

EXHIBIT A

CPD 11.502 PERSONNEL PROPERTY REPORT

LOCKUP PERSONNEL (SIGNATURE) STAR No /EMP. No

CPD-11.502 (Rev. 3/14)

(SEE OTHER SIDE) **PRISONER'S RECEIPT**

DATE PROPERTY RECEIVED	C.B. NO.
LOCKUP PERSONNEL (SIGNATURE)	
BY	STAR No /EMP. No.
/ PROPERTY OWNER (SIGNATURE)	
FROM	
PLACE THIS LOWER PORTION IN THE PROPERTY ENVELOPE.	
INVENTORY STUB	RECEIPT NO.
	P 2526801

DATE - DAY - MONTH - YEAR

FROM LOCKUP PERSONNEL RETURNING PROPERTY (SIGNATURE) STAR No./EMP. No.

TO OWNER'S SIGNATURE

OWNER'S ADDRESS

CITY

PROCEDURES FOR RETURN OF PROPERTY

- A. Ask lockup personnel for your property when you leave the District station.
- B. If you did not receive your property when you left, within 96 hours present this receipt, in person, at the District station listed on the reverse side to claim the property. After 96 hours, your property is held at the Evidence and Recovered Property Section (ERPS) at 1011 S. Homan Avenue.
- C. If you do not contact the Department to claim and obtain your property within 30 days of the date on this receipt, it will be considered abandoned under Chicago Municipal Code Section 2-84-160, and disposed of by the Department.
- D. If you are still in custody or otherwise cannot appear in person to claim your property, you may give a signed letter to another person authorizing that person to claim your property on your behalf. Anyone seeking to claim property on your behalf must do so within 30 days from the date of this receipt.
- E. You or a person authorized by you can present photo identification to the District station desk personnel and request your property or, if the property is located at ERPS, request a copy of the property inventory form. The property inventory form is your receipt for the property sent to ERPS. You will need to have the property inventory form available when contacting the ERPS about your property.
- F. If the property is located at ERPS, present the property inventory form and photo identification to ERPS at 1011 S. Homan avenue, between 8:00 AM and 3:00 PM, Monday - Friday, excluding holidays to obtain your property. Call ERPS at (312) 746 - 6777 to confirm that your property is available.
- G. Further information concerning the Chicago Police Department inventory and property return procedures can be found on its website at <https://www.chicagopolice.org>.

**IF ORIGINAL RECEIPT IS MISSING, THIS PORTION MAY BE SIGNED
AND ATTACHED TO THE DUPLICATE, AFTER PROPER
IDENTIFICATION OF OWNER.**

PROPERTY RETURNED BY LOCKUP PERSONNEL (SIGNATURE) STAR No./EMP. No.

PROPERTY RETURNED TO (OWNER'S SIGNATURE) DATE RETURNED

OWNER'S ADDRESS CITY

EXHIBIT B

Notice to Property Owner

The property inventory form you received is your receipt for property inventoried by the Chicago Police Department (CPD). Keep it in a safe place and have it available when contacting the CPD about your property. You may obtain inventoried property by following the procedures detailed below. Information on how to obtain inventoried property is also available at www.ChicagoPolice.org. If you have any questions, please contact the CPD's Evidence and Recovered Property Section (ERPS) at **(312) 746-6777**. ERPS is located at 1011 S. Homan Avenue, Chicago, Illinois 60624, and is open Monday through Friday, 8:00 a.m. to 3:00 p.m. (closed holidays).

Property Available for Return to Owner:

If your receipt is marked "Property Available for Return to Owner," and the property is not subject to any federal, state, or local forfeiture laws, you may obtain your property or money by presenting the receipt and a photo ID at ERPS. If you do not contact the CPD to obtain your property within 30 days of the date on this receipt, it will be considered abandoned under Chicago Municipal Code Section 2-84-160 and will be destroyed, confiscated, or sold at public auction at the CPD's discretion.

If you are in jail or incarcerated, your receipt is marked "Property Available for Return to Owner," and the property is not subject to any federal, state, or local forfeiture laws, you may get property returned to you by sending a letter instructing ERPS to whom the property should be released, identifying the name of the facility where you are jailed or incarcerated, and providing a copy of your receipt and your photo ID to: Chicago Police Department, Evidence and Recovered Property Section, 1011 S. Homan Avenue, Chicago, Illinois, 60624. If the property is money, a check will be sent to you at the facility where you are jailed or incarcerated. Property that is not money will not be mailed unless postage is prepaid by the owner or authorized representative.

