



ALBUQUERQUE POLICE DEPARTMENT
FIELD SERVICES BUREAU ORDERS

SOP 4-27

Effective: 01/17/16 Review Due: 01/17/17 Replaces: 07/02/15

4-27 LOST AND FOUND ID CARDS AND DRIVER'S LICENSES

4-27-1 Policy

It is the policy of the Department to return ID cards and driver's licenses to citizens during any type of contact, before the end of that contact except as required for evidentiary purposes. In the event an officer or civilian employee comes into possession of a driver's license or identification card (ID) belonging to a citizen and cannot reasonably and safely return it to the owner listed on the ID or license at that time, the officer or employee will follow this procedure in an attempt to return the ID or license to the owner.

4-27-2 Procedures

A. Substation Lost and Found ID and License Log Book and Repository

1. Each area command substation will maintain a lost and found ID and license log book and repository. Contained in the log book will be a weekly log form, instructions for using the log book and a set of plastic sleeves organized alphabetically.
2. The officer or employee who assists the citizen will make a reasonable attempt to verify the person retrieving the license is the owner of that ID or license.
3. The IDs and licenses will be held in the log book and repository for no less than 30 days. Each Area Commander will designate an officer or employee whose responsibility it will be to remove those licenses that have been held for over 30 days and return them to the New Mexico Motor Vehicle Division. It will be this employee's responsibility to log which cards were taken to MVD and the date.
4. No officer or employee will remove an ID or license from the log book without logging their name, the date and what was done with the ID or license.

B. Personnel

1. The officer or employee will first attempt to notify the owner by phone. If the owner is reached by phone, or there is voicemail, the officer or employee will advise the citizen the name, address and hours of the substation where they can pick up their ID or license in person. The officer or employee will then log the ID or license in the substation's log book.
2. The officer or employee will log the license using the form in the front of the log book. This is to include the date, the name on the ID or license, the name of the officer or employee, what attempt was made to return or notify the owner of the license or ID.



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3. If the officer or employee does not reach the owner by phone, the ID or license should be logged and placed into the substation's log book in a plastic sleeve in the correct alpha section by the last name of the owner of the ID or license.
4. Officers and employees are not required to look for phone numbers of individuals who reside outside of Albuquerque.