

PROPERTY MANAGEMENT BUREAU		
Subject:	Policy Number	
Storage Location Designation	B-10	
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1. PURPOSE:

This policy establishes a standard and logical method to designate all property storage locations under the control of the Property Management Bureau (PMB).

2. SCOPE:

This policy applies to all PMB employees who transport, store, or handle impounded property.

3. GENERAL DIRECTION:

Property storage locations will be standardized so that impounded property can be located quickly. Standardized locations allow for auditing and tracking of impounded property. All impound locations for vehicles will have five digits, and all warehouse facility locations will use a six-digit code.

[84.1.2, 84.1.6]

4. PROCEDURES:

A. Storage Location Designators

(1) Warehouse (six digits)

- (a) First digit (letter) designates the room or major area in which the property is stored (e.g., G = Gun Room, R = Receiving Area, H = Hazardous Locker).
- (b) Second digit (letter) usually will designate a more specific location within the area identified by the first digit. Most commonly used as a row designator.
- (c) Third and fourth digits (number) are used to identify a bay within a row.
- (d) Fifth digit (letter) most commonly designates a shelf within a bay.
- (e) Sixth digit (number) most commonly is used to designate a unique position on a shelf.

(2) Vehicle Impound Lots (five digits)

- (a) First and second digits (letters) identify a particular lot.
- (b) Third, fourth, and fifth digits (numbers) designate the space number in the lot. All three positions will have a number (0-9) inserted (e.g., space 13 would be 013).

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4. A. (3) Special Storage Locations

NOTE: These locations are manually entered by keyboard in very select situations. Use of this capability should not be abused.

- (a) Lost will be used to designate lost property when a lost memorandum is approved by the bureau commander. The lost designation will be entered by the clerical supervisor.
- (b) See the list below for approved abbreviated court locations to be used to designate the location of property items when a court receipt is received and attached to the original invoice.

Buckeye Justice Court	BUKJCT
Central Phoenix Justice Court	CPHJCT
Chandler Justice Court	CHNJCT
East Mesa Justice Court	EMSJCT
East Phoenix #1 Justice Court	EP1JCT
East Phoenix #2 Justice Court	EP2JCT
Gila Bend Justice Court	GBNJCT
Glendale Justice Court	GLNJCT
Juvenile Court	JUVCT
Maryvale Justice Court	MVLJCT
Mesa Juvenile Court	MJUVCT
Mesa Superior Court	MSUPCT
North Mesa Justice Court	NMSJCT
Northeast Phoenix Justice Court	NEPJCT
Northwest Phoenix Justice Court	NWPJCT
Peoria Justice Court	PORJCT
Phoenix City Court	PCTYCT
Phoenix Superior Court	PSUPCT
Scottsdale Justice Court	SCTJCT
South Mesa Justice Court	SMSJCT
South Phoenix Justice Court	SPHJCT
Tempe Justice Court	TMPJCT
Tolleson Justice Court	TOLJCT
West Mesa Justice Court	WMSJCT
Wickenburg Justice Court	WKBJCT

- (c) Bunker will be used to designate the location of property items stored in the bunker prior to being bar-coded by property supervisor.
- (d) DNA LAB will be used to designate the location of property items retained at the Crime Lab for an extended period of time.

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4. B. STORAGE LOCATIONS: The table below will be used to name and label specific areas within the control of or used by PMB to store or deliver property.

	<i>Location</i>	<i>1st Digit</i>	<i>2nd Digit</i>
(1)	Warehouse	W	
(2)	Freezer	F	
(3)	Refrigerator	Y	
(4)	Drug Room	D	
(5)	Gun Room	G	
(a)	Gun Process and Gun Biohazard	G	W
(6)	Auction Area (Sale area, sale totes)	A	A
(7)	Hazardous Storage (22nd Avenue Lot)	H	
(8)	Vault	V	
(a)	Small Envelope	V	S
(b)	Large Envelope	V	L
(c)	Bulk	V	B
(d)	Auction	V	A
(e)	Receiving Mail Box	V	R
(f)	Escheat	V	E
(g)	Pre-Forfeiture	V	P
(9)	Detective Desks (Investigators Room)	I	R
(10)	Impound Lots	A	
(a)	Auto Theft	A	T
(b)	DEB	A	D
(c)	Evidence	A	E
(d)	22nd Avenue	A	Z
(11)	Bicycle Racks	B	
(a)	Evidence	B	E
(b)	Others	B	F
(12)	Property Room Annex (620 West Washington)	P	A
(13)	Transportation Boxes		
(a)	To Annex	P	M

NOTE: Transport boxes/locations should use a T in fifth digit to designate "Transport."

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	<i>Location</i>	<i>1st Digit</i>	<i>2nd Digit</i>
4. B.	(14) Crime Lab		
	(a) Latent Prints	L	P
	(b) Analysis/Comparative/ Firearms/Serology	L	A
	(15) Receiving Area	R	A
	(16) DPS Lab	E	L
	(17) Bomb Bunker	K	B

C. Making Location Labels in Bar Code

- (1) The ability to produce location bar-code labels is restricted to:
- (a) Bureau supervisors.
 - (b) The Drug Room detective.
 - (c) The vault detective.
 - (d) Selected property technicians with duplicate label capability.