

305.00 - PROPERTY RECOVERY UNIT

305.01 Procedures

- (1) The primary function of the investigators assigned to the Property Recovery Unit is to call on the pawnshops and second-hand stores in Denver and examine the daily record of loans and purchases.
- (2) In an effort to return the stolen property to the rightful owners, the pawnshop and second-hand store operators are required to maintain an accurate record of every item they purchase or on which they loan money.
- (3) A record of each pawnshop's series of pawn ticket numbers is kept by the Pawnshop Unit in the Records Section.
 - a. As each daily group of pawn tickets is received from the various pawnshops, the numbers are checked against the record book to ascertain that they are consecutive.
 - b. In all cases of missing numbers, the officer in charge checks with the pawnbroker to determine the cause of the missing ticket, and makes arrangements with the pawnbroker to see that the proper ticket is received by this office, or the officer in charge, after checking, will make up the proper ticket with information and missing number of sequence.
 - c. Periodic spot checks shall be made, comparing the pawn or second-hand slips against the property to assure accuracy and completeness of the forms.
 - d. When stolen property has been located in a pawnshop or second hand store, the Pawnshop Unit shall place a police hold on the property. A check will then be made to verify the property as stolen.
 1. Out of state and county stolen property will be verified by the Pawnshop Section. Impounding and returning of property to out of state and county agencies shall be the responsibility of the Pawnshop Unit. Property shall be sent only to law enforcement agencies.
 2. Stolen property recovered from Denver County cases shall be verified by the detective assigned to the case, or another officer appointed by their supervisory officer to handle the property.
 3. The responsibility to continue the police hold, cancel the police hold, impounding and/or returning the property shall rest with the assigned detective or appointed officer.
- (4) Records on guns
 - a. Hand gun sales records, including rifles, shotguns, air and gas guns, and blackjacks are received by the Pawnshop Unit of the Records Section by mail or by pickup by the investigators assigned to the Property Recovery Unit.
 - b. A gun sales list is typed from a Gun and Weapon Sales Record, including:
 1. Purchaser's name, address, physical description, and DOB.
 2. Description of gun, including serial number.
- (5) Gun sale records file is maintained by serial numbers and purchaser's name.
- (6) Registration of Firearms.

On all inquiries, direction should be given for the person to bring the gun to the Pistol Range, unloaded and packaged. The Firearms Technician will record the description of the gun, the individual's name, etc., on a Gun Registration form. All information should be verified, and the gun should be cleared to make sure it is not stolen.

305.02 Placing Hold Orders, Seizing & Releasing Property from Pawnshops & Secondhand Stores

- (1) No "hold" will be placed on any property located in a pawnshop, secondhand store, or other such outlet without making immediate notification by phone, FAX, or mail to the Property Recovery Unit (PRU) of the Property Crimes Bureau.

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- a. The notification must include the DPD case number, the reason for the "hold", and a detailed description of the item(s).
 - b. Any "hold" will automatically terminate after thirty (30) days, unless the hold is renewed for another thirty (30) days and the PRU is notified of the renewal.
- (2) No property will be seized from these outlets without a valid search warrant. The owner of the establishment may, however, voluntarily waive his/her right to have a warrant obtained.
- a. The PRU must be notified of any property seized from such establishments by warrant or waiver. This notification will include a detailed description of the property and its location.
 - b. All seized property must be held for a minimum of twenty (20) days. It will not be released to any owner or claimant.
- (3) The person in possession of the seized property must be advised that he/she has twenty (20) days to file a motion for a hearing to determine ownership of the seized property. The person may also waive the right to such hearing. If no hearing is held, the police may dispose of the property after twenty (20) days.
- (4) Preferably the PRU should handle all such Holds, Seizures, and Disposals.
- a. The PRU will maintain a file of all property on hold, seized, and released pursuant to these procedures.
 - b. The PRU will use a Property Recovery Waiver, DPD 187, for the seizure of property from pawnshops, secondhand stores, and such establishments.
 - c. The form will advise the property owner of certain rights regarding the property to be seized and provide for a waiver of those rights.
 - d. The form also provides for a copy of a Motion for Return of Property to be served on the supervisor of the PRU.
- (5) Officers will not place holds, etc., on property located in shops outside of the City and County of Denver without first going through the agency of the proper jurisdiction. Likewise, agencies outside of Denver will be notified that they must first contact the PRU prior to placing holds on property in Denver shops.