



ALBUQUERQUE POLICE DEPARTMENT  
PROCEDURAL ORDERS

SOP 2-106 (Formerly 4-27) Effective: 03/12/2022 Review: 03/12/2023 Replaces: 01/17/2016

**2-106 LOST AND FOUND GOVERNMENT-ISSUED IDENTIFICATION CARDS AND DRIVER'S LICENSES**

**Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):**

A. Related SOP(s)

None

B. Form(s)

PD 3024 Identification (ID) Card and Driver's License Log

C. Other Resource(s)

None

D. Rescinded Special Order(s)

None

**2-106-1 Purpose**

The purpose of this policy is to ensure a community member's government-issued identification card and/or driver license that is found by Albuquerque Police Department (Department) personnel is properly secured and returned to them, if possible.

**2-106-2 Policy**

It is the policy of the Department to return government-issued identification cards and driver's licenses to community members. In the event Department personnel come into the possession of a government-issued identification card or driver's license belonging to a community member and cannot reasonably and safely return it to the owner listed on the government-issued identification card or driver's license at that time, Department personnel shall follow the procedures in this Standard Operating Procedure (SOP) in an attempt to return the card or license to the owner.

**N/A 2-106-3 Definitions**

None

**7 2-106-4 Procedures**

A. Log and Repository

1. Administrative staff or assigned Department personnel at each area command substation shall:



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- a. Maintain a lost and found Government-Issued Identification Card (ID) and Driver's License Log and repository;
  - b. Log the government-issued identification card or driver's license using the Identification (ID) Card and Driver's License Log.
  - c. Make the first attempt to notify the owner by phone;
    - i. If the owner is reached by phone, or there is a voicemail, administrative staff or assigned Department personnel shall advise the community member of the name, address, and hours of operations of the area command where they can pick up their government-issued identification card or driver's license in person.
    - ii. Administrative staff or assigned Department personnel shall then log the government-issued identification card or driver's license in the area command's Identification (ID) Card and Driver's License Log.
    - iii. If Department personnel do not reach the owner by phone, they shall log the attempt in the Identification (ID) Card and Driver's License Log. The government-issued identification card or driver's license shall then be placed in the repository at the area command.
  - d. Ensure that government-issued identification cards and driver's licenses are tracked in the Identification Card (ID) and Driver's License Log and are held in the repository for no more than thirty (30) days.
    - i. Each area commander shall designate Department personnel whose responsibility it is to remove government-issued identification cards and driver's licenses that have been held for over thirty (30) days, and return them to the New Mexico Motor Vehicle Division (MVD).
    - ii. It shall be the designated Department employee's responsibility to log which government-issued identification cards and driver's licenses were taken to the MVD and the date they were taken.
2. Department personnel who assist community member shall make a reasonable attempt to verify the person retrieving the government-issued identification cards or driver's license is the owner of that government-issued identification card or driver's license.
3. Administrative staff or assigned personnel at each area command substation shall not:
- a. Be required to look for phone numbers of individuals who reside outside of the City of Albuquerque; or
  - b. Remove any government-issued identification card or driver's license from the Identification (ID) Card and Driver's License Log without logging their name, the date, and what was done with the government-issued identification card or driver's license.