



KERN COUNTY PROBATION DEPARTMENT

Policies And Procedures

TITLE: Seizure of Property and/or Evidence			Article: 1712
APPROVED: William Dickinson, Chief Probation Officer			
EFFECTIVE: May 2014	REVIEWED: August 2018	REVISED: September 2024	UPDATED: May 2014

POLICY

Generally, only items that are evidence of a law violation or violation of probation that will be used in pending Court action should be seized. Only items of this nature will be allowed to be booked into the Kern County Sheriff's Office Property Room. All items seized shall be booked into the Kern County Sheriff's Office Property Room by the end of your shift unless Supervisor approval is given for a later booking. All items booked into the Kern County Sheriff's Office Property Room must be accomplished pursuant to Kern County Sheriff's Office Property Storage Retrieval Policy No: J-1800. Please refer to the Kern County Sheriff's Office Property Storage/Retrieval Policy contained herein.

In cases involving juveniles, items that are perceived by the officer to be inappropriate for the minor to possess by reason of questionable legality or dangerousness may be seized. The officer should ask the minor's parent(s) to dispose of the item or to retain the item in their possession. If the parent is viewed as being unlikely to follow through, the officer can ask permission from the minor and/or his parent(s) to personally dispose of or destroy the item, and then immediately do so in accordance with attached procedure.

PROCEDURE FOR SEIZING AND LOGGING EVIDENCE

In all cases when evidence or property is seized, the officer must complete a Property Receipt and Evidence Record (P.R.E.R.) form in duplicate. The officer must list the items being seized and attempt to have the offender sign his/her name. The officer will then sign the property receipt in the offender's presence. The carbon copy will be given to the offender, or if no one is present, shall be affixed prominently in a conspicuous place. The original copy will be placed in the Probation file or retained by the officer if no probation file exists.

When completing the P.R.E.R., it will be necessary for the officer to keep in mind that certain evidence and property must eventually be disposed of by different methods. Such items must be listed separately and will be assigned different property numbers for booking into the Kern County Sheriff's Office Property Room.