawful Custodian of Custody or Visitation Rights – Punishments | 3 Yrs                  | 801 PC               | 16 Mo-3 Yrs        | --   |
| 280 PC         | Punishment, Removal, or Concealment of Child Involved in Adoption Proceedings   | 1-3 Yrs                | 801 PC               | Up to 1 Yr         | Within or removed from county of abduction |
| 281 PC         | Bigamy – Proof  | 3 Yrs                  | 801 PC               | --                 | --   |
| 284 PC         | Punishment for Marrying Spouse of Another   | 3 Yrs                  | 801 PC               | --                 | --   |
| 285 PC         | Incest  | 3 Yrs                  | 801 PC               | --                 | --   |
| 286 PC         | Sodomy  | 3-10 Yrs               | 800 PC               | Up to 8 Yrs        | Age of victim and force used               |
| 286.5 PC       | Assault – Animals   | 1 Yr                   | 802 PC               | --                 | Including sexual assault                   |
| 288 PC         | Sexual Offense Against a Child  | 10 Yrs                 | 800 PC               | 3-8 Yrs            | Victim under the age of 14                 |
| 288(a) PC      | Lewd Act on Child   | 3-10 Yrs               | 800 PC               | 3-8 Yrs            | Child under 14 years of age                |

D. Evidence/Property Retention References

| Violation Code | Violation Description  | Statute of Limitations | Statute Code Section | Possible Sentences | Other Considerations/Former Code Numbers           |
|----------------|--|------------------------|----------------------|--------------------|--|
| 288 (b)(1) PC  | Unlawful Oral Copulation   | 3 Yrs                  | 800 PC               | 3-8 Yrs            | By force, violence, duress, menace, or fear        |
| 288(b)(2) PC   | Unlawful Oral Copulation   | 3 Yrs                  | 800 PC               | 3-8 Yrs            | Against a dependent adult                          |
| 288(c)(1) PC   | Unlawful Oral Copulation   | 3 Yrs                  | 800 PC               | 3-8 Yrs            | Suspect more than 10 years older / Victim under 14 |
| 288 (c)(2) PC  | Unlawful Oral Copulation   | 3 Yrs                  | 800 PC               | 3-8 Yrs            | Against victim's will.                             |
| 288.2 PC       | Distribution or Exhibition of Lewd Material to Minor   | 3 Yrs                  | 801 PC               | --                 | --   |
| 288.5 PC       | Engaging in Three (3) or More Acts of Substantial Sexual Conduct with Child Under Age 14                                     | 10 Yrs                 | 801.1 PC             | 6-16 Yrs           | --   |
| 289 PC         | Unlawful Sexual Penetration  | 6-10 Yrs               | 800 PC               | 3-8 Yrs            | Against victim's will – Retain 10 years            |
| 289.6 PC       | Employee, Officer, or Agent of Detention Facility Prohibited from Engaging in Sexual Activity with Confined Consenting Adult | 3 Yrs                  | 800 PC               | --                 | --   |
| 302 PC         | Disorderly Conduct at Church Service   | 1 Yr                   | 802 PC               | Up to 1 Yr         | --   |
| 303 PC         | Encouraging Sale of Alcoholic Beverage   | 1Yr                    | 802 PC               | --                 | Misdemeanor  |
| 303a PC        | Soliciting Purchase of Alcoholic Beverage  | 1Yr                    | 802 PC               | --                 | Misdemeanor  |
| 307 PC         | Furnishing Foods Containing Alcohol to Persons Under 21  | 1 Yr                   | 802 PC               | --                 | Misdemeanor  |
| 308 PC         | Selling Cigarettes or Tobacco to Minor   | 1 Yr                   | 802 PC               | --                 | --   |
| 308b PC        | Unsolicited Delivery of Tobacco  | 1 Yr                   | 802 PC               | --                 | Misdemeanor  |
| 308.2 PC       | Sale of Cigarettes Not in Sealed and Properly Labeled Package  | 1 Yr                   | 802 PC               | --                 | Infraction   |
| 308.5 PC       | Sale , Lease, or Offer of Video Games, Alcohol, or Tobacco Advertising to Minors   | 1 Yr                   | 802 PC               | --                 | Misdemeanor  |
| 309 PC         | Admitting or Keeping Minor in House of Prostitution  | 1 Yr                   | 802 PC               | --                 | Misdemeanor  |
| 310 PC         | Attendance of Minor at Prizefight or Cockfight   | 1 Yr                   | 802 PC               | --                 | Misdemeanor  |
| 310.2 PC       | Furnishing Diet Pills, Diuretic, or Laxatives to Minors/Athletic Team Members for Nonmedical Purposes                        | 1 Yr                   | 802 PC               | --                 | Misdemeanor  |
| 310.5 PC       | Entering Into Contract to Pay Minor Victim of Unlawful Sex Act   | 1 Yr                   | 802 PC               | --                 | Misdemeanor  |

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| Violation Code | Violation Description   | Statute of Limitations | Statute Code Section | Possible Sentences | Other Considerations/Former Code Numbers |
|----------------|---|------------------------|----------------------|--------------------|--|
| 311.1 PC       | Bringing Into State Matter Depicting Child in Sexual Conduct  | 3 Yrs                  | 801 PC               | --                 | --                                       |
| 311.2 PC       | Bringing Obscene Matter into or Distributing within State   | 3 Yrs                  | 801 PC               | 2-6 Yrs            | --                                       |
| 311.3 PC       | Developing, Duplicating, Printing, or Exchanging Obscene Matter Depicting Sexual Conduct of Person Under Age 18                 | 3 Yrs                  | 801 PC               | --                 | --                                       |
| 311.4 PC       | Using Minor to Assist in Distribution of Obscene Matter / Posing or Modeling Involving Sexual Conduct                           | 6 Yrs                  | 800 PC               | 3-8 Yrs            | --                                       |
| 311.5 PC       | Advertising Obscene Matter  | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |
| 311.6 PC       | Engaging in Obscene Live Conduct  | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |
| 311.7 PC       | Requiring Acceptance of Obscene Matter as Condition for Receiving Other Merchandise   | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |
| 311.10 PC      | Punishment for Distributors of Obscene Matter Depicting Person Under Age 18   | 3 Yrs                  | 801 PC               | 2-4 Yrs            | --                                       |
| 311.11 PC      | Possession or Control of Matter, Representation of Information, Data, or Image, Depicting Sexual Conduct of Person Under Age 18 | 3 Yrs                  | 801 PC               | 2-6 Yrs            | --                                       |
| 313.1 PC       | Distribution to Minors / Restricting Display, Sale, Rental, Video Recordings, or Transmissions of Telephone Messages            | 1 Yr                   | 802 PC               | Up to 1 Yr         | Infraction                               |
| 314 PC         | Indecent Sample #   | 3 Yrs                  | 801 PC               | Up to 1 Yr         | Prior conviction of 288 PC of prior 314  |
| 315 PC         | Keeping or Living in House of Prostitution  | 1 Yr                   | 802 PC               | --                 | --                                       |
| 316 PC         | Keeping Disorderly or Assignment House  | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |
| 318 PC         | Pimping, Capping, or Soliciting Patrons   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 320 PC         | Contriving, Proposing, or Drawing   | 1 Yr                   | 802 PC               | --                 | Contrives, prepares, sets up lottery     |
| 321 PC         | Selling Chances, Shares, or Tickets   | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |
| 322 PC         | Assisting by Printing or Advertising  | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |
| 323 PC         | Opening or Keeping Agency for Sale or Registration of Tickets   | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |
| 324 PC         | Insuring For or Against Drawing   | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |
| 326 PC         | Renting Premises for Lottery Purposes   | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |

D. Evidence/Property Retention References

| Violation Code | Violation Description  | Statute of Limitations | Statute Code Section | Possible Sentences | Other Considerations/Former Code Numbers                            |
|----------------|--|------------------------|----------------------|--------------------|---|
| 327 PC         | Endless-Chain Schemes  | 3 Yrs                  | 801 PC               | 16 Mo-3 Yrs        | --  |
| 330 PC         | Prohibited Gaming  | 1 Yr                   | 802 PC               | 6 Mo               | Games played for representative value or betting – County jail only |
| 330.1 PC       | Slot Machines Forbidden  | 1 Yr                   | 802 PC               | 6 Mo               | County jail only  |
| 330.4 PC       | Mere Possession Prohibited   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only  |
| 330.8 PC       | Permissible Sale/Transportation/Storage/Manufacture of Gambling Devices                    | 1 Yr                   | 802 PC               | --                 | Misdemeanor   |
| 331 PC         | Liability of Owner or Lessor of Gaming House   | 1 Yr                   | 802 PC               | 6 Mo               | Knowingly permits – County jail only                                |
| 332 PC         | Card-Monte, Trick, and Sure-Thing Games  | 1 Yr                   | 802 PC               | --                 | Wobbler – Based on dollar amount                                    |
| 333 PC         | Witnesses in Prosecution   | 1 Yr                   | 802 PC               | --                 | Misdemeanor   |
| 334 PC         | Sale/Manufacture/Use of Hidden Mechanical Device or Obstruction – Razzle-Dazzle Concession | 1 Yr                   | 802 PC               | --                 | Misdemeanor   |
| 335 PC         | Officers Charged with Detection and Prosecution  | 1 Yr                   | 802 PC               | --                 | Misdemeanor   |
| 336 PC         | Permitting Minors to Play Games Where Liquor Is Sold                                       | 1 Yr                   | 802 PC               | --                 | Misdemeanor   |
| 337 PC         | Receiving "Protection-Money" or Granting Privileges  | 3 Yrs                  | 801 PC               | --                 | --  |
| 337a PC        | Pool Selling, Bookmaking, or Wagering  | 3 Yrs                  | 801 PC               | --                 | --  |
| 337b PC        | Bribing Player or Participant to "Throw" Sporting Event                                    | 3 Yrs                  | 801 PC               | --                 | --  |
| 337c PC        | Accepting Bribe to "Throw" Sporting Event  | 3 Yrs                  | 801 PC               | --                 | --  |
| 337d PC        | Bribing Judge of Sporting Event  | 3 Yrs                  | 801 PC               | --                 | --  |
| 337e PC        | Accepting Bribe  | 3 Yrs                  | 801 PC               | --                 | --  |
| 337f PC        | "Doping" Race Horse / Entry of Horse Under Unregistered Name                               | 3 Yrs                  | 801 PC               | --                 | --  |
| 337h PC        | Administering Drugs to Any Animal Entered in Race or Other Competition                     | 1 Yr                   | 802 PC               | --                 | Misdemeanor   |
| 337i PC        | Transmitting Race Information for Gambling Purposes  | 3 Yrs                  | 801 PC               | --                 | --  |

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| Violation Code | Violation Description  | Statute of Limitations | Statute Code Section | Possible Sentences | Other Considerations/Former Code Numbers |
|----------------|--|------------------------|----------------------|--------------------|--|
| 337.1 PC       | False Persuasion in Betting – A Tout                                     | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 337.3 PC       | Felony to Misrepresent Source of Information                             | 3 Yrs                  | 801 PC               | --                 | --                                       |
| 337.5 PC       | Refusing to Leave a Race Track – Touting                                 | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |
| 337.7 PC       | Misrepresenting Self by Wrongful Use of Credential or License            | 3 Yrs                  | 801 PC               | --                 | --                                       |
| 343 PC         | Withholding Register of Gold Bars from Officer                           | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |
| 346 PC         | Tickets to Entertainment Events  | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |
| 347 PC         | Mingling Harmful Substance with Food or Drink                            | 3 Yrs                  | 801 PC               | 2-5 Yrs            | --                                       |
| 347b PC        | Poisoned Alcohol   | 1 Yr                   | 802 PC               | 1 Yr               | County jail only                         |
| 350 PC         | Manufacture or Sale of Counterfeit Mark                                  | 1 Yr                   | 801 PC               | 1-3 Yrs            | Wobbler – Based on dollar amount         |
| 351a PC        | Misrepresenting Name of Maker of Goods Sold                              | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |
| 355 PC         | Removing Identifying Marks on Wreckage                                   | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |
| 356 PC         | Cutting or Altering Brands on Logs or Lumber                             | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |
| 359 PC         | Solemnizing Illegal Marriage   | 1 Yr                   | 802 PC               | 3 Mo-1 Yr          | County jail only                         |
| 360 PC         | In Absence of License – Marriage   | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |
| 362 PC         | Disobedience of Habeas Corpus Writ                                       | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |
| 363 PC         | Recommitting or Restraining Person Discharged on Return of Habeas Corpus | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |
| 364 PC         | Evading Service of Writ of Habeas Corpus                                 | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |
| 365 PC         | Refusal to Accommodate Hotel Guest or Receive Passenger for Hire         | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |
| 365.5 PC       | Equal Access for Disabled Persons with Specially Trained Dogs            | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |
| 365.6 PC       | Interfering with Use of Guide Dog – Misdemeanor                          | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 365.7 PC       | Guide Dog – Fraudulent Representation as Misdemeanor                     | 1 Yr                   | 802 PC               | 6 Mo               | Misdemeanor                              |

