

	KENOSHA POLICE DEPARTMENT			
	POLICY AND PROCEDURE			
	82.6 Repossession of Property by Title or Lien Holder			
Effective Date:	9/15/1979	Revision Date:	9/1/2002	
Action:	O-262	Number of pages:		1

I. POLICY

It shall be the policy of the Kenosha Police department to record pertinent data when we are notified by a title or lien holder of a pending repossession of property.

II. PROCEDURE:

When information is received by this department from a title or lien holder of property that repossession will, or has taken place, the following information will be obtained:

1. Name, address, phone number of reporting person.
2. Name, address, phone number of person or company that is title or lien holder.
3. Full description of property to be repossessed – i.e. make, model, color, year, V.I.N. or other relevant data.
4. Name, address of person from whom repossession is being made.
5. Location where repossession will take place.
6. Name of person and phone number to contact should any questions arise concerning repossession.

The person receiving such information will generate a case number and report the above data on an investigative report form. Faxed reports will be accepted.

Records Bureau will post the necessary data on the victim of the repossession, master name file.