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| WASHINGTON ADVENTIST UNIVERSITY DEPARTMENT OF PUBLIC SAFETY LOST AND FOUND | APPLICABILITY: ALL UNIVERSITY CAMPUS | | |
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| | TITLE: Lost and Found Policy | | |

PURPOSE

Washington Adventist University seeks to maintain an orderly and well maintained campus. To assist with this, the Department of Public Safety is to maintain a process that allows for property to be returned to their owners as quickly and efficiently as possible.

PROCEDURES

1. Any items of property that are found without any person in the area laying claim to them should be taken to the security office.
2. The officer shall take possession of the item(s) and fill out a lost property report or found property report for every item that is turned in or reported.
3. The officer shall especially take note of the following:
 - a. The name of the person turning in the property
 - b. The time the property was found
 - c. The location of the property when found
4. If possible the officer shall attempt to immediately notify the owner of the property.
5. If a person is inquiring about a lost item or items, check the found property book to see if it has been previously turned in. If it has not been turned in, then the officer shall secure the property in the evidence and property safe and fill out the property log sheet.
6. Property belonging to the university is to be returned to the appropriate department or office. It is their responsibility to return the items to their designated staff.
 - a. Keys to buildings, regardless of their markings designating ownership, are to be turned over the facilities department for identification and returning to their owners. All procedures are to follow the university's Key Control Policy.
 - b. University IDs are to be held by the Department of Public Safety and their owners immediately identified.
 - i. Owners are to be notified they have 72 hours to reclaim their ID from security.
 - ii. Should the person not return within 72 hours to reclaim the ID, the ID is to be destroyed.
 - iii. A \$50 replacement fee must be paid by the person at that time and a new ID is to be printed.
7. Upon a person's arrival to claim their property, the officer shall verify their identity. The person must sign their name on the property report when claiming the item(s).
8. Lost and Found items are to be kept no longer than 4 months before being disposed of. When being disposed of, each property report is to contain the date and time of disposal, the officer overseeing the disposal, and the signature showing approval of the Director of Security.