D. Evidence/Property Retention References

| Violation Code | Violation Description  | Statute of Limitations | Statute Code Section | Possible Sentences | Other Considerations/Former Code Numbers                        |
|----------------|--|------------------------|----------------------|--------------------|---|
| 367f PC        | Sale of Human Organs for Purposes of Transplantation and Valuable Consideration                            | 3 Yrs                  | 801 PC               | 3-5 Yrs            | --  |
| 368 PC         | Person Causing Pain, Suffering, or Injury to Elder or Dependent Adult / Theft or Embezzlement by Caretaker | 3 Yrs                  | 801 PC               | 2-4 Yrs            | --  |
| 369b PC        | Penalties for Rail Transit-Related Traffic Violations  | 1 Yr                   | 802 PC               | --                 | Only applies to counties with a population greater than 500,000 |
| 369d PC        | Leaving Right-of-Way Gates Open  | 1 Yr                   | 802 PC               | --                 | Misdemeanor   |
| 369g PC        | Trespass on Railroad or Rail-Line Track  | 1 Yr                   | 802 PC               | --                 | Misdemeanor   |
| 369h PC        | Placing Light in Line of Vision Along Railroad Track – Exceptions  | 1 Yr                   | 802 PC               | --                 | --  |
| 369i PC        | Trespass on Railroad- or Rail Transit-Related Property   | 1 Yr                   | 802 PC               | --                 | Misdemeanor   |
| 374d PC        | Leaving Carcass of Dead Animal on Highway  | 1 Yr                   | 802 PC               | --                 | Misdemeanor   |
| 374.3 PC       | Dumping Refuse on Public or Private Roads or Property – Commercial Quantities                              | 1 Yr                   | 802 PC               | --                 | --  |
| 374.4 PC       | Littering on Public or Private Property  | 1 Yr                   | 802 PC               | --                 | Infraction  |
| 374.7 PC       | Dumping Rubbish in Water   | 1 Yr                   | 802 PC               | --                 | Misdemeanor   |
| 374.8 PC       | Depositing Hazardous Substance   | 3 Yrs                  | 801 PC               | 16 Mo-3 Yrs        | --  |
| 375 PC         | Gassing Theater, Restaurant, or Store – Making Gas   | 3 Yrs                  | 801 PC               | --                 | Amount of injury  |
| 377 PC         | False Representation to Procure Drug   | 1 Yr                   | 802 PC               | --                 | Misdemeanor   |
| 380 PC         | Sale or Distribution of Toluene to Persons Under 18 Years  | 1 Yr                   | 802 PC               | --                 | --  |
| 381 PC         | Possessing Toluene or Similar Substance with Intent to Inhale and Become Intoxicated                       | 1 Yr                   | 802 PC               | --                 | Misdemeanor   |
| 381a PC        | Misrepresenting Quality of Dairy Products  | 1 Yr                   | 802 PC               | 6 Mo               | County jail only  |
| 381b PC        | Nitrous Oxide – Penalties for Use  | 1 Yr                   | 802 PC               | --                 | Misdemeanor   |
| 382 PC         | Adulteration – Drugs, Liquor, and Food   | 1 Yr                   | 802 PC               | --                 | --  |
| 382.4 PC       | Only Veterinarian to Administer Succinylcholine  | 1 Yr                   | 802 PC               | --                 | Misdemeanor   |

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| Violation Code | Violation Description  | Statute of Limitations | Statute Code Section | Possible Sentences | Other Considerations/Former Code Numbers |
|----------------|--|------------------------|----------------------|--------------------|--|
| 382.5 PC       | Dinitrophenol Sale a Felony  | 3 Yrs                  | 801 PC               | --                 | Punishment – Exceptions                  |
| 382.6 PC       | Sale or Prescribing of Preparations Containing Diphenylamine, Paraphenylenediamine, or Paratoluenediamine – Felony | 3 Yrs                  | 801 PC               | --                 | --                                       |
| 382.7 PC       | Silicone Injection   | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |
| 383 PC         | Disposal of Adulterated Food, Drink, and Drugs   | 1 Yr                   | 802 PC               | --                 | --                                       |
| 383a PC        | Process or Renovated Butter  | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |
| 383b PC        | Kosher Meat Preparations – Sale  | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |
| 384 PC         | Emergency Use of Party Telephone Lines   | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |
| 384a PC        | Cutting or Destroying Shrubs   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 384f PC        | Violation of 384b through 384f   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 384h PC        | Killing or Injuring Domestic Animal  | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |
| 384.5 PC       | Removing Minor Forest Products without Permit or Bill of Sale  | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 385 PC         | Place or Operate Certain Implements Near High Voltage Overhead Conductor   | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |
| 386 PC         | Willful Construction or Maintenance of Inoperable or Unsafe Fire Protection System                                 | 3 Yrs                  | 801 PC               | 2-4 Yrs            | --                                       |
| 387 PC         | Criminal Liability for Concealing Dangerous Business Practices   | 3 Yrs                  | 801 Yrs              | 16 Mo-3 Yrs        | Penalties/Definitions                    |
| 395 PC         | False Rumor to Affect Price of Goods   | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |
| 396 PC         | Increasing Prices for Consumer Goods or Services or Repairs or Reconstruction Services During an Emergency         | 1 Yr                   | 802 PC               | Up to 1 Yr         | County jail only                         |
| 396.5 PC       | Federal Food Stamp Act – Violations by Retail Food Store or Wholesale Food Concern                                 | 1 Yr                   | 802 PC               | 90 Days            | County jail only                         |
| 397 PC         | Selling Intoxicants to Common Drunkards or Incompetents  | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |
| 399 PC         | Allowing Vicious Animals at Large  | 3 Yrs                  | 801 PC               | --                 | --                                       |
| 399.5 PC       | Owner's Failure to Exercise Ordinary Care with Dog that Bites Human Being  | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |

D. Evidence/Property Retention References

| Violation Code | Violation Description   | Statute of Limitations | Statute Code Section | Possible Sentences | Other Considerations/Former Code Numbers |
|----------------|---|------------------------|----------------------|--------------------|--|
| 401 PC         | Advising or Encouraging Suicide   | 3 Yrs                  | 801 PC               | --                 | --                                       |
| 402 PC         | Sightseeing at Scene of Emergency   | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |
| 402a PC        | Adulterating Candy with Clay or Deleterious Mixtures or Selling Same      | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |
| 402b PC        | Abandoning Refrigerator or Other Appliances                               | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |
| 402c PC        | Integral Lock Necessary for Refrigerator, Icebox, or Deep-Freeze Locker   | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |
| 403 PC         | Disturbing Assembly   | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |
| 404.6 PC       | Incitement to Riot  | 1 Yr                   | 802 PC               | Up to 1 Yr         | County jail only                         |
| 405 PC         | Participating in Riot   | 1 Yr                   | 802 PC               | Up to 1 Yr         | County jail only                         |
| 405b PC        | Lynching  | 3 Yrs                  | 801 PC               | 2-4 Yrs            | Punishment                               |
| 408 PC         | Participating in Rout or Unlawful Assembly                                | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |
| 409 PC         | Refusal to Disperse when Ordered  | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |
| 409.5 PC       | Closing Areas in Emergencies  | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |
| 409.6 PC       | Closing Areas in Disasters – Avalanche                                    | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |
| 410 PC         | Duty to Suppress Riot or Rout   | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |
| 412 PC         | Prize Fighting Regulated  | 1 Yr                   | --                   | --                 | --                                       |
| 413 PC         | Guilt of Spectator  | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |
| 414 PC         | Leaving State to Evade  | 1 Yr                   | --                   | --                 | --                                       |
| 415 PC         | Fighting, Causing Loud Noise, or Using Offensive Words in Public Place    | 1 Yr                   | 802 PC               | 90 Days            | County jail only                         |
| 415.5 PC       | Unlawful Acts Committed in Buildings or Grounds of College or University  | 1 Yr                   | 802 PC               | 90 Days            | County jail only                         |
| 416 PC         | Duty of Crowds to Disperse when Ordered / Restitution for Property Damage | 1 Yr                   | 802 PC               | --                 | Community service or restitution only    |

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| Violation Code | Violation Description  | Statute of Limitations | Statute Code Section | Possible Sentences | Other Considerations/Former Code Numbers   |
|----------------|--|------------------------|----------------------|--------------------|--|
| 417 PC         | Threatening with Weapon  | 3 Yrs                  | 801 PC               | --                 | <ul style="list-style-type: none"> <li>If done to public – Misdemeanor</li> <li>If done to peace officer – Felony</li> </ul> |
| 417.25 PC      | Drawing or Exhibiting Laser Scope in Threatening Manner  | 1 Yr                   | 802 PC               | --                 | Misdemeanor  |
| 417.3 PC       | Drawing or Exhibiting Firearm to Person in Motor Vehicle   | 3 Yrs                  | 801 PC               | 16 Mo-3 Yrs        | --   |
| 417.4 PC       | Drawing or Exhibiting Imitation Firearm in Threatening Manner  | 1 Yr                   | 802 PC               | --                 | County jail only   |
| 417.6 PC       | Intentional Infliction of Great Bodily Injury with Weapon  | 3 Yrs                  | 801 PC               | --                 | --   |
| 417.8 PC       | Exhibiting Weapon at Peace Officer   | 3 Yrs                  | 801 PC               | 2-4 Yrs            | --   |
| 418 PC         | Forcible Entry or Detainer of Land   | 1 Yr                   | 802 PC               | --                 | Misdemeanor  |
| 419 PC         | Reentry on Land After Legal Ouster   | 1 Yr                   | 802 PC               | --                 | Misdemeanor  |
| 420 PC         | Obstructing Entry on Government Lands  | 1 Yr                   | 802 PC               | --                 | Misdemeanor  |
| 422 PC         | Criminal Threats   | 3 Yrs                  | 801 PC               | 1 Yr               | --   |
| 422.6 PC       | Use of Force, Threats, or Destruction of Property to Interfere with Another's Exercise of Civil Rights   | 1 Yr                   | 802 PC               | --                 | Community service only   |
| 422.7 PC       | Commission of Crime for Purpose of Interfering with Another's Exercise of Civil Rights                   | 3 Yrs                  | 801 PC               | --                 | --   |
| 422.75 PC      | Commission of Hate Crime – Additional Term   | 3 Yrs                  | 801 PC               | 1-3 Yrs            | --   |
| 422.9 PC       | Violation of Civil Order Protecting Exercise of Civil Rights   | 1 Yr                   | 802 PC               | --                 | County jail only   |
| 424 PC         | Misappropriation of Public Funds   | Indefinite             | 799 PC               | 2-4 Yrs            | --   |
| 426 PC         | Misappropriation of Moneys Belonging to the State, or Any City, County, Town, District, or Public Agency | Indefinite             | 799 PC               | --                 | --   |
| 428 PC         | Hindering Collection of Revenue  | 1 Yr                   | 802 PC               | --                 | Misdemeanor  |
| 429 PC         | Failure to Collect State Imposed Telecommunications Fees   | 1 Yr                   | 802 PC               | --                 | Misdemeanor  |
| 431 PC         | Misuse of Tax or License Receipt   | 1 Yr                   | 802 PC               | --                 | Misdemeanor  |
| 432 PC         | Sale of License or Tax Receipt   | 3 Yrs                  | 801 PC               | --                 | --   |

D. Evidence/Property Retention References

| Violation Code | Violation Description  | Statute of Limitations | Statute Code Section | Possible Sentences | Other Considerations/Former Code Numbers |
|----------------|--|------------------------|----------------------|--------------------|--|
| 436 PC         | Auctioneer   | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |
| 439 PC         | Procuring Insurance from Unlicensed Company  | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |
| 440 PC         | Refusal to Permit Inspection of Official Books   | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |
| 451 PC         | Arson  | 6 Yrs                  | 800 PC               | 5-9 Yrs            | Great bodily injury                      |
| 451 PC         | Arson  | 6 Yrs                  | 800 PC               | 3-8 Yrs            | Property/Dwellings                       |
| 451 PC         | Arson  | 3 Yrs                  | 801 PC               | 2-4 Yrs            | Land                                     |
| 451.5 PC       | Aggravated Arson   | Indefinite             | --                   | --                 | \$5,000,000 loss or damage               |
| 452 PC         | Unlawfully Causing a Fire  | 3 Yrs                  | 801 PC               | 2-6 Yrs            | --                                       |
| 453 PC         | Possession or Manufacture of Combustible Material or Incendiary Device for Malicious Use                 | 3 Yrs                  | 801 PC               | --                 | --                                       |
| 454 PC         | Punishment for Unlawful Burning within Area of Insurrection or Emergency Proclaimed Because of Riot      | 3 Yrs                  | 801 PC               | 3-7 Yrs            | Probation restricted                     |
| 455 PC         | Attempts   | 3 Yrs                  | 801 PC               | 16 Mo-3 Yrs        | Set fire                                 |
| 457.1 PC       | Person Required to Register with Chief of Police, Sheriff, or Campus Police Chief after Arson Conviction | 1 Yr                   | --                   | --                 | Registration requirements only           |
| 459 PC         | Burglary – First Degree  | 3 Yrs                  | 801 PC               | 2-6 Yrs            | --                                       |
| 459 PC         | Burglary – Second Degree   | 3 Yrs                  | 801 PC               | 1 yr               | --                                       |
| 463 PC         | Violations Committed During State of Emergency or Local Emergency – "Looting"                            | 3 Yrs                  | 801 PC               | --                 | --                                       |
| 464 PC         | Use of Acetylene Torch or Explosive / Safe-Blowing   | 3 Yrs                  | 801 PC               | 3-5 Yrs            | --                                       |
| 466 PC         | Burglar Tools  | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |
| 466.1 PC       | Sale of Burglar Tools  | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |
| 466.3 PC       | Vending Machine Theft  | 1 Yr                   | 802 PC               | --                 | County jail only                         |
| 466.5 PC       | Motor Vehicle Master Key / Motor Vehicle Wheel Lock Master Key   | 1 Yr                   | 802 PC               | --                 | Misdemeanor                              |

