



POLICY NAME	Lost and Found Policy	POLICY NO.	SAEM504
APPROVING BODY	President/Cabinet	VERSION NO.	01
RESPONSIBLE DEPARTMENT	Student Affairs & Enrollment Management – Campus Police		
EFFECTIVE DATE	01-DEC-2024	REVIEW/REVISION DATE	12-DEC-2024

PURPOSE:

The purpose of this policy is to establish guidelines for the handling, storage, and disposal of lost and found items on the university campus to ensure the safekeeping of lost property and to facilitate its prompt return to the rightful owner.

POLICY:

This policy applies to all students, faculty, staff, visitors, divisions and departments on campus.

LOST ITEMS

REPORTING LOST ITEMS:

Individuals who have lost an item are encouraged to report it to Campus Police.

CLAIMING FOUND ITEMS:

To claim a lost item, the claimant must provide a description of the item, the approximate date, time, and location of loss, and a valid photo ID. The claimant must sign a release form acknowledging receipt of the item.

FOUND ITEMS

SUBMISSION OF FOUND ITEMS:

All found items should be delivered to Campus Police within 24 hours of discovery. Items of high value (e.g., wallets, electronics, jewelry) should be reported immediately.

STORAGE OF FOUND ITEMS:

All found items will be securely stored in the Campus Police Office for a maximum period of 30 days. After this period, unclaimed items will be subject to disposal as outlined below.

DISPOSAL OF UNCLAIMED ITEMS

PERISHABLE ITEMS:

Items such as food or perishable goods will be discarded immediately if deemed unfit for storage.

LOW-VALUE ITEMS:

Items of low value (e.g., clothing, water bottles, umbrellas) will be donated to charity or disposed of after 30 days if unclaimed.

HIGH-VALUE ITEMS:

Items of high value (e.g., electronics, jewelry) will be held for 30 days and will be donated to a charitable organization or disposed of after 30 days if unclaimed.

IDENTIFICATION DOCUMENTS AND CREDIT CARDS:

Identification documents, credit cards, and other sensitive items will be returned to the issuing agency if unclaimed after 30 days.

RESPONSIBILITIES**LOST AND FOUND OFFICE/CAMPUS POLICE:**

Campus Police is responsible for maintaining a log of all found items, securely storing items, and facilitating the return of items to their rightful owners. The office must ensure the disposal of unclaimed items in compliance with this policy.

COMMUNICATION AND AWARENESS

The university will promote awareness of the Lost and Found policy through regular communication channels, including the university website, student orientation, and campus signage.

REVIEW AND AMENDMENTS

This policy will be reviewed and updated as needed to ensure its effectiveness and compliance with applicable laws and regulations.