

## **4-05/035.00 Found Property**

Any property (including money) that is found in the weapons screening area will be handled differently than confiscated or contraband items.

If there is found property, a SHR-49 shall be written under the classification "Found Property." A SHR-49 will be written each day that there is found property. Only one SHR-49 is required to document all accumulated found monies detailing the location, time and amount recovered for each incident of the day.

If the property is claimed by the end of the shift, a Court Services Division Receipt for Property Form will be completed with written memo attached to document the circumstances to include identifying information from the person claiming the property.

The Branch Supervisor shall ensure all found property is secured in a locked location (the Branch Safe preferably). The Branch Supervisor shall call the Central Property Supervisor at (562) 946-7291 to make an appointment (minimally once a month) to deliver the found property.

All personnel should exercise due diligence in returning all found property (including money) to the owner.

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