



**POLICE DEPARTMENT, COUNTY OF SUFFOLK, N.Y.**  
**ACCREDITED LAW ENFORCEMENT AGENCY**  
**PROCURING THE RELEASE OF PROPERTY FROM THE PROPERTY SECTION**

**Recipients of Correspondence from the Property Section Notifying of Releasable Property**

If you have received a letter from the Property Section regarding property for which you are the claimant, please follow the instructions precisely to secure the return of your property. Do not delay, as property is disposed of in accordance with law. Note the Property Section is open to the public Monday through Friday from 8:30 am to 3:00 pm, except on legal holidays and during periods of extreme inclement weather. See below for identification requirements, directions and information regarding special types of property.

**Persons Who Have Not Received Correspondence Notifying Property Is Releasable**

**CRIME VICTIMS:** Please contact the investigator assigned your case for assistance regarding the return of your property. If you are unsure as to whom your investigator is, please contact the precinct of occurrence (see numbers below).

**ARRESTEES (SEEKING RETURN OF PROPERTY SEIZED AS EVIDENCE):** Please have your attorney contact the Assistant District Attorney (“ADA”) who handled your case to request a release for the property. If you do not have an attorney, please contact the Suffolk County District Attorney’s Office directly to obtain such a release. Please note the release from the ADA must specifically describe the property to be released and should be emailed by the ADA directly to the Property Section. The telephone number for the District Attorney’s Office is 631-853-5602.

**ARRESTEES SEEKING RETURN OF PERSONAL PROPERTY (PRISONER PROPERTY):** If you are seeking the return of your personal property inventoried at the time of your arrest but which does not constitute evidence, please visit the precinct where your arrest was processed within 30 days of the date of your arrest (precinct listing below). After that time, please contact the Property Section to ascertain if your property is held there. Please note unclaimed prisoner property is disposed of in accordance with law so do not delay in retrieving it.

**SEIZED PROPERTY:** If you had property seized or otherwise taken from you by a member of the Suffolk County Police Department and you were not arrested in connection with the seizure, please have your attorney contact the officer or unit responsible for seizing the property. If you do not have an attorney, please contact the officer or unit responsible for seizing the property using the either the contact information provided to you or the information below. If you are unsure as to the officer or unit that seized the property or require additional assistance, please contact the Property Section at 631-852-6465.

**LOST/FOUND PROPERTY:** If you have lost property, please contact the precinct where the property was lost to ascertain if it was recovered (precinct listing below). Finders of property are often entitled to claim the property if it unable to be returned to the rightful owner, or if the rightful owner declines or fails to take possession of the property. The release of found property is done in accordance with a schedule established by law. Please contact the Property Section at 631-852-6465 if you have surrendered found property to the Police Department and seek to claim it.

**ADDITIONAL INFORMATION**

**PRECINCT PHONE NUMBERS AND ADDRESSES**

First Precinct	555 Route 109, West Babylon	631-854-8100
Second Precinct	1071 Park Avenue, Huntington	631-854-8200
Third Precinct	1630 5 <sup>th</sup> Avenue, Bay Shore	631-854-8300
Fourth Precinct	727 Veterans Memorial Highway, Smithtown	631-854-8400
Fifth Precinct	125 Waverly Avenue, Patchogue	631-854-8500
Sixth Precinct	400 Middle Country Road, Selden	631-854-8600
Seventh Precinct	1491 William Floyd Parkway, Shirley	631-852-8700

**IDENTIFICATION REQUIREMENTS:** Valid, unexpired government issued photo identification is required to retrieve property. Note additional identification measures may be required for high value items or large monetary transactions. If you believe your identification may be contained within your property, please notify Property Section personnel and they will attempt to locate your identification for you to assist you with retrieving your property.

**REQUIREMENTS TO HAVE A THIRD-PARTY RETRIEVE YOUR PROPERTY FOR YOU:** To have another person retrieve your property for you, you must furnish a letter stating your name, address and date of birth; their name, address and date of birth (the person you wish to have retrieve your property); that you are authorizing them to retrieve specific property on your behalf (note the property must be specifically described, or referred to by invoice number); the letter must be dated, signed by you and notarized, with the date being within the last 90 days; and, a copy of your unexpired, valid government issued identification must be provided with the letter.

**RETRIEVAL OF FIREARMS FROM THE PROPERTY SECTION:** Please follow the instructions above for crime victims or arrestees, and then note the release of firearms is governed by an intricate set of federal, state and local statutes. For information on retrieving firearms, visit our website at [suffolkpd.org](http://suffolkpd.org); click on Forms and Reports; scroll to Property Bureau forms; and, select *Checklist for the Release of Firearms* (PDCS 4255). Please be sure to comply precisely with the instructions on that form. If you do not have access to the Internet, please visit the Property Section to obtain the checklist and necessary forms.

**RETRIEVAL OF PERSONAL PROPERTY OF A DECEASED PERSON FROM PROPERTY SECTION:** Valid documentation from Surrogates Court is required to retrieve the property of a deceased person from the Property Section. This documentation is generally easy to obtain, and most oftentimes consists of Letters Testamentary, Letters of Administration or Certificates of Voluntary Administration. Please note all documents presented must bear a raised seal and have been issued within six months of the date of presentation. For information on obtaining these or other documents from Surrogates Court, please call 631-852-1713.

**RETRIEVAL OF PROPERTY SEIZED BY THE SUFFOLK COUNTY SHERIFF'S OFFICE:** Property taken or recovered by Deputy Sheriffs or other members of the Suffolk County Sheriff's Office is not processed or stored by the Suffolk County Police Department. Please contact the Sheriff's Office Property Section at 631-852-8013 regarding such property.

**DIRECTIONS TO THE PROPERTY SECTION:** The Property Section is located in a standalone building on the north end of the Suffolk County Police Department complex at 30 Yaphank Avenue, Yaphank. Note GPS devices and applications will direct you to an incorrect location, so please follow these directions.

**Long Island Expressway:** Take the Long Island Expressway to exit 67S, Yaphank Avenue. Proceed south ½ mile on Yaphank Avenue over the railroad bridge, and make your first right into the Suffolk County Police Department complex. The entrance for the Property Section is immediately on your right hand side when you enter the complex. Note the Property Section is a standalone building, and is not located within Police Headquarters.

**Sunrise Highway:** Take Sunrise Highway to exit 57N, Horseblock Road/Yaphank. Exit, then left to Horseblock Road then right and immediate right and proceed north on Yaphank Avenue for approximately 1.3 miles. The Suffolk County Police Department complex will be on your left. Make a left hand turn into the police complex, make first right and the Property Section will be on the far north end in a standalone building. Note the Property Section is not located within Police Headquarters.

**If you require assistance with obtaining authorization for the release of property or in obtaining the return of property you may speak with a supervisor in the unit with which you are dealing. For additional information, please contact the Property Section at 631-852-6465 or visit the Property Section at the address listed above.**