

Basic Training Module Specifications

<u>Functional Area:</u>	I. Investigation
<u>Subject Area:</u>	F. Crime Scene Process
<u>Module Title:</u>	4. PROCESSING PROPERTY
<u>Hours:</u>	Not less than 2 hours

Note to Instructor:

Stress the need for recruits to familiarize themselves with their agency's record keeping system.

Module Objectives:

- I.F.4.1. Process Impounded Property.
- a. Determines whether the circumstances warrant impounding property based on seriousness of offense and nature of property (e.g., can it be destroyed, altered, moved).
  - b. Takes custody of property to be impounded.
  - c. Documents all property that has been impounded.
  - d. Determines status of property that has been impounded (e.g., stolen property, evidence in safekeeping).
  - e. Determines final disposition of impounded property based on legal requirements:
    - (1) rightful owner identified and property returned; or
    - (2) property is contraband and must be destroyed; or
    - (3) no owner identified and property is disposed of (e.g., auction, destruction).
- I.F.4.2. Determine if Recovered Property is Linked with a Previous Crime.
- a. Checks local sources (e.g., police reports, information from detectives).
  - b. Teletypes from other jurisdictions (e.g., checks crimes and modus operandi).
  - c. Investigates other possible leads (e.g., compares descriptions of property to determine if they are similar, talks to witnesses).

I.F.4.3. Trace Stolen Goods.

- a. Locates serial numbers and/or other identifying numbers on stolen goods (e.g., driver's license number).
- b. Checks local files to determine if items similar to the item being traced have been reported stolen.
- c. Checks whether item is reported stolen on LEIN.
- d. Prepares an information sheet to notify other law enforcement agencies of recovered property.
- e. Contacts owner or reporting agency to have item identified.
- f. Completes all necessary papers (e.g., release forms, supplementary report, etc.).

I.F.4.4. Recover and Inventory Stolen Property.

- a. Describes recovered stolen property by recording:
  - (1) where the property was recovered,
  - (2) the estimated value of the property,
  - (3) what the property is,
  - (4) when it was recovered, and
  - (5) who recovered it.
- b. Handles stolen property as evidence after it has been inventoried.
- c. Notifies proper authority of disposition of stolen property.

**Module History**

Reviewed 09/21