

TEXARKANA, TEXAS POLICE DEPARTMENT
GENERAL ORDERS MANUAL

<i>Effective Date</i> February 1, 2008		<i>Amended Date</i>		<i>Directive</i> 12.06.1	
<i>Subject</i> Field Release of Property					
<i>Reference</i>					
<i>Distribution</i> All Personnel City Manager City Attorney		<i>TPCA Best Practices Recognition Program Reference</i> 12.06.1 Field Release of Property		<i>Review Date</i> November 30, 2023	
				<i>Pages</i> 2	

This Operations Directive is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department, and only in a non-judicial administrative setting.

SECTION 1 PURPOSE

The purpose of this policy is to provide guidance to employees regarding the release of property to individuals in the field when such a release can be done without compromising a criminal case.

SECTION 2 POLICY

It is the policy of the Department that property may be released in the field when appropriate and when the release can be done without compromising a criminal case. All property released in the field must be released in accordance with the provisions of this directive.

SECTION 3 PROCEDURES

- A. Officers who wish to release property to the rightful owner must do so in accordance with the following procedures:
 1. If an officer receives found property, all reasonable efforts should be made to locate the owner. Found property may be released to the owner at any time if the owner can prove ownership. The owner must sign for receipt of the property on the property report to document the disposition of the property.
 2. If the owner cannot be contacted during the officer's tour of duty, the officer will complete a property report, properly label and package the property, and place the property in the Property and Evidence Section. Property is to be released to the rightful owner during normal business hours by the Property and Evidence Custodian after the person has proven ownership. The owner must sign for receipt of the property on the property report to document the disposition of the property.
 3. Property taken for safekeeping may be returned to the owner at any time providing the owner can show proper identification. Safekeeping property is to be released in the same manner as found property, and the owner must sign for receipt of the property on the property report to document the disposition of the property.

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B. RESPONSIBILITY

1. All members of the Department shall know and comply with all aspects of this directive.
2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.