

**Procedure
3.19**

**EFFECTIVE
DATE
12-11-00**

**Eugene
Police Department**



Lost or Mislaid Property

3.19.1 PURPOSE AND SCOPE

PART I - Responsibilities and Procedures for All Personnel

- A. Generally
- B. Procedures

3.19.2 RESPONSIBILITIES AND PROCEDURES FOR ALL PERSONNEL

- A. Generally
 - 1. We will take reports when someone reports lost or mislaid property meeting the criteria below which may be the subject of a theft, or may be involved in another crime:
 - cash equal to, or property with a value of, \$750 or more
 - government-issued identification (e.g., DL, Social Security card, police identification)
 - negotiable items or bank cards (e.g., checks, ATM cards)
 - firearms
 - keys to a business if a person finding them could easily determine to which business they belong
 - hazardous substances or bio-hazards in any case which could present a significant community hazard
 - 2. We will take reports on other items only in cases where the specific circumstances indicate that the public interest or officer safety would be served by taking the report.
 - 3. The report should be titled "Theft of Lost/Mislaid Property", with the appropriate degree of theft inserted.
- B. Procedures
 - 1. Communications personnel will enter calls meeting any of the above criteria on the 9-log and, when appropriate, advise the victim to make the involved financial institution aware of the loss.

2. The Desk Officer will contact the victim and take the report.
3. For front counter contacts, Records personnel will refer contacts meeting the above criteria to the Desk Officer.