



# DEPARTMENT NOTICE

24-028

Published: 02/29/24

Expires: 02/29/27

## Property Control Division "Right of Refusal" Policy

(Update to DN 21-021)


Officers should be aware that the Property Control Division has established a "Right of Refusal" policy for improperly packaged items. When picking up property from the district stations, or in the field, representatives from Property Control will not accept the following examples of improperly booked/packaged items:

- Firearms that the station keeper has not certified as unloaded (see DN 23-084).
- Domestic or foreign currency that is booked with other property (money must be in a separate money envelope).
- Money envelope not having the verification stamp indicating the signature and star number on the back flap of the officer counting currency and the Supervisor verifying currency.
- Insufficient information on envelope or tag. All sections must be filled in, and serial numbers, make, model, and detailed descriptions of items must be written on the envelope.
- Packaging where there are no star number and initials on the envelope seal.
- Bloody/wet clothing not packaged properly and/or leaking through the bag. (Bloody/wet clothing must be dried. See DGO 6.02).
- Perishable items, unless approved by the OIC of Property Control (see DGO 6.15).
- Separate pieces of property taped or tied together with a single tag (each piece of property must have its own tag).
- Clothing shall be bagged not tagged.
- Found property or property for safekeeping without the correct color-coded label affixed.
- Items listed as Found Property with a differing type of occurrence on the property tag or envelope.
- Property tags without a properly itemized barcode label, to include Found Property (see DN 24-015).
- Hazardous or unsafe items unless approved by the OIC of Property Control (see DGO 8.07).

Property shall be properly logged into the District Station Property Control Log (SFPD form 230). **Members shall list each booked item on its own line on the District Station Property Control Log. Members shall not list multiple items on one line.** If property is improperly booked/packaged, the Property Control officer will not accept the item.

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The refusal will be noted on the District Station Property Control Log and the station keeper will be notified of the reason for the refusal. A Property Control officer will pick up the item the next day after the property has been properly booked/packaged. The station keeper shall be responsible for ensuring that property is booked appropriately.

  
WILLIAM SCOTT  
Chief of Police

*Per DN 23-152, all sworn & non-sworn Members shall electronically acknowledge this Department document in PowerDMS within (30) thirty calendar days of issuance. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be sent to [sfpd.writtendirectives@sfgov.org](mailto:sfpd.writtendirectives@sfgov.org) who will provide additional information.*