5-04/120.10 - Found Property Reporting

Deputy personnel responsible for the preparation of the *Receipt for Found Property* (SH-CR-213) shall be responsible for completing a found property report as follows:

- Determine if a loss or theft report is on file. If so, write a supplemental report to the original URN;
- Indicate the date the property was remitted to this Department;
- Use the appropriate statistical URN code for found property;
- Name the finder;
- List the serial number or identifying information;
- Indicate the name of the incorporated non-contract city, incorporated contract city, or, if in an unincorporated area, the name of the station/unit serving the unincorporated area where the property was found;
- Name of the receiving deputy and unit of assignment;
- Enter the found property into PRELIMS and designate it as “Found” (category) or “Found greater than $250” (category) if the value of the found property is estimated by the receiving deputy to be greater than $250; and
- A copy of the *Receipt for Found Property* (SR-CR-213) shall be scanned into PRELIMS to document that the claimant was provided with a copy.