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| Type: | C (Institutional) | Last Approved: Mar. 31, 2005 |
| Executive Responsibility: | Vice-President Administration & Finance | Next Review: |
| Administrative Responsibility: | Executive Director , Infrastructure/Ancillary Services , Facilities Services & Campus Development | Policy: 44.04 |

PROCEDURE DEFINITIONS:

CONTROL:

By arrangement with ~~the Students' Union Security~~, items found on campus will be turned over to the ~~Students' Union Building Security eOffice~~, recorded, safeguarded and returned to the rightful owner whenever possible. Persons who have lost personal property should check with Lost and Found to determine if the item has been turned in and/or to record the loss. Lost and Found is located at the ~~Students' Union Security eOffice~~, Building ~~193360315~~, ~~754-8866(250)740-6512~~. Any items found on campus should be turned over to the Lost and Found. ~~Items found after hours and weekends will be turned in to Security and will then be turned over to the Students' Union during normal working hours.~~ Security can be reached ~~at (250)753-3812, 24/7twenty-four hours per day, seven days per week, -to claim lost items.after hours and weekends at 753-3812.~~

PROCEDURE CLAIMS:

Claims for personal property will not be honored unless satisfactory identification is forthcoming from the claimant. To facilitate the return of lost or found items to the rightful owners, personal property should be suitably marked with names, social insurance numbers (~~SIN~~), etc. A separate record should be kept of serial/model numbers where applicable.

CLAIMS

Any cash turned in will be deposited with the Finance Office for safekeeping and a receipt will be obtained from that office. At the expiration of the retention period, the cash may be claimed by the person finding who found it.

RETENTION PERIOD

Found items will normally be retained for two months from date of receipt.

DISPOSAL PROCESS

- a. Persons who turned in lost/found items may claim the item(s) after identification is produced and signature obtained. Persons claiming lost wallets, purses, etc., who are not the rightful owners have no right to claim personal documents such as ID/ Credit/ SIN cards, Driver's Licenses, Motor Vehicle Registration, etc. They may only claim the empty wallet, purse and any cash.
- b. Personal documents will be returned to the issuing authority.
- c. Where no claims are made by owners or finders, clothing, wallets, purses and similar items will be turned over to an appropriate charitable organization and a receipt obtained. Items of no apparent value or use will be destroyed. Calculators, books, etc. will be turned over to the University Bookstore for resale and the proceeds credited to the Bookstore revenue account.
- d. Cash will be retained by the Finance Office and credited to the Vancouver Island University general revenue account.

SECURITY PERSONNEL

Security personnel will have no claim to any found items ~~found by them~~.

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