Notice to Finders of Property:

Lost or abandoned property will be processed under Illinois law, which does not provide for return of found property to the finder. *See 765 ILCS 1030/1, et seq.*

Property Held for Evidence or Investigation That May Be Subject to Forfeiture Under Federal, State or Local law:

If your receipt is marked "Hold for Investigation and/or Evidence" and/or the incident involves a forfeitable offense (including narcotics, gambling, or prostitution offenses), your property may be subject to forfeiture under federal, state, or local law. To find out whether your property is subject to forfeiture, you may contact the Asset Forfeiture Unit at **(312) 746-6730**, Monday through Friday, 8:00 a.m. to 4:00 p.m. (closed holidays). If your property is subject to forfeiture, a forfeiture probable cause hearing will be held **within 14 days** of the seizure of the property at the **Richard J. Daley Center, Room 1707, 50 W. Washington, Chicago, Illinois 60602**. **Probable cause hearings are held on Mondays and Wednesdays at 1:30 p.m.** (except on holidays). To learn the exact date of the forfeiture probable cause hearing relating to your property, contact the Office of the Cook County State's Attorney at **(312) 603-6462**, Monday through Friday, 8:30 a.m. to 4:30 p.m. (closed holidays). For information regarding your rights, see the relevant Illinois statute for narcotics forfeitures (725 ILCS 150/3.5) and money laundering (720 ILCS 5/29-B-1(h)). Additional information is available at www.ChicagoPolice.org. If your property may be returned to you, the CPD will send a letter to the address provided on the receipt directing you how to recover your property. If forfeiture of your property is sought, notice of those proceedings will be provided by the Office of the Cook County State's Attorney. If your current address is different from the address listed on your receipt, it is important that you report your new address to the Asset Forfeiture Unit at **(312) 746-6730**, to ensure that all future notices about your rights and the status of your property are sent to the correct address.

Property Held for Evidence or Investigation:

If your receipt is marked "Hold for Investigation and/or Evidence," and the property is not money and not subject to any federal, state, or local forfeiture laws (including narcotics, gambling or prostitution offenses), you may obtain your property by getting a court order from a criminal court judge. *See 725 ILCS 5/108, et seq.* You must bring the court order, your receipt, and your photo ID to ERPS to receive your property. To find out if your property is subject to forfeiture, you may contact the CPD's Asset Forfeiture Unit at **(312) 746-6730**, Monday through Friday, 8:00 a.m. to 4:00 p.m. (closed holidays).

If your criminal case is over, and you did not have the judge sign an order for return of the property, you should return to the CPD facility where your property was inventoried. Give your receipt to desk personnel and they will help you get a property release order from the arresting or investigating officer. You must then bring the property release order, your receipt, and your photo ID to ERPS to receive your property. Under Chicago Municipal Code Section 2-84-160, you have 30 days to claim your property from the final court date of the proceedings in connection with which your property was inventoried. If you do not claim your property within the 30 day period, the property will be considered abandoned and will be destroyed, confiscated, or sold at public auction at the CPD's discretion.

Money Held for Evidence or Investigation

If your property is **money** and held for evidence or investigation, and not subject to any federal, state, or local forfeiture laws, it will be available for pick up at ERPS on the 31st day after the date it was inventoried unless the CPD, the Cook County State's Attorney, or other applicable authority obtains a court order or search warrant to retain custody of the property. To find out if your money is subject to a court order or search warrant, contact ERPS at **(312) 746-6777**. You must present your receipt and your photo ID at ERPS to obtain your money. If you do not pick up the money from ERPS within 60 days from the date it becomes available, a check for the amount of money inventoried, minus the cost of mailing, will be mailed to you at the address provided on the receipt via Certified U.S. Mail, Return Receipt Requested. Inventoried money which is less than the cost of mailing will not be returned by mail. If your current address is different from the address listed on your receipt, you must report your new address to ERPS at **(312) 746-6777**, to ensure that all future notices about your rights and the status of your property are sent to the correct address. Checks not cashed within 90 days are void. These funds are still available at ERPS for seven years after the date of the seizure of the money after which time it will be considered abandoned under Illinois law.