



DEPARTMENT NOTICE

21-021
02/11/21

Property Control Division "Right of Refusal" Policy (Re-issue DB 18-183)

Officers should be aware that the Property Control Division has established a "Right of Refusal" policy for improperly packaged items. When picking up property from the district stations, representatives from Property Control will not accept the following examples of improperly booked/packaged items:

- Firearms that the station keeper has not certified as unloaded. (See DN 20-049)
- Domestic or foreign currency that is booked with other property (money must be in a separate envelope).
- Insufficient information on envelope or tag. All sections must be filled in, and serial numbers, make, model, and detailed descriptions of items must be written on the envelope.
- Packaging where there is no star number and initials on the envelope seal.
- Bloody/wet clothing not packaged properly and/or leaking through the bag. (Bloody/wet clothing must be dried. See DGO 6.02.)
- Perishable items (unless approved by the OIC of Property Control).
- Separate pieces of property taped or tied together with a single tag. (Each piece of property must have its own tag.)
- Clothing shall be bagged not tagged.
- Money envelope not having the verification stamp indicating the signature and star number on the back flap of the officer counting currency and the supervisor verifying currency.
- Found property or property for safekeeping without a color-coded label affixed.
- Items listed as Found Property with a differing type of occurrence on the property tag or envelope.
- Property tags not properly itemized-including Found Property. (See DN 21-022)

Property shall be properly logged into the District Station Property Control Log (SFPD form 230). **Members shall list each booked item on its own line on the District Station Property Control Log. Members shall not list multiple items on one line.** If property is improperly booked/packaged, the Property Control officer will not accept the item. The refusal will be noted on the District Station Property Control Log and the station keeper will be notified of the reason for the refusal. A Property Control officer will pick up the item the next day after the property has been properly booked/packaged. The station keeper shall be responsible for ensuring that property is booked appropriately.

A handwritten signature in blue ink that reads "William Scott".

WILLIAM SCOTT
Chief of Police

Per DN 20-150, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional information.