



FULLERTON POLICE DEPARTMENT
MEMORANDUM
ROBERT DUNN, CHIEF OF POLICE

Date: November 27, 2019
To: All Fullerton Police Department Employees
From: Robert Dunn, Chief of Police
Subject: Directive #19-03 – Property Booking Procedure

The purpose of this directive is to update Fullerton Police Department policy 804.3.1 - 'Property Booking Procedure.' The following changes are effective immediately and will be incorporated into the Fullerton Police Department's Policy Manual during the next revision.

804.3.1 Property Booking Procedure

All property shall be booked as soon as practicable and must be booked prior to the employee going off-duty; if extenuating circumstances exist, Captain approval must be obtained to hold property. Employees booking property shall observe the following guidelines:

- a. Complete the property report page describing each item of property separately, listing all serial numbers, owner's name, finder's name, and other identifying information or markings.
- b. Mark each item of evidence with the booking employee's initials and the date booked using the appropriate method so as not to deface or damage the value of the property.
- c. Complete an evidence/property report and attach tag(s) to each package or envelope in which the property is stored.
- d. When the property is too large to be placed in a locker, the item may be retained in the overflow room.

