I. PURPOSE:

To establish guidelines regarding the collection, storage, release, and disposal of lost property.

II. POLICY:

The Department of Public Safety is responsible for safeguarding found property and will attempt to locate and return such property to the proper owners in accordance with the following procedures.

III. DEFINITIONS:

A. Found Property. Property which is lost or abandoned, and is not known to be or suspected to be connected to a criminal offense.

B. Stolen Property. Property known or suspected of being connected with a criminal offense.

IV. PROCEDURES:

A. Responsibilities:

1. As outlined in Administrative Procedure 407, the University Police has the ultimate oversight of the Lost and Found program. This function shall be monitored and reviewed by the Chief of Police, with assigned responsibilities as needed through the entire Public Safety organization.

2. Any Public Safety employee receiving or finding property shall be responsible for its marking and storage in accordance with these established procedures.

3. It shall be the responsibility of Parking Services to maintain records of found property and to properly store, release, and dispose of such property in accordance with these procedures.
B. Front Counter Personnel.

1. Anytime the Front Counter of Public Safety is open, recovered lost property will be the responsibility of the personnel on-duty and working that function. The employee coming into possession of found property will:

   a. Note the identity of the finder (name and CIN if a student; home address, home or department telephone number if CSULA faculty/staff member) for notification if the property goes unclaimed;

   b. Note the date and location found, and a detailed description of the property;

   c. Note whether the finder wishes to maintain an interest in the property and/or wishes to be contacted in the event an owner is located;

   d. Complete a “Lost and Found Intake” form; and,

   e. Properly tag and log the item.

2. The property shall never be left unattended unless secured within this policy.

   a. All items shall be placed in the Found Property Storage room, or in the secured lockers outside of the room. These lockers will be used for found property only.

C. Non-business hours when the Front Counter is not open to the public.

1. During non-business hours the property and information will be turned over to a sworn police officer who will:

   a. Ensure a log entry (ARMS database) is completed;

   b. Only accept items accepted from an individual (bulk items from other campus sites must be turned into the Front Counter during normal business hours);

   c. Package, including a description and identification of source by completing a “Lost and Found Intake form,” and tag item;

   d. Record ARMS service call number (computer generated); and,

   e. Place item along with the white copy in the Temporary Property Storage lockers or drop safe. The yellow copy goes to the Lost and Found Coordinator.

D. Storage of Found Property by Lost and Found Clerk:

1. Upon receipt of found property, the Lost and Found Clerk will carefully examine each article in an attempt to identify an owner and ascertain whether or not the article is of any monetary value (i.e., jewelry, contains U.S. currency, etc.).
2. Each item will be tagged with an inventory number. The property will be recorded into the Lost and Found log, titled “Lost and Found Log.” The property will be stored in the Lost and Found room.

3. When found property is “owner non-identifiable,” the property will remain in the Lost and Found storage for six (6) months. If the property is marked with a name of a possible owner, but Oasis or the University Directory does not have the name listed, the property will remain in Lost and Found storage for six (6) months.

4. When an item is “owner identifiable,” the Lost and Found Clerk will mail a Property Locate Notification card to the owner, or if a phone number is listed on the property, the owner will be contacted by telephone.

5. All property identified as belonging to any department within the University (CSULA), will be hand carried to the department or sent via inner campus mail. All property will have a note attached from Lost and Found indicating the item was turned into Lost and Found.

E. Release of Found Property: “Owner identifiable”

1. Property will be released only when satisfactory identification is presented (i.e., student or Faculty I.D., or California Driver’s License) with the Property Locate Notification card.

2. The owner will sign and date the log releasing the property from Lost and Found to its appropriate owner.

3. If the owner wants to claim his/her property after six (6) months and Lost and Found has not donated, sold, or released it to the finder, then the owner is entitled to claim their property.

F. Release of Found Property: “Owner non-identifiable”

1. “Non-identifiable” property may be released when the following conditions are satisfied:
   a. An accurate description of an item is given, including brand name, size, color, and other identifiable markings; and,
   b. When known, an approximate date and location that the item was lost.

2. In the event that a satisfactory description can be given to the found property, the Lost and Found Clerk will release the item to the claimant.

3. The claimant will sign and date the log releasing the property from Lost and Found to the appropriate owner.

4. If the owner does not claim the lost property within six (6) months, then the finder is entitled to claim the property. Found property being of U.S. currency can not be claimed by the finder.
5. In all cases, the Lost and Found Clerk must exercise good judgment and utilize discretion when releasing both identifiable and non-identifiable property.

