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06/22/16

Protocol for Processing Homeless Property “Bag & Tag” (Re-issue DB 14-105)

The purpose of this Department Bulletin is to outline policy and procedure for processing the personal property of homeless subjects and/or abandoned property.

While enforcing the law, officers routinely contact homeless individuals and their personal property. Other times, officers may locate abandoned property that an officer may reasonably believe belongs to a homeless individual.

Further, a homeless person’s property may be deemed by an officer to be “infectious” due to presence of potential biohazards such as fecal matter, needles, etc. As such, this potentially infectious material shall not be brought into a station to avoid unnecessary exposure to other officers.

Officers who arrest a person in possession of an impractical amount of property OR who find abandoned personal property on the street and the responsible party cannot be located should follow Department of Public Works (DPW) “Bag and Tag” procedures denoted in the protocol below.

Procedures for Processing Property Belonging to Homeless Individuals

- Contact the Department of Public Works Radio Room at (415) 695-2134.
- Officers are to provide DPW the location, officer name and star. Get an ETA (see below).
- DPW will respond and assess the material for environmental hazard issues.
- DPW will then take charge of the property.
- DPW will tag items to log the property as follows:
 - a. Date
 - b. Time
 - c. Location
 - d. Name of DPW employee and officer(s)
 - e. Name of arrestee if applicable
- If DPW response time is lengthy and with supervisor approval due to extenuating circumstances, officers may bring non-hazardous property to a holding area at the station where it can be picked up by DPW. Officers must provide the station keeper with an ETA from DPW, and an incident report generated.
- “Bag and Tag” on Rec and Park property. Contact Gary McCoy at Rec and Park for assistance: 415-831-2749 or Gary.McCoy@sfgov.org.

Officers taking personal property from an individual who is arrested shall refer to DGO 6.15 (Section III. A. 1.) and issue the individual a property receipt (SFPD 315) in duplicate.

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Describe the property in the incident report. If no one claims ownership of the property then officers do not have to issue a property receipt.

Department of Public Works Policy

Only personal property is collected for storage at the DPW Maintenance Yard which is located at 2323 Cesar Chavez Street.

- a. Items of value are stored in the Personal Items Storage Containers
- b. Items soiled with urine, fecal matter, or mold are destroyed
- c. No furniture or mattresses are stored
- d. Food items will be bagged and stored for no more than five (5) days
- e. Property is held for 90 days or 120 days if referred by SFPD

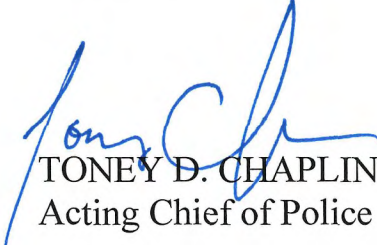
References:

See Department Bulletin 15-198, "Rights of the Homeless"

Department of Public Health - Homeless Outreach Team (H.O.T.) phone number: 415-355-7445

Members of the Airport Bureau will follow the Airport Bureau Order for the Processing of Property.

Per DB 15-141, sworn members are required to electronically acknowledge this Department Bulletin in HRMS.


TONEY D. CHAPLIN
Acting Chief of Police