

Procedure Template

	Procedure History
Procedure No.	Revised: February 14 th 2011
Approving Jurisdiction	Reviewed:
Signed By	Effective:
Administrative Responsibility	Approved:

Security Procedure: Lost and Found Property

PROCEDURES

Context

1. The operation of the Kwantlen Lost and Found is the responsibility of the Administrator, Security Services contract or designate, who shall ensure that proper directives are in place to govern the receipt, safekeeping, return and disposal of all Lost and Found property. The Facilities- Security Office is responsible for safekeeping, records maintenance and processing lost and found items.

Found Items

1. All property found at Kwantlen Polytechnic University, of which the rightful owner cannot immediately be ascertained, shall be turned into the Kwantlen Lost and Found at the Campus Security Office as soon as practical.
2. A receipt will be made out in duplicate. One copy will go to the finder and one copy will be retained with the article and recorded in the 'Found Property Log'. If cash is found, Security shall count and record the total in the presence of the finder or other witness and both shall sign the receipt.

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Lost Items

1. Lost items may be reported at the Campus Security Office and will be recorded in the 'Lost Property Log'. Security will perform a cross-reference with the 'Found Property Log'

Disposal of Found Property

1. Found property may be returned only when the claimant has identified themselves and the article to the satisfaction of Security personnel.
2. Personal items and items of security concern will be disposed of as appropriate -- e.g. Credit and debit cards - the issuing institution to be contacted and the card destroyed within 24 hours; Driver's license, I.D. and keys - if unclaimed in 30 days they will be destroyed; Passports - if unclaimed in 24 hours, will attempt to return them to the appropriate government agency.
3. Perishable articles and items which pose a health or safety concern will be disposed of daily in whatever manner is appropriate.
4. Books identified with markings belonging to libraries or other institutions will be returned in reasonable time.
5. If the rightful owner is contacted but has not claimed, or the owner is not found in 30 days, property may be turned over to the finder wishing to claim it. The finder has an additional 7 days to claim the item. After 37 days items will be disposed of as follows:
6. Any University textbooks not included above will be sold at the Kwantlen Bookstore. Any unsold books will be donated to the Kwantlen Library.
7. All articles of clothing and the articles of negligible resale value will be donated to a charitable organization, or destroyed.
8. Items of greater value, under the direction of the Executive Director of Facilities, may be used for Kwantlen's benefit or will be disposed of as per Kwantlen's disposal of assets process.