



## **LOST AND FOUND PROPERTY PROCEDURES**

Beginning February 1, 2024, the Police Department will be changing the procedures for booking and releasing lost and found property items. The Property and Evidence Procedures and Packaging Manual ("Property Manual") has been updated to reflect these new procedures in detail. The purpose of this outline is to ensure department members understand these new procedures.

The following is a brief review of the major procedure changes. All department members are expected to be familiar with the new procedures and consult the Property Manual for in-depth step-by-step instructions.

### **I. Property Inventory**

- a. Language has been added to the Property Manual explaining the requirement to inventory all found and safekeeping property turned over to the Department.
- b. The purpose of the inventory is to attempt to find identifying information of the property owner, protect an owner's property while in police custody, provide for the safety of Department members, and protect the Department against fraudulent claims of lost, stolen, or damaged property.
- c. Explains the legal requirement to attempt to identify the owner and notify the owner of the found property.

### **II. Found Property Affidavits**

- a. The Department has created a new Found Property Affidavit form, which must be completed any time someone turns in found property that the Department member values at \$100.00 or more (§§ 2080.1 – 2080.3). There are different requirements for property valued at \$250.00 or more.
- b. The purpose of the affidavit is to notify both the finder and the Department how the property should be handled if it is unclaimed.
- c. Although required by statute, do not force the finder to complete the affidavit.
- d. Affidavits are not required when property is turned over to the Department from another campus department (e.g., not by the finder).
- e. Completed Found Property Affidavits shall be attached to the appropriate case in RIMS.

### **III. Lost Property and Found Property Case Reports**

- a. Dispatch will no longer issue one case per campus per month for lost-and-found property.
- b. Each item reported lost or turned in as found shall have its own unique case number.
- c. A group of items turned in at one time will be booked under the same case number (i.e., the same incident).



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TRAINING OUTLINE

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**IV. Requesting Case Numbers**

- a. Until cadets can communicate with dispatch, officers shall assist cadets in requesting case numbers for lost-and-found property reports. Cases may be pulled over the phone or over the radio.
- b. After an incident has been created by dispatch and a case number has been issued, the Department member shall complete the report and book the property in RIMS following the detailed step-by-step instructions in the Property Manual.
- c. Mostly, lost-and-found property reports do not need to have a narrative. Use the "Case will have no narrative or supplement" check box.

**V. Releasing Property**

- a. Every property item released from the Department by anyone other than a designated property/evidence technician shall have the owner's information documented in the case in RIMS.
- b. The Department member shall obtain a signature on the Property Record from the person to which the property is being released.
  - i. Follow the step-by-step instructions in the Property Manual for printing the Property Record, stamping the document, and obtaining the form.
- c. Signed Property Records shall be attached to the case in RIMS. Only after the signed Property Record is attached to the case should the item have a disposition entered in RIMS.