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|----------------|---|------------------------|----------------------|--------------------|---|
| 466.6 PC       | Motor Vehicle Ignition Key Made Other than by Duplication of Existing Key | 1 Yr                   | 802 PC               | --                 | Misdemeanor                                   |
| 466.7 PC       | Unlawful Possession of Key Made Other than by Duplication                 | 1 Yr                   | 802 PC               | --                 | Misdemeanor                                   |
| 466.8 PC       | Duplication of Key Involving Onsite Inspection                            | 1 Yr                   | 802 PC               | --                 | Misdemeanor                                   |
| 466.9 PC       | Possession of Code Grabbing Device with Intent to Use in Unlawful Act     | 1 Yr                   | 802 PC               | --                 | Misdemeanor                                   |
| 468 PC         | Sniperscope   | 1 Yr                   | 802 PC               | Up to 1 Yr         | County jail only                              |
| 469 PC         | Duplication of Keys to State Buildings                                    | 1 Yr                   | 802 PC               | --                 | Misdemeanor                                   |
| 470 PC         | Forgery   | 4 Yrs                  | 801.5 PC             | 1 Yr               | From time of discovery or crime               |
| 470a PC        | Forging Driver's License  | 3 Yrs                  | 801 PC               | --                 | --  |
| 470b PC        | Possessing Forged Driver's License/Identification Card                    | 3 Yrs                  | 801 PC               | --                 | --  |
| 471 PC         | Altering Entries in Books and Records                                     | 4 Yrs                  | 801.5 PC             | --                 | Forgery                                       |
| 471.5 PC       | Altering Medical Records  | 1 Yr                   | 802 PC               | --                 | Misdemeanor                                   |
| 472 PC         | State, Corporate, and Official Seals                                      | 4 Yrs                  | 801.5 PC             | --                 | Forgery                                       |
| 474 PC         | Sending False Message by Phone or Telegraph                               | 3 Yrs                  | 801 PC               | --                 | --  |
| 475 PC         | Possessing , Receiving, or Uttering Forged Paper                          | 4 Yrs                  | 801.5 PC             | --                 | Forgery                                       |
| 475a PC        | Possessing , Receiving, or Uttering Forged Paper                          | 4 Yrs                  | 801.5 PC             | --                 | Reference Section 470(d)                      |
| 476 PC         | Making, Passing, or Possessing Fictitious Bill, Note, or Check            | 4 Yrs                  | 801.5 PC             | --                 | Forgery                                       |
| 476a PC        | Making, Drafting, or Passing Worthless Check, Draft, or Order             | 4 Yrs                  | 801.5 PC             | --                 | Investigation, collection, and processing fee |
| 477 PC         | Counterfeiting – Elements of Offense                                      | 3 Yrs                  | 801 PC               | 2-4 Yrs            | --  |
| 479 PC         | Having or Uttering Counterfeit  | 3 Yrs                  | 801 PC               | 2-4 Yrs            | --  |
| 480 PC         | Making or Having Counterfeit Die or Apparatus                             | 3 Yrs                  | 801 PC               | 2-4 Yrs            | --  |
| 481 PC         | Counterfeiting or Altering Passenger Ticket                               | 3 Yrs                  | 801 PC               | --                 | --  |

D. Evidence/Property Retention References

| Violation Code | Violation Description  | Statute of Limitations | Statute Code Section | Possible Sentences | Other Considerations/Former Code Numbers   |
|----------------|--|------------------------|----------------------|--------------------|--|
| 481.1 PC       | Counterfeiting or Altering Public Transportation Fare Media  | 3 Yrs                  | 801 PC               | --                 | --   |
| 482 PC         | Removing "Cancel" Mark From Passenger Ticket   | 1 Yr                   | 802 PC               | Up to 6 Mo         | County jail only   |
| 483 PC         | Ticket Scalping  | 1 Yr                   | 802 PC               | --                 | Misdemeanor  |
| 483.5 PC       | Deceptive Identification Document  | 3 Yrs                  | 801 PC               | --                 | Possession or transportation within state / Disclaimer requirements / Definition / Penalty                   |
| 484 PC         | Acts Constituting Theft  | 1 Yr                   | --                   | --                 | --   |
| 484b PC        | Diversion of Construction Funds  | 3 Yrs                  | 801 PC               | --                 | <ul style="list-style-type: none"> <li>Under \$1,000 – Misdemeanor</li> <li>Over \$1,000 – Felony</li> </ul> |
| 484c PC        | Obtaining Construction Funds by False Voucher as Embezzlement  | 3 Yrs                  | --                   | --                 | Amount of funds  |
| 484e PC        | Acquiring Access Card without Cardholder's or Issuer's Consent   | 3 Yrs                  | --                   | --                 | --   |
| 484f PC        | Forging Access Card or Cardholder's Signature  | 3 Yrs                  | 801 PC               | --                 | --   |
| 484g PC        | Using Access Card or Card Account Information to Obtain Items of Value without Consent of Cardholder or Issuer       | 3 Yrs                  | 801 PC               | --                 | <ul style="list-style-type: none"> <li>Under \$400 – Misdemeanor</li> <li>Over \$400 – Felony</li> </ul>     |
| 484h PC        | Offenses by Merchant / Knowingly Honoring Illegally Obtained Access Card / Receiving Payment for Items Not Furnished | 3 Yrs                  | 801 PC               | --                 | <ul style="list-style-type: none"> <li>Under \$400 – Misdemeanor</li> <li>Over \$400 – Felony</li> </ul>     |
| 484i PC        | Access Cards – Counterfeiting  | 3 Yrs                  | 801 PC               | --                 | --   |
| 484j PC        | Publishing Access Card Number/Code to Avoid Payment or Defraud   | 1 Yr                   | 802 PC               | --                 | Misdemeanor  |
| 484.1 PC       | Providing False Identity Information to Pawnbroker or Secondhand Dealer to Obtain Money or Valuables                 | 1 Yr                   | 802 PC               | --                 | Theft  |
| 485 PC         | Lost Property – Effort to Locate Owner   | 1 Yr                   | 802 PC               | --                 | Theft  |
| 487            | Grand Theft  | 4 Yrs                  | 801.5 PC             | 1 Yr               | --   |
| 487            | Grand Theft  | 4 Yrs                  | 801.5 PC             | 1.5-3 Yrs          | Gun stolen   |
| 487a PC        | Anima – Theft Feloniously/Grand Theft  | 3 Yrs                  | 801 PC               | 16 Mo-3 Yrs        | --   |
| 487b PC        | Conversion by Severance from Real Property   | 3 Yrs                  | 801 PC               | 16 Mo-3 Yrs        | \$100 or more  |
| 487c PC        | Conversion by Severance from Real Property – Less than \$100   | 1 Yr                   | 802 PC               | 1 Yr               | County jail only   |

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|----------------|---|------------------------|----------------------|--------------------|--|
| 487d PC        | Gold Dust, Amalgam, or Quicksilver  | 3 Yrs                  | 801 PC               | 16 Mo-3 Yrs        | Grand theft  |
| 487e PC        | Theft of Dogs – Value of \$400 or More  | 3 Yrs                  | 801 PC               | 16 Mo-3 Yrs        | Grand theft  |
| 487f PC        | Theft of Dogs – Value of \$400 or Less  | 1 Yr                   | 802 PC               | --                 | Petty theft section – Misdemeanor  |
| 487g PC        | Theft of Animals – For Sale, Research, Commercial Use, or Slaughter   | 3 Yrs                  | 801 PC               | --                 | --   |
| 490.5 PC       | Petty Theft of Merchandise from Merchant or Library Facility or Operating Video Recording Device in Theater without Authority | 1 Yr                   | 802 PC               | 6 Mo               | County jail only   |
| 496 PC         | Stolen Property, Buying – Presumption   | 3 Yrs                  | 801 PC               | --                 | <ul style="list-style-type: none"> <li>• Under \$400 – Misdemeanor</li> <li>• Over \$400 – Felony</li> </ul> |
| 496a PC        | Railroad, Telegraph, Gas, or Power Company Material – Junk Dealer   | 3 Yrs                  | 801 PC               | --                 | --   |
| 496b PC        | Books Bearing Mark of Library   | 1 Yr                   | 802 PC               | 1 Mo               | County jail only   |
| 498 PC         | Unauthorized Diversion, Tampering with, Connection, Reconnection, or Use of Utility Services                                  | 3 Yrs                  | 801 PC               | --                 | <ul style="list-style-type: none"> <li>• Under \$400 – Misdemeanor</li> <li>• Over \$400 – Felony</li> </ul> |
| 499 PC         | Enhancements for Repeat Offenses Involving Vehicles and Vessels   | 3 Yrs                  | 801 PC               | 16 Mo-3 Yrs        | --   |
| 499b PC        | Taking Bicycle or Vessel Temporarily  | 1 Yr                   | 802 PC               | 3 Mo               | County jail only   |
| 499c PC        | Trade Secrets   | 3 Yrs                  | 801 PC               | --                 | --   |
| 499d PC        | Aircraft – Stealing, Taking, or Operating without Consent of Owner  | 3 Yrs                  | 801 PC               | --                 | --   |
| 500 PC         | Receiving Money for Transmittal to Foreign Countries  | 3 Yrs                  | 801 PC               | 16 Mo-3Yrs         | <ul style="list-style-type: none"> <li>• Under \$400 – Misdemeanor</li> <li>• Over \$400 – Felony</li> </ul> |
| 502 PC         | Computer-related Crimes   | 3 Yrs                  | 801 PC               | 16 Mo-3 Yrs        | <ul style="list-style-type: none"> <li>• Under \$400 – Misdemeanor</li> <li>• Over \$400 – Felony</li> </ul> |
| 502.7 PC       | Telephone and Telegraph Service   | 3 Yrs                  | 801 PC               | --                 | If prior conviction of same section – Felony   |
| 502.8 PC       | Cellular Radiotelephone Service   | 3 Yrs                  | 801 PC               | --                 | If prior conviction of same section – Felony   |
| 503 PC         | Embezzlement  | 3 Yrs                  | 801 PC               | --                 | Embezzlement of public funds – No statute of limitations   |
| 504 PC         | Persons Liable – Officers, Clerks, and Servants   | 3 Yrs                  | 801 PC               | --                 | --   |
| 504a PC        | Lessee or Bailee  | 3 Yrs                  | 801 PC               | --                 | Embezzlement   |

D. Evidence/Property Retention References

| Violation Code | Violation Description   | Statute of Limitations | Statute Code Section | Possible Sentences | Other Considerations/Former Code Numbers       |
|----------------|---|------------------------|----------------------|--------------------|--|
| 504b PC        | Debtor Selling Property Covered by Security Agreement   | 3 Yrs                  | 801 PC               | --                 | Embezzlement                                   |
| 505 PC         | Carrier   | 3 Yrs                  | 801 PC               | --                 | Embezzlement                                   |
| 506 PC         | Fiduciaries of Trust  | 3 Yrs                  | 801 PC               | --                 | Embezzlement                                   |
| 506a PC        | Collector   | 3 Yrs                  | 801 PC               | --                 | Embezzlement                                   |
| 506b PC        | Violator of Civil Code '2985.3 or '2985.4   | 3 Yrs                  | 801 PC               | --                 | Embezzlement                                   |
| 507 PC         | Bailee, Tenant, or Lodger   | 3 Yrs                  | 801 PC               | --                 | Embezzlement                                   |
| 508 PC         | Clerk, Agent, or Servant  | 3 Yrs                  | 801 PC               | --                 | Embezzlement                                   |
| 509 PC         | Taking Unnecessary  | 3 Yrs                  | 801 PC               | --                 | Embezzlement                                   |
| 518 PC         | Extortion – Defined   | 3 Yrs                  | 801 PC               | 2-4 Yrs            | Extortion                                      |
| 521 PC         | Extortion – When Under Color of Office  | 1 Yr                   | 802 PC               | --                 | Misdemeanor                                    |
| 524 PC         | Attempt or Threat to Extort   | 3 Yrs                  | 801 PC               | --                 | --   |
| 527 PC         | Printing, Publishing, or Selling  | 1 Yr                   | 802 PC               | --                 | Misdemeanor                                    |
| 528 PC         | Marriage by False Personation   | 3 Yrs                  | 801 PC               | 16 Mo-3 Yrs        | --   |
| 529 PC         | Acts in Assumed Character   | 3 Yrs                  | 801 PC               | 16 Mo-3Yrs         | --   |
| 529a PC        | Manufacture, Sale, or Possession of False Birth Certificate or Baptismal Certificate                                  | 1 Yr                   | 802 PC               | 1 Yr               | County jail only                               |
| 529.5 PC       | Manufacture, Sale, or Transfer of Document Purporting to Be Government-issued Identification Card or Driver's License | 1 Yr                   | 802 PC               | 1 Yr               | County jail only                               |
| 530 PC         | Receiving Property in Assumed Character   | 3 Yrs                  | 801 PC               | --                 | Punishable similar to larceny                  |
| 531 PC         | Conveyance to Defraud Creditors and Others  | 1 Yr                   | 802 PC               | --                 | Misdemeanor                                    |
| 531a PC        | Making or Recording Deed without Title  | 1 Yr                   | 802 PC               | 1 Yr               | --   |
| 532 PC         | False Pretenses – Obtaining Property, Labor, or Services  | 3 Yrs                  | 801 PC               | --                 | Proof at trial – Punishable similar to larceny |
| 532a PC        | Financial Statement   | 3 Yrs                  | 801 PC               | 16 Mo-3Yrs         | --   |

