

**Title: LOST AND FOUND****Reference: 393.10**

- Initial Action: 3/22/99
  - Board Agenda: N/A
  - Last Revised 5/3/2006
    - Policy: 5/3/2006
    - Procedure: 5/3/2006
  - Last Reviewed: 4/19/2023
  - Effective: 6/1/2023
  - Next Review: 6/1/2026
  - Responsibility: Public Safety
- 

**Procedure:**

Lost and Found is located in the Public Safety Office located at the North East and Elkton Station campus. Items may be turned into any Public Safety Officer, or the Public Safety Office, at the North East campus (Technology Center Room 205, or at the main entrance at Elkton Station Campus). Items will be secured in the Public Safety Office and stored for a period not less than three months. Each item will be inventoried showing the date the item was turned in, location found, item type and description, and date of disposal.

**Locating Owners:**

If an item has identification on it, an attempt will be made to contact the owner of the property. When an item is claimed, the individual must give an accurate description of the item before it is released. Personal identification will be requested for items of greater value. The owner of the item must provide a signature to take possession of the property.

**Valuables:**

If a wallet or purse is turned in, the Public Safety Department will check the item for identification and make every effort to return the property to the owner. The wallet or purse will be inventoried so that all items found inside are recorded.

**Disposal of unclaimed articles:**

After a period of not less than three (3) months, all items in good condition are donated to local nonprofit organizations. Items in poor condition will be discarded after this period.