

MARQUETTE CITY POLICE DEPARTMENT POLICY & PROCEDURE		
SUBJECT: LOST AND FOUND PROPERTY		
ORDER 04-03B		
Accreditation Standards: 4.3.1, 4.3.2, 4.3.3, 4.3.4, 4.35		
BY THE ORDER OF: Ryan Grim Chief of Police	EFFECTIVE DATE: 05/09/2018 REVISED 06/28/2023 JPR 05/07/25 RG 05/14/25 NC	# OF PAGES: 5

1.0 PURPOSE

This directive establishes policy and procedures for the management of lost and found property.

2.0 POLICY

It is the policy of the Marquette City Police Department to manage custody of property in a secure manner and location.

3.0 CLASSIFICATIONS OF PROPERTY

3.1 JUNK means any property that does not have any apparent fair market value or worth.

3.2 PERISHABLE ITEMS are goods that have a limited shelf life and can spoil or decay quickly.

3.3 PROPERTY OF MINOR OR MAJOR VALUE:

A. Receiving officer shall designate property having major value or minor value, seeking a greater level of expertise when necessary after receiving approval of his/her supervisor. If property is of major value, enhanced security measures for exceptional, sensitive, and valuable property must be taken.

1. **MINOR VALUE:** Means any property with an apparent value of less than \$100.
2. **MAJOR VALUE:** Means any property with value of \$100 or more.

4.0 PROCEDURE

4.1 FOUND PROPERTY PROCESSING PROCEDURE

- A. Officers are required to document how any/all property came into their possession. Found and abandoned property can be reported to the Department or observed by officers while on duty.

When property is found and/or turned into the Department or reported by an individual, the employee receiving the information shall determine whether the finder wishes to receive the property if it is not claimed by the legal owner. If so, the employee receiving said report shall obtain the name, current address and telephone number of the finder and inform him/her that they must keep the department advised of any changes. The finder shall be instructed to contact the department for status in three to six months, depending on the value of the property they wish to receive.

- B. The officer receiving or collecting the property shall obtain a Calls for Service (CFS) number from SRMS. The officer shall include a detailed description of the property in the CFS completely enough so that if the property were described to the reader, he/she would be able to determine ownership.
- C. The officer shall classify the found or abandoned property according to the classifications above. If the owner of the property has not been identified or is unable to receive it by the end of the officer's shift, the property shall be stored in a temporary evidence/property locker, or another place, in the case of special storage requirements where the size or composition of the property makes it impossible to adequately secure, as directed by their supervisor. Officers are required to label property with a property tag prior to submission to the storage location. The property custodian will be notified if any items are too large to be secured in the temporary evidence/property locker or if they become full. If the property is classified by the officer as Junk or Perishable Items, see 4.2 A, 3 for disposal procedures.
- D. The officer receiving the found property shall make an effort to determine the rightful owner of the property and notify them that the agency has custody of the property. The officer will also provide instructions on how the owner can identify and collect the property at the Department. If the property is returned, it will be documented by the officer in SRMS.
- E. If the owner of the property is not located or contacted by the end of the officer's shift, a case report shall be generated. Officers shall enter the property under the "property" tab of the case report, describe the property and indicate its storage location. Officers will generate a property sheet in SRMS, print a property tag for purposes of tracking, and attach it to the property. The property will be secured in a temporary evidence/property locker. Officers will then place the case report in a blue folder.

- F. Found currency over \$100.00 shall require two officer verification. The total amount will be written on the packaging and verified by the second officer. Once verified, both officers must sign near the dollar amount prior to submittal to the temporary evidence/property locker.

4.2 FOUND PROPERTY RETURN OR DISPOSAL

- A. All property shall be returned to the legal owner when the department is reasonably satisfied with that ownership, except as otherwise provided. If not claimed, the property will be retained or disposed of as described below:
1. PROPERTY OF MINOR VALUE will be stored for three (3) months. After that time, the department will dispose of it if it has not been claimed by the owner or finder.
 2. PROPERTY OF MAJOR VALUE will be stored for six (6) months. After that time, the department will dispose of it if it has not been claimed by the owner or finder.
 3. JUNK and PERISHABLE ITEMS may be disposed of in the nearest dumpster or other place of proper disposal. Items that need to be disposed of must be documented with photographs or body camera recording which will be uploaded into video evidence storage.

- 4.2.1 If the owner of the property comes for the property and describes it to the officer's satisfaction prior to the end of their shift, the property can be turned over to the owner.

The officer can release the property to the owner by filling out a property release form located at the front desk. The property release form and property tag will be turned into the property custodian.

The status of the property shall be updated in SRMS upon return to the owner.

- 4.2.2 Lost and Found Property will be stored in the Evidence Room until it is claimed by the finder or owner, until it has exceeded the required holding period based on its classification, and until it is prepared for destruction. A documented chain of custody shall be established for the property up to and including the release of the property.
- 4.2.3 Department staff who assist those wishing to claim Lost and Found Property shall diligently search SRMS for the listed item(s). If those items are stored

in the Evidence Room, Department staff shall direct the owner to make arrangements with a property custodian. Property custodians shall make diligent efforts to determine true ownership.

Property custodians shall ensure that a finder wishing to claim found property has waited for the appropriate period based on value classification. Property custodians may arrange an appointment to return property to the owner or finder between 8 am and 3 pm Monday through Friday, excluding holidays, or make other arrangements to facilitate the exchange.

4.2.4 Property received shall not be used for investigative or training purposes.

4.2.5 Under no circumstances will police officers destroy, hold, or convert to their personal use found or recovered property with the exception of junk or perishable items described above in 4.2 A, 3.

4.3 PROPERTY CONTROL OFFICER

4.3.1 The Chief or his designee will assign a Primary and Alternate Property Control Officer. The designated Property Control Officers are the only personnel with access to the property/evidence room.

4.3.2 The Property Control Officer is responsible for the maintenance and disposal of property after retention requirements are met in accordance with Michigan standards for disposal.

4.3.3 If the temporary evidence/property lockers are full, the designated Property Control Officer will be notified to adequately secure the new/additional property.

4.4 INSPECTIONS

4.4.1 The designated Property Control Officer shall conduct semi-annual inspections to determine adherence to the procedures used for the control of property.

4.4.2 An annual representative audit of the property held by the agency shall be conducted by a supervisor, who is outside of the chain of custody, for the property control function. 90% of all high-risk items shall be audited, in addition to 3% of non-high-risk items, as required by the Chief of Police.

4.4.3 An inventory of property shall be made in the following circumstances and will be conducted by the newly assigned personnel and a designee of the Chief.

A. Whenever there is a change of the Property Control Officer.

- B. Whenever there is a change in Chief Law Enforcement officer.
- C. Whenever there is any indication or suspected breach of the property repository.

4.4.4 The Chief shall direct an unannounced inspection of the property storage area annually. This inspection is conducted to determine if the property storage area is being maintained in a neat and organized manner that protects the integrity of the property repository.

4.4.5 Inspections and audits will be documented and maintained by the Chief or his designee.