

## Procedure

# 3.19

**EFFECTIVE  
DATE  
12-11-00**

# Eugene Police Department



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## 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.