

## 4-19/055.00 - Property

| CLASSIFICATION<br>Crime or Incident  | FORM NUMBER<br>FILE NUMBER<br>PRIORITY | ASSIGNMENT<br>AND<br>ACTION | ADDITIONAL INFORMATION<br>AND STATISTICAL CODES   |
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| <b><u>4-19/055.00</u></b><br><b><u>PROPERTY</u></b>                            |  |                             | <p>For line procedures, see Volume 5, Chapter 4.</p> <p>For prisoner's property, see Volume 5, Chapter 3.</p> <p>All first reports are to indicate the current market value of property stolen, recovered, lost or found.</p> <p>All supplemental reports shall indicate current value of stolen and/or recovered property which was not reported in the first report. Statistical recoveries shall be noted.</p> <p><b>NOTE 1:</b> Only Fiscal Administration shall use Property Code 449 for Property Destroyed at Station/Unit.</p> <p><b>NOTE 2:</b> If serialized property involved, enter into Automated Property system (APS) or NCIC data file.</p> |
| Department radio equipment and accessories, lost/stolen/damaged                |  |                             | Follow procedures outlined in the Communications chapter, section 3â€™07/010.40.  |
| Department firearms, i.e. rifles, shotguns, arwen, handguns and tear gas guns: |  |                             |   |
| --Damage to  |  |                             | See Los Angeles County Property under "Property Damage."  |
| --Lost, found, recovered, theft of   |  |                             | See "Firearms."   |

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| Evidence, located in pawnshop                    | SH-R-49<br>URN<br>44 | Station<br>Detective<br><br>A or I | See Volume 5, Chapter 9.<br><br>Code 442 Recovered Property.   |
| Firearms, lost, found, or recovered              |                      |                                    | See "Firearms."  |
| Found checks                                     | SH-R-49<br>URN<br>44 | Station/Unit<br>Detective<br><br>A | Prior to submission of report, determine if a loss or theft report is on file. Make this a supplemental report with original URN if original was a Department report.<br><br>Code 442 - Found Property.  |
| Found safe                                       |                      |                                    | See Safes, Found, under "Burglary."  |
| Found/Lost, tack (saddle, harness, bridle, etc.) | SH-R-49<br>URN<br>44 | Station/Unit<br>Detective<br><br>A | If ownership of the tack is in doubt, hold it for investigation.<br><br>Lost tack - Prepare SH-CR-609 if no workable information.<br><br>Code 442 - Lost/Found Property.   |
| Found, Other                                     | SH-R-49<br>URN<br>44 | Station/Unit<br>Detective<br><br>A | Prior to submission of report, determine if a loss or theft report is on file. If so, make this a supplemental report with original URN.<br><br>Property Receipt (form SH-CR-213) shall be completed in quadruplicate and distributed. Finder's signature must be obtained on the reverse side of the receipt or an affidavit submitted if he wishes to claim the property in the event that the owner is not found or does not claim the property.<br><br>An affidavit or declaration is necessary only when property exceeds \$10 in value. SRD to Central Property.<br><br>Code 442 - Found Property. |

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| Lost Checks               | SH-R-49<br>URN<br>44 | Station/Unit<br>Detective<br><br>A | <p>Send immediate broadcast giving check description - type of printed information thereon, number series, color, bank and branch, name of person who is authorized to sign checks and account number.</p> <p>No broadcast to be made if complete description of the checks is not available. When broadcast is made, it is to be initiated by patrol.</p> <p>Prepare SH-CR-609 if no workable information.</p> <p>Code 442 - Lost Property.</p> |
| Lost Credit Cards         | SH-R-49<br>URN<br>44 | Station/Unit<br>Detective<br><br>A | <p>Lost property Incident Reports will be taken from a credit card holder covering the loss or misplacement of a credit card. Advise the person to immediately notify the issuing agency by phone and in writing. Enter into (APS).</p> <p>Prepare SH-CR-609 if no workable information.</p> <p>Code 442 - Lost Property.</p>  |
| Lost, Other               | SH-R-49<br>URN<br>44 | Station/Unit<br>Detective<br><br>A | <p>If County property, mail copy of report to County Auditor-Controller, Warrant Investigation Section. If Sheriff's Department property, designate SRD copy to Fiscal Administration.</p> <p>Prepare SH-CR-609 if no workable information.</p> <p>Code 442 - Lost Property.</p>   |
| Receiving Stolen Property |                      |                                    | See "Receiving Stolen Property."   |
| Recovered                 | SH-R-49<br>URN<br>44 | Station/Unit<br>Detective<br><br>A | <p>Include reporting district where loss occurred and name of contract city (if applicable). New URN only where theft was not reported to this Department. If recovery of Department reported stolen items, use original URN.</p> <p>Code 442 - Found Property.</p>  |

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| Stolen Property<br>Inquiries   |  |  | <p>Law enforcement agencies getting a "hit" from APS on one of our Department cases may contact this Department for additional information. Investigation may disclose that the computer was not updated and the property in question is no longer classified as stolen property.</p> <p>Inquiries shall be handled as follows:</p> <ul style="list-style-type: none"> <li>• Record the information given by the agency which will include the abbreviated URN obtained from the system;</li> <li>• Inform the agency that after our investigation they will be contacted;</li> <li>• Retrieve the report, determine the Unit of assignment and contact them by phone and JDIC message;</li> <li>• Inform the assigned Unit that a copy of the report will be immediately placed in their mailbox at Records and Identification Bureau. As a reminder, this information should be included in the JDIC message; and</li> <li>• Request the assigned Unit to handle the matter to conclusion and advise the inquiring agency without undue delay.</li> </ul> <p>NOTE: If the case file is in the archives, retrieval time will be longer and the assigned Unit should be advised.</p> |
| Uniform and<br>Equipment<br>items issued and<br>owned<br>by County - lost,<br>stolen or<br>damaged |  |  | Follow procedures outlined in Volume 3, Chapter 3.   |