

Victoria Police Manual – Procedures and Guidelines

Lost property reports

Source Policy

These Procedures and Guidelines support and must be read in conjunction with the following:

- VPM Property and exhibit management
- VPM Seized property and special property types

Application

Procedures and Guidelines are provided to support the interpretation and application of rules and responsibilities. They include recommended good practices and assessment tools to help employees make lawful, ethical and professional decisions. Employees should use the **Professional and ethical standards** to inform the decisions they make to support interpretation of Procedures and Guidelines.

Procedures and Guidelines are not mandatory requirements on their own. However, where rules and responsibilities state that employees must have regard to Procedures and Guidelines, the Procedures and Guidelines must be used to help make decisions in support of the rules.

Procedures and Guidelines

1. When to complete a lost property report

If a person reports property as missing/lost:

- The member should first establish whether the property is lost or stolen.
- If it is established the property is lost, members are to refer to the 'lost property recording criteria.' If the lost property recording criteria is met, members are to complete a Lost Property Report [Form 220D].
- If the lost property criteria is not met, refer to section 2, "When a Lost Property Report is not required".
- If it is established the property is stolen, complete appropriate LEAP reports.

- If the property is lost interstate or overseas, do not take a Lost Property Report, have the reporting person complete a Statutory Declaration and refer the owner to the appropriate authority.

Items that should be recorded on LEAP if criteria is met	
Always record these items	Actions / Exceptions / Advice
Cash	List denominations and description of bag or wallet in which the cash was being held.
Phones	For mobile phones the IMEI (International Mobile Equipment Identity) number is mandatory together with the telecommunications service provider details. The SIM (subscriber identity module or subscriber identification module) card number is also preferable for some telecommunications carriers
Firearms	High Priority. Refer Section 140 of the Firearms act
Jewellery / Watches	Detail engravings – do not record costume jewellery or similar items that have low value.
Hand held / Portable electronic devices (E.g. Ipods / Walkmans / DVD players / GPS Navigators / Binoculars / Cameras)	
Suitcases, backpacks, clothing(Including shoes)	Record size, volume, compartments
Lost number plate	One number plate may be considered lost, however 2 plates of the same registration number are be recorded in LEAP as stolen
Passports	
Police ID, Equipment	High priority
Tools	

- To request a property item not included on the above list to be recorded on LEAP as lost property, the reporting member is to provide a reason on the Lost Property Report [Form 220D] eg: high value, sentimental, member discretion etc.

2. When a Lost Property Report is not required

2.1 Items not to be recorded

- Items that contain sufficient information to locate the owner such as, owner's name and/or address, should not be recorded on LEAP. Reporting persons should be directed to use the Lost Property pamphlet [vpb43]. (eg: Credit Cards, Drivers Licence).
- The following lost property items should not be entered on LEAP, regardless of any unique identifiers:

Items that should not be recorded on LEAP (Note: Items of significant sentimental value may be considered for recording on LEAP)		
Do not record these items	Rationale	
Airline tickets	If found contact airline	
Animals	Contact the Council or Ranger	
Bank Cheques	If found contact bank	
Bank, Passbook, Debit Cards	If found contact bank	
Bicycle	No LEAP provision for recording as lost (stolen only)	
Books, Magazines	May consider recording item when high value, 1 st edition etc.	
Cards - Credit, Debit, ID, Health, Membership Cards, Pension, Social Security, Licence & Learners Permit.	If found contact agency	
Computer games, DVD's, CD's		
eTags		
Glasses, Sunglasses	May record if high value	
Keys		
Official Documents, e.g.-birth certificates	If found contact agency	
Toys	May consider recording when limited edition of generally high value and are identifiable	
Wallets, Purses, Handbags (nil cash)	May record if high value	

2.2 Advice to reporting person

- For property not considered suitable for entry on LEAP, provide the person reporting the item with the Lost Property pamphlet [vpb43].

- If applicable, advise the person to report the loss to other authorities, e.g. Australia Post for property lost in the mail.

Further Advice and Information

For further advice and assistance regarding these Policy Guidelines, contact your supervisor, or the Central Data Entry Bureau (CDEB), Police Enquiry and Data Sharing Department.

Update history

Date of first issue	03/12/2012	
Date updated	Summary of change	Force File number
21/10/19	Instrument names amended to reflect updated property management policies	FF-116667
12/09/2023	Administrative amendment to reflect name change from RSD to Police Enquiry and Data Sharing Department.	FF-229744