



San Diego Community College District Police Department Policy and Procedures

5.12 LOST & FOUND PROPERTY

EFF. 10/01/19

I. PURPOSE

This Department procedure establishes guidelines for the processing, storing, and disposal of lost and found property.

II. SCOPE

This procedure applies to all members of the Department.

III. BACKGROUND

Any person, while on District property, who finds lost property is not required to take charge of it. If they do take charge of the lost property, they shall make a reasonable effort to identify the owner and to restore the lost property to its owner.

IV. PROCEDURE

- A. If the owner is unknown or cannot be found, the finder shall turn the property over to the College Police Office on the campus or to the Business Office. Locations such as Campus LRCs where large quantities of lost property are recovered may also store the property for a reasonable period of time in an attempt for the owner to claim their property.
- B. Found property shall not be taken from District premises except pursuant to this procedure. All items turned in to the District shall be labeled to identify the item, the finder, the date and the location where found.
- C. All items shall be held in "lost and found" for a period of 90 days. After 90 days an item not claimed by the owner may be claimed by the finder. (District employees may not claim any item as a finder.) Money held for 90 days and not claimed shall be turned in and credited to the District General Fund.
- D. All textbooks held in "lost and found" shall be given to the bookstore during the last week of each semester or during the last week of summer school. This is an exception

to the 90-day rule, because the value of the textbooks may be appreciably reduced by holding them for an extended time period.

- E. During the last month of the Spring Semester, the College Police Chief shall collect all material, other than textbooks, which has been held in lost and found for at least 90 days and offer the material to the United Student Council for the purpose of a student fund raising public sale. If the Council declines to hold the sale the material shall be deemed to be of insufficient value to hold a sale and may be donated to a charitable organization or disposed of as refuse.