



1350 Norris Road, Bakersfield, California 93308-2231
Telephone (661) 391-7500

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.

Evidence Info		Notes	
Agency	<input type="text"/>	Search Warrant	<input type="text"/>
Case #	<input type="text"/>	SW PC 1536	<input type="text"/>
Offense Date	<input type="text"/>	Lab #	<input type="text"/>
Offense Code 1	<input type="text"/>	Lab Tested	<input type="text"/>
Offense Code 2	<input type="text"/>	SAFE-T	<input type="text"/>
Offense Code 3	<input type="text"/>	REQUEST	<input type="text"/>
		Booked By	<input type="text"/>
		Supervisor	<input type="text"/>
		Investigating Officer	<input type="text"/>
		Command	<input type="text"/>
Suspect 1 Last	<input type="text"/>	Suspect 1 First	<input type="text"/>
Suspect 2 Last	<input type="text"/>	Suspect 2 First	<input type="text"/>
Victim 1 Last	<input type="text"/>	Victim 1 First	<input type="text"/>
Victim 2 Last	<input type="text"/>	Victim 2 First	<input type="text"/>
Inv. Other Last	<input type="text"/>	Inv. Other First	<input type="text"/>
		S1 DOB	<input type="text"/>
		S2 DOB	<input type="text"/>
		V1 DOB	<input type="text"/>
		V2 DOB	<input type="text"/>
		IO DOB	<input type="text"/>
		Address	<input type="text"/>
		Address	<input type="text"/>
		Address	<input type="text"/>
		Address	<input type="text"/>
		Address	<input type="text"/>
Owner Last	<input type="text"/>	Category	<input type="text"/>
Owner First	<input type="text"/>	Item Type	<input type="text"/>
Owner DOB	<input type="text"/>	Drug Type	<input type="text"/>
Owner Address	<input type="text"/>	Quantity	<input type="text"/>
City State Zip	<input type="text"/>	Measure	<input type="text"/>
Owner Phone	<input type="text"/>	Clothing Type	<input type="text"/>
Owner Email	<input type="text"/>	Color	<input type="text"/>
Description	<input type="text"/>		Bio Hazard
Booking Location	<input type="text"/>	Locker #	<input type="text"/>
		Brand	<input type="text"/>
		Model	<input type="text"/>
		Serial #	<input type="text"/>
		Action Type	<input type="text"/>
		GunType	<input type="text"/>
		Caliber	<input type="text"/>
		Barrel Length	<input type="text"/>
		Peg	<input type="text"/>
		Bills 100 s	<input type="text"/>
		50 s	<input type="text"/>
		20 s	<input type="text"/>
		10 s	<input type="text"/>
		5 s	<input type="text"/>
		2 s	<input type="text"/>
		1 s	<input type="text"/>
		Money Tot	<input type="text"/>

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.