



SACRAMENTO POLICE DEPARTMENT

OFFICE OF INVESTIGATIONS



410.03

UNDERCOVER OPERATIONS - PROPERTY

09-16-91

PURPOSE

To establish procedures for the use of auction property for purposes of conducting criminal investigations.

POLICY

That, when appropriate, officers may utilize auction property for purposes of conducting criminal investigations.

PROCEDURE

A. DOCUMENTATION

1. The only property that may be authorized shall be property scheduled to be released by the Property Management Section to the Corporation Yard for public auction.
2. When it is deemed necessary to obtain property from the Property Section for use in police operations, the following procedures shall be followed:
 - a. Requesting officers shall initiate an Authorization For Use of Stolen Property form (SPD 617), to include:
 - (1) A detailed description of the property
 - (2) The appropriate crime report number.
 - b. Each item of property authorized for use shall be accounted for on a separate memorandum of authorization.
 - c. The authorization and memorandum shall be directed to the Property Management Administrator for the authorization and release of specifically named property to the detective for use in an operation.
 - (1) This memorandum shall be signed by the Section Commander and authorized by the Office Chief, OOI.
 - (2) The original memo authorizing release of property shall be signed and dated by the detective upon receiving the specified item of property.
 - d. The Property Management Section shall be given the original memo of release and a copy shall be retained by the detective receiving the property.

B. ACCOUNTABILITY

1. Each letter authorizing property to be used for undercover operations receives a reference number assigned by Property Management Section. This reference number is properly coded so that both the affected Section and Property Management Section shall be able to easily refer to specific items of property. These reference numbers have the letters AP, the year shall follow and a dash listing the number of property used for that year i.e., AP87-1, AP87-2, etc.
2. The receiving detective shall place the copy in the Section's "Property Control Book" for the purpose of tracking.
3. The "Property Control Book" shall consist of two sections.
 - a. Section #1 shall be for active operations
 - b. Section #2 shall be for all closed operations having a final disposition.
4. The Section Commander shall submit copies of each request sheet which does not have a final disposition to the Captain of the Detective Division monthly.
 - a. These copies shall be routed to the Property Management Administrator where they determine if their records coincide with those of OOI.
 - b. Any discrepancy shall be brought to the attention of the Captain, Detective Division, who shall immediately conduct an investigation to reconcile these differences.