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| Violation Code | Violation Description   | Statute of Limitations | Statute Code Section | Possible Sentences | Other Considerations/Former Code Numbers   |
|----------------|---|------------------------|----------------------|--------------------|--|
| 532b PC        | False Representation of Military Service, Veteran, or Ex-Serviceman                       | 1 Yr                   | 802 PC               | 6 Mo               | County jail only   |
| 532c PC        | Land Lotteries  | 1 Yr                   | 802 PC               | 6 Mo               | County jail only   |
| 532d PC        | Soliciting Charitable Contributions   | 1 Yr                   | 802 PC               | 1 Yr               | County jail only   |
| 532e PC        | Rebates from Construction Funds   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only   |
| 532f PC        | Making False Statement Regarding Financial Condition when Applying for Real Property Loan | 1 Yr                   | 802 PC               | 1 Yr               | County jail only   |
| 533 PC         | Selling Same Land Twice   | 3 Yrs                  | 801 PC               | 16 Mo-3 Yrs        | --   |
| 534 PC         | Concealing Necessity that Spouse Join in Deed   | 3 Yrs                  | 801 PC               | 16 Mo-3 Yrs        | --   |
| 535 PC         | Pretended or Mock Auction   | 3 Yrs                  | 801 PC               | 16 Mo-3 Yrs        | --   |
| 536 PC         | Factor or Broker – Holding Out on Principal   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only   |
| 536a PC        | False Accounting  | 1 Yr                   | 802 PC               | 6 Mo               | County jail only   |
| 537 PC         | Nonpayment of Hotel, Lodging, Apartment, Bungalow Court, or Marina Accommodations         | 3 Yrs                  | 801 PC               | 16 Mo-3 Yrs        | <ul style="list-style-type: none"> <li>• Under \$400 – Misdemeanor</li> <li>• Over \$400 – Felony</li> </ul> |
| 537b PC        | Defrauding Liveryman or Abusing Hired Horses  | 1 Yr                   | 802 PC               | 6 Mo               | County jail only   |
| 537c PC        | Liveryman Using or Loaning Animal or Vehicle of Guest                                     | 1 Yr                   | 802 PC               | 6 Mo               | County jail only   |
| 537e PC        | Transfer of Possession of Articles from Which Serial Number Is Altered                    | 3 Yrs                  | 801 PC               | 16 Mo-3 Yrs        | <ul style="list-style-type: none"> <li>• Under \$400 – Misdemeanor</li> <li>• Over \$400 – Felony</li> </ul> |
| 537f PC        | Batteries – "Rebuilt"   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only   |
| 537g PC        | Alteration or Destruction of Owner Identification Number                                  | 1 Yr                   | 802 PC               | 1 Yr               | County jail only   |
| 538a PC        | False Signature on Letter to Newspaper  | 1 Yr                   | 802 PC               | 6 Mo               | County jail only   |
| 538b PC        | Using or Wearing Insignia   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only   |
| 538d PC        | Misrepresenting Oneself as Peace Officer  | 1 Yr                   | 802 PC               | 6 Mo               | County jail only   |
| 538e PC        | Fraudulent Personation of Firefighter   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only   |

D. Evidence/Property Retention References

| Violation Code | Violation Description   | Statute of Limitations | Statute Code Section | Possible Sentences | Other Considerations/Former Code Numbers   |
|----------------|---|------------------------|----------------------|--------------------|--|
| 538f PC        | Employee of Public Utility or District, Fraudulent Personation of         | 1 Yr                   | 802 PC               | 6 Mo               | County jail only   |
| 538.5 PC       | Fraudulent Use of Wire, Radio, or Television Transmissions                | 3 Yrs                  | 801 PC               | 16 Mo-3 Yrs        | --   |
| 539 PC         | Fraudulent Certification of Completion of Community Service               | 1 Yr                   | 802 PC               | --                 | --   |
| 548 PC         | Defrauding Insurer  | 3 Yrs                  | 801 PC               | 2-5 Yrs            | --   |
| 549 PC         | Solicitation or Referral for Purposes of Insurance Fraud                  | 3 Yrs                  | 801 PC               | 16 Mo-3 Yrs        | --   |
| 550 PC         | Making False or Fraudulent Claims   | 3 Yrs                  | 801 PC               | 2-5 Yrs            | <ul style="list-style-type: none"> <li>• Under \$400 – Misdemeanor</li> <li>• Over \$400 – Felony</li> </ul> |
| 551 PC         | Unlawful Referrals to Auto Repair Dealers                                 | 3 Yrs                  | 801 PC               | 16 Mo-3 Yrs        | <ul style="list-style-type: none"> <li>• Under \$400 – Misdemeanor</li> <li>• Over \$400 – Felony</li> </ul> |
| 555 PC         | Entry without Permission  | 1 Yr                   | 802 PC               | 6 Mo               | County jail only   |
| 555.1 PC       | Destruction of Signs  | 1 Yr                   | 802 PC               | 6 Mo               | County jail only   |
| 556 PC         | Unlawful to Place Advertising Sign on Public Property without Permission  | 1 Yr                   | 802 PC               | 6 Mo               | County jail only   |
| 556.1 PC       | Unlawful to Place Advertising Sign on Private Property without Permission | 1 Yr                   | 802 PC               | 6 Mo               | County jail only   |
| 558 PC         | Trespass at Scripps Institution of Oceanography                           | 1 Yr                   | 802 PC               | 30 Days            | County jail only   |
| 560 PC         | Issuance of False Documents of Title                                      | 3 Yrs                  | 801 PC               | --                 | --   |
| 560.1 PC       | Issuance of False Receipt for Goods                                       | 1 Yr                   | 802 PC               | 1 Yr               | County jail only   |
| 560.2 PC       | Delivering Goods without Receiving Negotiable Instrument of Title         | 1 Yr                   | 802 PC               | 1 Yr               | County jail only   |
| 560.3 PC       | Fraudulent Negotiation of Document of Title                               | 1 Yr                   | 802 PC               | 1 Yr               | County jail only   |
| 560.4 PC       | Issuance of Fraudulent Duplicate Document of Title                        | 3 Yrs                  | 801 PC               | --                 | --   |
| 560.5 PC       | Failure to Show Warehouseman's Ownership on Document of Title             | 1 Yr                   | 802 PC               | 1 Yr               | County jail only   |
| 560.6 PC       | Negotiation of Fraudulent Warehouse Receipt                               | 1 Yr                   | 802 PC               | 6 Mo               | County jail only   |
| 565 PC         | Misdemeanor Dairy Equipment Offenses                                      | 1 Yr                   | 802 PC               | 6 Mo               | County jail only   |

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| Violation Code | Violation Description  | Statute of Limitations | Statute Code Section | Possible Sentences | Other Considerations/Former Code Numbers   |
|----------------|--|------------------------|----------------------|--------------------|--|
| 566 PC         | Felony Dairy Equipment Offenses  | 3 Yrs                  | 801 PC               | --                 | --   |
| 570 PC         | Penalty for Unlawfully Subleasing  | 3 Yrs                  | 801 PC               | --                 | --   |
| 577 PC         | Bill of Lading, Receipt, or Voucher  | 3 Yrs                  | 801 PC               | --                 | --   |
| 578 PC         | Warehouse or Wharf Receipt   | 3 Yrs                  | 801 PC               | --                 | --   |
| 580 PC         | Failure to Show that Receipt Is "Duplicate"  | 3 Yrs                  | 801 PC               | --                 | --   |
| 581 PC         | Sale or Pledge of Chattel without Written Consent of Person Holding Receipt        | 3 Yrs                  | 801 PC               | --                 | --   |
| 587 PC         | Injuring or Obstructing Railroad Tracks, Rights-of-Way, or Structures              | 3 Yrs                  | 801 PC               | --                 | --   |
| 587a PC        | Injuring Brakes of Appliances on Railroad Cars or Engines                          | 1 Yr                   | 802 PC               | 6 Mo               | County jail only   |
| 587b PC        | Riding Engine or Train without Authority   | 1 Yr                   | 802 PC               | 30 Days            | County jail only   |
| 587c PC        | Evading Payment of Fare  | 1 Yr                   | 802 PC               | 6 Mo               | County jail only   |
| 587.1 PC       | Unauthorized Moving of Locomotives   | 3 Yrs                  | 801 PC               | --                 | Likelihood of injury makes this a felony   |
| 588 PC         | Injuring Public Road or Bridge   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only   |
| 588a PC        | Depositing Glass, Tacks, or Other Substances                                       | 3 Yrs                  | 801 PC               | --                 | Likelihood of injury makes this a felony   |
| 588b PC        | Removing Barriers, Notices, or Danger Signals on Closed Road                       | 1 Yr                   | 802 PC               | 6 Mo               | County jail only   |
| 590 PC         | Injuring Road Signs or Guide Posts   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only   |
| 591 PC         | Injuring or Tapping Telegraph, Telephone, Cable Television, or Any Electrical Line | 3 Yrs                  | 801 PC               | --                 | --   |
| 592 PC         | Taking or Polluting Water by Injuring Ditch or Canal                               | 3 Yrs                  | 801 PC               | --                 | <ul style="list-style-type: none"> <li>• Under \$400 – Misdemeanor</li> <li>• Over \$400 – Felony</li> </ul> |
| 593 PC         | Injuring Electric Power Line   | 3 Yrs                  | 801 PC               | --                 | --   |
| 593a PC        | Driving Iron or Other Hard Substance into Trees, Saw-Logs, or Other Wood           | 3 Yrs                  | 801 PC               | --                 | Additional punishment for causing bodily injury  |
| 593b PC        | Tower or Pole Climbing   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only   |

D. Evidence/Property Retention References

| Violation Code | Violation Description   | Statute of Limitations | Statute Code Section | Possible Sentences | Other Considerations/Former Code Numbers |
|----------------|---|------------------------|----------------------|--------------------|--|
| 593c PC        | Interference or Obstruction of Flow of Gas or Other Hazardous Liquids   | 3 Yrs                  | 801 PC               | --                 | --                                       |
| 593d PC        | Unauthorized Connection with Multichannel Video or Information Services Provider                                | 3 Yrs                  | 801 PC               | --                 | --                                       |
| 593e PC        | Manufacture, Distribution, or Sale of Device for Intercepting or Decoding Subscription Television Transmissions | 1 Yr                   | 802 PC               | 1 Yr               | Repeat offense carries 2-year sentence   |
| 593f PC        | Multi-Point Distribution Service or Instructional Television Fixed Service                                      | 1 Yr                   | 802 PC               | 90 Days            | County jail only                         |
| 593g PC        | Possession of Substance Hard Enough to Injure Saws or Wood Manufacturing Equipment                              | 1 Yr                   | 802 PC               | 1 Yr               | County jail only                         |
| 594 PC         | Vandalism   | 3 Yrs                  | 801 PC               | --                 | Amount of damage in dollars              |
| 594.1 PC       | Giving or Selling Aerosol Containers of Paint to Minor  | 1 Yr                   | 802 PC               | 90-240 Days        | Community service only                   |
| 594.2 PC       | Possession of Tools or Marking Substance with Intent to Commit Vandalism  | 1 Yr                   | 802 PC               | --                 | --                                       |
| 594.3 PC       | Vandalism – Place of Worship  | 3 Yrs                  | 801 PC               | --                 | --                                       |
| 594.4 PC       | Vandalism of Structure with Butyric Acid or Similar Caustic Substance   | 3 Yrs                  | 801 PC               | --                 | --                                       |
| 594.7 PC       | Subsequent Conviction for Vandalism   | 3 Yrs                  | 801 PC               | --                 | --                                       |
| 596 PC         | Poisoning Animals   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 596.5 PC       | Abuse of Elephants  | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 597 PC         | Killing, Maiming, or Abusing Animals  | 3 Yrs                  | 801 PC               | --                 | Counseling for offenders                 |
| 597a PC        | Cruelty in Transporting Animals   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 597b PC        | Animal Fights / Worrying Animals  | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 597c PC        | Training Animals to Fight / Attending Training Quarters or Fight  | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 597e PC        | Impounding Animal with Insufficient Food and Water  | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 597f PC        | Animal Neglect / Killing Neglected, Sick, or Useless Animal   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 597g PC        | Poling or Tripping of Horses  | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |

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| Violation Code | Violation Description  | Statute of Limitations | Statute Code Section | Possible Sentences | Other Considerations/Former Code Numbers |
|----------------|--|------------------------|----------------------|--------------------|--|
| 597h PC        | Animals Attached to Motor Vehicles   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 597i PC        | Manufacture, Sale, or Possession of Gaffs, Slashers, or Sharp Implements     | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 597j PC        | Owning, Possessing, or Keeping Any Cock with Intention to Engage in Fighting | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 597k PC        | Use of Bristle or Tack Bur on Animals  | 1 Yr                   | 802 PC               | 10-175 Days        | County jail only                         |
| 597l PC        | Pet Shops  | 1 Yr                   | 802 PC               | 90 Days            | County jail only                         |
| 597m PC        | Conducting Bullfighting Exhibitions  | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 597n PC        | Docking Horses   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 597o PC        | Requirement for Transporting Equine to Slaughter                             | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 597r PC        | Purebred Imported Horses   | 1 Yr                   | 802 PC               | 6 Mo               | --                                       |
| 597s PC        | Abandoning Domestic Dog or Cat   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 597t PC        | Mistreatment of Confined Animals   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 597x PC        | Sale or Transport of Disabled Animal for Slaughter Out of State              | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 597y PC        | Violations   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 597.1 PC       | Keeping Animal without Proper Care   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 597.5 PC       | Dog Fights – Training, Conducting, Attending                                 | 3 Yrs                  | 801 PC               | 16 Mo-3 Yrs        | --                                       |
| 598 PC         | Killing birds or Robbing Nests in Cemeteries                                 | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 598a PC        | Killing or Possessing Dog or Cat with Intent of Selling or Giving Away Pelt  | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 598b PC        | Possession, Importation, Exportation, Buying, or Selling of Pet for Food     | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 599 PC         | Mistreatment of Poultry or Rabbits   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 599e PC        | Added Authority for Killing Animal Outliving Usefulness                      | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |

