

Weapons Screening Station-Found/Abandoned Procedures

802.1 PURPOSE AND SCOPE

Property which is found, surrendered, turned in, or confiscated at the weapon screening station (WSS) shall be handled in the manner outlined in this section.

802.2 UNATTENDED WEAPON SCREENING STATION

The following items shall not be held at the WSS when the station is unattended:

- (a) Firearms and/or ammunition
- (b) Narcotics and/or medication
- (c) Alcohol and related contraband
- (d) Accumulated money surpassing \$10
- (e) Hazardous materials

A supervisor should be contacted in the event there is any question concerning the storage of property at the weapons screening station.

802.3 ABANDONED PROPERTY/TAKEN AS SAFEKEEPING

All property which is taken for safekeeping at the weapon screening station but which is not claimed at the end of the day shall be placed in the safe located at the WSS. If the item(s) is not in the category listed in §803.4, it may be held in the safe at the WSS. Reasonable effort shall be made to locate the owner. If the property is not claimed by the end of the current month, it will be inventoried, a report written, and the property transferred to the Marshal's Office found property. If after 120 days the item(s) is not claimed, it will be destroyed per the following procedures.

802.3.1 DESTRUCTION PROCEDURES

All property that has been cleared by a supervisor to be destroyed will be delivered to the Shasta County Sheriff's Office Evidence Lab for disposal. A copy of the property control report shall be filed with the original report.

802.4 FOUND PROPERTY/ABANDONED

All found property that is found at or turned in at the weapon screening station shall be placed in the safe located at the WSS. If the item is too large to be placed in the safe, it may be held in the locking cabinet at the WSS.

802.4.1 PROPERTY NOT CLAIMED AFTER 30 DAYS

If the property is not claimed after 30 days, it will be inventoried, a report written, and the property transferred to the Marshal's Office evidence room.

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802.4.2 PROPERTY NOT CLAIMED AFTER 120 DAYS

If after 120 days the item(s) is/are not claimed, it will be considered abandoned and will be destroyed per the Marshal's Office destruction procedures.

802.4.3 EXCEPTIONS

The exceptions are those items listed in §802.2, money over \$10, items which are bulky or otherwise a nuisance to hold (i.e. size, odor, cleanliness), and property which has been turned in by a citizen who has the right to claim the property. These items will be transferred to the Marshal's Office evidence room as soon as practical.

802.5 MONEY

All money under \$10 which is found or abandoned at or near the WSS will be placed in the monthly money envelope at the time of discovery. Entry shall be made on the envelope indicating the amount, location found, date and the employee's initials and ID# who is making the entry. At the end of the month, all currency will be counted by two employees

The money envelope may remain in the locked file drawer until it is processed at the end of the month and transferred to the Court Finance Office., An exception is when the quantity exceeds \$10. In the event the quantity exceeds \$10, all money is to be transferred to the Court Finance Office to be placed into the Court General Fund.

802.6 ILLEGAL PROPERTY

Certain types of property require different handling procedures.

802.6.1 CONTRABAND

Contraband includes property that is illegal to possess or which is used in such possession (e.g. smoking pipe with residue). Contraband will be processed as a criminal violation, with a written criminal report or citation. The item will be booked into the Marshal's Office evidence room.

802.6.2 NARCOTICS

All confiscated or found narcotics require a written criminal report or citation. The narcotics will be booked into the Marshal's Office evidence room. The Marshal's Office evidence technician will transfer the narcotics to the Sheriff's Office and be held for evidence or for destruction, depending on investigation and identification of a suspect.

Due to the fentanyl epidemic, no marijuana or marijuana smoking devices will be held for training purposes.

802.7 EVIDENCE

All property that has been confiscated as evidence in a criminal case shall be processed individually with a criminal report written. The evidence shall be booked into the Marshal's Office evidence room in a timely manner.

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802.8 TRAINING/DISPLAY ITEMS

Property that is found, abandoned or surrendered may be used for training/display purposes following the 120 day retention period and approval by the security station supervisor (Civil Code §2080.6). Property that can be used by the office may also be retained (e.g. pens, pencils, scissors, etc.). If the property was confiscated as evidence with a known suspect and a report submitted to the District Attorney for prosecution, the item may be released by the courts to this office upon adjudication of the case.

802.9 OTHER PROPERTY

All other property that is not considered valuable, contraband or an illegal weapon may be held for the remainder of the month. At the end of each month an abandoned property report will be written on all such property.