

Atascadero Police Department  
Standard Operating Procedure  
Found Property  
SOP #4

<b>Date Issued</b> April 1, 2013	<b>Date Effective</b> April 1, 2013	<b>Date Last Revised</b> November 1, 2014	<b>Due for Review</b> November 01, 2015	<b>Revision No. 1</b>	<b>Page 1 of 2</b>
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**Statement of Purpose:**

This procedure outlines the protocol for accepting found property

**Lexipol Policy**

804

**Definitions:**

- **Found Property:** property found by an employee or citizen that has no apparent evidentiary value and where the owner cannot be readily identified or contacted.
- Per California Civil Code 2080.1 if the found property is valued at less than \$100, it does not have to be turned in to a law enforcement agency. If the item is valued of \$100 or more the finder must complete an affidavit stating when and where he or she found the property, also that the finder has no information regarding the owner and has not withheld any information that could help identify the owner.
- A field property receipt must be completed if the finder wants to claim the found property if unclaimed or if the found property is of value of \$100 or more.
- Intentionally abandoned property is not considered found property. The provisions in California Code of Civil Procedures Section 2080 et. Seq. are not applicable to items that have been intentionally abandoned or discarded. Such items do not need to be accepted by the Department or booked into property.
- Per Lexipol Policy 804 requires a Department member receiving found property to complete a property report. If a field property receipt is completed, the original copy (white) should be turned into the Property Department.

**Procedure:**

- Verify the property meets the definition of found property
- Verify the owner of the property is unknown or the property has no markings
- Identify the person submitting the found property

- Determine if the property is valued at less than \$100
- A field property receipt must be completed if the finder wants to claim the property after 90 days, or if the the found property is of value of \$100 or more.
- Explain the Field Property Receipt and ask the person submitting the property to complete the affidavit for found property section and sign the form.
- Provide the person submitting the found property with the pink copy of the Field Property Receipt.
- Book the found property into the Property Room in accordance with Lexipol Policy 804.
- Complete a found property report in EIS Entry noting the person submitting the property, a detailed item description, and the location where the property was found.
- Attach the yellow copy of the Field Property Receipt to the property report
- Attach the white copy (original) of the Field Property Receipt with you property submission sheet and placed in the bin near the property lockers.

This Standard Operating Procedure was approved and distributed for training by:



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Joe Allen  
Commander



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Jerel Haley,  
Chief of Police

Attachments: None