D. Evidence/Property Retention References

| Violation Code | Violation Description  | Statute of Limitations | Statute Code Section | Possible Sentences | Other Considerations/Former Code Numbers |
|----------------|--|------------------------|----------------------|--------------------|--|
| 599f PC        | Non-ambulatory Animals   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 600 PC         | Punishment – Harming, Interfering with or Obstructing a Peace Officer's Horse or Dog   | 3 Yrs                  | 801 PC               | 16 Mo-3 Yrs        | --                                       |
| 600.5 PC       | Intentional Injury to or Death of Guide Dog  | 1 Yr                   | 802 PC               | 1 Yr               | Restitution and imprisonment             |
| 601 PC         | Trespass – Threat to Cause Serious Bodily Injury   | 3 Yrs                  | 801 PC               | --                 | --                                       |
| 602 PC         | Trespass to Land   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 602.1 PC       | Interference with Business by Obstructing or Intimidating Persons Attempting to Carry on Business or Their Customers   | 1 Yr                   | 802 PC               | 90 Days            | County jail only                         |
| 602.4 PC       | Unauthorized Sales at Airports   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 602.5 PC       | Unauthorized Entry of Dwelling   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 602.6 PC       | Unauthorized Entry of Fairgrounds  | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 602.7 PC       | Unauthorized Peddling on Rapid Transit District Property or Vehicles   | 1 Yr                   | 802 PC               | --                 | Infraction                               |
| 602.8 PC       | Trespass – Entering Cultivated, Fenced, or Posted Land   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 602.10 PC      | Physical Obstruction of Student or Teacher from Attending or Instructing at the University of California, California State University, or Community Colleges | 1 Yr                   | 802 PC               | 1 Yr               | County jail only                         |
| 602.11 PC      | Obstructing Individual from Entering or Exiting Health Care Facility, Place of Worship, or School  | 1 Yr                   | 802 PC               | 5-30 Days          | County jail only                         |
| 603 PC         | Injury to Dwelling House   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 604 PC         | Injuring Crops of Grain, Fruit, or Vegetables  | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 605 PC         | Injuring Survey Marks or Monuments   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 607 PC         | Injuring Hydro-Power Equipment   | 1-3 Yrs                | 801 PC               | --                 | Dollar amount of damage                  |
| 610 PC         | Endangering Navigation by Masked or False Light  | 3 Yrs                  | 801 PC               | --                 | --                                       |
| 615 PC         | Tampering with Coast or Geodetic Survey Monument   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 616 PC         | Tampering with Posted Legal Notice   | 1 Yr                   | 802 PC               | 1 Mo               | County jail only                         |

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| Violation Code | Violation Description  | Statute of Limitations | Statute Code Section | Possible Sentences | Other Considerations/Former Code Numbers |
|----------------|--|------------------------|----------------------|--------------------|--|
| 617 PC         | Mutilating Writings  | 3 Yrs                  | 801 PC               | --                 | --                                       |
| 618 PC         | Opening or Disclosing Contents of Sealed Letter  | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 620 PC         | Altering Telegram or Phone Message   | 3 Yrs                  | 801 PC               | --                 | --                                       |
| 621 PC         | Vandalism to Law Enforcement or Firefighter's Memorial   | 3 Yrs                  | 801 PC               | --                 | --                                       |
| 622 PC         | Destroying Monuments or Civic Improvements   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 622.5 PC       | Willful Injury of Any Archeological or Historical Object   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 623 PC         | Destruction of Caves and Contents  | 1 Yr                   | 802 PC               | 1 Yr               | County jail only                         |
| 624 PC         | Injuring Water Pipes   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 625 PC         | Using Water after Shut-Off   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 625b PC        | Aircraft – Tampering with or Removing Parts from   | 1-3 Yrs                | 801 PC               | --                 | If aircraft is rendered unsafe – Felony  |
| 625c PC        | Willful Tampering with Passenger Transit Vehicle or System   | 3 Yrs                  | 801 PC               | --                 | --                                       |
| 626.2 PC       | Suspended or Dismissed Student or Employee Willfully Entering Campus   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 626.4 PC       | Authority of Chief Administrative Officer to Revoke Authority of Person to Remain on Campus                                      | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 626.6 PC       | Person Not a Student, Officer or Employee – Interference with Peaceful Conduct on Campus / Failure to Leave or Reentering Campus | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 626.7 PC       | Interference with Peaceful Conduct of Campus Activities  | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 626.8 PC       | Person Upon or Near School Ground without Lawful Business – Interference with Peaceful Conduct                                   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 626.85 PC      | Specified Drug Offender Upon or Near School Ground – Failure to Leave or Reentering Campus                                       | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 626.9 PC       | Gun-free School Zone Act of 1995 – Bringing or Possessing Firearm on Grounds of Public or Private School, College, or University | 1-3 Yrs                | 801 PC               | 2-5 Yrs            | --                                       |
| 626.10 PC      | Stabbing Instruments, Razors, Tasers, Stun, or Pellet Guns on School Grounds   | 3 Yrs                  | 801 PC               | --                 | --                                       |

D. Evidence/Property Retention References

| Violation Code | Violation Description  | Statute of Limitations | Statute Code Section | Possible Sentences | Other Considerations/Former Code Numbers |
|----------------|--|------------------------|----------------------|--------------------|--|
| 627.7 PC       | Failure or Refusal to Leave School Grounds Promptly  | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 627.8 PC       | Subsequent Offenses  | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 631 PC         | Wiretapping  | 3 Yrs                  | 801 PC               | --                 | --                                       |
| 632 PC         | Eavesdropping on or Recording Confidential Communications  | 3 Yrs                  | 801 PC               | --                 | --                                       |
| 632.5 PC       | Intercepting or Receiving Cellular Radio Telephone Communication   | 3 Yrs                  | 801 PC               | --                 | --                                       |
| 632.6 PC       | Intercepting or Receiving Cordless Telephone Communication   | 3 Yrs                  | 801 PC               | --                 | --                                       |
| 632.7 PC       | Recording Communications via Cellular Radio, Cordless, or Landline Telephone without Consent of All Parties                | 3 Yrs                  | 801 PC               | --                 | --                                       |
| 634 PC         | Trespassing for Purpose of Committing Invasion of Privacy  | 3 Yrs                  | 801 PC               | --                 | --                                       |
| 635 PC         | Manufacturing or Selling Devices Intended for Eavesdropping or Interception of Telephone Communications                    | 3 Yrs                  | 801 PC               | --                 | --                                       |
| 636 PC         | Eavesdropping on or Recording Conversation between Person in Custody and His Attorney                                      | 3 Yrs                  | 801 PC               | --                 | --                                       |
| 636.5 PC       | Wrongful Interception and Divulgence of Police Radio Communication   | 1 Yr                   | 802 PC               | --                 | --                                       |
| 637 PC         | Wrongful Disclosure of Telegraphic or Telephonic Communication   | 3 Yrs                  | 801 PC               | --                 | --                                       |
| 637.1 PC       | Wrongful Obtaining of Telegraphic or Telephonic Communication  | 3 Yrs                  | 801 PC               | --                 | --                                       |
| 637.4 PC       | Use of Polygraph Examination as Prerequisite to Accusatory Pleading Prohibited   | 1 Yr                   | 802 PC               | --                 | Fine only                                |
| 637.5 PC       | Cable Television – Invasion of Privacy   | 1 Yr                   | 802 PC               | --                 | --                                       |
| 637.6 PC       | Disclosure of Personal Information Obtained in Establishment or Implementation of Carpool or Rideshare Programs Prohibited | 1 Yr                   | 802 PC               | 1 Yr               | County jail only                         |
| 639 PC         | Bribing Financial Institution Employee to Obtain Credit  | 3 Yrs                  | 801 PC               | --                 | --                                       |
| 639a PC        | Financial Institution Employee Accepting Bribe   | 3 Yrs                  | 801 PC               | --                 | --                                       |
| 640 PC         | Infractions Committed on or in Facilities or Vehicles or Public Transportation System                                      | 1 Yr                   | 802 PC               | 48 Hrs             | Community service only                   |
| 640a PC        | Beating Vending or Slot Machine  | 1 Yr                   | 802 PC               | --                 | --                                       |

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| Violation Code | Violation Description  | Statute of Limitations | Statute Code Section | Possible Sentences | Other Considerations/Former Code Numbers   |
|----------------|--|------------------------|----------------------|--------------------|--|
| 640b PC        | Beating Pay Phone  | 1 Yr                   | 802 PC               | --                 | --   |
| 640.5 PC       | Graffiti or Other Inscribed Material – Government Facilities and Vehicles of Public Transportation Systems | 1 Yr                   | 802 PC               | 1 Yr               | County jail only   |
| 640.6 PC       | Graffiti or Other Inscribed Material – Real or Personal Property of Another                                | 1 Yr                   | 802 PC               | 1 Yr               | County jail only   |
| 640.7 PC       | Graffiti and Vandalism – Highways  | 1 Yr                   | 802 PC               | 1 Yr               | County jail only   |
| 641 PC         | Inducing Disclosure of Phone Message or Telegram by Bribery  | 3 Yrs                  | 801 PC               | --                 | --   |
| 641.3 PC       | Commercial Bribery   | 1-3 Yrs                | 801 PC               | 16 Mo-3 Yrs        | <ul style="list-style-type: none"> <li>• Under \$1,000 – Misdemeanor</li> <li>• Over \$1,000 – Felony</li> </ul> |
| 641.5 PC       | Clothes Cleaning Establishment Using Volatile, Commercially Moisture-free Solvent                          | 1 Yr                   | 802 PC               | --                 | --   |
| 641.6 PC       | Use of Carbon Tetrachloride or Trichlorethylene by Onsite Dry Cleaner                                      | 1 Yr                   | 802 PC               | --                 | --   |
| 642 PC)        | Removing and Keeping Articles from Corpse  | 1-3 Yrs                | 801 PC               | --                 | <ul style="list-style-type: none"> <li>• Under \$400 – Misdemeanor</li> <li>• Over \$400 – Felony</li> </ul>     |
| 643 PC         | Disposal of Fetal Remains  | 1 Yr                   | 802 PC               | --                 | --   |
| 646 PC         | Solicitation of Personal Injury Claims with Intent to Sue Out of State                                     | 1 Yr                   | 802 PC               | 6 Mo               | County jail only   |
| 646.5 PC       | Employment Solicitation to Obtain Authorization as Investigator  | 1 Yr                   | 802 PC               | --                 | --   |
| 646.6 PC       | Solicitation for Sale of Accident Photographs  | 1 Yr                   | 802 PC               | --                 | --   |
| 646.9 PC       | Stalking   | 3 Yrs                  | 801 PC               | 2-4 Yrs            | --   |
| 647 PC         | Disorderly Conduct Defined   | 1 Yr                   | 802 PC               | --                 | --   |
| 647(h) PC      | Prowling or Loitering  | 1 Yr.                  | 802 PC               | --                 | --   |
| 647(i) PC      | Peeping  | 1 Yr.                  | 802 PC               | --                 | --   |
| 647b PC        | Loitering Around Adult Schools   | 1 Yr                   | 802 PC               | 6 Mo               | --   |
| 647c PC        | Obstructing Movement on Street or Public Place   | 1 Yr                   | 802 PC               | --                 | --   |
| 647e PC        | Counties May Prohibit Open Containers in Certain Locations   | 1 Yr                   | 802 PC               | --                 | Infraction only  |

D. Evidence/Property Retention References

| Violation Code | Violation Description   | Statute of Limitations | Statute Code Section | Possible Sentences | Other Considerations/Former Code Numbers  |
|----------------|---|------------------------|----------------------|--------------------|---|
| 647f PC        | Prostitution Following Prior Conviction/Positive AIDS Test                            | 3 Yrs                  | 801 PC               | --                 | --  |
| 647.6 PC       | Child Molesters – Punishment  | 3 Yrs                  | 801 PC               | --                 | Forced entry or second violation – Felony   |
| 647.7 PC       | Disorderly Conduct Involving Peeping  | 1 Yr.                  | 802 PC               | Up to 1 Yr         | County jail only  |
| 647.9 PC       | Child Molesters – Punishment  | 1 Yr                   | 802 PC               | --                 | Minor – 2-year statute of limitations   |
| 648 PC         | Uttering and Passing Counterfeit Paper  | 1-3 Yrs                | 801 PC               | --                 | <ul style="list-style-type: none"> <li>• First offense – Misdemeanor</li> <li>• Additional offenses – Felonies</li> </ul> |
| 648a PC        | Tokens or Slugs Imitating Coins   | 1 Yr                   | 802 PC               | --                 | --  |
| 649 PC         | Unlawful to Misdirect Prospective Hotel Guests  | 1 Yr                   | 802 PC               | --                 | --  |
| 649a PC        | Fraud in Procuring Hotel Guests   | 1 Yr                   | 802 PC               | --                 | --  |
| 651 PC         | Food Stamps – Selling of  | 1 Yr                   | 802 PC               | --                 | --  |
| 652 PC         | Body Piercing of Unemancipated Minor  | 1 Yr                   | 802 PC               | --                 | Infraction only   |
| 653 PC         | Tattooing Minor   | 1 Yr                   | 802 PC               | --                 | --  |
| 653d PC        | Failure to Keep Records on Sale of Mining Machinery                                   | 1 Yr                   | 802 PC               | --                 | --  |
| 653f PC        | Solicitation to Commit Felony   | 1-6 Yrs                | 801 PC               | Up to 9 Yrs        | Dependent on type of crime solicited  |
| 653h PC        | Sound Recordings  | 3 Yrs                  | 801 PC               | 2-5 Yrs            | --  |
| 653i PC        | Leaving Scene of Skiing Accident  | 1 Yr                   | 802 PC               | --                 | Infraction only   |
| 653j PC        | Solicitation of Minor to Commit Felony  | 3 Yrs                  | 801 PC               | 3-7 Yrs            | --  |
| 653k PC        | Switchblade Knives  | 1 Yr                   | 802 PC               | --                 | --  |
| 653m PC        | Harassing by Telephone  | 1 Yr                   | 802 PC               | 1 Yr               | County jail only  |
| 653n PC        | Installation or Maintenance of Two-way Mirror Permitting Observation of Certain Areas | 1 Yr                   | 802 PC               | --                 | --  |
| 653o PC        | Unlawful Import of Dead Animals for Commercial Purposes                               | 1 Yr                   | 802 PC               | --                 | --  |
| 653q PC        | Importation/Possession of Dead Seals for Commerce                                     | 1 Yr                   | 802 PC               | 6 Mo               | County jail only  |

