



## DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
NAVAL BASE SAN DIEGO  
3455 SENN ROAD  
SAN DIEGO, CALIFORNIA 92136-5084

NAVBASESANDIEGOINST 5500.5

NOO  
MAR 14 2011

### NAVAL BASE SAN DIEGO INSTRUCTION 5500.5

Subj: HANDLING AND PROCESSING LOST AND FOUND PROPERTY

Ref: (a) NTPP 3-07.2.3  
(b) OPNAVINST 5530.14E  
(c) SECNAVINST 5500.4G

Encl: (1) Evidence/Property Custody Receipt (OPNAV 5527/22)

1. Purpose. To establish procedures and policies for handling and processing lost and found property on Naval Base San Diego (NBSD) per references (a) through (c).

#### 2. Policy

a. Lost, abandoned, or unclaimed property shall be defined as any privately owned property that has come into the custody or under the control of the Force Protection Department onboard NBSD. Misplaced or found Department of Defense property will be returned to stock at NBSD Supply Department or respective supply section.

b. A quarterly inventory/inspection will be conducted by the Security Officer or his designee to ensure the procedures in this instruction are complied with and ensure accountability of property received by the custodian.

3. Responsibilities. Property seized by Force Protection personnel will be documented utilizing an Evidence/Property Custody Receipt, enclosure (1), for subsequent release to the Lost and Found Custodian.

a. The Watch Commander will:

(1) Release the property to the Lost and Found Custodian during normal working hours.

(2) After working hours, place lost and found items in the Lost and Found Depository located in Building 74, Force Protection Department, Naval Base San Diego. All items placed

in the lost and found depository afterhours must be entered in the Lost and Found Log Book for accountability. These items will be verified the next working day by the Lost and Found Custodian. Items that are too large to be placed in the lost and found depository will be placed in a secured locker.

(3) Property will be retained for safe keeping for a maximum of 120 days. Evidence shall be stored separate of lost, abandoned, or unclaimed property at all times and shall never be placed in the lost and found depository in Building 74.

b. The Lost and Found Custodian will:

(1) Maintain a Found Property Log Book to record the item description, the date the item was received by the Lost and Found Custodian, the location of the item, and the final disposition to include to whom the property was released.

(2) Establish a folder for found items. The folder will contain legible copies of the original Evidence/Property Custody Receipts and information to include the dates and actions taken to locate the owner of subject property.

(3) Ensure that the found property is stored in a manner that the Evidence/Property Custody Receipt remains attached to the subject property for identification and documentation of storage and prospective disposal dates.

(4) The Evidence/Property Custody Receipt and Found Property Log Book entries for all returned/disposed items will be clearly marked in large letters "RETURNED/DISPOSED". The Lost and Found Custodian may hold property up to 120 days. During this time, efforts will be made to locate the owner of the property.

(a) If the owner is determined:

1. The property may be claimed by the owner, an heir or next of kin, or legal representative at any time prior to final disposition. If the subject property is claimed by anyone other than the owner their information must be

annotated in the Found Property Log Book and Evidence/Property Custody Receipt by the Lost and Found Custodian

2. If the property is not claimed by the owner, and an heir, next of kin, or legal representative cannot be contacted, the property cannot be disposed of until the expiration of the 120 days following the day of notice.

3. If the property cannot be claimed by the owner due to deployment or other military commitments, the items will be held until the owner is able to retrieve their property. These items should be marked in a fashion to prevent inadvertent early disposition.

4. If ownership has been satisfactorily established and the owner, an heir, or next of kin cannot collect the subject property due to permanent change of duty station, military deployment, or civilian transfer, the items may be sent via official mail to the member's current command address for disposition to the proper owner. For items of substantial value, it is recommended that the owner pay for the items to be sent via insured mail.

(b) If the owner cannot be determined:

1. When diligent effort has failed to identify the owner, an heir, or next of kin, or legal representative, the property (if it is in a condition that will allow reutilization) may be turned over to the Navy and Marine Corps Relief Society Thrift Store, per reference (a), appendix P, section P.4 or as directed by the Security Officer. Items containing PII will be disposed of in a manner to prevent the release of this information.

