

# PROPERTY FOR SAFEKEEPING

## POLICE DEPARTMENT PROPERTY FOR SAFEKEEPING RECEIPT

Name of Property Owner: \_\_\_\_\_

Address: (or notification address) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Date Property Received: \_\_\_\_\_ Time Received: \_\_\_\_\_

### *Description of Property*

#### ITEM

#### DESCRIPTION (Brand, Model #, Serial #, Etc.)

Item # 1 \_\_\_\_\_

Item # 2 \_\_\_\_\_

Item # 3 \_\_\_\_\_

The above described property has been stored for Safekeeping at the Police Department Property Room at 1234 North First Street, Anycity, CA. (555) 449-4273. The property may be claimed by contacting the Evidence Custodian at the above address or calling the above phone number to schedule an appointment. The Evidence Custodian will be available Tuesday, 8:30 a.m. - 11:30 a.m. and 1:00 p.m. - 3:00 p.m.

If the property is not claimed within 30 days it will be disposed of per Police Department policy and Municipal Code Statute 234 MC.

I have read the above notice and understand how I may claim the above listed property.

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Officer: \_\_\_\_\_ Date: \_\_\_\_\_

**Release Information - I have received all of the above described property in good condition.**

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Officer: \_\_\_\_\_ Date: \_\_\_\_\_