

Lost and Found Policy

The Safety and Security Department will receive/collect lost and found items and store them in a secure property room until claimed by the owner. Property must be logged into the collection book and assigned a property tag. When an item is claimed, a release of property waiver must be completed and signed before any item is returned to the owner. The waiver is to be filed in the appropriate folder.

Items turned in will be held for a period of 180 days, after which Security will produce an email notice to employees and the current student body providing a period of one (1) week for anyone to claim lost items. After the one-week period, all remaining unclaimed items will be donated to charity. The 180-day holding period will conform to the current semester terms, which will expire at the end of the spring semester in June and the fall semester in December of each year.