

LOST AND FOUND ITEMS	POLICY	
	Document Number:	OPS-PS-PL-1001
	Version Number:	01

1.0 Purpose:

To document the policies and procedures for the reporting of, taking custody of, and disposing of items found in VTA facilities, revenue and non-revenue vehicles, and other related public places (such as transit centers and bus stops).

2.0 Scope:

Includes all VTA employees and contractors (employees).

3.0 Responsibilities:

3.1 The Operations Manager, Facilities Maintenance and Security, is responsible for:

3.1.1 drafting and obtaining approval for this policy;

3.1.2 establishing procedures and work instructions for Protective Services staff to manage and properly dispose of found items in accordance with State Law, County, and Municipal codes as appropriate.

3.2 All employees are responsible for the appropriate care and documentation of items found in or on VTA facilities or vehicles.

3.3 Authority:

California Civil Code. Lost Money and Goods §§ 2080-2080.10.

California Penal Code § 485. Theft; appropriation of lost property with knowledge or means of inquiry as to true owner.

4.0 Policy:

To safeguard and properly dispose of all found property coming into VTA custody.

4.1 Unless directed otherwise by established departmental procedures, processes or work instructions, the following lost and found items shall be turned over to the security officer at the employee's division within 24 hours of being found. These items include, but are not limited to, the following:

back pack	electronic device (cell phones, laptops, etc)
bicycle	glasses
briefcase/portfolio	jewelry
cash (under \$100.00)	luggage
clothing	personal documents
credit card	purse/wallet

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If any of the following items are recovered the employee shall contact VTA's Operations Control Center (OCC) immediately.

cash (over \$100.00)
narcotics, or narcotic paraphernalia
prescription medication
weapons of any kind

OCC's contact numbers are as follows:

OCC Bus	408-546-7667
OCC Light Rail	408-546-7688
Security Threat Hotline	408-952-6835

OCC shall immediately contact County Communications for a law enforcement response when needed. The employee shall follow the instructions of OCC.

- 4.2 VTA will strive to maintain the found property in the same condition in which it was recovered. Every reasonable effort will be made to return the found property to its rightful owner.
- 4.3 VTA will keep record of, and securely store, items found on VTA vehicles or in VTA facilities, including transit centers and bus stops.
- 4.4 Items not claimed by the rightful owner will be disposed of in accordance with the California Civil Code, and with County and Municipal codes, as appropriate.

Because VTA is a public agency, VTA employees cannot take ownership of unclaimed found items.

5.0 Definitions:


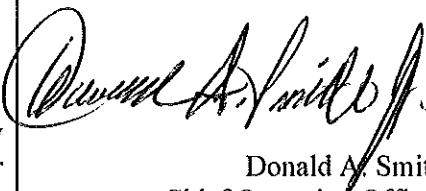

N/A.

6.0 Summary of Changes:

Initial release of this Policy.

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7.0 Approval Information:

Prepared by	Reviewed by	Approved by
 Mark Mahaffey Operations Manager Facilities Maintenance and Security	 Donald A. Smith Chief Operating Officer	 Michael T. Burns General Manager