

## **Document History**

Responsible Administrator: Chief of Police

Responsible Office: University Police

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Approved by: President

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# Lost and Found Policy

## **Policy Statement**

This Policy is to guide all members of Southeastern Louisiana University of the procedures to handle, recover, return, and dispose of lost and found property.

## **Purpose of Policy**

The Lost and Found Policy is intended to ensure that items reported lost or found on Southeastern Louisiana University's main campus, satellite campuses, or properties controlled, owned or leased are properly accounted for.

## **Applicability**

This policy will apply to all items found and turned in to the Southeastern Louisiana University Police Department where the owner is unknown.

The University assumes no responsibility for the care and/or protection of any personal belonging left unattended on university property, and for the loss of said property. The University Police located at 1301 SGA Drive, Pride Hall has been designated as the central repository and controlling agency responsible for storing, managing, returning, and disposing of lost and found property for the university. All items found should be turned in to the University Police Department as soon as possible so the rightful owner may be identified and contacted for retrieval.

## **Policy Procedure**

All unclaimed items will be held for a based on the below schedule. Consumable items with the exception of prescription medication will not be held and disposed of immediately.

Bicycles (which includes bicycles deemed to have been abandoned on the campus of Southeastern) 0.001

**Currency-** Currency will be kept for 30 days. If currency goes unclaimed, the funds will be turned over to the University Controllers office for deposit.

**Clothing-**Due to health concerns clothing will not be kept and will be disposed of in a timely manner.

**Valuables-** Items such as jewelry and cellular phones will be kept for a 30-day period. University Police will make every effort to locate the owner. After the 30-day period, the items will be turned over to Louisiana Property Assistance Agency for disposal or donation.

**Computers and Computer Components-** After 30 days, will be turned over to Louisiana Property Assistance Agency (LPAA) for donation or disposal.

**Keys-** Keys will be kept for 14 days. If the keys are not claimed, they will be disposed of.

#### **Turning in Found Property**

When turning in found property at any location on campus, the individual who turns in the property will provide information when and where they found the property along with their contact information.

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