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| Violation Code | Violation Description   | Statute of Limitations | Statute Code Section | Possible Sentences | Other Considerations/Former Code Numbers   |
|----------------|---|------------------------|----------------------|--------------------|--|
| 653r PC        | Possession with Intent to Sell Endangered Dead Animals or Products Made from Same   | 1 Yr                   | 802 PC               | --                 | --   |
| 653s PC        | Sale/Transportation of Live Performance Recorded without Consent  | 3 Yrs                  | 801 PC               | 2-5 Yrs            | --   |
| 653t PC        | Interfering with Amateur or Citizen's Band Radio Frequency or with Emergency Communication Over Police Radio Frequency                            | 1-3 Yrs                | 801 PC               | --                 | If offense results in serious bodily injury or property loss in excess of \$10,000 occurs – Felony |
| 653u PC        | Recording of Article with Intent to Sell without Owner's Consent  | 3 Yrs                  | 801 PC               | --                 | --   |
| 653x PC        | Telephoning 911 Emergency Line with Intent to Annoy or Harass   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only   |
| 653w PC        | Failure to Disclose Origin of Recording or Audiovisual Work   | 3 Yrs                  | 801 PC               | 2-5 Yrs            | --   |
| 653.1 PC       | Balloons Made of Electrically Conductive Material – Restrictions  | 1 Yr                   | 802 PC               | --                 | --   |
| 653.22 PC      | Loitering with Intent to Commit Prostitution Unlawful   | 1 Yr                   | 802 PC               | --                 | --   |
| 653.55 PC      | False or Misleading Statement or Assertion of Fact  | 1 Yr                   | 802 PC               | 6 Mo               | --   |
| 654.1 PC       | Transportation – Providing without Permit Unlawful  | 1 Yr                   | 802 PC               | --                 | --   |
| 659 PC         | Counseling or Aiding Misdemeanor  | 1 Yr                   | 802 PC               | --                 | --   |
| 666 PC         | Conviction to Petty Theft after Serving Term for Other Theft  | 3 Yrs                  | 801 PC               | 16 Mo-3 Yrs        | --   |
| 666.5 PC       | Repeat Offenders – Enhancement for Felony Vehicle Theft or Felony Grand Theft Involving Motor Vehicle, Trailer, or Special Construction Equipment | 3 Yrs                  | 801 PC               | 2-4 Yrs            | --   |
| 666.7 PC       | Sentence Enhancement Schedules  | 3 Yrs                  | --                   | --                 | --   |
| 1203.2(a) PC   | Violation of Probation  | --                     | --                   | --                 | May result in person losing ability to be on probation   |
| 18710 PC       | Possession of Destructive Device Prohibited   | 3 Yrs                  | 801 PC               | --                 | Formerly 12303 PC  |
| 18715 PC       | Possession of Destructive Device in Public Places   | 3 Yrs                  | 801 PC               | 2-6 Yrs            | Formerly 12303.2 PC  |
| 18720 PC       | Intention to Make Destructive Device without Valid Permit   | 3 Yrs                  | 801 PC               | 2-4 Yrs            | Formerly 12312 PC  |
| 18725 PC       | Carrying or Placing Explosive on Transportation Vehicles  | 3 Yrs                  | 801 PC               | 2-6 Yrs            | Formerly 12303.1 PC  |
| 18730 PC       | Sale or Transportation of Destructive Device Prohibited   | 3 Yrs                  | 801 PC               | 2-4 Yrs            | Formerly 12303.6 PC  |

D. Evidence/Property Retention References

| Violation Code | Violation Description  | Statute of Limitations | Statute Code Section | Possible Sentences              | Other Considerations/Former Code Numbers  |
|----------------|--|------------------------|----------------------|---------------------------------|---|
| 18735 PC       | Punishment for Possession or Transportation of Ammunition Greater than .60 Caliber | 1-3 Yrs                | 801 PC               | --                              | Prior conviction makes this a felony – Formerly 12304 PC  |
| 18740 PC       | Explosion of Destructive Device  | 3 Yrs                  | 801 PC               | 3-7 Yrs                         | Formerly 12303.3 PC   |
| 18745 PC       | Explosion of Destructive Device with Intent to Commit Murder                       | Indefinite             | 799 PC               | Life with possibility of parole | Formerly 12308 PC   |
| 18750 PC       | Explosion of Destructive Device which Causes Bodily Injury                         | 6 Yrs                  | 800 PC               | 5-9 Yrs                         | Formerly 12309 PC   |
| 18755 PC       | Explosion of Destructive Device which Causes Death, Mayhem, or Great Bodily Injury | Indefinite             | 799 PC               | Life without parole             | <ul style="list-style-type: none"> <li>• If offense results in death – Life without parole</li> <li>• If offense results in serious injury – Life with possibility of parole (formerly 12310 PC)</li> </ul> |
| 19100 PC       | Carrying Concealed Explosive Substance   | 3 Yrs                  | 801 PC               | --                              | Formerly 12020(a)(3) PC   |
| 19200 PC       | Possession of Hand Grenade (Military/Replica)                                      | 3 Yrs                  | 801 PC               | 1 Yr                            | Formerly 12020(a)(1) PC   |
| 19405 PC       | Sale of Less Lethal Weapon to Minor  | 1 Yr                   | 802 PC               | --                              | Formerly 12655 PC   |
| 19910 PC       | Sale of BB Device to Minor   | 1 Yr                   | 802 PC               | --                              | Formerly 12551 PC   |
| 19915 PC       | Furnishing BB Device to Minor without Permission of Parent or Legal Guardian       | 1 Yr                   | 802 PC               | --                              | Formerly 12552 PC   |
| 20010 PC       | Sale/Possession/Manufacture of Blow Gun  | 1 Yr                   | 802 PC               | --                              | Formerly 12582 PC   |
| 20110 PC       | Booby Traps  | 3 Yrs                  | 801 PC               | 2-5 Yrs                         | Formerly 12355 PC   |
| 20150(a)       | Altering Appearance of Imitation Firearm   | 1 Yr                   | 802 PC               | --                              | Formerly 12553(b)   |
| 20310 PC       | Sale/Possession/Manufacture of Air Gauge Knife                                     | 3 Yrs                  | 801 PC               | --                              | Formerly 12020(a)(1) PC   |
| 20410 PC       | Sale/Possession/Manufacture of Belt Buckle Knife                                   | 3 Yrs                  | 801 PC               | --                              | Formerly 12020(a)(1) PC   |
| 20510 PC       | Sale/Possession/Manufacture of Cane Sword  | 3 Yrs                  | 801 PC               | --                              | Formerly 12020(a)(1) PC   |
| 20610 PC       | Sale/Possession/Manufacture of Lipstick Case Knife                                 | 3 Yrs                  | 801 PC               | --                              | Formerly 12020(a)(1) PC   |
| 20710 PC       | Sale/Possession/Manufacture of Shobi-Zue   | 3 Yrs                  | 801 PC               | --                              | Formerly 12020(a)(1) PC   |
| 20910 PC       | Sale/Possession/Manufacture of Writing Pen Knife                                   | 3 Yrs                  | 801 PC               | --                              | Formerly 12020(a)(1) PC   |
| 21110 PC       | Sale/Possession/Manufacture of Ballistic Knife                                     | 3 Yrs                  | 801 PC               | --                              | Formerly 12020(a)(1) PC   |

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| Violation Code | Violation Description   | Statute of Limitations | Statute Code Section | Possible Sentences | Other Considerations/Former Code Numbers |
|----------------|---|------------------------|----------------------|--------------------|--|
| 21310 PC       | Carrying Concealed Dirk or Dagger   | 3 Yrs                  | 801 PC               | --                 | Formerly 12020(a)(1) PC                  |
| 21510 PC       | Sale/Possession of Switchblade Knife  | 1 Yr                   | 802 PC               | --                 | Formerly 12020(a)(1) PC                  |
| 21710 PC       | Possession of Composite or Wooden Knuckles                                      | 1 Yr                   | 802 PC               | --                 | Formerly 12020.1 PC                      |
| 21810 PC       | Possession of Metal Knuckles  | 3 Yrs                  | 801 PC               | --                 | Formerly 12020(a)(1) PC                  |
| 22010 PC       | Sale/Possession/Manufacture of Nunchaku   | 3 Yrs                  | 801 PC               | --                 | Formerly 12020(a)(1) PC                  |
| 22210 PC       | Sale/Possession/Manufacture of Sap or Similar Weapon                            | 3 Yrs                  | 801 PC               | --                 | Formerly 12020(a)(1) PC                  |
| 22410 PC       | Sale/Possession/Manufacture of Shurken  | 3 Yrs                  | 801 PC               | --                 | Formerly 12020(a)(1) PC                  |
| 22610 PC       | Purchase/Possession/Use of Stun Gun   | 1 Yr                   | 802 PC               | --                 | Formerly 12651 PC                        |
| 22810 PC       | Possession by Others – Qualifications for Tear Gas/Weapon                       | 3 Yrs                  | 801 PC               | 16 Mo-3 Yrs        | Formerly 12403.7 PC                      |
| 22900 PC       | Sale/Possession/Transportation of Tear Gas or Tear Gas Weapon Prohibited        | 1 Yr                   | 802 PC               | 1 Yr               | Formerly 12420 PC                        |
| 22910 PC       | Alteration of Identification on Tear Gas Weapon                                 | 3 Yrs                  | 801 PC               | --                 | Formerly 12422 PC                        |
| 23900 PC       | Altering or Effacing Identifying Marks on Firearms                              | 3 Yrs                  | 801 PC               | --                 | Formerly 12090 PC                        |
| 24310 PC       | Possession/Manufacture of Camouflaged Firearm Container                         | 1 Yr                   | 802 PC               | --                 | Formerly 12020(a)(1) PC                  |
| 24410 PC       | Sale/Possession/Manufacture of Cane Gun   | 3 Yrs                  | 801 PC               | --                 | Formerly 12020(a)(1) PC                  |
| 24510 PC       | Sale /Possession/Manufacture of Firearm Not Immediately Recognizable as Firearm | 3 Yrs                  | 801 PC               | --                 | Formerly 12020(a)(1) PC                  |
| 24610 PC       | Sale /Possession/Manufacture of Undetectable Firearm                            | 3 Yrs                  | 801 PC               | --                 | Formerly 12020(a)(1) PC                  |
| 24710 PC       | Sale /Possession/Manufacture of Wallet Gun                                      | 3 Yrs                  | 801 PC               | --                 | Formerly 12020(a)(1) PC                  |
| 25100 PC       | Criminal Storage of Firearm   | 3 Yrs                  | 801 PC               | 16 Mo-3 Yrs        | Formerly 12035 PC                        |
| 25300 PC       | Carrying Firearm in Public Place while Masked to Hide Identity Prohibited       | 3 Yrs                  | 801 PC               | --                 | Formerly 12040 PC                        |
| 25400 PC       | Carrying Concealed Firearm  | 3 Yrs                  | 801 PC               | 1 Yr               | Formerly 12025 PC                        |
| 25850 PC       | Carrying a Loaded Firearm In Public   | 3 Yrs                  | 801 PC               | 1 Yr               | Formerly 12031 PC                        |

D. Evidence/Property Retention References

| Violation Code | Violation Description  | Statute of Limitations | Statute Code Section | Possible Sentences | Other Considerations/Former Code Numbers   |
|----------------|--|------------------------|----------------------|--------------------|--|
| 26100 PC       | Prohibition of Firearms in Vehicles / Discharging Firearm from Vehicle                             | 1-3 Yrs                | 801 PC               | 16 Mo-3 Yrs        | <ul style="list-style-type: none"> <li>Person discharging firearm from vehicle – Felony</li> <li>Person driving vehicle, not discharging firearm – Misdemeanor (formerly 2034 PC)</li> </ul> |
| 26350 PC       | Open Carry Unloaded Firearm  | 1 Yr                   | 802 PC               | --                 | --   |
| 26400 PC       | Carrying Unloaded Firearm Not Handgun  | 1 Yr                   | 802 PC               | --                 | --   |
| 29610 PC       | Possession of Pistol, Revolver, or Concealable Firearm by Minor                                    | 1-3 Yrs                | 801 PC               | --                 | Prior conviction makes this a felony<br>Formerly 12101(a)(1) PC  |
| 29650 PC       | Possession of Live Ammunition  | 1-3 Yrs                | 801 PC               | --                 | Prior conviction makes this a felony<br>Formerly 12101(b)(2) PC  |
| 29800 PC       | Unlawful Person in Possession  | 3 Yrs                  | 801 PC               | --                 | Formerly 12021 PC  |
| 29825 PC       | Person Restricted from Firearm Possession Due to Restraining Order, Probation, or Protective Order | 3 Yrs                  | 801 PC               | --                 | Formerly 12021(g)(2) PC  |
| 29900 PC       | Person Previously Convicted of Violent Offense Prohibited from Possessing Firearms                 | 3 Yrs                  | 801 PC               | --                 | Formerly 12021.1 PC  |
| 30210 PC       | Sale/ Possession/Manufacture of Flechette Dart/Bullet Containing Explosive Agent                   | 3 Yrs                  | 801 PC               | 1 Yr               | Formerly 12020(a)(1) PC  |
| 30300 PC       | Sale/Supply of Ammunition to Under Aged Person   | 3 Yrs                  | 801 PC               | --                 | Formerly 12316 PC  |
| 30300 PC       | Sale of Ammunition to Minor  | 1-3 Yrs                | 801 PC               | --                 | Formerly 12316a and b PC   |
| 30305 PC       | Possession of Ammunition by Prohibited Person  | 3 Yrs                  | 801 PC               | --                 | Formerly 12316 PC  |
| 30305 PC       | Possession of Ammunition by Prohibited Person  | 1-3 Yrs                | 801 PC               | --                 | Formerly 12316b and d PC   |
| 30306 PC       | Sale of Ammunition to Prohibited Person  | 3 Yrs                  | 801 PC               | --                 | Formerly 12317 PC  |
| 30306 PC       | Sale of Ammunition to Prohibited Person  | 1-3 Yrs                | 801 PC               | --                 | Formerly 12316b and d PC   |
| 30310 PC       | Ammunition on School Grounds   | 1-3 Yrs                | 801 PC               | --                 | Formerly 12316c PC   |
| 30315 PC       | Possession of Metal or Armor Penetrating Ammunition  | 3 Yrs                  | 801 PC               | --                 | Formerly 12320 PC  |
| 30315 PC       | Possession of Metal or Armor Penetrating Ammunition  | 3 Yrs                  | 801 PC               | --                 | Formerly 12320 PC  |
| 30320 PC       | Sale/Manufacture/Transportation of Metal or Armor Penetrating Ammunition                           | 3 Yrs                  | 801 Pc               | 16 Mo-3 Yrs        | Formerly 12320 PC  |
| 30320 PC       | Sale/Manufacture/Possession/Use of Metal or Armor Penetrating Ammunition                           | 3 Yrs                  | 801 PC               | --                 | Formerly 12321 PC  |

