

LOST AND FOUND

ADMINISTRATIVE RULE NUMBER: B015

LAST APPROVED: June 7, 2011, January 15, 2015, January 2017

RELATED TO POLICY SERIES NUMBER: 215

PURPOSE

The Lost and Found Administrative Rule gives instructions for handling, tracking and disposing of items found and turned in or reported lost.

PROCEDURE FOR FOUND ITEMS

- A. All found items should be turned in to the College's Director of Human Resources or director-level manager.
- B. Staff will record items of value such as wallets, purses, keys, credit cards, valuable jewelry, prescription eye glasses, backpacks, and electronic devices on a log sheet at the time they are turned in. Information requested in the logbook will help to ensure items are accounted for and returned to the rightful owners. The Director of Human Resources or other College Employee is responsible for filling out the logbook completely and accurately. Completed logbook sheets will be kept on file at the location where filled out.
- C. The Director of Human Resources will ensure every attempt to contact the owner if sufficient identification is on the item and will check the Lost Items list to see if the item has been reported lost.
- D. Items of value will be kept in a secure location.
- E. All other lost and found articles will be kept in the Director of Human Resources Office in a designated place.
- F. In order to claim a found item of value, the owner must provide proof of ownership or describe the item as closely as possible. After ownership is established, the owner needs to sign for the item.
- G. All lost and found items will be held for 60 days.
- H. At the conclusion of the 60 day holding period, reusable items will be placed in the Campus Free Box in the Student Commons or donated to charitable organizations. All other items will be destroyed and/or discarded.