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Issue: 24-09 TRAINING BULLETIN DATE: February 26, 2024

## Property and Evidence Facility Policy Update: B-103 Weapons: Receiving and Processing

The changes listed below were made to the Property and Evidence Facility Policy which will be effective on February 26, 2024.

Policies are available in the official version of the Property and Evidence Room Policy and Procedures, which is located on the "Property Room Unit" page of the SharePoint website. The official Property and Evidence Room Policy and Procedures may be accessed by clicking on the link below:

http://sharepoint/ASB/SupportServicesDivision/SSC/PropertyRoom/PropertyRoomDocuments/Forms/AllItems.aspx?RootFolder=%2FASB%2FSupportServicesDivision%2FSSC%2FPropertyRoom%2FPropertyRoomDocuments%2FProperty%20and%20Evidence%20Room%20Policy%20and%20Procedures&FolderCTID=0x01200011175AEA221D2B459D6693144EA841D6&View={2D135E02-046A-4F5A-B567-4FA5FF58F65B}

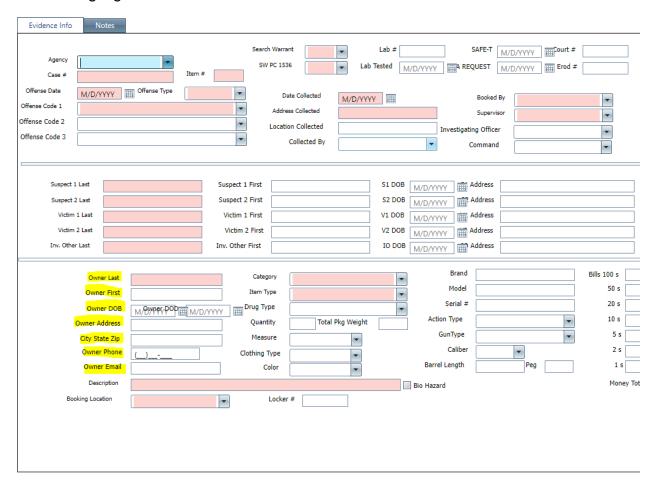
B-103 Weapons: Receiving and Processing

## PROCEDURE I:

All firearms will be boxed and have the File on Q label affixed to the right side of the opening flap of the box; see the below photo.



The booking officer **shall** include the following information in File on Q when booking firearms: Owner's name, mailing address, D.O.B. email address, and phone number. See the highlighted areas below.



This information is needed when the property room is required to send a letter to have the firearm released to the owner per California Department of Justice guidelines. In cases where the owner is temporarily living at another residence, i.e. a domestic violence restraining order; please use an alternative address. If no address is available ensure a working email is entered.