

Kathy Dockins

PRO: Section FF

From: Greg Lineberry
Sent: Wednesday, August 21, 2013 3:37 PM
To: Alicia Hammond; Kathy Dockins
Cc: Scott Smith
Subject: FW: Procedure 17.06.B

Please make the change as shown below.

Greg

From: Scott Smith
Sent: Wednesday, August 21, 2013 3:36 PM
To: Greg Lineberry
Subject: RE: Procedure 17.06.B

Good to go boss.

Scott

From: Greg Lineberry
Sent: Wednesday, August 21, 2013 3:14 PM
To: Scott Smith
Cc: Alicia Hammond; Kathy Dockins
Subject: Procedure 17.06.B

Scott,

Alicia discovered that there might be one more area that needs to be updated to reflect the changes with the firearms in boxes. Section 8 currently reads:

8. **Firearms** will have a Property Evidence Tag attached using a wire tie. **Do not place firearm in a gun box unless it will be processed for latent prints or DNA.** Guns placed in gun boxes will be verified by a second person that the gun was made safe.
 - a) In all cases involving the impounding of firearms, the weapon is packaged separate from ammunition and holster/case.
 - b) All firearms must be **unloaded** and made safe prior to securing in the Station/Evidence Entry lockers.

To Read

Firearms placed in gun boxes will be verified by a second person that the gun was made safe.

*updated & uploaded
8/29/13*

- a) In all cases involving the impounding of firearms, the weapon is packaged separate from ammunition and holster/case.
- b) All firearms must be **unloaded** and made safe prior to placing in a gun box and securing at the Station/Evidence Entry lockers.

Ok with that change?

Captain Greg Lineberry

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Kathy Dockins

From: Alicia Hammond
Sent: Wednesday, August 21, 2013 1:51 PM
To: Kathy Dockins
Subject: RE: Procedure manual update and training bulletin

Just confirmed with Greg via phone that "Rifles and Firearms" (old section H of Procedure 17.07) should be eliminated completely and everything below it moved up as a result.

Alicia

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Integrity - Professionalism - Honor

From: Alicia Hammond
Sent: Wednesday, August 21, 2013 1:38 PM
To: Greg Lineberry
Cc: Kathy Dockins
Subject: RE: Procedure manual update and training bulletin

Greg,

To confirm, no changes needed on the Training Bulletin end, correct?

Not trying to beat a dead horse here, but it makes more sense to me for Section H of Procedure 17.07 to be deleted all together (no title even) since the TB reads "Also, Section H, Rifles and Firearms is deleted and merged with Section G..."

Maybe there is a purpose to retaining the section title that I am not aware of, but that's my two cents. ☺

Thanks!

Alicia

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Integrity - Professionalism - Honor

From: Greg Lineberry
Sent: Wednesday, August 21, 2013 12:27 PM
To: Kathy Dockins; Jerry Strieck
Cc: Alicia Hammond; Joe Neussendorfer
Subject: RE: Procedure manual update and training bulletin

Kathy,

Sorry, I suspect I sent you one of the many versions of this that was shuffling around but not the final.

Yes, my final copy shows that section H Rifles and Firearms was eliminated. The only text under it said refer to Section G. And Section G was renamed Firearms and Ammunition to cover both handguns (old G) and rifles (old H).

Greg

From: Kathy Dockins
Sent: Wednesday, August 21, 2013 11:08 AM
To: Greg Lineberry; Jerry Strieck
Cc: Alicia Hammond; Joe Neussendorfer
Subject: FW: Procedure manual update and training bulletin

Hello,

Alicia was asking me a punctuation question on the new training bulletin and I noticed that the information in the bulletin does not match the changes submitted to me.

The training bulleting indicates that Section H was to be deleted and merged with Section G under Procedure 17.07 (Specific Packaging Requirements). In addition, Section G was to be renamed. However, the specific procedural text provided to me did not include these changes.

