

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 an envelope which has an itemized list on the outside. If the item(s) is not in the category listed in §803.2, it may be held in the locking file cabinet at the WSS. Reasonable effort shall be made to locate the owner. The phone number provided by the owner shall be attempted and notations made to that effect on the tag as to date/time/deputy ID #. 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 an envelope which has an itemized list on the outside. If the item is not listed in §805.2, it may be held in the locking cabinet at the WSS.

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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 found property drawer in the main office.

802.4.2 PROPERTY NOT CLAIMED AFTER 90 DAYS

If after 90 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 §805.2, 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 Sheriff's Office ID Lab as soon as practical. The Sheriff's Office will then dispose of the property pursuant to their rules and regulations.

802.5 MONEY

All money under \$10 which is found or abandoned at or near the WSS will be counted and 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.

The money envelope may remain in the locked file drawer until it is processed at the end of the month in the manner described below, except 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 and transfer of the contraband to the Sheriff's Office ID Lab or, if no known suspects, held for training purposes pursuant to Civil Code §2080.6

802.6.2 NARCOTICS

All confiscated or found narcotics require a written criminal report. The narcotics will be transferred to the Sheriff's Office ID Lab for testing and held for evidence or for destruction, depending on investigation and identification of a suspect. If a usable quantity of marijuana (with no suspect) or a trace amount is located in a found pipe which would be beneficial to hold for display/training purposes (Civil Code §2080.6), it may be cleaned using the following instructions. Pipes with any other substance(s) shall not be retained in this manner and will immediately be processed to the Sheriff's Office ID Lab.

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(a) A supervisor will approve of the property retention and cleaning in writing on the same written report.

(b) The supervisor will assign two deputies to clean the pipe by the following method.

1. While wearing latex gloves, empty the contents into a toilet in the main holding facility and flush, assuring that all contents are no longer visible.

2. Clean the pipe using a standard pipe cleaner and warm water.

3. Both deputies will note the date and time the item was cleaned, that it was transferred to "display and training", and sign (including ID#) on the "hard copy" of the evidence sheet.

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 transferred to the Sheriff's Office ID Lab in a timely manner.

802.8 TRAINING/DISPLAY ITEMS

Property that is found, abandoned or surrendered may be used for training/display purposes following the required report, 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, and no later than 1500 hours on the first Friday of the next month, a report will be written on all such property. One report will be sufficient, if property is appropriately inventoried. The report is to be titled "Abandoned" property. The responsibility of overseeing that this report process is followed will be the deputy who has been assigned to the WSS for the longest consecutive period of time. That deputy may complete the report and process, or delegate that the report and processing be accomplished by another employee assigned to perimeter security.