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| Violation Code | Violation Description   | Statute of Limitations | Statute Code Section | Possible Sentences | Other Considerations/Former Code Numbers                       |
|----------------|---|------------------------|----------------------|--------------------|--|
| 30600 PC       | Sale/Possession/Manufacture/Transportation of Assault Weapon/ .50 BMG Rifle                                       | 6 Yrs                  | 800 PC               | 4-8 Yrs            | Formerly 12280(a) PC   |
| 30605 PC       | Sale/Possession/Manufacture/Transportation of Assault Weapon  | 3 Yrs                  | 801 PC               | --                 | Firearm was registered as legal weapon<br>Formerly 12289(b) PC |
| 30610 PC       | Possession of .50 BMG Rifle   | 3 Yrs                  | 801 PC               | --                 | --   |
| 31500 PC       | Sale/Manufacture/Possession of Unconventional Pistol  | 3 Yrs                  | 801 PC               | --                 | Formerly 12020(a)(1) PC  |
| 32625(a) PC    | Possession/Transportation of Illegal/Conversion of Firearms   | 3 Yrs                  | 801 PC               | --                 | Formerly 12220(a) PC   |
| 32625(b) PC    | Possession/Transportation of Machine Guns   | 6 Yrs                  | 800 PC               | 4-8 Yrs            | Formerly 12220(b) PC   |
| 32900 PC       | Sale/Manufacture/Possession of Multi-Burst Trigger Activator  | 3 Yrs                  | 801 PC               | --                 | Formerly 12020(a)(1) PC  |
| 33215 PC       | Sale/Manufacture/Possession of Short Barreled Shotgun or Rifle  | 3 Yrs                  | 801 PC               | --                 | Formerly 12020(a)(1) PC  |
| 33410 PC       | Possession of Silencer  | 3 Yrs                  | 801 PC               | --                 | Formerly 12520 PC  |
| 33410 PC       | Possession of Firearm Silencers   | 3 Yrs                  | 801 PC               | --                 | Formerly 12520 PC  |
| 33600 PC       | Sale/Manufacture/Possession of Zip Guns   | 1 Yr                   | 802 PC               | --                 | Formerly 12020(a)(1) PC  |
| 2800.1 VC      | Intention to Evade Peace Officer in Motor Vehicle or on Bicycle – Misdemeanor                                     | 1 Yr                   | 802 PC               | --                 | --   |
| 2800.2 VC      | Attempting to Evade Peace Officer while Driving Recklessly – Punishment   | 3 Yrs                  | 801 PC               | --                 | Disregard for safety   |
| 2800.3 VC      | Evasion of Peace Officer  | 3 Yrs                  | 801 PC               | 3-5 Yrs            | Causing serious injury or death                                |
| 4461 VC        | Unlawful Use of Forms of Registration, Plates, Permits, Placards, or Validation Tabs                              | 1 Yr                   | 802 PC               | --                 | --   |
| 4462 VC        | Unlawful Use or Possession of Vehicle Identification Documents  | 1 Yr                   | 802 PC               | --                 | --   |
| 4463 VC        | Falsifying Evidence of Registration, Ownership, or Identification / Falsifying or Loaning Disabled Person Placard | 1-3 Yrs                | 801 PC               | 16 Mo-3 Yrs        | Placard only – Misdemeanor                                     |
| 5500 VC        | Delivery of Evidence of Registration before Disassembly   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only   |
| 10501 VC       | False Theft of Vehicle Reports  | 1-3 Yrs                | 801 PC               | 16 Mo-3 Yrs        | Prior conviction makes this a felony                           |
| 10752 VC       | Illegal Possession or Sale of Identification Number   | 3 Yrs                  | 801 PC               | --                 | --   |

D. Evidence/Property Retention References

| Violation Code | Violation Description  | Statute of Limitations | Statute Code Section | Possible Sentences | Other Considerations/Former Code Numbers  |
|----------------|--|------------------------|----------------------|--------------------|---|
| 10801 VC       | Owning or Operating Chop Shop  | 3 Yrs                  | 801 PC               | 2-4 Yrs            | --  |
| 10802 VC       | Tampering with Vehicle Identification Number   | 3 Yrs                  | 801 PC               | 16 Mo-3 Yrs        | --  |
| 10803 VC       | Buying or Possessing Vehicles with Altered Vehicle Identification Numbers  | 3 Yrs                  | 801 PC               | 2-6 Yrs            | --  |
| 10851 VC       | Vehicle Theft  | 3 Yrs                  | 801 PC               | 2-4 Yrs            | --  |
| 10854 VC       | Uncontested Action by Vehicle Bailee – Punishment  | 1 Yr                   | 802 PC               | 1 Yr               | County jail only  |
| 12500 VC       | Unlicensed Operation Unlawful  | 1 Yr                   | 802 PC               | --                 | --  |
| 13200 VC       | Speeding and Reckless Driving  | 1 Yr                   | 802 PC               | --                 | Revocation of license only  |
| 13200.5 VC     | Driving in Excess of 100 Miles Per Hour  | 1 Yr                   | 802 PC               | --                 | Suspension of license only  |
| 14601.5 VC     | Driving while Privileges Suspended for Failure to Take Chemical Test or for Driving with Specified Blood Alcohol Level | 1 Yr                   | 802 PC               | 6 Mo               | County jail only  |
| 14610.5 VC     | Sale/Distribution of Crib Sheets / Impersonation of License Applicant  | 1 Yr                   | 802 PC               | --                 | --  |
| 20001 VC       | Hit and Run  | 3 Yrs                  | 801 PC               | 2-4 Yrs            | <ul style="list-style-type: none"> <li>• If great bodily Injury</li> <li>• If not great bodily injury – 1 year</li> </ul> |
| 20002 VC       | Property Damage Reports and Notices – Punishment   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only  |
| 23152 VC       | Driving while Under the Influence of Alcohol or Drugs  | 1 Yr                   | 802 PC               | 96 hrs.            | County jail only  |
| 23153 VC       | Driving Under the Influence  | 3 Yrs                  | 801 PC               | --                 | Causing bodily injury   |
| 23222 VC       | Open Alcoholic Beverage Container or Marijuana in Vehicle  | 1 Yr                   | 802 PC               | --                 | Fine only   |
| 23223 VC       | Open Alcoholic Beverage Containers-Possession  | 1 Yr                   | 802 PC               | --                 | --  |
| 38318 VC       | Throwing Substances at Off-Highway Motor Vehicles  | 1 Yr                   | 802 PC               | 6 Mo               | County jail only  |
| 38318.5 VC     | Malicious Acts   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only  |
| 42001.7 VC     | Littering  | 1 Yr                   | 802 PC               | --                 | Fine only   |
| 8101 H&S       | Vandalism to Cemeteries  | 3 Yrs                  | 801 PC               | --                 | --  |

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| Violation Code | Violation Description  | Statute of Limitations | Statute Code Section | Possible Sentences | Other Considerations/Former Code Numbers  |
|----------------|--|------------------------|----------------------|--------------------|---|
| 11162.5 H&S    | Prescription Blanks – Counterfeit  | 3 Yrs                  | 801 PC               | --                 | --  |
| 11350 H&S      | Unlawful Possession of Drugs   | 3 Yrs                  | 801 PC               | --                 | Narcotics                                 |
| 11351 H&S      | Unlawful Possession of Drugs for Sale  | 3 Yrs                  | 801 PC               | 2-4 Yrs            | Narcotics                                 |
| 11351.5 H&S    | Possession/Purchase of Cocaine for Sale                                      | 3 Yrs                  | 801 PC               | 3-5 Yrs            | --  |
| 11352 H&S      | Unlawful Possession of Drugs for Transportation                              | 3-6 Yrs                | 801 PC               | 3-5 Yrs            | Narcotics                                 |
| 11353 H&S      | Adult's Employment of Minor for Unlawful Transactions                        | 6 Yrs                  | 800 PC               | 3-9 Yrs            | --  |
| 11353.5 H&S    | Selling or Giving Controlled Substance to Minor                              | 6 Yrs                  | 800 PC               | 5-9 Yrs            | --  |
| 11353.7 H&S    | Preparation for Sale or Sale of Controlled Substance to Minor in Public Park | 6 Yrs                  | 800 PC               | 3-9 Yrs            | --  |
| 11354 H&S      | Minor's Employment of Fellow Minor for Unlawful Transactions                 | 3 Yrs                  | 801 PC               | --                 | --  |
| 11355 H&S      | Delivery of Falsely Represented Items  | 3 Yrs                  | 801 PC               | --                 | --  |
| 11357(a) H&S   | Possession of Marijuana – Concentrated Cannabis                              | 3 Yrs                  | 801 PC               | --                 | Concentrated cannabis                     |
| 11357(b) H&S   | Possession of Marijuana  | 1 Yr                   | 802 PC               | --                 | Less than 28.5 grams – Fine only          |
| 11357(c) H&S   | Possession of Marijuana  | 1 Yr                   | 802 PC               | 6 Mo               | More than 28.5 grams – County jail only   |
| 11357(d) H&S   | Possession on School Grounds – Punishment                                    | 1 Yr                   | 802 PC               | 10 Days            | Less than 28.5 grams – Over 18 years old  |
| 11357(e) H&S   | Possession on School Grounds – Punishment                                    | 1 Yr                   | 802 PC               | --                 | Less than 28.5 grams – Under 18 years old |
| 11359 H&S      | Possession of Marijuana for Sale   | 3 Yrs                  | 801 PC               | --                 | Marijuana – 28.5 grams or more            |
| 11360 H&S      | Possession of Marijuana for Transportation                                   | 3 Yrs                  | 801 PC               | 2-4 Yrs            | Marijuana – 28.5 grams or more            |
| 11361 H&S      | Employment of Minors for Unlawful Transactions                               | 3 Yrs                  | 801 PC               | 3-7 Yrs            | --  |
| 11363 H&S      | Planting and Harvesting Peyote   | 3 Yrs                  | 801 PC               | --                 | --  |
| 11364 H&S      | Possession of Paraphernalia for Unlawful Use                                 | 1 Yr                   | 802 PC               | --                 | --  |

D. Evidence/Property Retention References

| Violation Code | Violation Description   | Statute of Limitations | Statute Code Section | Possible Sentences | Other Considerations/Former Code Numbers     |
|----------------|---|------------------------|----------------------|--------------------|--|
| 11364.7 H&S    | Furnishing/Manufacturing Drug Paraphernalia/Furnishing to Minors – Forfeiture of Business License | 1-3 Yrs                | 801 PC               | --                 | Wobbler – Based on controlled substance type |
| 11366 H&S      | Maintenance of Location for Unlawful Activities   | 3 Yrs                  | 801 PC               | --                 | --   |
| 11366.5 H&S    | Management of Location Used for Unlawful Manufacture or Storage of Controlled Substance           | 3 Yrs                  | 801 PC               | --                 | --   |
| 11366.6 H&S    | Use of Location to Suppress Law Enforcement Entry in Order to Sell Controlled Substances          | 3 Yrs                  | 801 PC               | 3-5 Yrs            | --   |
| 11366.8 H&S    | Possession of False Compartment Designed for Storing Controlled Substances                        | 3 Yrs                  | 801 PC               | 16 Mo-3 Yrs        | --   |
| 11370.1 H&S    | Unlawful Possession of Controlled Substances while Armed with Loaded Firearm                      | 3 Yrs                  | 801 PC               | 2-4 Yrs            | --   |
| 11370.6 H&S    | Possession of Funds in Excess of \$100,000 for Unlawful Purchase of Controlled Substances         | 3 Yrs                  | 801 PC               | 2-4 Yrs            | --   |
| 11371 H&S      | Offenses Carrying Mandatory State Prison Sentence   | 3 Yrs                  | 801 PC               | --                 | --   |
| 11371.1 H&S    | Prescription Fraud for Violation or for Inducing Violation by Minor                               | 3 Yrs                  | 801 PC               | --                 | --   |
| 11374.5 H&S    | Manufacturer of Controlled Substances – Disposal of Hazardous Substances                          | 3 Yrs                  | 801 PC               | 2-4 Yrs            | --   |
| 11375 H&S      | Possession for Sale of Designated Substances  | 3 Yrs                  | 801 PC               | --                 | --   |
| 11377 H&S      | Unlawful Possession of Drugs – Controlled Substances  | 3 Yrs                  | 801 PC               | --                 | Wobbler – Based on controlled substance type |
| 11378 H&S      | Unlawful Possession of Drugs For Sale   | 3 Yrs                  | 801 PC               | --                 | --   |
| 11378.5 H&S    | Possession for Sale of Phencyclidine (PCP)  | 3 Yrs                  | 801 PC               | 3-5 Yrs            | --   |
| 11379 H&S      | Unlawful Possession of Drugs for Transportation   | 3-6 Yrs                | 801 PC               | 2-4 Yrs            | --   |
| 11379.2 H&S    | Possession for Sale of Controlled Substance Containing Ketamine                                   | 3 Yrs                  | 801 PC               | --                 | --   |
| 11379.5 H&S    | Sale/Importation/Distribution of Phencyclidine (PCP)  | 6 Yrs                  | 800 PC               | 3-9 Yrs            | --   |
| 11379.6 H&S    | Manufacture of Controlled Substances  | 3 Yrs                  | 801 PC               | 3-7 Yrs            | --   |
| 11380 H&S      | Employment of Minors for Unlawful Transactions – Restricted Drugs                                 | 6 Yrs                  | 800 PC               | 3-9 Yrs            | --   |

