

**OFFICE OF THE CHIEF OF POLICE**

**ADMINISTRATIVE ORDER NO. 5**

March 17, 2022

**SUBJECT: LOS ANGELES POLICE DEPARTMENT REQUEST FOR RETURN OF PROPERTY, FORM 10.10.03 – ACTIVATED**

**PURPOSE:** The purpose of this Order is to establish the Los Angeles Police Department Request for Return of Property, Form 10.10.03, in order to provide a detailed method and instructions for persons who wish to request the release of their property. Department personnel shall provide the 10.10.03 Form, along with a Receipt for Property Taken Into Custody, Form 10.10.00, to any person from whom property is seized, including those requesting the return of property after the fact.

**PROCEDURE: LOS ANGELES POLICE DEPARTMENT REQUEST FOR RETURN OF PROPERTY, FORM 10.10.03 – ACTIVATED.**

- A. Use of Form.** This form shall be provided to any person from whom property is seized, including anyone who requests the return of their property at a location after their property was seized.
- B. Completion.** This form shall be completed by the person requesting the return of property and is self-explanatory.
- C. Distribution.**

- 1 – Original, Area/division where property was seized.
- 1 – Copy, Requestor.
- 2 – TOTAL**

**FORM AVAILABILITY:** The Los Angeles Police Department Request for Return of Property, Form 10.10.03, is immediately available in LAPD E-Forms on the Local Area Network (LAN) and has been attached for reference. The “Form Use” link within the LAN has also been updated.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.

  
MICHEL R. MOORE  
Chief of Police

Attachment

DISTRIBUTION “D”

# Los Angeles Police Department

## REQUEST FOR RETURN OF PROPERTY – INSTRUCTIONS AND FORM

**Purpose of this Form.** This form includes the Los Angeles Police Department (LAPD) policies and procedures for individuals to seek return of property that was seized, but that is not subject to forfeiture or is not needed as evidence in any criminal investigation (Property).

### Instructions:

- 1) Please complete this Request for Return of Property Form and submit it to your local LAPD Community Police Station along with personal identification to claim your property. Acceptable personal identification may include any of the following:
  - A valid permanent state-issued driver's license;
  - A valid permanent state-issued identification;
  - A valid United States military identification;
  - Any officially issued valid Foreign Consulate Identification; or,
  - A current United States Passport.
- 2) If you wish for another person to obtain this property on your behalf, enter that person's name in the box of this form titled "*SIGNATURE OF PERSON OR ARRESTEE'S AGENT TAKING POSSESSION OF PROPERTY.*"
- 3) Please allow for 7-10 business days for a response from the Investigating Officer.

**Who May Seek the Return of the Property Described Above.** The owner of seized property may use this form to request the return of the property. Attorneys may also seek the return of seized property by requesting a receipt for a client's property following a seizure of property by the LAPD.

**How to Seek Return of Property.** Complete the form below and submit it to your local LAPD Community Police Station.

Failure to provide an LAPD Division of Records (DR) Number or Court Case Number will not be used as a basis for denial. Attorneys may submit the form below and request a receipt for a client's property. For your records, make a copy or take a photo of the form before submitting it.

**What Happens Next.** Following the submission of the form, you will be notified within 7-10 business days whether the property is (a) available for pick-up, along with the date and location of where the property may be collected (b) being held as evidence, or (c) pursued through forfeiture. Notification will be sent to the mail and email addresses provided on the form.

If your request is approved, you may pick up your property from the location specified in the response to your request. Please bring the approval notification and one form of a valid government-issued photo identification with you.

**What If the Request for Property Is Denied.** If the request for the return of property is denied, the LAPD response will provide the reason for the denial as well as a Court Case/DR Number for the criminal or forfeiture case requiring that the property be retained as evidence. This information will allow the property owner, or other third party, to bring any property return

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## REQUEST FOR RETURN OF PROPERTY – INSTRUCTIONS AND FORM

issues before the identified court. If the request for the return of property is denied and a criminal or forfeiture case has *not* been filed, then the property owner, or other third party, can seek additional assistance in obtaining their property by contacting a pro bono legal aid organization. The Los Angeles Superior Court website also provides the public with a list of legal resources as well as a phone number to call should an individual need or want additional assistance in obtaining their property (See <https://selfhelp.lacourt.org>).

**Instructions for Attorneys Requesting a Receipt.** Attorneys who are requesting a receipt on behalf of a client who did not receive a receipt following a seizure of property by the LAPD may indicate that a receipt is being requested in the Item Description section of the form below. A receipt will be provided within 7-10 business days.

If you have any questions, please contact your local LAPD Community Police Station either by phone or in person.

# Los Angeles Police Department

## REQUEST FOR RETURN OF PROPERTY – INSTRUCTIONS AND FORM

Date of Request: \_\_\_\_\_

REQUESTER INFORMATION			
Name:	Contact Phone No.:		
	Email:		
Address:	City:	State:	Zip:
Involvement: <input type="checkbox"/> Victim <input type="checkbox"/> Suspect <input type="checkbox"/> Arrestee <input type="checkbox"/> Owner <input type="checkbox"/> Other: _____			
SIGNATURE OF PERSON OR ARRESTEE'S AGENT TAKING POSSESSION OF PROPERTY:		DATE:	
DETAILS OF INCIDENT			
LAPD DR No. ( <i>if known</i> ):		Court Case No. ( <i>if any</i> ):	
Type of Incident ( <i>please describe the incident in which your property was seized</i> ):		Date of Incident ( <i>provide date when your property was seized</i> ):	
DESCRIPTION OF PROPERTY BEING REQUESTED			
Item Description ( <i>provide as much detail as possible</i> ):			

For Detective Use Only		
Please return this form to the Requester after this section has been completed.		
This request is: <input type="checkbox"/> Approved <input type="checkbox"/> Denied ( <i>If denied, please provide a detailed reason</i> ):		
The property is: <ul style="list-style-type: none"> <li>(a) <b>Available</b> for pick-up on the following date _____, 20__ with one valid form of government-issued photo identification.</li> <li>(b) <b>Unavailable</b> for pick-up because it is being held as evidence in DR Number _____.</li> <li>(c) <b>Unavailable</b> for pick-up because it is being pursued through forfeiture in DR Number _____.</li> </ul>		
_____	_____	_____
SIGNATURE	SERIAL NO.	DATE