Property Room Unit

801.1 POLICY

Property and evidence are a critical responsibility of the criminal justice system.Property and evidence will be handled, stored, and processed with due regard to the chain of evidence, with clear identification of those persons authorized to remove and/or destroy property.

801.1.1 PURPOSE AND SCOPE

This policy provides the basic definitions of types of property that may be encountered by members of the Office and the proper collection, storage, and security of evidence and other property.

801.2 DEFINITIONS

Property – Includes all items of evidence, items taken for safekeeping, found property, and those designated for disposal and/or destruction.

Evidence – Includes items taken or recovered in the course of an investigation that may be used in the prosecution of a case. This includes photographs and latent fingerprints.
Safekeeping – Includes the following types of property:

(a) Property obtained by the Office for safekeeping such as a firearm;

(b) Personal property of an arrestee not taken as evidence; and

(c) Property taken for safekeeping under authority of a law (e.g., Welfare and Institutions Code § 5150).

Found property – Includes property found by a member of the Office or citizen that has no apparent evidentiary value and where the owner cannot be readily identified or contacted.

Property for Disposal/Destruction – Any item, including but not limited to firearms and ammunition, that has been seized from or voluntarily surrendered by a citizen to the Office for the purpose of lawful disposal or destruction.

801.3 SECURITY OF PROPERTY STORAGE AREAS

All property storage areas must remain secured during non-business hours.Access to these areas is restricted to authorized personnel only.Unauthorized entry is strictly prohibited unless one of the following conditions is met:

(a) The individual is under the direct supervision of Property Room staff;

(b) An emergency situation exists and a supervisor is present.

Any after-hours entry into secure areas of the Property Room by personnel not assigned to the Property Room Unit must be documented.The documentation shall include:

(a) The date and time of entry.

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(b) The names of all individuals who accessed the restricted area.

(c) The reason for the entry.

The associated report number shall be forwarded to the Support Services Division Commander or their designee.
Any after-hours entry into secure areas of the Property Room by personnel assigned to the Property Room Unit shall notify the Support Services Division Commander or their designee prior to entry.
Two-Person Rule – A control mechanism designed to achieve a high level of security and accountability for especially critical items of property (i.e. Money/valuable, firearms, narcotics, etc.).Under this rule, access and actions require the presence of two or more authorized members at all times.

801.4 PROPERTY HANDLING

Any member who comes into possession of any property shall retain such property in their possession until it is booked and placed in the designated property locker or storage room. Care shall be taken to maintain and document the chain of custody for all evidence in appropriate reports.

A written report is required detailing the circumstances by which property and/or evidence came into KCSO possession and describing each item of property obtained.Members shall indicate the disposition of all evidence in their report of the incident.

Whenever property is taken or received (e.g., relinquished firearms) from an individual, a property receipt form will be completed. The receipt shall describe the property and contain a notice on how to retrieve the property, as applicable, from the Office. A copy of the property receipt form shall be given to the individual from whom the property was taken or received.

801.4.1 PROPERTY/EVIDENCE TRANSPORTATION

Members shall transport property and evidence in their assigned vehicles when possible.Property or evidence shall not be stored in a member's desk, locker, vehicle, or any other container beyond the end of the shift that the property or evidence was obtained, unless prior approval has been granted by a supervisor for storage in those locations.Property not delivered to the Property Room will only be stored in authorized locations.

Exceptions: Cell phones seized that require immediate forensic analysis shall be entered into Axon and booked as evidence.The selected booking location will accurately reflect where the phone was left to maintain an accurate chain of custody record, i.e. submitted to CSI.

801.5 PROPERTY BOOKING PROCEDURE

All property must be booked prior to the member going off duty unless otherwise approved by a supervisor. Members booking property shall follow all guidelines set forth by the property room.

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Members booking property shall:

(a) Complete the Axon booking screen by completing all applicable sections for each item booked.

(b) Seal each item with evidence tape, initialed and dated;

(c) Package each item appropriately and attach the proper evidence labels for each item; and

(d) Place the booked item(s) into the appropriate locker or designated storage space.

801.5.1 LARGE ITEMS

Large items shall be placed on designated storage racks with a property tag attached.

