



## FOUND MONEY PRP-FN-006

Adopted: 1977/02/14  
Amended: 2012/06/22  
Amended: 2015/09/25

### Policy Statement

*It is the policy of the Regional Municipality of Peel Police Services Board that the policy requirements set out in this document shall form part of the Board Policies and the Chief of Police is hereby directed to comply with these requirements in the administration and operation of the Peel Regional Police.*

### 1. Subject

The guiding principles under which the Chief of Police is to establish procedures and processes relating to the management and disbursement of found money.

### 2. Specific Definitions

#### found money

money found by a member of the general public and handed in to a member of the Peel Regional Police and/or money found by a member of the Peel Regional Police (civilian and uniform), Board members and Board staff either on or off duty.

### 3. Policy Requirements

It is the policy of the Board that with respect to the management and disbursement of found money the Chief of Police shall:

- a) Ensure complete compliance with all applicable legislation, regulations, constitutional requirements, and recognized legal principles;
- b) Ensure that police members involved in dealing with found money are provided with appropriate information and have the knowledge, skills and abilities required to perform this function.
- c) Ensure processes are in place to guarantee that every effort is made to find the rightful owner;
- d) Ensure that in the event the owner cannot be traced, and after a lapse of 90 days, the finder is notified by registered letter of their entitlement to make claim to the funds by making a written request to the Chief of Police;
- e) Ensure that should the amount of the funds be greater than \$2500.00, a report to the Board be submitted seeking approval for the release of the found money. This approval will be required prior to the registered letter being sent to the finder;
- f) Ensure that the finder has thirty (30) days in which to make a claim from the date on the registered letter or from the time of the personal notification;
- g) Ensure that if no claim is made within thirty (30) days, the money remain in the Board's Community, Resource and Recognition Fund; and
- h) Ensure that should money be found by members of the Peel Regional Police, Board members and Board staff, within the Region of Peel, either on or off duty, with the owner untraceable, the funds will be deposited into the Community, Resource and Recognition Fund.

**4. Measurement Methods**

The Chief of Police will ensure that the appropriate accounting and audit systems are in place to protect the integrity of found money deposited into the Community Resource Recognition Fund and the disbursement of found money.

**5. Reporting**

The Chief of Police shall report on an exception basis. For further clarity, this applies to those circumstances where found monies have resulted in an 'exceptional' circumstance, or a circumstance which may be considered detrimental to the police service and/or has resulted in significant issues of potential liability to the Board and the police service.

**6. Authority/Legislative Reference**

Replaces: Found Money – Adopted 1977/02/14 (II-L-1)  
Board Minute: #61/12  
Board Minute: # 60/15

**7. Linkage to Appropriate Police Service Procedure/Directive**

1-B-151(F) – Property-In -Custody Money