

Basic Training Module Specifications

Functional Area: II. Patrol Procedures  
Subject Area: A. Patrol Operations  
Module Title: 3. PATROL OPERATION ADMINISTRATIVE DUTIES  
Hours: Not less than 1 hour

Notes to Instructor:

Module Objectives:

- II.A.3.1. Take Custody of Lost and Found Property.
- a. Interviews finder of property to determine how property was found.
  - b. Explains to finder procedure for processing lost and found property.
  - c. Logs and tags the found property.
  - d. Classifies the found property pursuant to 1987 PA 273.
  - e. Prepares two reports, general and detailed, for found property other than that classified as junk or minor property.
  - f. Stores property in a secure location to prevent loss or damage.
  - g. Locates owner of property, if possible, by:
    - (1) checking serial number and registration,
    - (2) referring to identification located on found property, and
    - (3) reviewing reports of larceny or lost articles.
  - h. Releases property to owner after requesting owner to identify property and sign a receipt.
  - i. Disposes of found property in the following sequence:
    - (1) owner, if located;
    - (2) finder;
    - (3) law enforcement agency or government unit; or
    - (4) charity.
  - j. Indicates disposition of items on property log or report.

II.A.3.2. Verify Vehicle Title Information.

- a. Verifies location of VIN using reference documents (e.g., NATB manuals, etc.)
- b. Locates the VIN on the vehicle.
- c. Compares VIN with vehicle title to determine whether the numbers are the same.
- d. Determines whether the vehicle title or VIN has been altered.
- e. Checks the VIN through LEIN to determine if the vehicle is stolen or wanted.
- f. Completes form documenting that vehicle title corresponds to the vehicle when that is the case.