801.5.2 PACKAGING CONTAINERS

- Members shall package all property, except narcotics/illicit substances, firearms, or money, in a suitable container available for its size. A property label shall be securely attached to the outside upper left corner of all items or group of items packaged together. Items too large for envelopes or bags shall have a tag attached to each item.
- Knife boxes should be used to package knives.

801.6 NARCOTICS AND ILLICIT SUBSTANCES

Narcotic and/or illicit substance evidence is divided into two categories.

Narcotic and/or illicit substance evidence which has evidentiary value and requires immediate analysis.

Narcotic and/or illicit substance evidence which has no evidentiary value and does not require analysis.

When narcotics and/or illicit substances from both categories are seized together, they shall be booked separately according to current property room guidelines.

801.6.1 EVIDENTIARY NARCOTICS AND/OR ILLICIT SUBSTANCES

Narcotics and/or illicit substances that have evidentiary value require immediate analysis. Immediate analysis is required when a suspect is in custody on charges related to the narcotics and/or illicit substances being booked, a citation has been issued, request for charges to be filed, or a known suspect is at large for whom an arrest warrant will be sought.

801.6.2 NON-EVIDENTIARY NARCOTICS AND/OR ILLICIT SUBSTANCES

Narcotics and/or illicit substances that have no evidentiary value, such as found narcotics and/or illicit substances or narcotics and/or illicit substances that are not related to pending charges against a suspect, will not be analyzed.

801.6.3 PACKAGING NARCOTICS AND/OR ILLICIT SUBSTANCES

All narcotics and/or illicit substances must be booked in accordance with the current Property Room guidelines. Property Room personnel are responsible for ensuring that all packaging and documentation meet the established requirements. Any narcotics, illicit substances, or

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paraphernalia containing visible drug residue must be double-packaged using heat-sealed K-Pak bags. However, marijuana and large items such as scales are exempt from this double-packaging requirement.

All narcotics or illicit substances must be weighed, including their packaging, and the approximate weight must be clearly documented in the booking paperwork, and must be printed on the label.

If lab analysis is required, the narcotics must be placed in a Narcotics Evidence Lab Envelope or an appropriately sized container, along with a completed District Attorney Crime Lab request for analysis. It is the responsibility of the seizing, booking, or investigating deputy to provide both the lab request and the necessary approval letter to the Property Room for processing.

801.7 EXPLOSIVES

The Bomb Squad shall be solely responsible for the handling, storage, sampling and disposal of all suspected explosives, as well as illegal, homemade, or modified fireworks.Explosives and restricted fireworks shall not be stored at any Office facility under any circumstances.Once identified, such items shall be immediately transferred to the Bomb Squad for proper management in accordance with safety and legal protocols.

Fireworks classified as "safe and sane," along with road flares and similar signaling devices, may be booked into the Property Room. These items must be stored in approved containers within a designated area specifically intended for flammable materials. Property Room personnel are responsible for ensuring that these materials are stored safely and securely.
The routine disposal of flammable materials booked into the Property Room shall be managed by Property Room staff. Disposal must be coordinated through the appropriate channels, either by releasing the materials to the Bomb Squad or to the Fire Department, depending on the nature of the items and Office procedures.

801.8 FIREARMS

Individuals who relinquish firearms pursuant to, who are subject to the relinquishment provisions of Penal Code § 29850 shall 29810(a)(1), shall be issued a receipt that describes the firearm, the serial number, or other identification of the firearm at the time of relinquishment (Penal Code § 29810).

Relinquished firearms shall be retained for 30 days, after which time they may be destroyed, retained, sold, or otherwise transferred, unless (Penal Code § 29810):
A certificate is issued by a judge of a court of record or the District Attorney stating the firearms shall be retained; or

The convicted person provides written notice of an intent to appeal the conviction that necessitated the relinquishment; or The Automated Firearms System indicates that the firearm was reported lost or stolen. In such event, the firearm shall be restored to the lawful owner as soon as it is

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no longer needed as evidence, the lawful owner has identified the weapon and provided proof of ownership, and the Office has complied with the requirements of Penal Code § 33850 et seq.

The Sheriff's Aide shall ensure the Records Administrator is notified of the relinquished firearm for purposes of updating the Automated Firearms System and the disposition of the firearm for purposes of notifying the California Department of Justice (DOJ) (See the Records Section Policy).

