

## **PROPERTY OFFICER**

### **2017 Task List**

#### **Booking and Release**

1. Categorizes and labels evidence that is for appropriate storage based on information obtained from reports presented by sworn Department Personnel during time of booking, such as Property and Arrest reports, by referencing report information, such as Division of Record number (DR #), booking officer and evidence list, in compliance with Los Angeles Police Department (LAPD) standards to avoid loss, theft or damage of booked property.
2. Enters evidence information into the Automated Property Management Information System (APIMS), such as primary involved party, date, serial number, description of article, and report number, in order to electronically inventory all evidence stored within the Property Division for investigative purposes, such as for use as court evidence or for analysis of evidence.
3. Visually and physically compares actual property to the property description on the property list by examining property characteristics, such as the quantity, color and/or property type, to ensure the description and actual property match and is accurately logged.
4. Retrieves and releases booked evidence, such as firearms, narcotics, and/or United States (US) currency, from a storage area by generating the proper paperwork in APIMS and obtaining signature at the time evidence is released when evidence is requested by LAPD investigators, outside law enforcement agencies, and/or independent laboratories for investigative purposes, or for release to rightful owner in compliance with Property Division procedures regarding the booking, disposition and storage of property.
5. Counts US currency by hand that is presented for booking to ensure the amount of money presented matches the documentation associated with the booking and is in compliance with LAPD standards regarding the booking, disposition and storage of property.

#### **Administrative**

6. Inventories storage facilities and files on a monthly basis by verifying content and location of booked evidence in order to maintain accurate records which may be needed for investigative purposes, such as for viewing evidence, photographing evidence, and/or fingerprinting, and court proceedings.
7. Conducts a daily shift audit of all property entered into APIMS from the prior shift by generating a watch audit report and verifying the accuracy and completeness of information such as the D.R. #, the primary involved party, and the packing of evidence in compliance with Property Division standards as it relates to the booking, disposition and storage of property.

8. Files, sorts, and separates various reports, including Property Reports, Arrest Reports, and/or Investigative Reports by hand to ensure the reports are in divisional and numerical order.

### **Communications**

9. Communicates via email, phone, fax, and/or in person with Department personnel, such as detectives, patrol officers, and criminalists, to track the chain of custody (from time of booking to disposition) of booked evidence and to ensure the process is completed in compliance with LAPD standards as it relates to the booking, disposition and storage of property.
10. Communicates via phone or in person with citizens regarding various inquiries related to the release of booked property.

### **Safety Focus**

11. Visually and physically inspects firearms and hazardous materials, such as chemicals, narcotics, explosives, and biological articles in a safe manner by verifying firearms are unloaded, ensuring hazardous material is packaged properly and wearing gloves during booking and release in order to maintain a safe working environment.