

## **GENERAL ORDER 42.3.5**

### **Pawn Slips**

**GENERAL ORDER CROSS-REFERENCE: None.**

### **SUMMARY**

Explains the handling of secondhand dealer reports by Police Department personnel.

### **DISCUSSION**

Section 7.100 through 7.112 of the Springfield Municipal Code governs secondhand property dealers. Section 7.104 of Springfield Municipal Code requires the completion of these records by licensed dealers of secondhand merchandise.

The secondhand dealers report provides an electronic/paper record of property bought by secondhand dealers who may acquire stolen property in their day-to-day business. Electronic reports can be accessed by area agencies that have access to the electronic reporting system. Paper copies are entered by Records and stored in ISD for two years.

### **POLICY**

#### **I**

The Department has a member responsible for liaison with licensed dealers. The member should inspect the licensed premises for all property acquired, inspect the completed reports forms to ensure they are adequately completed and the description of the property is sufficient, facilitate the set up of electronic reporting or provide blank books of reports to the dealers, and assist the dealer with any problems he may have with respect to his license obligations.

#### **II**

After the paper forms are delivered to the Police Department, Records personnel shall enter them into the pawned property system.

Items identified as stolen shall be immediately brought to the attention of the investigating person or agency.

### **III**

The person selling the property shall be checked for warrants and, when wanted persons are located, the agency holding the warrant shall be notified immediately.

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Richard L. Lewis  
Chief of Police