I. POLICY

These procedures are used to report lost property. For this policy, identifiable status includes a serial number, owner applied number, or other unique number.

II. PROCEDURE

A. Identifiable Property

If the reporting party has information which would indicate their property was lost and it meets the Department of Justice criteria for entry into the Stolen Property System (it must be identifiable property), the call taker will refer the reporting party to the police department on-line reporting system. After the report is completed, dispatch will be responsible for entering the property into the Stolen Property System as “lost”.

B. Unidentifiable Property

If the item is lost and has no identifiable marks (serial number, owner-applied number, or other unique number), it will be the responsibility of the Records & Communications Personnel to hand out and/or fill out a “lost property” card to forward to the Evidence Technician.

If the reporting party needs a report number for insurance purposes or other replacement purposes, Records & Communications Personnel will do as follows:

1. Enter a CAD event using the call type “LF”.
2. The call-taker will obtain the reporting party’s name, address, and phone number, where and when the property was lost, and a brief description of the property.
3. The reporting party will be given the CAD “Event” number. The call shall be closed with the disposition of “IN”, printed and routed to the Evidence Technician.

C. Lost/Stolen Passports

The person should be referred to the US Department of State for reporting https://travel.state.gov/content/travel/en/passports/after/lost-stolen.html or their home embassy if it is not a US Passport.

Darren Pytel
Police Chief
01/02

Revised:
01/06: Changes to reflect implementation of On-line and MORF incident reporting.
05/19 changes to passport reporting

Reviewed:
01/06, 10/08, 05/10, 10/11, 08/17, 12/17