

	POLICY & PROCEDURE	SERIES # 705	PAGE 1 OF 2
	SUBJECT STOLEN PROPERTY FILE		EFFECTIVE DATE 2/20/03
			OVERSIGHT Investigations
	DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P # 1427 dated 8/17/93	

I. PURPOSE:

The purpose of this policy is to establish procedures for maintaining a stolen property file.

II. POLICY:

The Hampton Police Division shall maintain appropriate records and property files for indexing evidence, and stolen, recovered, or found property.

III. PROCEDURE:

A. A stolen property file shall be maintained in Investigative Services.

B. Once a report of property theft is received by the Police Division the Records data entry clerk will make a computer entry in the Pistol Records Management System which shall include the following:

1. IBR Case Number
2. Date of theft
3. Item taken
4. Description of the item (color, brand name, serial number and model number if known, size (if applicable), and markings or numbers placed on the item by the owner for identification purposes.
5. Owner's name
6. Owner's address
7. Type of crime
8. Investigator or reporting officer

C. The items are then computerized by property type (rings, television, etc.). Serialized items will be forwarded to Records for entry into NCIC.

APPROVED:
CHIEF OF POLICE



- D. Computer entries with incomplete information will be updated as additional information becomes available.
- E. Officers receiving information on recovered property **must** submit an IBR Supplemental Report. If the item has a serial number and is listed in NCIC, Records clerks will remove the item from NCIC.
- F. Whenever property comes into the possession of the Police Division which is either recovered, found, or evidence, it will be received and processed by the Property and Evidence Unit in accordance with existing policy and procedure.

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