

NC DIVISION OF PARKS AND RECREATION

May 2, 2016

STAFF DIRECTIVE 16-02

TO: All Division Staff

FROM: Michael A. Murphy, Director

SUBJECT: Lost and Found Policy



The authority for establishing a Division of Parks and Recreation policy for the disposition of recovered visitor or staff personal property is derived from North Carolina General Statutes §§ 143B-10(j), 143B-50, 143B-51, and 143B-135.43.

Found Property:

1. Monetary or High-Value items: When property such as cash, credit cards, checks, or any high-value items are found, they should be immediately reported and turned over to the park superintendent or park ranger in charge, who will secure the items in a locked safe or other secure area. The office assistant will enter each item into the DPR lost and found database (including the date the item was found, a description of the item, etc.) for tracking purposes.
2. Non-monetary items: When items such as keys, clothing, toys, or any other item not falling into the previous category are found, they should be turned into the park office for the office assistant to enter each item into the DPR lost and found database (including the date the item was found, a description of the item, etc.) for tracking purposes. These items are to be held in a single area designated for non-monetary lost and found items.

Lost Property:

Visitors should be advised to report lost items to the closest park ranger or park staff member. Park staff should check the designated lost and found area and the lost and found database to see if similar items have been found. If similar items have been found, make no assumption of ownership, as the potential owner must clearly identify the item without prompting. If the item being inquired about is *not* in the designated lost and found area or database, a "Lost Property Report" should be completed and turned into the park office to be kept on file. If the lost item is recovered, the park staff may contact the visitor to claim the property after they have clearly identified the item without prompting. The visitor should sign for the items, and the lost and found database should be updated to show the date and by whom the property was claimed.

Final Disposition:

All items, regardless of perceived value, should be secured or stored for six (6) months from the original date the items were keyed into the DPR lost and found database. The disposition of

items not claimed after six (6) months should be as instructed below:

1. Unclaimed cash should be either deposited as a donation or used to purchase necessary items for the park. Either way, the lost and found database must be updated to reflect how the unclaimed money was disposed by referencing the deposit number or the invoice of any and all purchased items.
2. Credit cards and checks should be destroyed by shredding, and the lost and found database will be updated to reflect this action.
3. All other items should be handled as follows:
 - Destruction – Any trash items or items that serve no useful purpose should be destroyed or discarded in an appropriate manner.
 - Donation – Any clothing items, toiletries, towels, etc., should be donated to a local homeless shelter.
 - Any items with an estimated value of \$2,500 or more, and which may serve a useful purpose within the park, must have an official fixed asset number attached and must be listed on the fixed asset system as a donation. If the item's estimated value is less than \$2,500, the item must be tagged by the park as a "Disposed Lost and Found Item."
 - All valuables (such as gold or silver jewelry, watches or other expensive items) should be tagged for disposition to sell via State Surplus following DNCR and State Surplus procedures and guidelines.
 - NO ITEMS MAY BE RETAINED FOR PERSONAL USE.
 - Each item should be updated in the lost and found database as to its final disposition.
 - Each six-month report should be filed with all supporting documentation.