



Evidence & Recovered Property

1. Property found and owner identified

- Send 1st letter by first class mail to known owner - must be picked up within a ten day time frame
After 30 or more days....
- Send 2nd letter by first class mail to known owner - must be picked up within a ten day time frame
- If no response after 2nd letter, hold property for 30 more days, then reclassifies property to “abandoned”, dispose of via auction, destruction, or diversion to Village of Lemont for use. (All items held a minimum 60 days)
- If currency/coins are present also, see #7 for procedures on these items

2. Property found-owner not identified or known

- Hold for 6 months, then consider property “abandoned”, dispose of items via auction, destruction, or diversion to Village of Lemont for use.
- If currency/coins are present also, see #7 for procedures on these items

3. Property acquired due to arrest (prisoner property)

- Arrestee signs on booking form that they have 60 days to claim items held that county jail will not accept. They may also designate at that time others who are authorized to pick up their property.
- Send 1st letter by first class mail to known owner -must be picked up within a ten day time frame
After 30 or more days....
- Send 2nd letter by first class mail to known owner -must be picked up within a ten day time frame
- If no response after 2nd letter, hold for 30 more days, then reclassify property to “abandoned”, dispose of via auction, destruction, or diversion to Village of Lemont for use. (All items will be held a minimum of 60 days)
- Items abandoned with an obvious value (currency, coins, jewelry, cell phones, etc) will be identified and separated.
- Currency and coins shall be deposited in a separate Village Account



LEMONT POLICE DEPARTMENT

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- Other items of obvious value besides currency/coins shall be disposed of via auction.
- All Clothing, items with no value, and any personal use items shall be disposed of in trash due to health concerns.
- Items that are issued by businesses (credit cards, gift cards) Government entities (passports, licenses, identification cards, etc) shall either be returned to the issuer or destroyed by shredding.

4. Prior property acquired due to “Arrest”

- Send 1st letter by first class mail to known owner -must be picked up within a ten day time frame
After 30 or more days....
- Send 2nd letter by first class mail to known owner -must be picked up within a ten day time frame
- If no response after 2nd letter, hold for 30 more days, then reclassify property to “abandoned”, dispose of via auction, destruction, or diversion to Village of Lemont for use. (All items will be held a minimum of 60 days)
- Items abandoned with an obvious value (currency, coins, jewelry, cell phones, etc) will be identified and separated.
- Currency and coins shall be deposited in a separate Village Account
- Other items of obvious value besides currency/coins shall be disposed of via auction.
- All Clothing, items with no value, and any personal use items shall be disposed of in the trash (due to health concerns)
- Items that are issued by businesses (credit cards, gift cards) or Government entities (passports, licenses, identification cards, etc) shall either be returned to the issuer or destroyed by shredding.

5. Evidence seized (including any currency seizures) with known owners

- Ensure court case has been adjudicated
(And if no currency seizure paperwork has been filed)
- Send 1st letter by first class mail to known owner - must be picked up within a ten day time frame
After 30 or more days....
- Send 2nd letter by first class mail to known owner - must be picked up within a ten day time frame
- If no response after 2nd letter, hold for 7 years per State Statue, then reclassify property to “unclaimed” dispose of via State of Illinois Unclaimed Property Act by turning all items over to State of Illinois. (Held for 7 years)

Gregory D. Smith
Operations Commander

Marc R. Maton
Chief of Police

Daniel M. Tully
Administrative Commander



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6. Evidence Seized (including any currency seizures) with unknown owners

- Ensure court case has been adjudicated
- Hold for 7 years per State Statute, and then reclassify property to “unclaimed”, dispose of via State of Illinois Unclaimed Property Act by turning all items over to State of Illinois. (Held for 7 years)

7. Any Currency/Coins turned in with known/unknown owner

- Hold for 7 years per State Statute, and then reclassify property to “unclaimed”, dispose of via State of Illinois Unclaimed Property Act by turning all items over to State of Illinois. (Held for 7 years)

8. Unwanted Property turned in by an owner (Including any weapons, ammunition, other items of value)

- Reclassify property to “abandoned”, dispose of via auction, destruction, or diversion to Village of Lemont for use. (All items held a minimum 60 days)
- Weapons and ammunition shall not be auctioned, either destruction or diversion to Village of Lemont only.

9. All Contraband, controlled substances, unwanted medications, liquor, and any other items or weapons that are illegal to possess, buy, or sell.

- Ensure any court proceedings are adjudicated (if applicable)
- Destruction only by an appropriate method (All items held a minimum of 60 days)