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| Violation Code | Violation Description  | Statute of Limitations | Statute Code Section | Possible Sentences | Other Considerations/Former Code Numbers   |
|----------------|--|------------------------|----------------------|--------------------|--|
| 11382 H&S      | Substitution of Fraudulently Represented Items   | 3 Yrs                  | 801 PC               | --                 | --   |
| 11383 H&S      | Possession for Manufacturing of Methamphetamine and Phencyclidine  | 3 Yrs                  | 801 PC               | 2-6 Yrs            | --   |
| 11390 H&S      | Cultivation of Spores or Mycelium Capable of Producing a Controlled Substance – Mushrooms                    | 3 Yrs                  | 801 PC               | --                 | --   |
| 11391 H&S      | Sale/Importation/Transportation/Furnishing of Spores or Mycelium Capable of Producing a Controlled Substance | 3 Yrs                  | 801 PC               | --                 | --   |
| 11550 H&S      | Use Prohibited / Offense / Punishment – Controlled Substance   | 1 Yr                   | 802 PC               | 90-180 Days        | County jail only   |
| 109575 H&S     | Penalties – Imitation Controlled Substance   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only   |
| 109580 H&S     | Penalties for Distribution to Minors – Imitation Controlled Substance  | 1 Yr                   | 802 PC               | 1 Yr               | County jail only   |
| 119 B&P        | Unlawful Use of Licenses, Certificates, Etc.   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only   |
| 580 B&P        | Sale of Degrees, Certificates, or Transcripts of Medical Records   | 3 Yrs                  | 801 PC               | --                 | --   |
| 581 B&P        | Fraudulent Procurement or Alteration of Diplomas of Medical Records  | 3 Yrs                  | 801 PC               | --                 | --   |
| 582 B&P        | Use of Fraudulent Diplomas, Certificates, Etc. of Medical Records  | 3 Yrs                  | 801 PC               | --                 | --   |
| 583 B&P        | False Statement in Writing, or Document Required, or Applicant of Medical Records                            | 3 Yrs                  | 801 PC               | --                 | --   |
| 584 B&P        | Impersonation During Examination of Medical Records  | 3 Yrs                  | 801 PC               | --                 | --   |
| 729 B&P        | Sexual Exploitation by Physician, Surgeon, Psychotherapist, or Alcohol and Drug Abuse Counselor              | 1-3 Yrs                | 801 PC               | 16 Mo-3 Yrs        | <ul style="list-style-type: none"> <li>• One victim – Misdemeanor</li> <li>• More than one victim – Felony.</li> </ul> |
| 1700 B&P       | Misdemeanor Offense and Punishment   | 1 Yr                   | 802 PC               | 10 Days            | County jail only   |
| 1701 B&P       | Offenses Constituting Felony on Second Conviction  | 1-3 Yrs                | 801 PC               | --                 | Prior conviction makes this a felony   |
| 1764 B&P       | False Representation of License Status   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only   |
| 2052 B&P       | Unauthorized Practice of Medicine  | 1 Yr                   | 802 PC               | 6 Mo               | County jail only   |
| 2053 B&P       | Unauthorized Practice Creating Risk to Patient   | 3 Yrs                  | 801 PC               | --                 | --   |
| 2054 B&P       | False Indications of License   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only   |

D. Evidence/Property Retention References

| Violation Code | Violation Description   | Statute of Limitations | Statute Code Section | Possible Sentences | Other Considerations/Former Code Numbers |
|----------------|---|------------------------|----------------------|--------------------|--|
| 2474 B&P       | Unauthorized Practice of Podiatric Medicine   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 2795 B&P       | Unauthorized Practice of Nursing  | 1 Yr                   | 802 PC               | 1 Yr               | County jail only                         |
| 2796 B&P       | Unlawful Representation of Nursing  | 1 Yr                   | 802 PC               | 1 Yr               | County jail only                         |
| 2885 B&P       | False Representation of License Status  | 1 Yr                   | 802 PC               | 1 Yr               | County jail only                         |
| 2886 B&P       | Impersonation of Applicants   | 1 Yr                   | 802 PC               | 1 Yr               | County jail only                         |
| 3123 B&P       | Alteration of Certificates  | 1 Yr                   | 802 PC               | 1 Yr               | County jail only                         |
| 3124 B&P       | Use of Fraudulent Certificates  | 1 Yr                   | 802 PC               | 1 Yr               | County jail only                         |
| 3127 B&P       | Unauthorized Practice   | 1 Yr                   | 802 PC               | 1 Yr               | County jail only                         |
| 4149 B&P       | Sale or Distribution by Nonresident Distributors  | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 4324 B&P       | Unlawful Use of Prescriptions   | 3 Yrs                  | 801 PC               | --                 | --                                       |
| 25658 B&P      | Sale to and Consumption by Minors / Minor Decoys Used by Peace Officers to Apprehend Licenses, Employees, or Agents Violating Section | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |
| 25661 B&P      | Possession or Presentation of False Identification  | 1 Yr                   | 802 PC               | 32 hrs             | Community service only                   |
| 25662 B&P      | Alcoholic Beverages in Possession of or Furnished to Minor – Seizure by Peace Officer   | 1 Yr                   | 802 PC               | 6 Mo               | County jail only                         |

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**EQUIPMENT EXAMPLES**

There is a variety of commercially available equipment agencies can procure to facilitate the evidence/property function. While POST cannot recommend or endorse any specific brand or model, examples of the types of equipment listed below are shown on the following pages:

| <b>Example #</b>   | <b>Page</b> |
|--|-------------|
| <a href="#"><u>1</u></a> Biohazardous Materials Waste Container .....                                  | F-2         |
| <a href="#"><u>2</u></a> Blood Drying/Wet Evidence Drying Equipment .....<br>(Examples A–D)            | F-2         |
| <a href="#"><u>3</u></a> Bulk Storage Locker/Cage .....<br>(Examples A–C)                              | F-3         |
| <a href="#"><u>4</u></a> Commercial Grade Industrial Refrigerator and Freezer .....<br>(Examples A, B) | F-4         |
| <a href="#"><u>5</u></a> Hazardous Materials Storage Container/Cabinet .....<br>(Examples A–F)         | F-5         |
| <a href="#"><u>6</u></a> High Density Mobile Shelving .....<br>(Examples A–D)                          | F-6         |
| <a href="#"><u>7</u></a> Industrial Safe .....<br>(Examples A, B)                                      | F-7         |
| <a href="#"><u>8</u></a> Media Storage .....   | F-8         |
| <a href="#"><u>9</u></a> Modular/Uniform Shelving .....<br>(Examples A, B)                             | F-8         |
| <a href="#"><u>10</u></a> Pass-through Temporary Refrigerator .....<br>(Examples A–D)                  | F-9         |
| <a href="#"><u>11</u></a> Pass-through Temporary Storage Lockers .....<br>(Examples A–F)               | F-10        |
| <a href="#"><u>12</u></a> Sharps Container .....<br>(Examples A, B)                                    | F-11        |

**EXAMPLE 1:  
Biohazardous Materials Waste Container**



**EXAMPLE 2A:  
Blood Drying/Wet Evidence Drying Equipment**



**EXAMPLE 2B:  
Blood Drying/Wet Evidence Drying Equipment**



**EXAMPLE 2C:**  
**Blood Drying/Wet Evidence Drying Equipment**



**EXAMPLE 2D:**  
**Blood Drying/Wet Evidence Drying Equipment**



**EXAMPLE 3A:**  
**Bulk Storage Locker/Cage**



**EXAMPLE 3B:**  
**Bulk Storage Locker/Cage**



**EXAMPLE 3C:**  
**Bulk Storage Locker/Cage**



**EXAMPLE 4A:**  
**Commercial Grade Industrial Refrigerator and Freezer**



**EXAMPLE 4B:**  
**Commercial Grade Industrial Refrigerator and Freezer**



**EXAMPLE 5A:**  
**Hazardous Materials Storage Container/Cabinet**



**EXAMPLE 5B:**  
**Hazardous Materials Storage Container/Cabinet**



**EXAMPLE 5C:**  
**Hazardous Materials Storage Container/Cabinet**



**EXAMPLE 5D:**  
**Hazardous Materials Storage Container/Cabinet**



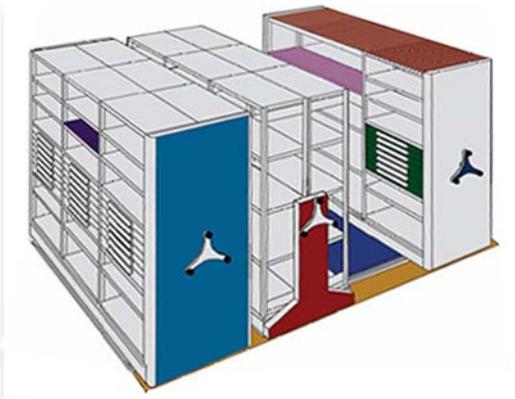
**EXAMPLE 5E:**  
**Hazardous Materials Storage Container/Cabinet**



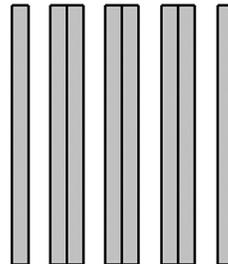
**EXAMPLE 5F:**  
**Hazardous Materials Storage Container/Cabinet**



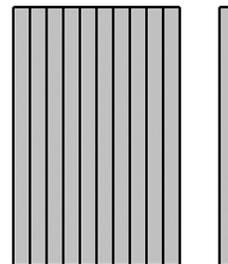
**EXAMPLE 6A:**  
**High Density Mobile Shelving**  
(Schematic)



**EXAMPLE 6B:**  
**High Density Mobile Shelving**  
(Conventional Shelving layout)



Since shelving is mobile, it can be stacked as shown below to nearly double the storage space.



**EXAMPLE 6C:  
High Density Mobile Shelving**



**EXAMPLE 6D:  
High Density Mobile Shelving**



**EXAMPLE 7A:  
Industrial Safe**



**EXAMPLE 7B:  
Industrial Safe**



**EXAMPLE 8:  
Media Storage**



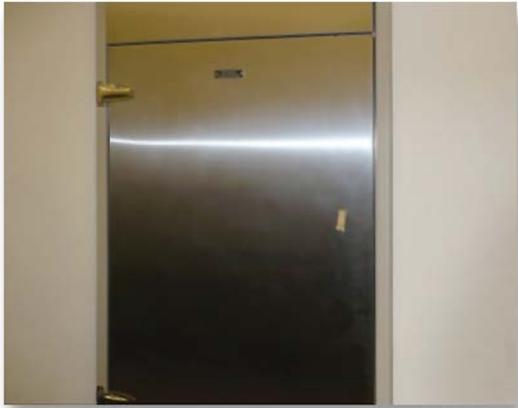
**EXAMPLE 9A:  
Modular/Uniform Shelving**



**EXAMPLE 9B:  
Modular/Uniform Shelving**



EXAMPLE 10A:  
(Closed front view)  
**Pass-through Temporary Refrigerator**



EXAMPLE 10B:  
**Pass-through Temporary Refrigerator**  
(Open front view)



EXAMPLE 10C:  
**Pass-through Temporary Refrigerator**  
(Open rear view)



EXAMPLE 10D:  
**Pass-through Temporary Refrigerator**  
(Contained in bank of pass-through storage lockers)



**EXAMPLE 11A:**  
**Pass-through Temporary Storage Lockers**  
(Front view)



**EXAMPLE 11B:**  
**Pass-through Temporary Storage Lockers**  
(Rear view)



**EXAMPLE 11C:**  
**Pass-through Temporary Storage Lockers**  
(Front view)



**EXAMPLE 11D:**  
**Pass-through Temporary Storage Lockers**  
(Rear view)



**EXAMPLE 11E:**  
**Pass-through Temporary Storage Lockers**  
(Front view)



**EXAMPLE 11F:**  
**Pass-through Temporary Storage Lockers**  
(Rear view)



**EXAMPLE 12A:**  
**Sharps Container**  
(Wall mounted unit)



**EXAMPLE 12B:**  
**Sharps Container**  
(Various container models)



