

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 in the Government Center atrium bulletin board) are made and posted for 90 days. If the property remains unclaimed, the finder may then claim the property (excluding contraband) from the 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

Printed Reports: \$1.25-first page, \$.25 each page thereafter
Accident reports: \$5.00 ea.
*Most reports emailed at no cost

CD/DVD's \$5.00
Thumb drives: 8 gb \$12,
16 gb \$24, 32 gb \$48
64gb \$96, 128 gb \$192

911 Recording: \$10, if the recording is not already in evidence, otherwise standard fees apply.

You may contact the property room during normal property release hours, on Thursdays, from noon to 4:00 p.m. at (715)395-7662. During non-property release hours, call the main SPD desk at (715) 395-7234.

Superior Police Department
1316 N. 14th St. Suite 150
Superior, WI 54880
Phone (715) 395-7234

<http://www.ci.superior.wi.us/index.aspx?nid=174>

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How to claim evidence or seized property



Superior Police Department

**Hours for public release of property:
Thursdays from noon to 4:00 p.m.
(excluding legal holidays)**

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 FIREARM RETURNS:

The person requesting release of a firearm MUST complete the Superior Police Department request for release of firearm form (available at www.ci.superior.wi.us/police).

After the request has been processed the department will contact the firearm owner as to whether they can claim the firearm. This can take up to 30 days.

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):

The person requesting a release must have a valid court order directing the release of the firearm.

US 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 its release.

RETURN OF CURRENCY:

Currency is not kept in the property room. The person requesting return of currency must complete an authorization form, available from Property personnel. Once a request for return of currency is approved, a request will be submitted for a check to be drafted by the City of Superior to the owner. The check will be mailed certified to that person. For this reason, there may be a two week delay from the time of request, until receipt of the check by the individual.

GENERAL PROPERTY RELEASE INFORMATION:

Frequently copies of the release authorizing that the property be returned, are 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 obtain the property once the release is authorized.