

RELEASE OF ITEMS POSSIBLY BIOLOGICALLY CONTAMINATED

Person(s) requesting release of items that could be biologically contaminated (e.g. blood, etc.) will sign a release notifying them that the item could potentially be contaminated.

The Superior Police Department is NOT responsible for the cleaning/decontaminating of potentially biologically contaminated items.

FOUND PROPERTY OR PROPERTY HELD FOR SAFEKEEPING

Under Wisconsin statutes if a person turns an item(s) of found property into the police department, the department is required to hold that property for a period of 90 days. Public postings (located at the Government Center atrium bulletin board and the Superior Public Library) are made and posted for 90 days. If the property remains unclaimed the finder may then claim the property (excluding contraband) from the police department.

If a person is requesting release of found property that is theirs they must be able to reasonably prove ownership and have photo identification when claiming property.

VARIOUS RECORDS FEES

Fees for copying are as follows:

Audio/Video tapes: \$10.00 ea.
DVDs/CDs: \$5.00 ea.

911 Recording: \$25.00 if the recording is not already in evidence, otherwise standard tape/CD fee applies.

Photos:

35 mm: Basic search & Handling fee \$20.00, reprints \$5.00/each increment of 12

Digital Photos: \$5.00 per page, two photos per page
Polaroid \$5.00 each photo

Photo, tape and DVD/CD reproduction fees must be paid in advance of the copy being made.

Reports:

\$1.00 first page
\$.25 each page thereafter

Accident Reports: \$5.00 ea.

You may contact the property room during normal property release hours at (715)-395-7662. During non-property release hours call the main Superior Police Department desk at (715)-395-7234.

Superior Police Department
1316 N. 14th St. Suite 150
Superior, WI 54880
Phone (715) 395-7234 Fax (715) 395-7664
www.facebook.com/SuperiorPD
www.ci.superior.wi.us/police

SUPERIOR POLICE DEPARTMENT

How to claim evidence or seized property



HOURS FOR PUBLIC RELEASE OF PROPERTY:

Thursdays from noon to 4:00 p.m.

(excluding legal holidays)

Updated: March 21, 2011

HOW TO CLAIM PROPERTY

Property held by the Superior Police Department Property Room will only be released under the following conditions:

PROPERTY TAKEN AS EVIDENCE

The case has been adjudicated, and the owner has a release from the prosecutorial authority in the case.

or

A lawful court order has been issued directing the property's release.

AND

The person requesting the release of the property has photo identification when claiming property.

CLAIMING FIREARMS

FOR ALL FIREARMS RETURNS:

Person requesting release of firearm MUST complete Superior Police Department request for release of firearm form (digital form available at www.ci.superior.wi.us/police). **After the request has been processed the police department will contact the firearm owner as to whether they can claim the firearm.**

FIREARMS TAKEN AS EVIDENCE:

Owner of the firearm must obtain a written release from the appropriate prosecutor's office (District Attorney or City Attorney).

FIREARMS TAKEN UNDER CHAPTER 51 WIS. STATS. (MENTAL HEALTH ACT):

Must have a valid court order directing the release of the firearm.

FIREARMS TAKEN UNDER CHAPTER 968, Domestic Abuse Injunctions:

The Douglas County Sheriff's Department holds firearms taken pursuant to Domestic Abuse Injunctions.

U.S. CURRENCY

In cases where the currency was seized as evidence the requestor must have either a release from the appropriate prosecutor or a valid court order directing it's release.

Generally, seized currency is not held in the property room. Upon receiving a request for the return of currency the property room will request a check be issued by the Finance Department. Once issued the check will be mailed to the owner.

GENERAL PROPERTY RELEASE INFORMATION

Frequently copies of the release, authorizing that the property be returned, is copied to the Police Department. However, as a general rule, we do NOT contact the owner to claim the property. It is the owner's responsibility to contact our department to obtain the property once the release is authorized.