All firearms submitted to the Property Room must be secured in either a pistol or rifle box, depending on the size and type of the weapon. A printed barcode label shall be affixed to the firearm box for identification and tracking purposes. In cases where a firearm is too large to fit into a standard box, the barcode label must be attached to a card and securely fastened to the firearm's trigger guard.

Prior to booking, all firearms must be rendered safe. This includes the removal of any cartridges, clips, or magazines, which shall be placed in a small evidence bag, booked separately as additional item(s), and submitted along with the firearm. Ensuring the firearm is safe before submission is the responsibility of the booking deputy.
If a firearm is contaminated with blood or other bodily fluids, it must still be rendered safe and then packaged in accordance with biohazard evidence protocols. The exterior of the firearm box must be clearly marked to indicate that it contains a firearm and that it is classified as a biohazard.

Upon receipt, Property Room personnel will conduct CLETS/AFS checks and initiate an E-Trace request if necessary. The results and status of these checks shall be documented as part of the evidence record.

801.9 MONEY

When booking United States currency, it must be separated from all other property or evidence and packaged independently. For example, if a wallet containing cash is found or seized, the wallet and the currency must be booked as two distinct items.

The booking officer is responsible for counting all currency and recording the total amount on a currency label. This label must be affixed to the packaging in addition to the standard evidence label to ensure proper identification and tracking.
Currency packaging must follow these guidelines:

(a) Place all money in a clear, heat-sealable K-Pak bag.

(b) If the amount exceeds the capacity of one bag, use additional bags as needed.

(c) Each bag must be heat-sealed, and evidence tape shall be applied across the seal with the booking deputy's initials written on the seal.

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(d) A currency label must be used, in addition to the evidence label.

(e) Money must be separated from other property or evidence and must be packaged separately.For example, a found or seized wallet containing money would be booked as two separate items.

Any collectible currency or coinage with value exceeding its face amount must be booked as a separate item to ensure proper handling and documentation.
Once packaged, all currency must be transferred to the designated secure money vault for safekeeping and further processing.

801.10 EXCEPTIONAL HANDLING

Certain types of property require alternative handling procedures. The following guidelines apply:

(a) County-owned property, unless directly connected to a known criminal case, should be released immediately to the appropriate County department. In such cases, formal booking is not required.

(b) If no responsible party or department representative can be located, the property shall be booked for safekeeping

801.11 PROPERTY REQUIRING REFRIGERATION

Only evidence that requires laboratory analysis or contains perishable evidence shall be booked into the Property Room evidence refrigerator. All such evidence shall be accompanied by a properly completed DA Crime Lab "request for analysis."

(a) It is the responsibility of the seizing, booking or the investigating deputy to provide the request

801.12 RECORDING AND CONTROL OF PROPERTY

Property room personnel shall receive and process all property or evidence in a timely manner according to guidelines and the applicable State and Federal laws.They will ensure all applicable documentation is complete, accurate, and all items are labeled and packaged securely and appropriately.Property Room personnel will make the appropriate log entries in FileOnQ and place the item(s) in the proper location.

Property that is being returned after it has been checked out will be inspected by Property Room personnel to confirm the item being returned is the same item that was checked out.Once the item is re-sealed with evidence tape, Property Room personnel will accept the item and scan it showing it has been returned to the Property Room.

801.13 TRANSFER OF EVIDENCE TO CRIME LABORATORY

Property room personnel will scan the evidence out, indicating the date and time on the electronic property record.The evidence and the approved request for laboratory analysis will be transported to the Kern County DA Crime Lab by Property Room personnel or the investigating officer.

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801.14 VIEWING OF PROPERTY

It is occasionally necessary for investigating officers, attorneys, or members of the general public (when authorized) to view property being stored in the Property Room.When authorized persons properly request to view stored property or evidence, Property Room personnel will accommodate such a request within a reasonable time frame.

Property items shall not be removed individually from their packaging for viewing purposes. If an item needs to be examined, the entire package must be checked out. Upon return, the property must be repackaged in the same manner and condition as when it was originally withdrawn by the personnel who checked out the property.

All property must be signed out and signed back in following the same procedures used for standard property withdrawals. Property Room personnel will oversee and direct the signing of the property record.

The viewing of narcotics will be supervised by the Property Room Supervisor or Lieutenant.

