



Santa Cruz Consolidated Emergency Communications Center


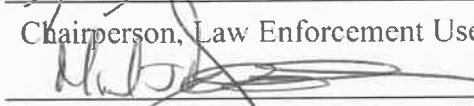
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FIRE
POLICE
MEDICAL



Michael J. McDougall
General Manager

COMMUNICATIONS OPERATIONS LAW ENFORCEMENT POLICY

Policy No. 4775	Date Issued: June 1, 1996
Section: 4700 – Specific Procedures	Date Revised: February 1, 2007
Accreditation Standards: None	
SUBJECT: LOST OR FOUND PROPERTY	
APPROVED: 	_____
	Chairperson, Law Enforcement Users Subcommittee
APPROVED: 	_____
	Michael J. McDougall, General Manager

1.0 Policy

As a general rule, lost property reports may be taken for:

- ◆ Extremely valuable items such as expensive jewelry, camera equipment etc.
- ◆ Cell phones
- ◆ Hazardous materials, handguns, other type of weapons.
- ◆ Traveler's checks and/or passports (requires a police report for replacement).
- ◆ Any time a report is requested for insurance purposes.

2.0 Procedure

2.1 When receiving a report of lost or found property:

- Create a dispatch incident.
- Assign an appropriate unit to take the report, i.e., CSO, beat unit, etc.

2.2 Telephone inquiries relating to found/lost property should be referred to the appropriate property department.