

## **PSF-2.11 - Pawnshop/ Second Hand Stores, Property Procedures**

### **PAWNSHOP/SECOND HAND STORES, PROPERTY PROCEDURES**

*Administrative Rules Adopted by Police Bureau Pursuant to Rule-Making Authority*

ARB-PSF-2.11

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#### ***Section 1- Procedure***

If property located at a Pawnshop, Secondhand Store, Antique Dealer, or Scrap Metal Dealer is believed to be lost or stolen, members may place a police hold on such property and initiate an inquiry as follows:

- a. If the property has not been reported lost or stolen, and investigation reveals it is, initiate a crime or lost property report.
- b. Notify the place of business that a Police Hold is being placed on the property and that they should follow the procedures described in City Ordinance 14.37.040. A Special Report justifying the police hold shall be written for inclusion with the case file in the Records Unit. A copy of this report shall be directed to the Pawnshop Detail in the Detective Division. The police hold shall remain in effect for thirty (30) days unless released by the Pawnshop Detail.
- c. If the place of business is not open during the member's working hours, a police hold may be accomplished by directing a request, via a Special Report, to the Pawnshop Detail.

Members, other than the Pawnshop Detail detectives, will not remove suspect property from a Pawnshop, Secondhand Store, Antique Dealer or Scrap Metal Dealer, nor will they return the property to the alleged owner. Property removed from a Pawnshop, Secondhand Store, Antique Dealer, or Scrap metal Dealer by a Pawnshop Detail detective will be placed in the Property Room pending final disposition.

Citizen inquiries will be referred to the Pawnshop Detail. Outside agencies who need to place police holds on property located at a Pawnshop, Secondhand Store, Antique Dealer, or Scrap Metal Dealer must do so through the Pawnshop Detail or Detective Division Command members. The agency placing the police hold will be requested to provide the Pawnshop Detail with a copy of the police report regarding the loss/theft and any suspect information.

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#### ***Section 2- References***

City Ordinance 14.37.040(b) Application for Permit, Occasional Secondhand Dealers and Secondhand Dealers

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#### ***HISTORY***

Submitted for inclusion in PPD March 6, 2002.

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