

*Sample Memorandum*

**MEMORANDUM**

**TO:** Supervisor  
**FROM:** Investigator  
**DATE:** TBA  
**SUBJECT:** LETTER OF INSTRUCTION  
*Pawn Shop Inspection*

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Law enforcement officers in the State of Florida are responsible to conduct inspections of pawn shops in accordance with the Florida Pawnbroker Act. Florida State Statute 539.001 (9) c states that the pawnbroker shall make all pledged and purchased goods and all records relating to such goods available for inspection by the appropriate law enforcement official.

The purpose of this inspection is to identify stolen property and person(s) who are trafficking in stolen items. Also, to detect violations of the law by the pawnbroker such as infractions of the Florida Pawnbroking Act, Dealing in Stolen Property and Possession of altered property.

**DEPLOYMENT**

Involved members of central Florida law enforcement agencies will meet at the Anywhere Police Department, located at 123 Elm Street, Anywhere, Florida, on Friday February 3, 2005, at 0830 hours, for a briefing.

**PERSONNEL**

Investigator	(Name of Investigator)	(Name of Agency)
Investigator	(Name of Investigator)	(Name of Agency)
Investigator	(Name of Investigator)	(Name of Agency)
Investigator	(Name of Investigator)	(Name of Agency)

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Investigator (Name of Investigator) (Name of Agency)

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### **PLAN OF ACTION**

On Friday October 3, 2005, involved members will conducted an inspection of the following pawn shops:

- **0900 Hrs.** Big John's Pawn Shop, located at 138 North Hwy 17-92, Longwood.
- **1100 Hrs.** Mikes Pawn & Jewelry, located at 415 North Hwy 17-92 Longwood.
- **1300 Hrs.** Joes' Pawn & Auto, located at North Hwy 17-92 Longwood.

The Sheriff's Department mobile command vehicle will be used for personnel to utilize their lap top computers to check serialized items in N.C.I.C. The involved members will be placed into the following teams and will inspect property and pawn records to insure compliance with the Florida Pawnbroker Act.

### **Targeted Items:**

1. Cellular Phones
2. Pagers
3. Computers
4. Jewelry
5. Firearms
6. VCR'S
7. Bicycles

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### TEAMS

#### TEAM 1

Investigator TBA

Lead Investigator

Investigator TBA

This team will enter the business first, make contact with the manager and announce an inspection. An inspection sheet will be completed. Licenses will be examined. If any team discovers a criminal violation this team will assist in the documentation of the violation and affect an arrest or issue a notice to appear.

#### TEAM 2 FIREARMS

Investigator TBA

Investigator TBA

This team will drive the mobile command vehicle to the pawn shop. They will enter the pawn shop and examine firearms that are on display for sale and firearms that are in the safe. The serial numbers will be recorded and given to the NCIC team.

The team will review pawn tickets printed by the Sheriff's Office of firearms and verify the correct serial numbers were recorded. If the pawn shop did not accurately describe the gun on the pawn ticket, the violation will be documented on a "*Pawn Shop Inspection, Article Examination Sheet*".

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### TEAM 3 CELLULAR PHONES

Agent TBA

Sergeant TBA

This team will enter the pawn shop and examine all cellular phones and pagers to determine if stolen or "cloned", they will power up the phones and obtain the ESN & serial numbers. The serial numbers will be given to the NCIC team. The ESN will be given to AT&T Wireless Services, Security at 1 800 635-6840.

The team will review pawn tickets printed by the Sheriff's Office of cellular phones and verify the correct serial numbers were recorded. If the pawn shop did not accurately describe the phone on the pawn ticket, the violation will be documented on a "*Pawn Shop Inspection, Article Examination Sheet*".

### TEAM 4 COMPUTERS

Investigator TBA

Investigator TBA

This team will power up all computers located in the pawn shop and try to obtain names of possible owners of the computer, on software licenses, these names will be compared to the name of the person who pawned the item. The investigator will try to contact names of persons listed on the software to determine if the item has been listed as stolen. All serial numbers will be given to the NCIC team.

The team will review pawn tickets printed by the Sheriff's Office of computers and verify the correct serial numbers were recorded. If the shop did not accurately describe the computer on the pawn ticket, the violation will be documented on a "*Pawn Shop Inspection, Article Examination Sheet*".

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**TEAM 5**

**JEWELRY**

Investigator TBA

Detective TBA

This team will examine jewelry located in the safe. They will determine if an accurate description was listed on the pawn tickets. Also, jewelry items that are identifiable such as class rings with names inscribed, an attempt will be made to contact the person to see if the item is stolen if not the same name of the pawner.

If the pawn shop did not accurately describe the jewelry on the pawn ticket, document the violation on a "*Pawn Shop Inspection, Article Examination Sheet*".

**TEAM 6**

**VCR**

Corporal TBA

Sergeant TBA

This team will enter the pawn shop and examine video cassette recorders that are on display for sale and video cassette recorders that are in the back storage room. The serial numbers will be recorded and given to the NCIC team.

The team will review pawn tickets printed by the Sheriff's Office of video cassette recorders and verify the correct serial numbers were recorded. If the shop did not accurately describe the VCR on the pawn ticket, document the violation on a "*Pawn Shop Inspection, Article Examination Sheet*".

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**TEAM 7**  
**BICYCLES**

Detective TBA

Investigator TBA

This team will enter the shop and examine all bicycles found in the store. The serial numbers will be recorded and given to the NCIC team.

The team will review pawn tickets printed by the Sheriff's Office of bicycles and verify the correct serial numbers were recorded. If the pawn shop did not accurately describe the bicycle on the pawn ticket, document the violation on a "*Pawn Shop Inspection, Article Examination Sheet*".

**TEAM 8**  
**"NV"**

Agent TBA

Detective TBA

This team will examine items that the pawn shop has listed "NV" (not visible) as a serial number on pawn tickets that they have submitted to the Sheriff's Office. The item will be examined to determine if in fact there is a serial number on the item but was not reported.

If the pawn shop did not accurately describe the item on the pawn ticket, document the violation on a "*Pawn Shop Inspection, Articles Examination Sheet*".

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### **TEAM 9** **TECH SERVICES**

Investigator TBA

This team will video tape the briefing and all the teams during the inspection. Also may photograph evidence recovered from the shops.

### **TEAM 10** **NCIC**

TBA

TBA

TBA

This team will be stationed in the mobile command vehicle and will run lists of serialized items in N.C.I.C. There will be a runner between the inspection teams and NCIC team. The runner will collect sheets the investigators have recorded serial numbers on and give them to the NCIC team to conduct computer checks.

## **EQUIPMENT**

- Sheriff's Office polo collared shirt with blue jeans.
- Agency issued 9 mm handgun and ammunition
- Portable radios
- Sheriff's Office vehicles
- Lap top computers
- Computer printer
- Cellular phones
- Fax machine
- Bar code reader
- Cellular power cords donated by AT&T

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**SPECIAL CONSIDERATIONS**

This is a routine inspection and all effort should be made not to impede the lawful business being conducted by the proprietor. The Pawnbroker should be allowed to conduct business with a customer. The Lead Investigator will be the only law enforcement investigator who talks with the Pawnbroker to prevent many different team members asking the Pawnbroker questions.

Additionally, all personnel involved in this detail will familiarize themselves with F.S.S 766.05, 776.051 and 776.06. In addition, you will familiarize yourselves with Sheriff's Office General Order # 18.