801.15 RELEASE OF PROPERTY FOR COURT PROCEEDINGS

Evidence must be processed in various ways to obtain information for criminal prosecutions.In the event evidence must be released into the custody of allied agencies or individuals during legal proceedings, the integrity and the chain of custody must be maintained at all times to prevent evidence from becoming tainted and excluded from any cause of action.

Property room personnel will ensure proper documentation is entered into the FileOnQ system and a signature is obtained from the authorized personnel the property is released to.(Note: All narcotic evidence checked out to Office personnel shall have a court order or a subpoena. All narcotic evidence checked out to allied agency personnel shall have a court order, subpoena, or official department letterhead stating the reason for the narcotic release.)

801.16 RELEASE OF FIREARMS

Release/return of firearms will be conducted upon receipt of a request entered by the investigating officer or his/her designee in FileOnQ.Under no circumstances shall any firearm, magazine, or ammunition be returned to any individual unless and until such person presents valid identification and written notification from the California Department of Justice that conforms to the provisions of Penal Code § 33865.

Property room personnel shall make reasonable efforts to determine whether the person is the subject of any court order preventing the person from possessing a firearm and if so, the firearm will not be released to the person while the order is in effect.

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The Property Room Unit is not required to retain any firearm, magazine, or ammunition longer than 180 days after notice has been provided to the owner that such items are available for return. At the expiration of such period, the firearm, magazine, or ammunition may be processed for disposal in accordance with applicable law (Penal Code § 33875).

801.17 RELEASE OF FIREARM IN DOMESTIC VIOLENCE MATTERS

Within five days of the expiration of a restraining order issued in a domestic violence matter that required the relinquishment of a firearm or ammunition, the firearm shall be eligible for release to the owner if the requirements of Penal Code § 33850 and Penal Code § 33855 are met, unless the firearm or ammunition is determined to be stolen, evidence in a criminal investigation, or the individual is otherwise prohibited from possessing a firearm (Family Code § 6389(g); Penal Code § 33855).

801.18 RELEASE OF FIREARMS IN GUN VIOLENCE RESTRAINING ORDER MATTERS

Firearms and ammunition that were taken into temporary custody or surrendered pursuant to a gun violence restraining order shall be eligible for release to the restrained person upon the expiration of the order and in accordance with the requirements of Penal Code § 33850 et seq. (Penal Code § 18120).

If the restrained person who owns the firearms or ammunition does not wish to have the firearm or ammunition returned, he/she is entitled to sell or transfer title to a licensed dealer, provided that the firearms or ammunition are legal to own or possess and the restrained person has right to title of the firearms or ammunition (Penal Code § 18120).

If a person other than the restrained person claims title to the firearms or ammunition surrendered pursuant to Penal Code § 18120 and the Office determines him/her to be the lawful owner, the firearms or ammunition shall be returned in accordance with the requirements of Penal Code § 33850 et seq. (Penal Code § 18120).

Firearms and ammunition that are not claimed are subject to the requirements of Penal Code §34000.

801.19 RELEASE OF FIREARMS AND WEAPONS IN MENTAL ILLNESS MATTERS

Firearms and other deadly weapons confiscated from an individual detained for an evaluation by a mental health professional or subject to the provisions of Welfare and Institutions Code § 8100 or Welfare and Institutions Code § 8103 shall be released or disposed of as follows:

(a) If a petition for a hearing regarding the return of a firearm or a weapon has been initiated pursuant to Welfare and Institutions Code § 8102(c), the firearm or weapon shall be released or disposed of as provided by an order of the court. If the court orders a firearm returned, the firearm shall not be returned unless and until the person

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presents valid identification and written notification from the California Department of Justice (DOJ) that conforms to the provisions of Penal Code § 33865.

(b) If no petition has been initiated pursuant to Welfare and Institutions Code § 8102(c) and the firearm or weapon is not retained as evidence, the Office shall make the firearm or weapon available for return. No firearm will be returned unless and until the person presents valid identification and written notification from the California DOJ that conforms to the provisions of Penal Code § 33865.

(c) Unless the person contacts the Office to facilitate the sale or transfer of the firearm to a licensed dealer pursuant to Penal Code § 33870, firearms not returned should be sold, transferred, destroyed, or retained as provided in Welfare and Institutions Code § 8102.

801.20 DISPOSITION OF PROPERTY

Requests for disposition of property items held in the Property Room will be periodically sent to seizing/investigating officers via FileOnQ. Officers will indicate if items should be held, returned to owner, disposed, or released to another agency.Officers shall appropriately respond to the dispositions within two weeks of receipt.

