

PROPERTY OFFICER

2020 Task List

Booking and Release

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

Administrative

6. Inventories storage facilities and files on an as-needed 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 evidence and property entered into APMIS 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 packaging and storage of evidence and property booked in compliance with Evidence and Property Management Division standards.

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 evidence and property.
10. Communicates via phone or in person with community members 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.