

UPPER MERION TOWNSHIP POLICE DEPARTMENT
POLICY AND PROCEDURE

No. 860

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Date: September 21, 1988

STOLEN PROPERTY ENTRIES AND NOTIFICATIONS

I. **PURPOSE:**

- A. Proper entry of stolen property into NCIC/CLEAN to facilitate the eventual recovery of the items.
- B. Timely cancellation of entries upon recovery.

II. **OBJECTIVES:**

- A. To properly enter stolen property into the NCIC/CLEAN system.
- B. To properly notify property owners when a recovery is made.
- C. To remove recovered stolen property in a timely fashion.
- D. To document actions and contacts by our officers and dispatchers.
- E. To reduce the possibility of liability due to improper entries or removals.

- III. **POLICY:** Members of the Upper Merion Township Police Department will make every effort to ensure proper and timely NCIC/CLEAN entries of stolen property or of recovered stolen property with the ultimate aim of reuniting the property with the property owner.

IV. **RESPONSIBILITIES:**

A. DISPATCHER:

- 1. To make the proper entries into NCIC/CLEAN stolen property and recovered stolen property at the direction of the investigating officers.

2. To document all messages and actions concerning stolen property and recovered stolen property.
3. To contact property owners of recovered stolen property at the direction of investigating officers.
4. To remove recovered stolen property from NCIC/CLEAN when appropriate.
5. To modify NCIC/CLEAN entries after notification received of partial recoveries of property previously entered.

B. INVESTIGATING OFFICER:

1. To supply necessary and accurate data to dispatcher so proper NCIC/CLEAN entries can be made.
2. To contact property owners or direct dispatchers to contact property owners when property is recovered.
3. To document all actions and contacts pertaining to stolen property entries into NCIC or recovered stolen property and its removal from NCIC/CLEAN.

C. SHIFT SUPERVISOR:

1. To guarantee the responsibilities of the dispatcher and investigating officer are carried out in compliance with this policy and procedure.

D. RECORDS:

1. File all relative reports with the appropriate case(s).

V. PROCEDURE:

A. ORIGINAL ENTRY BY UPPER MERION POLICE DEPARTMENT; Property located by Upper Merion Police Department or in Upper Merion Township, and Upper Merion Police Department notified:

1. Upper Merion Police Department will be responsible for cancellation of the NCIC/CLEAN message and notification of the owner (record the date, time, and identity of the person contacted). The contact person/owner must be told if the recovered property can be released, the location of the property and, in the case of a vehicle, the fact that storage charges are accumulating. If the property is here at the Upper Merion Police department, the owner/contact person should be given the best time to call the Records Division and make arrangements for claiming the property. All information should be recorded on an Upper Merion Police Department Supplemental Report.

B; ORIGINAL ENTRY BY UPPER MERION POLICE DEPARTMENT; Property located in another jurisdiction:

1. In most cases, Upper Merion Police Department will be notified of recovered stolen property by another police department. Prior to removing any stolen property from NCIC/CLEAN, we must first receive a proper "locate" message over the system. When the locate is received, the dispatcher will notify the shift supervisor and receive direction on how to proceed. Either an officer will be assigned to investigate or the dispatcher will be directed to contact the property owner and remove the property from the system. In either case, copies of all locates and cancellations are to be maintained with the case file and all actions are to be documented on an Upper Merion Police Department Supplemental Report. The "property owner contact procedure" as previously outlined should be used.

C. ORIGINAL MESSAGE ENTERED BY ANOTHER JURISDICTION: Property located in Upper Merion Township and Upper Merion Police Department notified:

1. Dispatcher should first notify shift supervisor who will arrange to make telephone contact with the originating jurisdiction to determine if the property should be guarded. A locate message should be sent to the originating jurisdiction via NCIC/CLEAN system. Dispatcher should verify locate message has been received. Notification of property owner is the responsibility of the police department who made the original entry. All information should be recorded on the appropriate Upper Merion Police Department report.

APPROVED: _____

DATE: _____

APPROVED: _____

DATE: _____

TO BE REVIEWED: ANNUALLY

DISTRIBUTION: All police officers
All police dispatchers
Records Personnel
Township Manager
File