



## FOUND PROPERTY

### Directive: 9-102

Date of Issue: January 2015      Amends/Cancel: Directives 9-102 and 9-106

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#### I. PURPOSE

The purpose of this Directive is to establish procedures for documenting found property that has no monetary value.

#### II. DEFINITIONS

Worthless Property: While it is impossible to list all the types of items that would qualify as worthless property some examples would include single items of used clothing, such as hats, scarfs, coats, etc.

#### III. POLICY

All members of DGS-MCP will strictly adhere to the procedures set forth in this Directive.

#### IV. PROCEDURES

- A. Anytime a citizen turns in an item of worthless property to a member of DGS-MCP the following information will be obtained:
  1. Name of person turning in the property
  2. Address of person turning in the property
  3. Contact number of person turning in property
  4. Date/Time Recovered
  5. Location Recovered
- B. The aforementioned information will be transferred to the Found Property Log (MCP Form 67B). The Found Property Log will only be utilized for items of worthless property. If the item possesses a monetary value property recovery procedures outlined in Directive 9-100 will be followed.
- C. Security Officers coming into possession of found property will immediately notify Communications who in turn will dispatch a Police Officer to respond and take custody of the found item(s).
- D. The Police Officer will complete the Found Property Log and release the property to a Sergeant/Supervisor. The Sergeant/Supervisor will place the property in to the Found Property container, the location of which will be determined by the Property Officer with approval of the Detachment Commander.
- E. The Found Property Log must be complete and attached to the found property. The Police Officer will

provide a detailed description of the item(s).

- F. When someone responds to claim the found property, the claimant must sign and date the bottom of the Found Property Log.
- G. If there is any question as to whether the found property has value, the property will be dealt with in accordance with the regulations set forth in Directive 9-100.
- H. If the item is not claimed within 72 hours, a Property Report will be initiated in the CAD/RMS system and the property will be stored in accordance with established procedures outlined in Directive 9-100.
- I. The Found Property Log will be retained by the Detachment Property Officer for a period of one year from date of release.
- J. If the item of worthless property is not claimed within six months of recovery. The item will be disposed of in accordance with Directive 9-100 Section G.