



# FOUND PROPERTY

West Manheim Twp. Police Dept.

Property Manual



When taking possession of Found items, record the name, address, and telephone number of “finder” on property log. **Issue completed Property Receipt** to finder.



**Place in ziplock bag** to facilitate viewing for identification. If item is **keys**, affix tag with twisty or string and submit as is. If item is **Cash, Jewelry, Guns, or Bicycles**, see below.



**Place tag inside** and close bag. Seal with evidence tape if item is considered valuable. If ownership is determined, return item as soon as possible.



## Points of Interest

- If item is **CASH, JEWELRY, GUN, or BICYCLE**, package as described elsewhere in this manual.
- If item is considered **Contraband** or **Suspected Proceeds of Crime**, label as such and package as evidence.
- Since items may cover a wide assortment of property types and sizes, *packaging methods may vary*.
- *Finders* will be notified to retrieve property, if not claimed by owner, within *90 days from date found*. Property without a rightful owner will be held for *one year* from date found. Unclaimed property with a rightful owner will be held for *seven years* from date found.
- Found **GUNS** or **Bicycles** will not be returned to finder. Bicycles will be *donated* to charitable organization.
- Officers may not claim property they find while *on duty*.