



**CSU FULLERTON POLICE DEPARTMENT
GENERAL ORDER NUMBER 7-10**

**HANDLING OF LOST, FOUND, UNCLAIMED PROPERTY
AND PROPERTY TAKEN FOR SAFEKEEPING**

SUBJECT: Procedures for handling of lost, found, unclaimed property, and property taken for safekeeping.

PURPOSE: It shall be the policy of the Department to define specific procedures for the reporting, collecting, storage and return of lost found, safekeeping property as well as the disposal of unclaimed property.

POLICY: To safeguard, efficiently track and expediently return lost, found and safekeeping property to the lawful owner. To effectively match lost property reports to found property.

PROCEDURE:

I. Found Property

- A. All University Police Department employees are authorized to take custody of found property and to receive found property. [CALEA 84.1.1a, 84.1.3]
- B. The Police Records Community Service Officer receiving found property will enter in Records Information Management System (RIMS/Propertyroom) the description of each item of property found. The employee will properly package each item, attach a property barcode sticker with the case number, item number and description of the item, and store in designated location within the property room prior to end of shift.
[CALEA 84.1.1a,b,c,d, 84.1.3]

Property received after 6:00 p.m. Monday - Friday). Property should not be stored in any other location without the approval of the on-duty Watch Commander. Property lockers are cleared of property Monday – Friday and entered according to Section B. Items found in a backpack, briefcase, purse, etc. should not be separated with the exception of contraband, perishable item, drugs, alcohol or weapons. The storing of found contraband, drugs, alcohol or weapons, will be booked into evidence lockers by a sworn officer or property and evidence technician.

- C. [CALEA 84.1.1b,d, 84.1.3]

- D. The Records Technician, is responsible for the secured storage in Locker #12, the temporary property lockers (#1 - #11) and the property room for all found property and safekeeping.
1. Monthly, the Records Technician creates a case number for all lost and found property. Each item will be issued a unique sequential property number. [CALEA 84.1.2, 84.1.5]
 2. All lost and found items stored together based on the month recovered. [CALEA 84.1.2]
 3. Items considered to be sensitive, high in value, or otherwise constituting an increased security risk shall be secured as follows [CALEA 84.1.1e, 84.1.2]:
 - a. Money, jewelry and other valuable items will be secured in the safe.
 - b. Weapons, drugs, alcohol and contraband will be stored as noted in “Property for Safekeeping”, Section III, of this order.
 4. The Records Technician will maintain all the keys for entry to locker #12, property room, and the safe. [CALEA 84.1.2]
 - a. A duplicate set of keys will be secured in the Records Supervisor’s office. In the event of an urgent need to enter the property lockers when the Records Technician is not available, the duplicate set of keys can be checked out from the Key Watcher Box.
- E. The following documented inspections and audits shall be conducted:
1. The Records Technician or Records Community Service Officer will perform semi-annual inspections to determine adherence to the procedures used for the control of property. [CALEA 84.1.6a]
 2. An audit, done under dual control is required when there is a change in the position of Records Technician, to include the new Records Technician and a designee of the Chief of Police. [CALEA 84.1.6b]
 3. A designated supervisor not in direct control of property shall conduct an annual audit of property held by the Department. [CALEA 84.1.6c]
 4. Unannounced inspections of the property areas shall be conducted as directed by the Chief of Police, at least once a year. [CALEA 84.1.6d]
- F. The Records Technician is responsible for attempting to contact the owner of the property. [CALEA 84.1.1f]
1. All available resources should be used to return the property to the owner.
 2. All attempts to notify the owner should be noted and documented in RIMS and in propertyroom.com.
 3. When contacting, property owner the notification must include:

- a. Advising the owner of the property in possession of the University Police Department
 - b. Advising the owner when he/she can pick-up the property.
 - c. Obtaining an estimated time the legal owner or designee can pick-up property.
- G. All found and unclaimed property and safekeeping shall be held for three months. At the beginning of each month the Records Technician will dispose of any unclaimed property three months old in the following manner
[CALEA 84.1.7, 84.1.1g]:
1. Property that can be utilized by any department of CSU Fullerton will be retained and delivered to the appropriate department.
 2. Property with a minimal value (less than \$20.00) shall be donated to a local charity when possible or destroyed.
 3. Property with a value shall be itemized and sent to **propertyroom.com** for public auction.
 4. Any property requiring court order (i.e. weapons or narcotics) will be disposed of pursuant to California Penal Code requirements.
- H. The Records Technician or Records Community Service Officer will arrange for the return of found property or property in safekeeping. The owner must present identification and must reasonably identify the property. The owner must sign for the property in the space provided on the master property release form.
[CALEA 84.1.1g]
- I. All found property must be properly package, attach with property barcode sticker to include the case number, item number and description of the item.
[CALEA 84.1.1d]
- J. Inventory of found property should be kept to a minimum to protect the privacy of the owner. **For example**, if a wallet or briefcase is turned in, search for identification only. Stop when means to identify the owner are located. On the report list the description as a “briefcase or wallet.”

Reference Section I.C. for procedures

II. Lost Property Inquires

- A. When a Records Technician or Records Community Service Officer receives an inquiry about lost property, the employee will check the lost property case number for the month and physically check for the property. If the Department has received the property, the owner will be notified.
 1. The Records Technician or Records Community Service Officer will advise the owner of the following:
 - a. When the property can be claimed.

- b. To bring adequate identification.
 - c. The property case number as a reference to expedite the release of his/her property.
 - B. If the property has not been turned in to the Department, a lost property inquiry will be completed.
- III. Property Safekeeping. [CALEA 84.1.1e]

A. All University Police Department Officers are authorized to take custody of property for safekeeping, provided:

1. The person possessing the property requests the employee take custody of the property for safekeeping; or
2. The person possessing the property is incapacitated and is incapable of caring for their property safekeeping.

EXCEPTION: Any property, which contains an unlawful weapon or a firearm, must be received by a peace officer. The peace officer is responsible for the reporting and storing of the property.

B. The employee receiving the property will enter the property information into RIMS property room software system.

1. The reporting employee will follow the same procedures as stated for found property. The property for safekeeping will be secured in the Records storage room.

EXCEPTION: Weapons or firearms shall be separated from any other property and unloaded or rendered safe.

- a. Handguns and other small weapons shall be tagged for safekeeping and secured in Evidence Lockers.
 - b. Rifles and other large weapons shall be properly packaged with a property barcode sticker to include the case number, item number and description of the item being stored for safekeeping secured in Evidence Lockers or as directed by the Watch Commander.
2. The reporting officer will indicate how the property was received in the narrative of the case. Reference to another case is acceptable if the case gives details from whom the property was received and when they are expected to pick-up the property.
3. Property taken for safekeeping should be inventoried in detail. Property must be packaged, attached with property barcode sticker to include the case number, item number and description of the item.

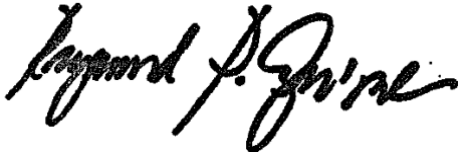
Any items of value inside MUST be noted. i.e., jewelry, currency (the amount), computers, and cell phones

- C. Property taken at the station for safekeeping for a short period of time; i.e., less than four hours, does not require a report. For example, a Police Officer checking in a weapon while working out at the gymnasium would not require a report.

REVIEWED BY:

G. Dack

APPROVED:

A handwritten signature in black ink, appearing to read "Raymund J. Aguirre". The signature is written in a cursive, flowing style.

Raymund Aguirre
Chief of Police