



DEPARTMENT NOTICE

21-022
02/11/21

Mandatory Listing of All Victims in Found Property Reports (Re-issue DB 18-119)

The purpose of this department notice is to increase the potential of reuniting lost property with its rightful owners.

The Property Control Division is constantly receiving "Found Property" which contain documents, passports, credit cards, etc., which contain the names of those who may have lost the booked found property. In many instances, a review of the police "Found Property" reports by PCD reveal that the above listed documentation is listed as "miscellaneous cards/IDs" or "passport." This practice either hinders or in many cases eliminates the possibility of reuniting lost property with its rightful owner.

With the search engine on Crime Data Warehouse, if identifying information is listed properly on "Found Property" reports, reunification of lost property with its owner is greatly enhanced. Therefore, when a member receives found property that is turned in by the public or found by the member, all members shall search the found property for identifying information. If possible, every effort should be made immediately to reunite the found property with its owner. If the found property cannot immediately be reunited with its owner, then it shall be booked at the district station and a "Found Property" incident report shall be written. **Any and all identifying information shall be listed on the victim/witness page of the incident report. If there are multiple identifying documents with multiple victims, then all the names and documents shall be listed on the victim/witness page of the incident report.** An example of this would be if a backpack is turned into a district station and that backpack contains four passports issued to a family from Spain, then each passport and member of the family is listed independently on the victim/witness page of the incident report.


WILLIAM SCOTT
Chief of Police

Per DN 20-150, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional information.