

DUNCANVILLE POLICE DEPARTMENT GENERAL ORDERS	
SUBJECT: Misappropriation of Property	GO 1.09
EFFECTIVE DATE: December 31, 2013	APPROVED: Robert D. Brown, Jr. Chief of Police
AMENDS/SUPERSEDES: R80-009 ISSUED: January 1, 1980	

I. OBJECTIVES

To assure the continuance of lawful, professional conduct and to prohibit misappropriation of property by all employees of this department.

II. RULES

- A. No employee shall commit theft.
- B. No employee shall take possession of any abandoned or lost property and convert it to his own use or otherwise dispose of the property to his own or another's benefit when his awareness or possession of such property is in any way related to his duties as an employee or his connection with this department.
- C. Except for vehicles, any employee coming into possession of any abandoned or lost property shall immediately mark and/or tag such property and without undue delay have it stored in the designated property room and describe such property in the appropriate report to be made out concerning the incident involved.
- D. No employee shall take possession of or otherwise dispose of any abandoned vehicle or its parts or contents other than by directing that it be towed to the department's auto pound for safekeeping, and any employee who directs that such towing and storage be performed shall inform the dispatcher immediately of the vehicle's description, including make, body style, license number or vin when no license plates are displayed, and submit the appropriate report without undue delay.
- E. Unless a stolen vehicle is to be placed under surveillance or examined at the scene of its recovery for evidence any employee responsible for recovering a stolen vehicle shall direct that it be towed immediately to the department's auto pound for safekeeping, inform the dispatcher immediately of the vehicle's description, including make, body style, license number or vin if no license plate is displayed, and submit the appropriate report without undue delay.
- F. No employee shall convert property belonging to the department to their own or another's personal use.