



The Corporation of the District of North Vancouver

CORPORATE POLICY MANUAL

Section:	Purchasing	3
Sub-Section:	Disposal of Tangible Personal Property	1090
Title:	DISPOSAL OF FOUND & POLICE RECOVERED GOODS	1

POLICY

Found Property:

The District may return to the finder any found property with an estimated value of less than \$5,000.00. The Manager – Purchasing will report to Council any found property with an estimated value of \$5,000.00 or more and will submit to Council a recommendation for disposition that may include returning the property to the finder, disposing of the property by sale or auction that may include a reward to the finder with the balance, if any, flowing to general revenues.

Exceptions to the above:

- Bicycles will not be returned to the finder. All bicycles unclaimed by the owner after 3 months will be sent to auction with all proceeds flowing into general revenue.
- Articles deemed to have historical, archaeological or paleontological significance may be subject to expert review and disposed of in a manner appropriate to the findings and recommendations of the expert.

Found Cash: (Any Value)

All found cash will be held for the statutory three-months as property, and then be held for a further 6 months as with the proceeds of sale. Following that period staff may return to the finder any amount that is less than \$5,000. For amounts of \$5,000 or more staff will submit to Council a recommendation for disposition of the funds that may include, for example, a reward to the finder with the balance, if any, flowing to general revenues.

Property or Cash Recovered by the RCMP

Any property or cash recovered by the RCMP does not have a “finder”. Such property will be disposed of by the Manager-Purchasing. Cash and the net proceeds of property sold will flow to General Revenue.

Community Charter:

The disposal of property or cash will be carried out in compliance with Section 67, Division 11, Part 3 of the Community Charter.

REASON FOR POLICY

To provide direction for the disposition of police recovered goods and provide a method of compensating finders of unclaimed lost property voluntarily turned over to the North Vancouver Detachment of the R.C.M Police

AUTHORITY TO ACT

Delegated to Staff.

PROCEDURE

Lost & Found Property

RCM Police - North Vancouver Detachment

- Records the name, address, telephone number of the finder and tags this information onto the property.
- Holds the item for three calendar months from the date of receipt.
- If the owner claims the property within this period, records the name, address of the owner and advises the finder in writing that the property has been claimed.
- If the property is not claimed it will be forwarded to the District in care of the Manager - Purchasing for disposal.

Manager – Purchasing

- Unless advised otherwise by the RCM Police the Manager - Purchasing may return property valued at less \$5,000 to the finder.
- If not wanted by the finder, or if the finder cannot be located at the address left with the police, disposes of the property by sale.
- All property valued at \$5,000 or more will be disposed of as directed by Council.
- The proceeds from the sale and all found cash will be held for 6 months with the net proceeds or the found cash being paid to the owner if he or she comes forward during that time. Failing this, staff will submit to Council a recommendation for disposition of the funds that may include, for example, a reward to the finder with the balance, if any, flowing to general revenues.

Property Recovered by Police Action

RCM Police - North Vancouver Detachment

- Retains property as long as required to serve as evidence in criminal proceedings.
- Releases property to the owner if known or;
- Releases property to the insurer of the owner if the insurer has paid for replacement or cash value,
- Unless a court order has been made concerning the disposition of the property forwards it to the Manager - Purchasing following completion of any court proceedings for which the property is required as evidence.

Manager - Purchasing

- Disposes the property by sale or auction with the net proceeds of the sale flowing into general revenue or;
- Retains property for use by the District where such use is beneficial to the District operations.

Approval Date:	November 8, 1999	Approved by:	Regular Council
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