May 1, 2008

INVESTIGATIONS BUREAU MEMORANDUM NO. 08-3

SUBJECT: Authorization to Release Evidence to Claimants

Members of the Investigations Bureau who desire to release items recovered as evidence to a claimant must complete a Property Release Form 196 P.D. The form will indicate the name, address, telephone number of the claimant, the case report number, the control number and description or item number of the property. Once the Property Release Form is received by the Property and Evidence Section, the listed items will be reclassified as a "safe keeping" item and will be subject for disposal after forty days.

Prior to sending the Form 196 P.D., to the Property and Evidence Section, the releasing detective will notify the claimant of the disposal time period and instruct the claimant to contact the Property and Evidence Section for further instructions and or information.

Effective immediately all members will dispose of their existing stock of Property Release Form 196 P.D. and begin utilizing the revised Property Release Form 196 P.D. located in the Word Templates.

Deputy Chief Kevin E. Masters
Commander
Investigations Bureau

DISTRIBUTION: All Investigations Bureau Personnel
All Department Elements
Post on bulletin boards for two weeks

KANSAS CITY, MISSOURI POLICE DEPARTMENT
PROPERTY RELEASE FORM

TO: Property & Evidence Section

You are hereby authorized to release to:

Name: _____

D.O.B.: _____

Address: _____

Telephone Number: _____

The following items under Case Report Number _____
(List only one CRN per slip)

Listed on Control Number _____
(List only one Control Number per slip)

Item(s) Numbers and Description(s) _____
_____
_____
_____
_____
_____
_____
_____

I have notified the claimant he/she has 40 days to contact the Property & Evidence Section at 234-5198, or the property may be disposed of.

Signature of Authorizing Member_____
Serial # _____ Date_____

Supervisor Signature_____Date_____

FORM 196 P.D. (-08)