



FOUND, SEIZED, RECOVERED, AND ABANDONED PROPERTY

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I. Purpose

The purpose of this Written Directive is to establish guidelines and procedures for the custody and control and reporting of found, recovered or abandoned property within the University of Maryland, Baltimore Police Force (UMBPF).

II. Policy

It shall be the policy of the UMBPF to handle and report all found, recovered or abandoned property as described in this Written Directive.

III. Handling Property

A. Procedures

1. All UMBPF members who come into the possession, custody or control of any seized, found, recovered or abandoned property (including money) will be held responsible to properly secure and handle such property or money in conformity with the appropriate laws and established procedures of the UMBPF.
2. All UMBPF officers will properly process and secure all, found, recovered, seized or abandoned property coming into their possession.
3. Proper handling and storage of found or abandoned property will be in accordance with the Maryland State Law (see MD Courts & Judicial Proceedings Code 2-311 (2013), Appendix 11.1.1) and established UMBPF Written Directives.
4. Property that has been received as evidence in connection with an investigation will be processed in accordance with established procedures (See WD 11.2). An employee shall not convert or misappropriate any evidence or any other material or property found in connection with an investigation or other police action.

B. Investigation Required

UMBPF officers coming into possession of any found, seized, recovered, or abandoned property including property that will be held for evidence or contraband will conduct a thorough investigation to determine ownership. Evidence and contraband will be recovered as per **WD 11.2, Collection and Preservation of Evidence.**

C. Determining Ownership

1. If a UMBPF officer is unable to determine ownership after a thorough investigation, the officer will submit the appropriate police report in the Automated Records Management System (ARMS) including a Property Report to the Patrol Supervisor before the end of their tour of duty.
2. The police report shall describe the property, its value and shall detail the circumstances as to how the property came into the officer's possession. Additionally, all efforts to identify and notify the owner or custodian of the property are to be mentioned within the report.
3. If the owner of the property is unknown, the name of the individual recovering the property will be entered in the owner's block of the Property Record. The finder will also be listed as the complainant in the ARMS incident report. The investigating officer will also indicate that person's connection with the property (finder, suspect, owner, etc.).
4. Each item must be individually marked with the case number, time, date, and officer's name and badge number. Each item then has to be placed in the property package.
5. If the item cannot be marked, then the property package will be labeled with the following information:
 - a. Case number and classification (Found, Seized, Recovered, and Abandoned Property);
 - b. Date and Time;
 - c. Officer's name and badge number; and
 - d. Description of property.

D. The Property Record Form

Additional information on the Property Report can be found in **WD 1.11, Records**, of the Police Force Manual.

E. Packaging Property

1. After found, seized, recovered, or abandoned property has been packaged and labeled, the Patrol Supervisor will inspect the document and package, then sign the Property Record form and attach it to the property package.
2. The property will then be deposited immediately in the property temporary holding lockers at the Quartermaster area of the Operations Center. The property will be stored in

proper property packaging. Items too large for packaging will be marked with a property tag which will include the information noted above (see III, C, 5)

3. Property that is found and recovered or seized as evidence that is of a sensitive nature such as CDS, weapons, ammunition, etc., will be submitted to the Baltimore Police Department (BPD) Evidence Control Unit (ECU). Documentation of such action will be submitted with the incident report. A copy of the incident report and submission documents will be forwarded to the Property Custodian.

F. Property Storage/Return/Authority

1. The Quartermaster is designated as the Property Custodian and will maintain a computerized data base for all property, including property submitted directly to other agencies.
2. The Custodian will also be required to handle inquiries regarding property and for facilitating the returning of property to the rightful owner.
3. When the owner of found, recovered, or abandoned property is identified, they shall be contacted as provided by law and given a specific time to respond and claim their property. If the owner fails to do so, the property will then be handled in accordance with this Written Directive and state law (see Maryland Code, Courts and Judicial Proceedings 2-311 (2013, Appendix 11.1.1 and Maryland Education Code 13-702 (2015), Appendix 11.1.2).

G. Property Release

1. When the rightful owner is ready to claim the property, the owner shall complete the full release section of the Property Record form and sign where indicated.
2. When property is released by the investigating, or releasing officer, the original Property Record form will be signed and given to the Custodian. In cases of a partial release, the Partial Release section of the Property Record form must be completed.
3. In all cases where property is released by the investigating or releasing officer, a Follow-up Report will be completed stating the details of the transaction including when, where and why the property was released and to whom. The report shall be submitted to the Patrol Supervisor. The Patrol Supervisor will review the Property Record form for accuracy and completeness. The Property Record will be scanned and attached to the electronic Follow-up report in ARMS. The original property record along with a copy of the follow-up report will be forwarded to the Custodian. The custodian will use the information to update the computerized property database.
4. Found property will be returned to the finder according to state law (cited in F. 3 above) and the UMBPF Form 14-01(see Appendix 11.1.3) shall be completed if:

- a. The property is not claimed by the owner within one year,
 - b. The finder claims to the property within one year,
 - c. The property is not or contraband,
 - d. Return of firearms and other weapons are contingent upon existing Local, State and Federal laws; and
 - e. The finder/claimant has proper identification.
5. If the finder fails to claim the property, the ownership of the property will automatically transfer to the Agency.
 6. Property found by departmental personnel while on duty or while acting in an official capacity, will not be released to the finder.

H. Property Inventory and Sale

1. The Custodian shall conduct a complete inventory of property semi-annually and submit a report to the Support Services Commander.
2. Inventory reports will be due November 1st and May 1st of each year. All property which has not been claimed and/or the rightful owner cannot be identified shall be disposed of in accordance with state law (see Maryland Code, Courts and Judicial Proceedings 2-311 (2013), Appendix 11.1.1 and Maryland Education Code 13-702 (2015), Appendix 11.1.2) Property shall be disposed of at least twice each calendar year. It shall be disposed of upon approval of the inventory report. The Custodian shall be responsible for such disposal and for updating the computerized data base reflecting the disposal.

Written Directive System Impact

Upon approval and publication, this edition of WD 11.1 supersedes all previous editions. Additionally, WD 11.1 replaces SOM 9.2 Lost Found and Abandoned Property. It will also incorporate PFM 3.5 Recovered Property and SOM 9.3 Recovered Property into one WD. PFM 3.5 and SOMs 9.2 and 9.3 will be purged from the manual system.

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CALEA Standard (s): 84.1.1