

Lost and Found Property Procedures

Purpose: The purpose of these procedures is to give direction to employees on property turned into them as well as how to document when a person reports that they have lost property.

Definitions:

- A. Major Value property is described as laptops, cellphones, jewelry (non- costume), wallets/purses/ID's, contraband, prescription medicine, currency and large items/bicycles.
- B. Minor Value property is described as property that is lesser in value such as clothing, eyeglasses, book bags, backpacks, books, costume jewelry and calculators.

Procedure

- A. Upon the report of lost or found property Help Desk employees shall do the following:
 - 1. Document the property using the Lost or Found Property Report
- B. Employees that receive property that has been found shall determine if it is a Major Value or Minor Value item. Employees shall contact their supervisor or Security if unsure. Perishable or Hazardous Waste items shall be refused.
 - 1. Minor Value items should be placed into the property storage locker.
 - a. If there is identifiable information contained on the property employees should attempt to contact the owners and return the item, updating the Lost or Found Property file accordingly.
 - 2. Campus Security should be contacted if the item is of Major Value and a Concerns report completed.
 - a. Campus Security shall attempt to determine the owner of any major value items. If the owner is not immediately located it shall contact law enforcement to determine if they should take custody of the item.
 - b. If law enforcement refuses the item it shall be deemed minor value property and disposed of accordingly.
- D. Property still in the custody of the College at the end of each Spring Semester shall be donated to a charitable organization unless it can be reused by the college. The Lost and Found Property Report shall then be updated to show the disposal method.