



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

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

- SUBJECT:** Procedures for handling lost, found, unclaimed property, and property held for safekeeping.
- PURPOSE:** It shall be the policy of the Department to define specific procedures for the reporting, collecting, storage, and return of lost and found, safekeeping property, as well as the proper disposal of unclaimed property after 90 days.
- POLICY:** To safeguard, log, efficiently document, and expediently return lost, found, and safekeeping property to the lawful owner. To effectively match lost property reports to found property.
- PROCEDURE:**
- I. Lost and Found Property
 - A. The University Police Department Police Records Bureau is authorized to receive and take custody of all lost and found property. [CALEA 84.1.1a, 84.1.3]
 - B. The Police Records Bureau will receive lost and found property, identify, photograph, enter a description, and upload the information into the lost and found property program. Each item will be appropriately packaged, attached with a label depicting the property identification number, and stored in a designated location within the property room before the end of each shift. [CALEA 84.1.1a,b,c,d, 84.1.3]
 - C. Property received after 5:00 p.m. Monday – Friday, all day Saturday, and Sunday are stored in the property lockers located in the hallway of the police station, cleared of property each Monday, and follow Section B procedures. Items found in a backpack, briefcase, purse, or bag will not be separated, with the exception of contraband, perishable items, drugs, alcohol, or weapons. The storing of found contraband, drugs, alcohol, or weapons will be booked into evidence lockers by a sworn officer or the Property and Evidence Technician. [CALEA 84.1.1b,d, 84.1.3]

EXCEPTION: Keys, wallets, purses, laptops, or personal identification received after 5:00 p.m. Monday – Friday, all day Saturday, and Sunday will be stored in the lost and found bin located in Dispatch, allowing owners access to their essential items during the Records Bureau closure.

- D. The Records Bureau is responsible for the secured storage in Locker #12, the temporary property lockers (#1 - #11), and the property room for all lost and found and safekeeping property.
1. The Records Bureau creates an entry for all lost and found property. Each item will be issued a unique property identification number. [CALEA 84.1.2, 84.1.5]
 2. Each piece of property is entered with the date received, cataloged, labeled, photographed, and uploaded into the lost and found property program. [CALEA 84.1.2]
 3. Items considered to be sensitive, high in value, or otherwise constitute an increased security risk shall be secured as follows: [CALEA 84.1.1e, 84.1.2]:
 - a. All money, jewelry, wallets, and valuable items will be secured in the Records safe.
 - b. Weapons, drugs, alcohol, and contraband will be stored as noted in "Property for Safekeeping," Section III of this order.
 4. The Records Bureau will maintain the keys for entry to locker #12, the property room, and the safe. [CALEA 84.1.2]
 - a. The Records Supervisor will secure a duplicate set of keys in the Records Supervisor's office. In the event of an urgent need to enter the property lockers when the Records Bureau is unavailable, the duplicate set of keys can be checked out from the Key Watcher Box.
 5. In maintaining the health and safety of CSU Fullerton Police Department staff, hazardous or odorous materials will **not** be accepted, including personal care items, bathing suits, towels, undergarments, shoes, food items, dishware, food containers, or plastic water bottles.
 - a. Lost and Found Items – Not Accepted:
 - Liquids (Shampoo, lotion, gel)
 - Plastic water bottles
 - Food or food storage containers
 - Hair products (Combs, brushes, hair ties)
 - Flammable products (Vape, lighters)
 - Bedding (Sheets, pillows, towels)
 - Broken items
 - Personal clothing (Undergarments, bathing suits, shoes)
 - Wet umbrellas or wet items
 - Unidentified medication

- b. Lost and Found Items – Accepted
 - Wallets, purses, identification
 - Keys
 - Prescription medicine
 - iPads or tablets
 - Cell phones
 - USB's
 - Cameras
 - Air Pods or headphones

- E. The following documented inspections and audits shall be conducted:
 1. The Records Supervisor or Technician will perform semi-annual inspections to determine adherence to the procedures used for the control of all property. [CALEA 84.1.6a]
 2. An audit, done under dual control, is required when there is a change in the position of Records Supervisor or Technician to include the new employees 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 Supervisor or Technician will attempt to contact the property owner. [CALEA 84.1.1f]
 1. All available resources will be used to return the property to the owner.
 2. All attempts to notify the owner should be noted and documented.
 3. The notification to the property owner must include the following:
 - a. Advising the property owner in possession of the University Police Department.
 - b. The estimated time the legal owner or designee can pick up their property.

- G. The Records Bureau will hold all unclaimed lost and found property and safekeeping for three months. Subsequently, the Records Supervisor or Technician will dispose of any unclaimed property three months old in the following manner:
[CALEA 84.1.7, 84.1.1g]:
 1. Property that any CSU Fullerton department can utilize will be retained and distributed to the appropriate Department for campus use.
 2. Property with a minimal value (less than \$20.00) shall be donated to a local charity when possible or destroyed.

3. Property with value will be itemized, added to the manifest, and sent to **propertyroom.com** for public auction.
 4. Any property requiring a court order (i.e., weapons or narcotics) will be disposed of according to California Penal Code requirements.
- H. The Records Supervisor or Technician will notify the owner and arrange for the return of the found property or 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 adequately packaged and attached with a property identification label, including the item's case number, item number, and description. [CALEA 84.1.1d]
- J. Inventory searches of found property should be kept to a minimum to protect the owner's privacy. For example, search for identification only if the item is a wallet, purse, or briefcase. Once the owner's identification is known, add it to the property case entry.

Reference Section I.C. for procedures

II. Lost Property Inquires

- A. When a Records Technician or Records Community Service Officer receives a lost property inquiry or a claim via email, the employee will check the lost property software system or physically check the physical inventory 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 identification number as a reference to expedite the release of their property.
- B. If the property has not been turned in to the Department, the owner will be provided the weblink to the lost property software system.

III. Safekeeping Property [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 incapable of safely caring for their property.

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 the RIMS property room software system.
1. The reporting employee will follow the same procedures for lost and found property. The safekeeping items will be secured in the Records storage room; a pick-up notification will be sent, and the property will be held for 60 days.

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 are sealed and packaged appropriately 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 a location directed by the Watch Commander.
2. The reporting officer will indicate how the property was received and where it is stored in the case narrative. Reference to another case is acceptable if the case gives details from whom the property was acquired and when they are expected to pick up the property.
 3. Property taken for safekeeping should be inventoried in detail. Property must be packaged and attached with a safekeeping 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 (by denomination), computers, and cell phones).

- C. Property taken at the station for safekeeping for a short period, 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.