



Evidence & Recovered Property

1. Property found and owner identified

- Send 1st letter by first class mail to known owner - must be picked up within a ten day time frame
After 30 or more days....
- Send 2nd letter by first class mail to known owner - must be picked up within a ten day time frame
- If no response after 2nd letter, hold property for 30 more days, then reclassifies property to “abandoned”, dispose of via auction, destruction, or diversion to Village of Lemont for use. (All items held a minimum 60 days)
- If currency/coins are present also, see #7 for procedures on these items

2. Property found-owner not identified or known

- Hold for 6 months, then consider property “abandoned”, dispose of items via auction, destruction, or diversion to Village of Lemont for use.
- If currency/coins are present also, see #7 for procedures on these items

3. Property acquired due to arrest (prisoner property)

- Arrestee signs on booking form that they have 60 days to claim items held that county jail will not accept. They may also designate at that time others who are authorized to pick up their property.
- Send 1st letter by first class mail to known owner -must be picked up within a ten day time frame
After 30 or more days....
- Send 2nd letter by first class mail to known owner -must be picked up within a ten day time frame
- If no response after 2nd letter, hold for 30 more days, then reclassify property to “abandoned”, dispose of via auction, destruction, or diversion to Village of Lemont for use. (All items will be held a minimum of 60 days)
- Items abandoned with an obvious value (currency, coins, jewelry, cell phones, etc) will be identified and separated.
- Currency and coins shall be deposited in a separate Village Account