

MiraCosta College Police Department

MEMORANDUM

2025 Roll Call Training – Property and Evidence

January: Etched Vehicle Vandalism Processing

- Photographs to take
- Notes to take
- Prints
- Evidence Collection

February: Domestic Violence Scene

- Photographs to take: scene, victim, suspect, and evidence
- Notes to take: scene description, chain of custody, direction
- Evidence collection

March: Prisoner Safekeeping Property

- What goes to jail with prisoner
- What is booked as safekeeping property
- Valuable items procedures
- Itemization and inventory
- Bulk property packaging and storage
- Field Property Receipt
- Civil Code
- Property disposition

April: Vehicle Collision with District Property Damage

- Scenario training
- Photograph procedures: orientation, panning, vehicles, scene, photographs from statements, and photographs of evidence.
- Photo uploading into RIMS
- Narrative procedures for photograph documentation

May: Packaging and Labels

- Approved material for packaging
- Labels
- Packaging rules
- Items that must be packaged separately
- DNA/Biohazard/Hazmat packaging
- High value items packaging
- Document packaging
- Narcotics packaging
- Prints packaging
- Safekeeping property packaging
- Digital evidence packaging
- Firearms packaging

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June: Commercial Burglary Scene

- Scenario training
- Photographs to take
- Notes to take
- Evidence collection

July: Vehicle Burglary Scene

- How to photograph vehicles
- Evidence to look for
- What to print
- Notes to take
- What to include in a narrative

August: Trunarc

- Presumptive testing
- How to document the use of Trunarc
- Lab procedures for items that have been Trunarc'd
- Inconclusive test procedures
- TruNarc facts
- Important crime lab contacts

September: No Training

October: Recovered Stolen Property

- What to look for
- Reporting to dispatch
- Collecting evidence: photographs and prints
- Packaging and booking evidence

November: Firearms and Entries

- eTrace
- AFS
- Ghost guns
- Off roster guns
- NIBIN
- Jigs
- APPS
- LER

December: Search Warrant Documentation and Evidence Collection


- Clearing a residence
- Photographs: before, during, and after

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- Note procedures
- ICAC room markers
- D&C



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