801.21 AUTHORIZED METHODS OF PROPERTY DISPOSAL

Return to owner:

(a) Property room personnel shall attempt to contact the rightful owner by telephone and/or mail when sufficient identifying information is available. The property shall be released upon proper identification being presented by the owner for which an authorized disposition has been received. A signature of the person receiving the property shall be recorded on the electronic property record.

Release to finder:

(a) Any finder's claim for property stored in the Property Room shall be reviewed by the Property Room Supervisor. Final approval of all finder's claims will be made by the Commander of the Support Services Division.

(b) No property shall be released pursuant to a finder's claim until such time as a diligent effort is made to find the lawful owner of the property.

(c) Any and all property with an estimated value of $250.00 or more shall be publicized pursuant to California Civil Code Section 2080.3(a) prior to release of the property under a finder's claim.

(d) Pursuant to California Civil Code Section 2080.1, all persons seeking the release of property under a finder's claim shall file an "Affidavit of Finder" with the Property Room Supervisor (attachment "A"). Property will not be released to a claimant if no affidavit is on file with the Property Room.

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(e) No property will be released to a third-party claimant or the claimant's agent except in the event that the claimant is the successful bidder in a public auction as referenced in California Penal Code Section 2080.3.

(f) No firearms will be released to a finder pursuant to Penal Code 18005.

Auction:

(a) Auction of Property (ref. CC 2080 seq. & PC 12028 (c)) The Property Room Supervisor will review the potential auction list and contact the approved vendor to complete the process.The process will be followed in accordance with property room guidelines and legislative requirements.

(b) The Office will not participate in the auction of firearms.

Office or other agency use:

Converting property into the Office's custody, which was formerly evidence, recovered, abandoned or surrendered property, and has either been seized by or entrusted to the Office and has been released by proper authority for disposal, can be used to further the official duties of the Office or another agency.(Examples of conversion include but are not limited to: equipment into direct use, enhancement of existing equipment, decoy or bait in law enforcement operations, public education and law enforcement training aids.)Any person who misappropriates or diverts any property for personal use or as a gift, shall be considered to have committed embezzlement and will be subject to misconduct charges (DPPM B-100, C-100 or C-200) or criminal prosecution (California Penal Code Section 504, Kern County Ordinance Code Section 2.80.030).

Destruction:
Any item, which does not fall into the above categories and/or has been designated for destruction by a court, or any other lawful entity must be destroyed.

801.22 DESTRUCTION OF FIREARMS AND OTHER WEAPONS

The Property Room Unit supervisor or the authorized designee shall develop and maintain guidelines and procedures relating to the destruction of firearms and other weapons that include but are not limited to the following (Penal Code § 18005):

(a) Identification of firearms and other weapons that need to be destroyed

(b) Maintenance of records of firearms and other weapons that need to be destroyed, including entry into the Automated Firearms System, as applicable, and records of the destruction and disposal of those firearms and other weapons

(c) Identification of any law enforcement agency that the Office contracts with or has an agreement with related to the storage or destruction of firearms or other weapons that outlines the responsibilities of this office and the other agency

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If the Office contracts with a third-party for destruction of firearms or other weapons, the contract must explicitly prohibit the sale of any firearm or weapon or any part or attachment to the firearm or weapon.

The Property Room Unit supervisor or the authorized designee should ensure guidelines and procedures relating to the destruction of firearms and other weapons are posted on the Kern County Sheriff's Office website (Penal Code § 18005).

801.23 EXCEPTIONAL DISPOSITIONS

The following types of property shall be destroyed or disposed of in the manner, and at the time prescribed by law, unless a different disposition is ordered by a court of competent jurisdiction:

(a) Weapons declared by law to be nuisances (Penal Code § 29300; Penal Code § 18010; Penal Code § 32750)

(b) Animals, birds, and related equipment that have been ordered forfeited by the court (599a(Penal Code §

(c) Counterfeiting equipment (Penal Code § 480)

(d) Gaming devices (Penal Code § 335a)

(e) Obscene matter ordered to be destroyed by the court (Penal Code § 312)

(f) Altered vehicles or component parts (Vehicle Code § 10751)

(g) Narcotics (Health and Safety Code § 11474 et seq.)

