

# Law Enforcement Assistance With The Exchange of Property

## **Citizens Who Request Assistance With The Exchange Of Property**

### **Police Communication Technicians/Telecommunicators**

1. Establish jurisdiction by determining the location of the property. Identify the person who has the property and determine the relationship between the two parties
2. Identify the person requesting assistance and complete a comprehensive records check
3. All citizens who request assistance should report to the Department with copies of all documents
4. Assign an officer

## **The Investigating Officer Should Determine the Following**

1. Is the request from the citizen reasonable (i.e., time of day, type of property, quantity of property, and need for property)?
2. Is the citizen who has the property willing to cooperate?

### **The Investigating Officer Shall Not Assist When**

1. The risk to the victim or to the officer too great
2. A temporary restraining order or court injunction, prohibiting contact, has been issued against the citizen requesting the assistance
3. There are probation or parole restrictions prohibiting the citizen requesting the assistance from having contact with the person who has the property
4. A divorce decree exists prohibiting the distribution of property

## **General Procedures and Guidelines**

1. Remain sensitive to the needs of crime victims and make every attempt to protect them
2. A suspect/petitioner/abuser/citizen should never be allowed in or near a location to pick-up property even if the victim is not at the location. They should be told to remain at the Department or at another predetermined location.
3. Determine what personal property the citizen needs. As a general rule the property should be limited to personal property necessary to meet short-term needs.
4. Make telephone contact with the person who has the property and determine if that person is willing to allow an officer to pick-up the property. Ask that the property be packed and ready for transportation prior to your arrival.
5. Both parties involved should be told to seek legal counsel to address the long-term resolution of the final distribution of property