

ATHERTON POLICE DEPARTMENT



2024

PROPERTY FACILITY INVENTORY

COMPLETED February 26, 2025

PREPARED BY

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PURPOSE

The purpose of this inventory was to complete a thorough examination of all property items contained on the Atherton Police Department premises.

SCOPE

The scope of the inventory focused on the following items:

1. All property items contained on the facility premise.
2. All property contained within the firearms safe.
3. All property contained within the narcotics safe.
4. All property contained within the currency safe.

OBJECTIVE

To complete a 'shelf to record' inventory, i.e., a physical item inventory checked against a corresponding computer record. In addition, each corresponding record was reviewed for accuracy and consistency.

The inventory was completed on all items, with sharp focus given to narcotics, currency, and firearm evidence.

ATHERTON POLICE DEPARTMENT MAIN PROPERTY ROOM

FIREARMS AND AMMUNITION

These items are housed within the property room in a secured shelving area. The Detective Sergeant and the SSC possess the PIN code for access.

All items were accounted for in the RIMS PROPERTY database.

NARCOTICS

These items are housed within the property room in a secured narcotics cabinet. The Detective Sergeant and the SSC possess the PIN code for access.

Items are housed by two separate status codes, 'evidence' or 'for destruction.' This practice provides more efficient access to the items should they be subpoenaed for Court, prepared for disposal, etc. As cases are adjudicated, items are relocated from 'evidence' to 'destruction' for accuracy purposes.

In addition to housing the items separately, orange 'destroy' stickers are adhered to the 'destruction' items for easier identification.

All items were accounted for in the RIMS PROPERTY database.

CURRENCY/JEWELRY

These items are housed within the property room in a secured shelving area. The Detective Sergeant and the SSC possess the PIN code for access.

All items were accounted for in the RIMS PROPERTY database.

FOUND

These items are shelved in the property room and are organized by case number.

The found property area contained 1 item of property associated with 1 case:

All items were accounted for in the RIMS PROPERTY database.

SAFEKEEPING

These items are shelved in the property room and are organized by case number.

All items were accounted for in the RIMS PROPERTY Database.

ALL OTHER EVIDENCE

Past practice at the Atherton Police Department deemed all evidence boxed and shelved exclusively by case year. With the relocation of the Department to the new facility, property has been relocated into various auxiliary structures, as well as housed in the new property facility.

- *Active Warrants – All items accounted for*
- *Bicycles – All items accounted for*
- *Biohazard – All items accounted for*
- *Digital Devices – All items accounted for*
- *Digital Media – All items accounted for*
- *DMV Returns – All items accounted for*
- *Evidence Kits – All items accounted for*
- *Flammable Items – All items accounted for*
- *General Case Storage – All items accounted for*
- *Large Item Storage – All items accounted for*
- *Long Term Storage – All items accounted for*
- *Refrigerated Storage – All items accounted for*
- *S:// Drive – All items accounted for*

ACTIVE WARRANTS

Evidence items related to cases that have gone to a warrant, outstanding warrant storage had 16 items associated with 6 cases shelved in storage bins in the property room.

2008 – 3 items associated with 1 case

2009 – 11 items associated with 3 cases

2014 – 1 item associated with 1 case

2015 – 1 item associated with 1 case

BICYCLE STORAGE

In addition to evidence, the bicycle storage area houses bicycles, and scooters with statuses such as safekeeping, found, and for destruction.

All items were accounted for in the BICYCLE STORAGE

BIOHAZARD

Evidence items related to biological evidence.

All items were accounted for in the BIOHAZARD storage

DIGITAL DEVICES

Evidence items consisting of phones, tablets, laptops, etc.

All items were accounted for in the DIGITAL DEVICES

DIGITAL MEDIA

Evidence items used to store digital files on digital disks and drives.

All items were accounted for in the DIGITAL MEDIA

DMV

These items are shelved in the property room and include Items slated to be returned to the DMV (license plates, registration tabs, etc.).

All items were accounted for in the DMV storage

EVIDENCE KITS

Evidence items consisting of assault kits and serology specimens.

All items were accounted for in the EVIDENCE KITS storage

FLAMMABLE ITEM STORAGE

Evidence requiring storage due to a risk of ignition, the flammable storage locker is located in the large item storage area.

All items were accounted for in the FLAMMABLE ITEM STORAGE

GENERAL CASE STORAGE

Evidence housed under general case storage is stored by year.

All items were accounted for in the GENERAL CASE STORAGE

LARGE ITEM STORAGE

Evidence items requiring more storage space.

All items were accounted for in the RIMS PROPERTY

LONG TERM STORAGE

Evidence items retained after adjudication or statute retention.

All items were accounted for in the LONG-TERM STORAGE

REFRIGERATED STORAGE

Evidence items with notations stating refrigeration is required.

All items were accounted for in the REFRIGERATED STORAGE

S:// DRIVE

Evidence that is retained in digital format.

All items were accounted for in the S:// DRIVE

INVENTORY AUDIT OBSERVATIONS

1) None

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