

BERKELEY POLICE DEPARTMENT

DATE ISSUED: January 13, 1994

GENERAL ORDER P-66

SUBJECT: FOUND, LOST, RECOVERED AND STOLEN LICENSE PLATES

PURPOSE

- 1 - The purpose of this General Order is to delineate procedures governing found, lost, recovered and stolen license plates.

POLICY

- 2 - It shall be the policy of the Berkeley Police Department to follow the guidelines set forth in this Order as they relate to found, lost, recovered and stolen license plates.

PROCEDURES

- 3 - In all cases where one or both license plates or license tabs are reported found, lost, recovered or stolen, a numbered report shall be made and the facts summarized in a Lost/Found Property Incident Report or an Offense Report.
- 4 - When one or both license plates are lost or stolen, information regarding the plates shall be entered in the Stolen Vehicle System (SVS). The assigned officer shall prepare the proper form, and route it to the Communications Center for entry. A copy of the entry shall be filed with the numbered report.
- 5 - In cases where license plates or license plate tabs are found and the owner cannot be located, a numbered report shall be initiated and the item(s) placed in the Property Room. The Property Officer shall cause these items to be destroyed annually, concurrent with the annual gun destruction process. The 90 day retention period outlined in General Order P-65 shall be observed.

References: General Order P-65
California Justice Information System
California Vehicle Code Section 4460
CALEA Standards