



DEPARTMENT OF THE NAVY
NAVAL AMPHIBIOUS BASE LITTLE CREEK
2600 TARAWA COURT SUITE 100
NORFOLK, VIRGINIA 23521-3229

NAVPHIBASELCREEKINST 4160.2
N2
11 APR 1994

NAVPHIBASELCREEKINST 4160.2

Subj: PROCEDURES FOR DISPOSITION OF FOUND PERSONAL PROPERTY

Ref: (a) 10 U.S.C. sections 2575 et seq.
(b) DOD Manual 4160.21-M (Disposal Manual)
(c) U.S. Navy Regulations 1990 section 1159
(d) OPNAVINST 5530.14B
(e) NAVSEAINST 8370.2
(f) COMNAVBASENORVA/SOPA (ADMIN) HAMPINST 5400.1F
section 5500.3
(g) NAVPHIBASELCREEKINST 4160.1
(h) NAVPHIBASELCREEKINST 5450.1K
(i) NAVPHIBASELCREEKINST 5520.2B
(j) COMNAV SUPSYSCOM Washington DC 051611Z Nov 93

1. Purpose. To establish a policy and procedure for the proper documentation, storage, and disposal of all found personal properties aboard the Naval Amphibious Base Little Creek (NAVPHIBASE) in accordance with references (a) through (j).

2. Background. DOD components are accountable for all property under their control. Found property may not be disposed of until diligent effort has been made to find the owner (or the heir, next of kin, or legal representative of the owner). NAVPHIBASE is tasked with documenting, storing, and disposing of all property found on board the base.

3. Policy. Property found on board NAVPHIBASE LCREEK will be turned over to the Security Department. The Security Department will document, safeguard and make a diligent effort to locate the rightful owner(s) of found property. Property for which no owner can be identified within the time limits set out in reference (a) shall be disposed of in accordance with this instruction. The documentation, storage, and disposition of found U.S. Government property is controlled by the provisions of reference (e) and (g).

4. Action

a. General. Any property, with the exception of those items set out in paragraph (b), found within the jurisdiction of the Naval Amphibious Base Little Creek shall be turned over to the Security Department if the rightful owner is not located within 24 hours. Upon receipt by Security the property will be inventoried and documented on OPNAV form 5527/22 (12-82)
EVIDENCE/PROPERTY CUSTODY RECEIPT.

b. **Weapons and Contraband.** If the property is contraband within the meaning of reference (i), or a weapon as defined by references (c) and (f), it will be turned over to the Security department immediately. Property which by its nature can be considered harmful, dangerous, or by its configuration can be construed as an instrument, or device, capable of inflicting physical injury, the property will also be turned over to the Security department immediately. Upon receipt by Security the property will be inventoried and documented on OPNAV form 5527/22 (12-82) EVIDENCE/PROPERTY CUSTODY RECEIPT. The item will then be stored in the Found Property Locker designated by the Chief of Police with the exception of weapons. Weapons will be stored in accordance with the provisions of reference (d), paragraph 0913d. Found drugs where there is no identified owner or suspect will be destroyed upon receipt and documentation.

c. **Procedures**

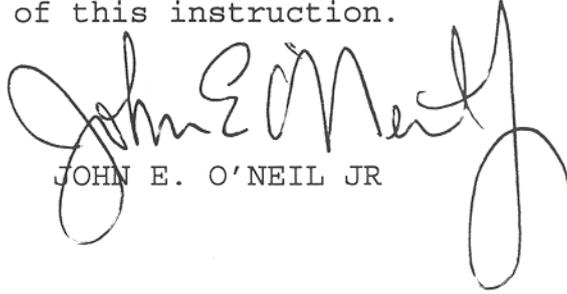
(1) **Effort to locate owner.** The effort to locate the rightful owner will commence, to the maximum extent practicable, not later than seven (7) days after the day the found property comes into government custody. The period of this effort should not exceed forty-five (45) days.

(2) **Owner Identified but not located.** If the owner (or the heir, next of kin, or legal representative of the owner) is determined but not found, the property will not be disposed of until forty-five days following the day when notice has been sent by certified or registered mail to that person at the last known address. The notice must contain the time and place of the intended disposition.

(3) **Time limits.** If efforts to determine the owner are unsuccessful, the property may be disposed of without delay, except in those cases where the fair market value (FMV) of the item found exceeds three-hundred dollars (\$300). Property with a FMV in excess of three-hundred dollars (\$300) may be disposed of only after the full forty-five day search period has lapsed.

(4) **Disposition.** U.S. currency will be turned in to the U.S. Treasury via the NAVPHIBASE Disbursing Officer. Miscellaneous personal property not considered a weapon or contraband shall be released to the NAVPHIBASE Bargain Shop or other authorized charity if the rightful owner can not be located in accordance with the procedures set out in references (a) and (h). All unclaimed found personal weapons will be destroyed in accordance with procedures set out in reference (d). All contraband, and controlled substance paraphernalia shall be destroyed unless released in writing by the Commanding Officer.

5. Review Responsibility. The Security Officer is responsible for the review and updating of this instruction.



JOHN E. O'NEIL JR

Distribution:
NAVPHIBASELCREEKINST 5216.2L
List I - Case A
List III

Stocked:
Commanding Officer
Naval Amphibious Base Little Creek
2600 Tarawa Court, Suite 100
Norfolk, Virginia 23521-3229