

403.7 LAW ENFORCEMENT PAWNBROKER HOLD ORDER ON PROPERTY

Law Enforcement Pawnbroker Hold Order on Property (TPD 726) is a form used to place a written hold on property which a citizen or another law enforcement agency claims is stolen property located in a pawn shop (see SOP 544). As per F.S. §539.001(16) – **verbal holds do not have any legal standing. The hold must be completed and hand delivered, emailed or faxed to the pawnshop.**

Completing the Police Hold

1. Case #: Enter the TPD case number in this space.
2. Date of hold: Enter the date that the police hold is being placed on the property in space.
3. Name of Pawnshop: Enter the name of the pawnshop in this space.
4. Telephone: Enter the telephone number of the pawnshop in this space.
5. Address: Enter the physical address of the pawnshop where the property is being placed on police hold in this space.
6. Pawn Ticket #: Enter the pawn ticket number in this space.
7. Date of Transaction/Pawn: Enter the date of the pawn transaction in this space.
8. Sold/Pawned By: Enter the name and date of birth of the pawnor/seller in this space.
9. Property Owner/Person Reporting: Enter the name of the owner of the stolen property in this space and, if different, the person reporting.
10. Description of Property: Enter a complete description of the property being placed on police hold (brand, model, serial number, and/or any additional description).
11. Pawnbroker/Representative Receiving the Hold: Have the representative of the pawnshop receiving the police hold print their name in this space.
12. Sign: Have the representative of the pawnshop receiving the police hold sign the form in this space.
13. Date: Have the representative of the pawnshop receiving the police hold enter the date received in this space.

14. TPD Hold Placed By: Print the name of the TPD official placing the hold on the property along with the Rank and ID number.
15. District: Enter the assigned district of the TPD official placing the property on police hold.
16. Phone: Enter the phone number where the TPD official placing the property on police hold can be reached.

Completing the Release of Police Hold

1. TPD Hold Released By: Print the name of the TPD official that is releasing the police hold on the property.
2. Date: Enter the date that the property is being release from police hold.
3. Signature: Enter the signature of the TPD official releasing the police hold on the property.
4. Id Number: Enter the Id number of the TPD official releasing the police hold on the property.
5. Release Property To: Enter the name of the person/business that the property is to be released to.

Supersedes SOP 403.7, dated 12/20.