

**REQUEST FOR CONFISCATED PROPERTY
CHICAGO POLICE DEPARTMENT**

INSTRUCTIONS: Submit a separate form for each item requested. Forward the request through channels to the Commander, Evidence and Recovered Property Section and send a copy to the Commanding Officer, Equipment and Supply Section.

| | |
|---|-----------------|
| TO: COMMANDER, EVIDENCE & RECOVERED PROPERTY SECTION | DATE OF REQUEST |
|---|-----------------|

| | |
|--------------|------|
| FROM: | UNIT |
|--------------|------|

DESCRIPTION OF PROPERTY REQUESTED

WHAT USE WILL THE PROPERTY SERVE?

| | |
|-----------------------|----------------------|
| REQUESTER'S SIGNATURE | PRINTED NAME & TITLE |
|-----------------------|----------------------|

APPROVALS

| | | |
|--------------|--|------|
| DEPUTY CHIEF | | DATE |
| CHIEF | | DATE |

FOR ERPS USE ONLY

| | | |
|---|---|------|
| <input type="checkbox"/> PROPERTY UNAVAILABLE | REQUEST WILL BE RETAINED FOR 12 MONTHS. | |
| <input type="checkbox"/> PROPERTY AVAILABLE | APPROVED: COMMANDER, ERPS | DATE |

| | |
|------------------|--------------------|
| INVENTORY NUMBER | DISPOSITION NUMBER |
|------------------|--------------------|

PROPERTY DESCRIPTION

| | |
|--------------------------|------------------|
| REQUESTING UNIT NOTIFIED | NAME, DATE, TIME |
| ESS NOTIFIED | NAME, DATE, TIME |

FOR ESS USE ONLY

| | |
|---|------------------|
| <input type="checkbox"/> ASSET TAG ISSUED | ASSET TAG NUMBER |
| <input type="checkbox"/> ASSET TAG NOT ISSUED | ESS MEMBER |

PROPERTY TRANSFER

| | |
|----------------------|-------------------------------------|
| PROPERTY RECEIVED BY | NAME, STAR, DATE, TIME, UNIT NUMBER |
| | SIGNATURE & STAR NUMBER |