

**POLICIES AND PROCEDURES**

Reference:	E-X	Effective Date	10/06/2020
Subject:	Lost and Found Depository		
Source:	Vice President, Finance & Administration		
Approval Authority:	President	Approval Date	10/06/2020
History:	Previously effective 01/16/2015, replaced policy dated 02/21/2011		
Remarks:			

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A "lost and found" depository shall be maintained through the Office of Public Safety and under the supervision of the Director, Public Safety & Police Chief.

Each item will be entered into a log. The log will provide general information e.g., description, date and location where item was found. Reasonable efforts will be made to identify the owners of lost and found items, especially if the items bear identifying information or have extraordinary value.

Each item will be kept in storage for a maximum of 90 days. At the end of 90 days, the items will be forfeited. Public Safety will donate forfeited items and/or the proceeds from the sale of forfeited items to charity.