2. All found property will be retained by the Lost and Found Custodian for 120 days after the date it is received. The Lost and Found Custodian will prepare a letter of transmittal for the items to be released to the Navy and Marine Corps Relief Society Thrift Store or as directed by the Security Officer.

c. The Lost and Found Custodian will attempt to identify and locate the owner of the property using the following measures:

(1) Asking the individual who turned over the property.

(2) Checking desk journals to determine if the found property was reported lost or stolen through Naval Base San Diego Force Protection Department.

(3) If an item is marked or contains documents identifying the owner by name, the Joint Enterprise Directory Services (JEDS) database

can be used to determine email address, command information and phone number for Active Duty military and Federal employees. If the item contains a dependant ID card, the sponsors' information can be used to search the JEDS database.

#### 4. Procedures

a. Storing and Disposition. The following property will be stored and disposed of in the stated manner. This list is not all inclusive; rather it is intended to be used as a guideline for disposition purposes. After an item has been released or disposed, a copy of the Evidence/Property Custody Receipt will be retained in the Lost and Found record binder for a period of three years.

(1) Weapons. Weapons will never be stored in the lost and found for any period of time. Command Investigation Division (CID) at Building 678 Naval Air Station North Island will immediately be contacted to collect the weapon for investigation and subsequent disposal.

(2) Ordnance (Including Fireworks). Ordnance will never be stored in lost and found for any period of time. CID at Building 678 Naval Air Station North Island will immediately be contacted to initiate an investigation. Explosive Ordnance Disposal (EOD) will be contacted for subsequent disposal.

(3) Alcoholic Beverages (Closed Containers). Dispose after 24 hours by emptying the contents of the container in a drain.

(4) Bicycles. Store bicycles in the Force Department bicycle storage for 120 days. Final disposition will be release to the Navy and Marine Corps Relief Society Thrift Store.

(5) Money or Negotiable Instruments. Store in the Lost and Found Depository for up to 120 days. Final disposition will be to release the money to the Command Disbursing Officer for return to the United States Treasury Department.

(6) Wallets (Without ID). Store in the lost and found depository for up to 120 days. Final disposition will be release to the Navy and Marine Corps Relief Society Thrift Store.

(7) Keys. Store in the lost and found depository for up to 120 days. Final disposition will be to destroy by cutting. Cut keys will be turned over to recycling.

(8) Armed Forces and Dependent ID cards. During normal working hours all Armed Forces and Dependent ID cards will be turned in to the Naval Base San Diego ID lab. After normal working hours, all Armed Forces and Dependent ID cards will be placed in the ID drop box located in the Force Protection Department, Building 74 for collection the next work day.

(9) Radio/Stereos/CD Players/DVD Players. Store in the Lost and Found Depository for up to 120 days. Final disposition will be release to the Navy and Marine Corps Relief Society Thrift Store.

(10) Other Personal Property. Store in the Lost and Found Depository for up to 120 days. Final disposition will be release to the Navy and Marine Corps Relief Society Thrift Store or as directed by the Security Officer. Any property that is of a condition that would prevent it from being reutilized shall be destroyed. Any property that is destroyed for final disposition will be witnessed.

b. Claims. All personnel presenting a claim for found property will be referred to the Lost and Found Custodian during normal working hours for the release of claimed property. Any person claiming ownership is required to show proof of ownership and/or a description of the article(s) and circumstances of loss, if known. Claims shall be made in person and should only be taken via phone conversation if the owner is unavailable due to military deployment, permanent change of duty station, civilian transfer or military separation. Realizing that claimants will not always be able to produce evidence of ownership, the Lost and Found Custodian will use their discretion. In the event the property is of substantial value and ownership cannot be established to the satisfaction of the Lost and Found Custodian, the matter will be referred to the Security Officer for final disposition.

c. Retention. The original Evidence/Property Custody Receipt as well as any closed out Lost and Found Log Books will be retained for a minimum of three years.

R. L. WILLIAMSON