



**METROPOLITAN
POLICE**

TOTAL POLICING

Freedom of Information Act Publication Scheme	
Protective Marking	Not Protectively Marked
Publication Scheme Y/N	Yes
Title	Policy Statement and Equality Impact Assessment on the Management of Lost and Found Property in the MPS
Version	1.0
Summary	This policy outlines how lost and found property will be initially managed by the MPS with the Equality Impact Assessment
(B)OCU or Unit, Directorate	Met Change Public Access Team - Deputy Commissioner's Portfolio
Author	Met HQ Portfolio and Planning
Review Date	August 2018
Date Issued	August 2014

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Section A: Policy Statement

Application

- **When?** This Policy applies with immediate effect.
- **Who?** All police officers and police staff, including the extended police family and those working voluntarily or under contract to the Mayor's Office for Policing and Crime (MOPAC) or the Commissioner must be aware of, and are required to comply with, all relevant Metropolitan Police Service (MPS) policy and associated procedures.

This Policy applies in particular to officers and staff in the following roles: (This list is not intended to be exhaustive.)

- Public Access Officers
 - Station Reception Officers
 - Volunteers in front counter roles
 - Police Officers and Special Constables performing the duties of the Station Officer or dealing in the street with lost and found property.
 - Police Community Support Officers (PCSOs) dealing in the street with lost and found property.
 - Line managers of the above.
- **What?** This policy deals only with lost and found property, and not items believed involved in crime.

Policy Principles

As of 1st September 2014, the MPS will no longer formally record lost property and only record and retain found property where there is good reason to do so.

When dealing with lost and found enquiries, officers and staff must:

- Refer to guidance on dealing with commonly lost and found items, and deal accordingly to the item lost/found;
- Ensure appropriate steps are taken to manage any health and safety risk if the property is considered hazardous;
- Conduct necessary checks to ensure that any found property has not been involved in crime;

- Where property is taken into police possession, follow the packaging, handling and storage rules set out in the MPS Property and Exhibits Manual.

Purpose and Benefits

This policy provides direction for officers and staff in regards to the management of lost & found property within the MPS.

The aims of this policy are to:

- Reduce the volume of lost & found property enquiries processed by the MPS in order to release time and resource back into wider front line services.
- Reduce the volume of found property taken into police possession and reduce pressure on criminal exhibits stores across the MPS.
- Improve customer satisfaction and confidence through adoption of more efficient and transparent working practices.
- Maintain the MPS' core policing responsibilities of preserving life, protecting property and keeping people safe from harm.
- Balancing the need for greater value for money against organisational and reputation risk.

Associated Documents and Policies

- Guidance for dealing with common items of found property (table)
- Guidance for dealing with common items of lost property (table)
- MPS Exhibits and Property Manual
- Reception Services Manual
- Generic Lost Property Letter

Notices to be Cancelled / Amended

Cancel Item 3, Notices 37/1999

Amend Item 3, Notices 38/2004

Section B: Equality Impact Assessment

Policies are developed and reviewed using a consultative approach involving relevant internal and external stakeholders. Additionally, developers must consider what action needs to be taken to help overcome or minimise any disadvantages that people who share a protected characteristic will experience in compliance with the Equality Act 2010. Finally, the impact of the policy will be monitored to identify any emerging issues, learning and benefits post-delivery of the policy. The table below summarises the outcomes of these steps:

Research and consultation	
Review of research	<ul style="list-style-type: none"> • An internal review of the Metropolitan Police lost and found property service; • Research regarding procedures used by other police forces; • Research into commercially available options.
Internal consultation	MPS Legal services; Safety and Health Risk Management Team; Finance Business Partner; Information Assurance Team; Police Officers and Police Staff.
External Consultation	Police Federation; Superintendents Association; Association of Chief Police Officers (ACPO); Mayor's Office for Policing and Crime (MOPAC); MPS Independent Advisory Groups (IAGs) - Lesbian, Gay, Bisexual and Trans (LGBT), Disability, and Race; Borough IAGs and Safer Neighbourhood Ward Panels; online public survey
Protected Characteristics (Equality Act 2010)	
Summary of Equality Impact Assessment	The MPS provides a range of access points for the public to report lost and found property. These allow everyone with a choice on how to report and therefore no specific group should feel disadvantaged by any of these methods.
Age	There is no identified disproportionate impact on this group.
Deaf/ disability	There is no identified disproportionate impact on this group.
Gender reassignment	There is no identified disproportionate impact on this group.

Pregnancy and Maternity	There is no identified disproportionate impact on this group.
Race	There is no identified disproportionate impact on this group.
Religion or belief	The policy has included religious artifacts under the sentimental value section of the policy.
Sex	There is no identified disproportionate impact on this group.
Sexual Orientation	There is no identified disproportionate impact on this group.
Other issues for example: Low income groups, single parents, rough sleepers	There is no identified disproportionate impact on any of these other groups.
Monitoring	
3-12 month implementation plan	Any issues, benefits and learning post implementation of the policy, including any equality and diversity related matters, will be captured using a range of tools from smart survey and newsletters to the promotion of the Lost & Found mailbox and emails. This will be done over a 12-month period ensuring all front counter personnel including supervisors are involved.