
Evidence Processor

812.1 RESPONSIBILITIES:

Narrative Statement:

Evidence lockers will be maintained only in the following locations:

Morongo Basin

Rancho

Victorville

Central – San Bernardino [REDACTED]

The Deputy Chief Probation Officer will designate in each office at least two (2) but no more than four (4) persons to be the Evidence Processor.

The names and phone number of the designated Evidence Processor will be posted on the door to the Evidence Locker.

Only the Deputy Chief Probation Officer and the designated Evidence Processor will have access to the Evidence Locker.

Once a Probation Officer has packaged and tagged the evidence, the packaged evidence shall be given to the designated Evidence Processor.

The Evidence Processor will check the items to be stored, making sure the items are appropriate for evidence processing and the items are packaged and labeled properly.

The Evidence Processor will then log the evidence into the Evidence database and secure the items in the Evidence Locker.

[REDACTED].
The Evidence Processor will be responsible for digitally photographing items that need to be entered into evidence, but are not appropriate for storage in the Evidence Locker such as drug and gang paraphernalia.

Probation Officers will bring items to the Evidence Processor along with a copy of the property receipt. The Evidence Processor will take the photo, enter the image into a secured database, enter the photo number and property receipt information into the Evidence database. After verifying the image has been captured, the Evidence Processor will return the property to the Probation Officer who will be responsible for seeing that the items are disposed of. Only the Evidence Processor will have access to place images into the Evidence database, printout images and remove images from the Evidence database.

An Evidence Coordinator will be appointed by the Deputy Chief Probation Officer. Every quarter the Evidence Coordinator will query the database to determine the status of evidence and report the information to the Deputy Chief Probation Officer. This query will include digital images. Each Supervising Probation Officer will be given a list of the evidence their officers have in the Evidence

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Locker. The Supervising Probation Officer will then have each officer assess the status of the case for which the evidence was taken.

The Probation Officer will update the status of the evidence and label with: 'Maintain Evidence' and reason or 'OK to Destroy'. After reviewing the evidence list, the list will be returned to the supervisor who will forward it to the Evidence Coordinator. The Evidence Coordinator will in turn forward the list to an Evidence Processor for disposition.

If the evidence is labeled 'OK to Destroy', the Evidence Processor will remove the item(s) from the Evidence Locker, log it 'out' in the database, and legally and appropriately destroy the evidence items.

If a firearm is to be destroyed, the Evidence Processor will record the make, model and serial number on 'Firearm Destruction' form (see Attachment A), obtain a Judge's signature for destruction, and take the [REDACTED]

[REDACTED] A copy of this form signed by the person who takes possession of the item at the Crime Lab, will be sent to the Safety Officer.

All weapons, other than firearms and miscellaneous contraband, will be inventoried and listed on a Weapons Destruction form (see Attachment B) and taken to the Crime Lab for destruction.

The Evidence Processor will remove digital images that are identified for destruction from the database. A record of the deleted images will be sent to the Evidence Coordinator for his records retention file.

When a Supervising Probation Officer is notified that an employee is being transferred, he/she will contact the Evidence Coordinator and request a 'Query of Evidence' by that officer. The Evidence Coordinator will complete the query and forward it to the requesting supervisor. The supervisor is to ensure the officer updates the status of the evidence prior to his/her transfer. The same process should be followed for officers who are retiring or separating from the department.

812.2 ATTACHMENTS:

See attachment: [Evidence Processor Procedure Attachment A \(Lexipol 12-23-02\).pdf](#)

Attachments

Evidence Processor Procedure Attachment A (Lexipol 12-23-02).pdf

ATTACHMENT A

IN THE COURT OF THE STATE OF CALIFORNIA
IN AND FOR THE COUNTY OF SAN BERNARDINO
PROBATION DEPARTMENT

_____ TO THE SUPERIOR COURT OF SAN BERNARDINO COUNTY

We are requesting permission to destroy and/or dispose of the following weapons pursuant of Section 12028/12030 of the Penal Code.

Serial Number

Make/Model

Probation Number

Authorization to Destroy Weapons

Probation Officer

Date

Judge

Date

