



FOUND PROPERTY LOG

Directive: 9-106

Date of Issue: October 2014 Amends/Cancel: N/A

I. PURPOSE

The purpose of this Directive is to establish procedures for documenting found property.

II. POLICY

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

III. PROCEDURES

- A. Anytime a member of DGS-MCP comes into contact with found property the following information needs to be obtained.
 1. Name
 2. Address
 3. Date/Time Recovered
 4. Location Recovered
 5. Contact Number of Person turning in property
- B. The aforementioned information will be transferred to the Found Property Log. (Form 67)
- C. Security Officers in possession of found property will notify Communications who in turn will dispatch a Police Officer to respond and take custody of the found item(s). The Police Officer will then complete the Found Property Log (Form 67) and release the property to a Sergeant/Supervisor. The Sergeant/Supervisor will place the property in to the Found Property container located in the Sergeant's office.
- D. All policies and procedures set forth in Directive 9-100 will be strictly adhered to.
- E. All policies and procedures set forth in Directive 9-102 will be strictly adhered to.
- F. 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).
- G. When someone responds to claim the found property, the claimant must sign and date the bottom of the Property Log.

STATE OF MARYLAND
DEPARTMENT OF GENERAL SERVICES
MARYLAND CAPITOL POLICE
FOUND PROPERTY - 72 HOUR HOLD

** Not to be used for U.S. Currency of any denomination or property/contents having estimated value of more than \$50.00

RECOVERED BY:

NAME: _____

Address: _____

Phone #: _____

State Employee: Yes No

Department: _____

Phone: _____

PROPERTY INFORMATION:

Date Recovered: _____ Time Recovered: _____

Location recovered from: _____
(Building/Room/Area)

Description of Property: _____
(Make, Model, Serial Number, Color, Contents, Identifying marks, etc.)

Damaged - YES / NO _____ Estimated Value: _____

RECOVERING OFFICER:

Officer: _____ ID#: _____

Supervisor: _____ ID#: _____

PROPERTY RELEASED TO:

Name: _____

Address: _____

Phone #: _____

State Employee: Yes No

Department: _____

Phone: _____

Signature: _____ Date: _____

* If found property is not claimed after 72 hours, the item(s) will be submitted into Maryland Capitol Police evidence. A property CAD/RMS property report will be written.

