



Policy ID: ADM-DPS-3 (Major Revision)
Title: Lost-Misplaced or Discarded Items (Lost and Found)
Description: Process for managing lost/found personal property on campus
Category: Physical Plant
Applies to: Staff, Faculty, Students
Contact: Physical Plant
Date: April 2, 2019

1.0 Purpose:

1.1 To effectively and efficiently manage lost or found items on campus, the university has implemented this policy and associated processes to ensure that items of value are properly managed and returned to rightful owners, or disposed of in a lawful manner when ownership cannot be determined.

2.0 Policy Statement:

2.1 All items of value belonging to another, if found on campus property, should be delivered to the Physical Plant Surplus Property office without delay. Exceptions to this are weapons and items of contraband such as illegal substances or items that may be related to a crime. Items subject to these exceptions should be brought immediately to the attention of the University Police.

2.2 If a person believes items of personal property have been stolen, rather than lost, the person should be referred to University Police so that an official incident report can be filed. Persons who believe their item is lost or misplaced, should be referred to the Physical Plant Surplus Property office to determine if it has been found and turned in.

3.0 Procedure:

3.1 Items found or turned into academic or administrative offices that are identifiable to a specific individual (wallets with identification, credit/bank cards, etc.), currency/cash, high value jewelry and computing devices should be turned into the Physical Plant Surplus Property office without delay, and normally that same business day. Other items, inclusive of clothing, books, keys, umbrellas may be held at the department or office's discretion for one week. Anyone claiming ownership of an item must be able to describe and identify it with certainty to the faculty or staff person engaged in the process.

3.2 Physical Plant will log each item brought to them and attempt to contact owners to the extent possible. Items will be held for no less than one month, and after

this time are subject to disposal via auction or other appropriate and lawful method. Physical Plant holding items that have serial and model numbers may partner with University Police to confirm the item has not been reported stolen.

4.0 Finder's Claims:

Any person finding an item of intrinsic value such as currency, jewelry, works of art, etc. may file a "Finder's Claim" on that item at the time it is turned over to university control. It may not be filed after that time.

- 4.1** Physical Plant will hold the item for 30 days, and if it is not confirmed as reported missing or stolen and no owner has come forward, it may be turned over to the person making the claim assuming release of the item is not otherwise illegal or subject to litigation.
- 4.2** The person making the claim must provide complete identifying information, including mailing address, e-mail address and working phone number at the time of the claim. The person must contact the Physical Plant after 30 days, but no longer than 60 days to arrange to take custody if it is established that it can be released. Any claim not coordinated for pickup after 60 days is voided and the property shall be disposed of consistent with this policy and applicable state law.
- 4.3** Weapons, including knives, swords, firearms and any other item defined as a weapon by state statute, regardless of condition or operability, may not have a Finder's Claim filed against it.
- 4.4** If the item(s) for which a Finder's Claim is made are first turned over to a campus office or employee other than Physical Plant, that office or employee will immediately coordinate with Physical Plant to assist in this process.
- 4.5** Item(s) subject to a Finder's Claim must be collected in person by the person making the initial claim unless ordered otherwise by a court order.

- 5.0** Any financial outcome from a lawful sale of found property shall be utilized by Physical Plant in support of their on-going operations.