



## PROPERTY RELEASE INFORMATION

**Adults** wishing to retrieve property that the Berkeley Police Department is holding due to a felony or misdemeanor penal code **must** obtain a Court Order. To obtain a Court Order you **must** schedule a court date, which can be done at 661 Washington Street, 2<sup>nd</sup> floor, Oakland CA 94607. The Court Order **must** contain the following information:

- 1) Court Order addressed to the Chief of the Berkeley Police Department & the Berkeley Police Departments report number.
- 2) List all items to be released. (*Example: \$13.00, Samsung cell phone, etc. Also, if narcotics are being returned the order must have the exact grams*).
- 3) Judge's signature or facsimile signature. The order must also include the court date.
- 4) OREP Stamp/Barcode (Order for return of property stamp/barcode).

**Juvenile's** wishing to retrieve property that the Berkeley Police Department is holding due to a felony or misdemeanor penal code **must** obtain a Minute Order from the Court Clerk's Office at 2500 Fairmont Dr., San Leandro CA 94578. The Minute Order **must** include all of the information mentioned above and the juvenile **must** be accompanied by the adult indicated in the Minute Order.

### ADDITIONAL INFORMATION

- Please be advised that even though you present a Court Order or Minute Order, in some cases additional processing is required. Therefore, you might not receive your property on the date that you submit the Order. If this is the case, you will be contacted when or if the property can be returned.
- **Firearms & Ammunition/Ammunition Feeding Device(s)**: A Law Enforcement Release Letter (LER), from the Department of Justice (DOJ), is required. The LER application **MUST** be completed online at *California Firearms Application Reporting System (CFARS)*. You will be required to create an account in order to directly communicate with the DOJ and to check the status of an application. A Court Order may be required in some cases (address listed above). (Note: The LER is only valid for 30 days from the date on the letter).
- **Safekeeping Property**: If you are picking up property that is being held for safekeeping, please be advised that we hold safekeeping items for 60 days.
- **Found Property**: If you are picking up property that might have been found and turned over to the Police Department, please be advised that we keep found property items for 90 days.

**WE RELEASE PROPERTY MONDAY, TUESDAY, THURSDAY AND FRIDAY EXCLUDING HOLIDAYS**

**BY APPOINTMENT ONLY**

**BETWEEN 2:30 PM TO 4:30 PM (times are subject to change and we are closed on the weekends)**

**MAKE APPOINTMENTS ONLINE AT [PROPERTYROOM@BERKELEYCA.GOV](mailto:PROPERTYROOM@BERKELEYCA.GOV) (THE CITY OF BERKELEY PROPERTY AND EVIDENCE ROOM)**

**THANK YOU FOR YOUR PATIENCE AND UNDERSTANDING**  
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