(h) Unclaimed, stolen, or embezzled property (Penal Code § 1411)

(i) Destructive devices (Penal Code § 19000)

(j) Sexual assault evidence (Penal Code § 680)

801.24 DISPUTED CLAIMS TO PROPERTY

Occasionally more than one party may claim an interest in property being held and the legal rights of the parties cannot be clearly established. Such property shall not be released until one party has obtained a valid court order or other undisputed right to the property involved.

All parties should be advised that their claims are civil and in extreme situations, legal counsel for the Office may wish to file an interpleader to resolve the disputed claim (Code of Civil Procedure § 386(b)).

801.25 RETENTION OF BIOLOGICAL EVIDENCE

The Property Room Unit Supervisor shall ensure that no biological evidence held by the Office is destroyed without adequate notification to the following persons, when applicable:

(a) The defendant

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(b) The defendant’s attorney

(c) The appropriate prosecutor and Attorney General

(d) Any sexual assault victim

(e) The Detectives Bureau supervisor

Biological evidence shall be retained for either a minimum period that has been established by law (Penal Code § 1417.9) or that has been established by the Property Room Unit Supervisor, or until the expiration of any imposed sentence that is related to the evidence, whichever time period is greater. Following the retention period, notifications should be made by certified mail and should inform the recipient that the evidence will be destroyed after a date specified in the notice unless a motion seeking an order to retain the sample is filed and served on the Office within 180 days of the date of the notification. A record of all certified mail receipts shall be retained in the appropriate file. Any objection to, or motion regarding, the destruction of the biological evidence should be retained in the appropriate file and a copy forwarded to the Detectives Bureau supervisor.

Biological evidence related to a homicide shall be retained indefinitely and may only be destroyed with the written approval of the Sheriff and the head of the applicable prosecutor’s office.

Biological evidence or other crime scene evidence from an unsolved sexual assault should not be disposed of prior to expiration of the statute of limitations and shall be retained as required in Penal Code § 680. Even after expiration of an applicable statute of limitations, the Detectives Bureau supervisor should be consulted and the sexual assault victim shall be notified at least 60 days prior to the disposal (Penal Code § 680). Reasons for not analyzing biological evidence shall be documented in writing (Penal Code § 680.3).

801.26 UNCLAIMED MONEY

Currency that is booked into the Property Room and is unclaimed or abandoned is deposited into Trust Fund 24005 pending final disposition. Annually, the Financial Services Section audits monies being deposited into Trust Fund 24005. The audit consists of publishing an advertisement for the public, listing any unclaimed/abandoned funds. The advertisement identifies the Property Room Supervisor as the contact person for any claims, a claim deadline, and the Supervisor's contact information. If the Supervisor is not available for an extended period of time, the Property Room Lieutenant's contact information will be used instead. Procedures for the deposit of unclaimed monies will be in accordance with Property Room guidelines.

801.27 DESTRUCTION OF FIREARMS AND OTHER WEAPONS

The Property Room Unit supervisor or the authorized designee shall develop and maintain guidelines and procedures relating to the destruction of firearms and other weapons that include, but is not limited to the following (Penal Code § 18005):

Identification of firearms and other weapons that need to be destroyed

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Maintenance of records of firearms and other weapons that need to be destroyed, including entry into the Automated Firearms System, as applicable, and records of the destruction and disposal of those firearms and other weapons

Identification of any law enforcement agency that the Office contracts with or has an agreement with related to the storage or destruction of firearms or other weapons that outlines the responsibilities of this office and the other agency

If the Office contracts with a third-party for destruction of firearms or other weapons, the contract must explicitly prohibit the sale of any firearm or weapon or any part or attachment to the firearm or weapon.

The Property Room Unit supervisor or the authorized designee should ensure guidelines and procedures relating to the destruction of firearms and other weapons are posted on the Kern County Sheriff's Office website (Penal Code § 18005).

801.28 INSPECTIONS OF THE EVIDENCE ROOM

All general property and evidence will be inventoried at least one time a year. Narcotics, firearms and money will be inventoried quarterly. The Property Room Supervisor and Lieutenant shall review the inventories upon completion to ensure any/all unaccounted-for items are documented appropriately and dealt with accordingly.The Property Room Supervisor will conduct random audits of selected areas on a regular basis.

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