As I've already uploaded my changes, please review the version of the Procedure Manual currently online and let me know if it needs to be changed to match the Training Bulletin or vice versa.

Thank you!
Kathy D

From: Kathy Dockins
Sent: Wednesday, August 21, 2013 9:50 AM
To: Greg Lineberry; Jerry Strieck
Cc: Alicia Hammond; James Lever; Dan Templeman; Scott Smith; Joe Neussendorfer
Subject: RE: Procedure manual update and training bulletin

The Procedure Manual has been updated and uploaded.

Thanks,
Kathy D

From: Greg Lineberry

Sent: Wednesday, August 14, 2013 12:07 PM
To: Jerry Strieck; Kathy Dockins
Cc: Alicia Hammond; James Lever; Dan Templeman; Scott Smith
Subject: Procedure manual update and training bulletin

Jerry,

Attached is a training bulletin and a page with two procedure manual changes. Can you make a final review of the bulletin (page 1) and have it formatted for a training bulletin and then sent to Alicia for distribution?

Kathy: procedure changes are approved and can be integrated into the procedure manual.

Captain Greg Lineberry

Everett Police Department

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<< File: Gun Box and Locker Backpack New Procedures draft.docx >>

17.06 PACKAGING AND TAGGING PROPERTY/EVIDENCE

SECTION B

ADD #20 TO READ

Backpacks, duffel bags and other containers that are impounded for the purposes of serving a search warrant will be stored in the separate lockers marked "PENDING SEARCH WARRANT." The lockers are located at the property room officer's impound area and the south precinct officer's impound area. **They are to be used only for holding items pending warrant service.** Officers will place the backpack, bag or container in the locker and lock the locker, retaining possession of the key until such time as the warrant is served.

Officers using the lockers will fill out a log attached to the locker indicating the locker number, name of the officer using the locker, associated case number, and date and time secured. Officers will serve the warrant and vacate the locker within two business days of securing the item in the locker.

Once the warrant is served and the backpack, bag or other container is made safe for Property Room personnel to handle, the item will be placed in one of the impound storage lockers to be processed and booked into the Property Room.

Officer shall make sure that the lock key is placed back with the lock when the item is removed and the search complete, and take care to control the key while the locker is in use. There is only one key for each lock in order to safeguard chain of custody.

Officers will document use of the holding locker in their report, to include date and time the item was impounded, retention of the key, and date and time item(s) was recovered from the locker to serve the warrant

If the item is not searched subject to a search warrant but will still be impounded, an impound inventory must be completed before impound.

Items should never be placed in the locker if there is reason to believe that the item might present a safety or health hazard. If an item is believed to present such a hazard the search warrant should be immediately served or an inventory should be made prior to securing the item in the locker. Items creating a potential safety or health hazard include biohazards, explosives, fuels, fireworks, items that create a fire hazard, and perishable food items.

17.07 SPECIFIC PACKAGING REQUIREMENTS

G. Handguns and Ammunition

1. **Ammunition will always be removed from all firearms.**
2. Place the ammunition taken from the firearm in a separate evidence envelope.
3. Use zip ties to make the firearm safe.
4. In order to better preserve DNA and/or fingerprint evidence, once the firearm is made safe, place the firearm in a gun box either at the scene or as soon as practical after the firearm has been collected.
5. Mark the outside of the gun box that the gun has been made safe.
6. Complete the Property Evidence Form in its entirety, including make, model, caliber, serial number of the firearm and the type of firearm. Type of firearm must also include action such as:
 - Handgun, revolver
 - Handgun, semi auto
 - Shotgun, pump
 - Shotgun, semi auto
 - Shotgun, double barrel
 - Rifle, semi auto
 - Rifle, bolt action
 - Rifle, lever action
7. ALWAYS check WACIC/NCIC for stolen.
9. Holsters or carrying cases will be packaged separately, with each having its own evidence number.

H. Rifles/Shotguns

1. Follow the same procedure for rifles and shotguns as with handguns.