



## Lost and Found Policy

**POLICY:**  
**Volume:**  
**Section:**  
**Responsible Office:** Security Dept.  
**Originally Issued:**  
**Revised:**10/18/2018  
**Next Review:**

### I. Policy Statement

Lost and Found Items will be documented and logged and placed in a secure location located inside the Security Department.

### II. Reason for Policy

The University Policy is to have a documented, impartial way of disposing of Lost and Found items. This policy is to make sure we hold items and make all attempts to find the correct owners. Disposal after the 120 days is to keep the Security Department from being over stocked with Lost and Found items, disposal of these items after all attempts to locate owner and the 120 day has expired.

### III. Policies that work in Unison

Parker University Security Department and Student Affairs Department

### IV. Policy

All Lost and Found items should be turned into the Security Department, the Security Department will log the item using a Recovery Form and tag these items found, they will make in good faith attempts to locate the owner of the item. Security will hold the items in a secure location for a period of 120 days after the items are logged. Wallets, purses, cell phones, cash (money) and electronic items will be turn over to the Director of Security to be placed in a secure location. If the owner of an item is located, the owner will be able to retrieve the items during normal business hours at the Security Department. The Director or Site Supervisor are the only Officers authorized to release items with values of over \$20.00. The owner will sign a claim form prior to the release of any item in Lost and Found. The Security Team will dispose of all items held over the 120 days, items will be placed in trash dumpsters and items with value of over \$20.00 will be turned over to Student Affairs for disposal. Student Affairs will have the option of giving the items away or selling them at the University's discretion. All cash found will be turned over to Student Affairs no matter what the numerical values are, the University must use this money or items for University purposes only. This is to make sure the money or items disposed goes back to Parker University student's needs. The Dean of Student Affairs or a person he/she designates has the option of turning items over to the Student Body Executive Committee for disposal.