



City of Westlake Police Department

27300 Hilliard Blvd
Westlake, OH 44145

Westlake PD: (440) 871-3311
Fax: (440) 835-6441
Property Room: (440) 892-3153
propertyroom@westlakepolice.us
www.cityofwestlake.org

REQUEST FOR PROPERTY RELEASE

INSTRUCTIONS: Please fill out this request and return it to the Westlake Police Department. You can hand deliver it to WPD, mail it, email it to: propertyroom@westlakepolice.us, or fax. Property room personnel will contact you to arrange an **appointment** for pick up. You **MUST** bring identification for release. You may be required to present proof of ownership for the requested property depending on the circumstances. Please email the completed form to propertyroom@westlakepolice.us for expedited service. If this is a Court Release for Property attach copies of the Court Order. Items seized as evidence must be approved for release by the investigating officer prior to property room release. Once the request has been processed, you will be contacted regarding further action.

REQUESTOR INFORMATION

Name	Phone	Email
Address		
Date of Incident/Event	Report Number or CAD Call Number	
Description of Property		

REQUESTOR JUSTIFICATION

<p>I believe I am entitled to the above described property based on the following reasons:</p> <p><input type="checkbox"/> The court case regarding the property has been completed.</p> <p><input type="checkbox"/> The property has been ordered released by the court.</p> <p><input type="checkbox"/> The circumstances for the safeguarding of the property are no longer present.</p> <p><input type="checkbox"/> The property was lost and found, the property has not been claimed, and I believe that I am entitled to the property.</p> <p><input type="checkbox"/> Other:</p>	
Signature	Date

- For Administrative Use Only -

Step	Personnel	Notes	Initials
1	Employee Intake: Attempt to determine incident number if left blank, Forward form and any additional documents to the Property and Evidence Mail Slot located in Records.		
2	Property and Evidence Personnel: Ensure the property is both in the tracking system and physically in the Property and Evidence Room. Note any issues and forward form Lt. of Criminal Investigations if any found.		
3	Contact Requestor: Advise Requestor their request is being processed and The Property Room will contact them when request is complete.		
4	Property and Evidence Personnel: Ensure form is filled out in completion and scan into incident in Property Software.		
5	Appropriate Officer/Detective Approval: Review case and get Case Officer Approval before any evidence release. If applicable	Appropriate Officer/ Detective Approval:	
6	Contact Requestor: Re-contact requestor final details of return process. Whether release is approved or declined.		
7	Scheduled Release Date Time	Property Released Date Time	