

FOUND PROPERTY

POLICY & PROCEDURE NO. 6.02A	ISSUE DATE: 1 June 2021
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MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: 84.1.1; 84.1.2; 84.1.3; 84.1.4; 84.1.5; 84.1.6; 84.1.7	REVISION DATE:

I. GENERAL CONSIDERATIONS AND GUIDELINES

The purpose of this policy is to provide guidance for the handling of found property that comes under the control of the Everett Police Department.

Found Property is defined as Items lost by and not in the custody of the owner.

Found property will be handled as any other property that is collected by the department.

II. POLICY

Preliminary Actions:

1. In incidents of Found Property, the reporting officer will create a crimetrack entry card using code 422 Lost and Found and record the identity and contact information, when known, of the individual turning in the property.
2. The reporting officer will make every attempt to identify the owner and return the property, if the property is returned to the owner a note will be made in the card entry.
3. If the owner is not able to be identified the reporting officer will submit the property to the evidence system. By creating a formal report, logging the property into the property section of the report

using the F code (found), the property should be labeled and packaged in the same manner as evidence and submitted into evidence system.

Follow-Up Actions:

1. The evidence technician will attempt to ascertain the identity of the owner and return the item or items.
2. If an item cannot be returned to the rightful owner it will be disposed in compliance with MGL c135 sections 8, 9 and 10.
3. **FOUND PROPERTY: RIGHT OF CLAIM BY FINDER:** The finder of money or property may request that such property be turned over to him/her after one year has passed since the property or money was found. ¹
 - a. If the owner becomes known and makes a claim to such property within one year, the property shall be returned to the owner. ²
 - b. If the owner remains unknown or does not make arrangement to obtain the property within one year of the date of finding, the property shall ensure to the finder. ³
 - c. If the finder does not claim the property, such property may be disposed of at auction.⁴
 - d. Items with no identifiable value will be submitted for destruction.

¹ M.G.L. c. 134, §4.

² M.G.L. c. 134, §3.

³ M.G.L. c. 134, §4.

⁴ M.G.L. c. 135, §8.