



CSU Bakersfield

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To: University Police

From: Marty Williamson

Date: December 7, 2012

**Subj: Found Property Reports
Directive 12-7**

Originally distributed 6-26-12 by Lt. Williams via email.

Effective immediately all reports involving found property will include the name of the reporting party, along with their identifying and contact information. Example: If someone brings a found item into the UPD, the Dispatcher, CSO, or Officer will obtain the person's name and identifying information such as drivers license number, birth date, home address and phone number. In the event the person does not want to provide their information, the report will indicate the refusal.

In addition, all found property reports will include the same information for the person (owner) who claims the property, along with a brief narrative describing the release of the property.

I am introducing this change to assure we have all pertinent information included in the reports. Example: If someone turns in a wallet that is later determined to have money missing we would have a starting point for the investigation. In turn, if someone claims a piece of property the narrative would contain information justifying the release of the property to that person.