

CITY OF PORTLAND, OREGON



Bureau of Police

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EXECUTIVE ORDER

DATE: September 12, 2008

TO: All Members

RE: Revised 660.15 Pawnshop/Secondhand Property Procedures

ACTION: New SPI procedural responsibilities. The entire directive is included for your

review.

660.15 PAWNSHOP/SECONDHAND PROPERTY PROCEDURES

Index: Title; Secondhand Store Property Procedure; Property, Pawnshop Refer: City Ordinance 14B.90. Application for Permit, Secondhand Dealers

PROCEDURE (660.15)

When property located at a Pawnshop or licensed Secondhand Dealer is believed to be lost or stolen or evidence of any crime, members may place a police hold on such property and initiate an inquiry as follows:

- a. If the property has not been reported lost or stolen or as evidence of any crime and investigation reveals it is, initiate an investigation report. A copy of this report will be directed to Special Property Investigations (SPI).
- b. Notify the place of business that a 30 day police hold is being placed on the property and that they should follow the procedures described in City Ordinance 14B.90 (Secondhand Dealers).
- c. If the property has already been reported as lost or stolen or as evidence of any crime, a Special Report justifying the police hold will be written for inclusion with the case file in the Records Division (Records). A copy of this report will be directed to SPI. The police hold will remain in effect for 30 days unless the property is released, the verbal hold renewed, placed on Formal Hold or seized by SPI.
- d. If the place of business is not open during the member's working hours, a police hold may be accomplished by directing a request to SPI.

Members, other than SPI members or those authorized by SPI, will not remove suspect property from a Pawnshop or licensed Secondhand Dealer, nor will they return the property to the alleged owner. Property removed from a Pawnshop or licensed Secondhand Dealer will be documented on a Property/Evidence Receipt and handled according to existing Bureau guidelines.

Citizen inquiries will be referred to SPI. Outside agencies that need to place police holds on property located at a Pawnshop or licensed Secondhand Dealer will be referred to SPI for

assistance. Members should advise the agency placing the police hold that they will be expected to provide SPI with a copy of the police report regarding the loss/theft and any suspect information.

Formal holds and property seizures from a Pawnshop or licensed Secondhand Dealer will only be conducted after SPI has received a copy of the police report regarding the loss/theft and any suspect information regarding the crime for which the property is believed to be evidence.

FOR MORE INFORMATION:

Please contact Marsha Palmer, Strategic Services Division, at 503-823-0264.

ROSANNE M. SIZER Chief of Police

RMS/mp