

LUTHER COLLEGE

POLICIES AND PROCEDURES

Department:	Campus Safety
Subject:	Lost – Found - Misplaced - Abandoned Property
Date Issued:	January 12, 2023
Updated and Reviewed By:	Campus Safety – January 2023
Approved By:	Vice President for Finance & Administration – January 12, 2023

I. Policy

This document outlines the policy for addressing and managing *lost, found, misplaced and/or abandoned* property at Luther College (the College).

II. Scope

This policy applies to the management of objects, cash, and cash equivalent instruments that have been separated from the individual that has the right of possession and have been recovered at the College.

III. Terms and Definitions

- The College Buildings, vehicles and grounds owned or legally controlled by Luther College.
- Lost Property Objects, cash, or cash equivalent instruments that have been reported to a College employee as missing, and that is deemed to not have been stolen.
- Found Property Objects, cash, or cash equivalent instruments that have been recovered at the College and does not belong to the College, or the individual or individuals that recovered the property.
- Misplaced Property Objects, cash, or cash equivalent instruments recovered at the College in which the individual with the right of possession of the property is unknown, and which is in the possession and control of the College for less than 60 days.
- Abandoned Property Objects, cash, or cash equivalent instruments recovered at the College and which are unclaimed by the individual with the right of possession after 60 days of possession and control by the College.
- Stolen Property Objects, cash or cash equivalent instruments over which control has been obtained by theft. This policy does not address theft or stolen property.

IV. Procedures and Guidelines, Lost Property - **Reporting**

- A. Persons who have lost property at the College should file a report with Campus Safety. Initial filings concerning lost or misplaced items should normally be done online. Reports generated from the initial filing will generally consist of *who, what, when, where, how, and approximate commercial value, if any*. If it is believed that the item was stolen, a report should be filed with Campus Safety or Decorah Police.

V. Procedures and Guidelines, Found Property – **Keys and / or Campus Issued Identification Cards**

- A. Misplaced **Keys and / or Campus Issued Identification Cards** shall be reported to Campus Safety by the party missing the item before the end of the current business day in which the item is known to be missing.
- B. Faculty and/or staff that recover keys and/or campus issued identification cards shall secure the item(s) and contact Campus Safety before the end of the current business day if they are unable to return the item to the individual that has the right of possession.
- C. Campus Safety will attempt to identify, locate and return the item(s) to the individual that has the right of possession. If the individual is not identifiable or locatable, the items will be treated as Objects of Value (see below).

VI. Procedures and Guidelines, Found Property – **Objects of Minimal Value**

- A. Misplaced objects of minimal value (e.g. water bottles, items of clothing, etc.) shall be placed at an unsecured area within the building where the misplaced item was recovered, and where the owner could reasonably expect to look to recover the item. At the conclusion of an academic year, the building manager (or their designee) shall contact and turn over unclaimed items to Campus Safety.
- B. Misplaced items of minimal value found outside of a building should be turned over to Campus Safety, which will display and make the items available in the Union for 60 days.
- C. After the holding period has expired, these objects shall be evaluated by the Director, Campus Safety (or their designee) to determine disposition. Items will either be further retained for a short duration, disposed of, or taken to the Decorah Depot Outlet. No records of disposition shall be maintained for objects of minimal value.

VII. Procedures and Guidelines, Found Property – **Objects of Value**

- A. Misplaced **objects of value** (e.g. ear buds, phones, computers, jewelry) shall be turned over to Campus Safety within 48 hours of their discovery / identification / recovery.
- B. Campus Safety will appropriately secure the objects and maintain a log of all items meeting this definition. The log will include a description of the item, the date and place where the item was found.

- C. Campus Safety will check received items against any lost inquiries and notify the potential owner when a match can be reasonably made.
- D. An individual making a claim for a recovered item(s) shall provide identification and sign a claim for the returned item(s).
- E. If an object remains unclaimed after 60 days, it shall be evaluated by the Director, Campus Safety (or their designee) to determine disposition. At the discretion of the Director, the object will be retained for an additional 60 days or donated to the Decorah Depot Outlet. A record of disposition shall be maintained for objects of value.

VIII. Procedures and Guidelines, Found Property – Cash or Cash Equivalent Instruments

- A. Misplaced **cash or cash equivalent instruments** shall be turned over to Campus Safety as soon as reasonably practical, but no later than within 48 hours of their identification / recovery.
- B. Campus Safety will appropriately secure and maintain a log of all items meeting this definition. The log will include a description of the item, the date and place where the item or items were found.
- C. Campus Safety will check received items against the log and notify possible owners when a match can be made with reasonable certainty.
- D. Any person requesting to claim an item(s) shall provide a photo id and sign for the item(s) being returned.
- E. When ownership cannot be ascertained or determined, the College will maintain legal control over cash and equivalents for 60 days after Campus Safety have received them. At the discretion of the Director, the cash or cash equivalents may be retained for an additional 60 days. When it is determined that no owner can be reasonably established, the cash or equivalent will be turned over to the Winneshiek County Sheriff's Office.
- F. Per Winneshiek County policy, upon receipt, the Sheriff's Office will complete a report and will retain the cash or equivalent for a period of time, awaiting a claim. If the cash or equivalent is not claimed, the Sheriff's Office donates the cash or equivalent to a non-profit or charitable organization.

IX. Procedures and Guidelines, Found Property – Prescription Medications, Medical Devices

- A. Misplaced **prescription medications and medical devices** (e.g. inhalers, etc.) shall be turned over to Campus Safety within 4 hours after discovery / identification / recovery. Building managers may attempt to locate and return the item to the owner prior to contacting Campus Safety.
- B. Campus Safety will appropriately secure the objects and maintain a log of all items meeting this definition. The log will include a description of the item, the date and place where the item was found.

- C. Campus Safety will check received items against any lost inquiries and notify the potential owner when a match can reasonably be made.
- D. An individual making a claim for a recovered item(s) shall provide identification and sign a claim for the returned item(s).
- E. If an object remains unclaimed after 7 business days, it shall be evaluated by the Director, Campus Safety (or their designee) to determine disposition. **Medications will be disposed of following procedures established by the EPA for the disposal of pharmaceuticals, which is to drop off the medicine at a drug take back site, location, or program.** At the discretion of the Director, the medical devices may be retained for an additional 60 days before being appropriately disposed. A record of disposition shall be maintained for all items in this category.