



# CITY OF MANTECA

POLICE DEPARTMENT

August 24, 2017

The Honorable Jose L. Alva  
Presiding Judge of the San Joaquin County Superior Court  
180 W. Weber Avenue Suite #1360J  
Stockton, CA 95201

**Re: Response to the San Joaquin County Civil Grand Jury Report titled "San Joaquin County Property Rooms Missing or Messy 2016-2017 Case No. 0316"**

Dear Members of the Grand Jury and Honorable Presiding Judge Alva:

The City of Manteca Council is in receipt of the San Joaquin County Grand Jury's report entitled "San Joaquin County Property Rooms Missing or Messy." The report was a review of 11 county law enforcement agencies' property rooms to determine compliance with their own policies and procedures along with the recommended policies and best practices of California Peace Officer Standards and Training (POST) and Lexipol.

## **Response to Grand Jury's Findings**

**Finding F1.1** *There are no policies and procedures for annual audits of the property room.*

We agree with Finding F1.1. The current Lexipol policy did not possess verbiage specific to annual audits of the property room.

**Finding F1.2** *Manteca Police Department has never conducted an audit, inventory or inspection, as outlined in the Manteca Police Department Policy Manual 803.8 (a).*

We agree with finding F1. The Manteca Police Department has not conducted an audit, inventory or inspection as outlined in policy 803.8(a).

**Finding F1.3** *The supervisors never attended formal property and evidence management training.*

Although the current investigation's supervisor has received numerous hours of training related to evidence collection, preservation and documents, he has not received formal training specific to Property and Evidence Management.

## Response to Grand Jury's Recommendations

**Recommendation F1.1** *By December 31, 2017, develop, adopt, and implement policies and procedures for annual audits of the property room.*

The Manteca Police Department reviewed and revised Lexipol Policy 803.8 by adding the following subsection to address annual audits:

Subsection (d) An annual audit of evidence held by the department shall be conducted by the Operations Division Commander. An annual audit report will be produced and provided to the Chief of Police.

**Recommendation F1.2** *By December 31, 2017, develop, adopt, and implement policies to conduct monthly inspections of the property room and evidence room, more frequently than what is outlined in the Manteca Police Department Policy Manual 803.8(a).*

The Manteca Police Department added the following subsections to Lexipol Policy 803.8 to address inspections of the evidence/property room:

Subsection (a) On a monthly basis, the detective supervisor or services division commander shall make an inspection of the evidence storage facilities and practices to ensure adherence to appropriate policies and procedures.

Subsection (b) Unannounced inspections of evidence storage areas shall be conducted annually as directed by the Chief of Police.

Subsection (c) Whenever a change is made in personnel who manage the evidence room, an inventory of any or all evidence/property may be made by the incoming manager of the evidence room, or an individual(s) not associated with the property room, to ensure that records are correct and all property/evidence is accounted for.

**Recommendation F1.3** *By December 31, 2017, develop, adopt, and implement a schedule for training of the property supervisor at a POST course in property and evidence management.*

The department's training manager is in the process of scheduling the investigation's supervisor to attend a POST Evidence and Property Management Training Class.

### Conclusion

Once you have had the opportunity to review the foregoing, please contact the undersigned with any follow-up comments or questions you may have.



Stephen F. DeBrum, Mayor, City of Manteca

8.25.17

Date

CC: San Joaquin County Grand Jury