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COMMISSIONER

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### **Administrative Procedure # A - L - 1**

**Subject:** Lost and Found Items

**Effective Date:** July 1, 2014

**Procedure Statement:**

Each site is required to safeguard the lost and found property of its guests. All possible care will be exercised to protect and preserve these items in a safe and orderly fashion.

**Definitions:**

N/A

**Procedure:**

1. The Lost and Found Log is to be maintained in the site office. Items should be tagged with a number that corresponds to its entry into the Lost and Found Log.
2. Lost and Found items must be stored in a secure manner with limited access.
3. The site should make a reasonable effort to contact an identified owner of lost property and return their belongings. If the owner cannot be located, the site may donate unclaimed articles to a local charity or return them to the finder. Disposition of these items should be noted on the Lost and Found Log and initialed by the Manager.
4. All inquiries about lost and found items should be directed to the site manager or designee. No other person on site should volunteer information to guests about lost and found property.
5. Items will be retained for a minimum of ninety (90) days before they are disposed of consistent with this procedure.

**Authority:** (if applicable)

N/A

**Attachments:**

Attachment 1 – PRHS Lost and Found Log