

LOST AND FOUND PROPERTY

<i>Effective Date:</i> April 15, 2013	<i>Directive Number:</i> 10-1-19
<i>Special Instructions:</i>	
<i>Distribution: All Sworn & Civilian Personnel</i>	<i>Last Re-Evaluation Date:</i> August 26, 2020
	<i>Total Pages:</i> 1

I. PURPOSE

The purpose of this directive is to provide officers with the guidelines of handling and processing lost and found articles.

II. POLICY

All articles turned in to the Police Department, or items located by officers (glasses, keys, etc.), shall be identified with evidence tags or bags and will be stored in the Evidence Room.

III. PROCEDURES

- A. Identify found articles with the following information:
 - 1. Description of property;
 - 2. Date and time found;
 - 3. Location;
 - 4. Complaint number;
 - 5. Officer's name;
 - 6. Mark tag or bag as "OPR".

- B. Found articles are to be placed in the evidence. Inventory contents of purses and wallets. All items are to be turned over to the Evidence Custodian. The impounding officer will make an attempt to locate the property's owner.

- C. Properly enter all information into the evidence system. Obtain information from person(s) retrieving property and use them as the reporting person. All lost and found property will require a UCR with completed evidence forms.

- D. Lost and Found articles will be secured by this department for no longer than six months, unless otherwise deemed necessary to do so.

ORDER EXECUTED and ISSUED this 13th day of April, 2013.

Christopher Workman
Chief of Police