G. Disposal of Found Property

1. If any found property is not claimed within six (6) months after the date of submittal, the following procedures will be observed:
   a. An Annual Lost and Found Sale shall be published in the University Times, giving at least two weeks notice of the Annual Lost and Found Sale.
   b. All non-library textbooks shall be offered for sale to the CSULA Student Union. Should any textbooks be refused by the Student Union, it shall be sold at the Annual Lost and Found Sale.
   c. All monies received from the sale of textbooks to the Student Union will be deposited into the Lost and Found account.
   d. All unclaimed property shall be sold at the Annual Lost and Found Sale. Any property which was not sold at the sale, will then be disposed of or donated to the following donors:
      - Leroy’s Boy’s Home
      - Goodwill
   e. All unclaimed monies and proceeds from the Annual Lost and Found Sale will be deposited in the Lost and Found account which will be utilized for training or scholarships within or external of the Department.

H. Stolen Property:

1. The detective assigned to the lost and found property detail will review all lost and found property turned in as stolen.
2. The detective assigned to the lost and found property detail will enter all stolen property into the ARMS database.
3. Where an owner’s name is indicated, the Detective will check the name against the alpha or ARMS file to determine if any owners have reported their loss, and descriptions of found property will be compared to property reported stolen.
4. If stolen property is found, the Property Clerk will release the property to the Detective, making the appropriate entries in the ARMS. The detective will place the property into Evidence and complete the appropriate follow-up reports and evidence tags.
I. California Codes

1. Section 2080 Californian Civil Code

Duty of Person Taking Optional Charge of Lost thing

“Any person who finds a thing lost is not bound to take charge of it, but if he does so his is henceforward a depository for hire. Any person who finds and takes possession of any money, goods, things in action, or other personal property, or saves any domestic animal from drowning or starvation, shall, within a reasonable time, inform the owner, if known, and make restitution without compensation, except a reasonable charge for saving and taking charge of the property.”

2. Section 2080.1, California Civil Code

Finder Turns Property Over to Police if Owner Unknown

“(a) If the owner is unknown or has not claimed the property, the person saving or finding the property shall, if such property is of the value of ten dollars ($10.00) or more, within reasonable time turn the property over to the police department of the city or city and county if therein, or to the sheriff’s department of the county if found outside of city limits, and make an affidavit, stating when and where he found or saved the property, particularly describing it. If the property was saved, he shall state:

(1) From where and how it was saved.
(2) Whether the owner of the property is known to him.
(3) That he has not secreted, withheld, or disposed of any of the property.
(b) The police department or the sheriff’s department shall notify the owner, if his identity is reasonably ascertainable, that it possesses the property and where it may be claimed. The police department or sheriff’s department may require payment by the owner of a reasonable charge to defray costs of storage and care of the property."

3. Section 2080.2, California Civil Code
Restoration of Property if Owner Appears Within 90 Days

“If the owner appears within 90 days after receipt of the property by the police department of sheriff’s department, proves ownership of the property, and pays all reasonable charges, the police department or sheriff’s department shall restore the property to him.”

4. Section 2080.3, California Civil Code
Title Vests with Finder After Publication of Notice

“(a) If the reported value of the property is fifty dollars ($50.00) or more and no owner appears and proves his ownership of the property within 90 days, the police department or sheriff’s department shall cause notice of the property to be published at least once in a newspaper of general circulation.”

If, after seven (7) days following the first publication of the notice, no owner appears and proves his ownership of the property and the person who found or saved the property pays the cost of the publication, the title shall vest in the person who found or saved the property unless the property was found in the course of employment by an employee of any public agency in which case the property shall be sold at a public auction.

Title to the property shall not vest in the person who found or saved the property or in the successful bidder at the public auction unless the cost of publication is first paid to the city, county, or city and county whose police or sheriff’s department caused the notice to be published.”

5. Section 2080.9, California Civil Code
Disposal of Unclaimed Property by Trustees of California State University and College

“The Trustees of the California State University and Colleges may provide by resolution or regulation for the care, restitution, sale, or destruction of unclaimed, lost, or abandoned property in the possession of any state university or state college.

Any resolution or regulation adopted pursuant to this section shall include therein:
1. that such unclaimed or lost property shall be held by the particular state university or college for a period of at least six (6) months,
2. that thereafter such property, as well as abandoned property, will be sold at public auction to the highest bidder, and
3. that notice of such sale shall be given by the Trustees of the California State University and Colleges at least five (5) days before the time therefore by publication once in a newspaper of general circulation published in the county in which such property is held.

The Trustees of the California State University and Colleges may dispose of any such property upon which no bid is made at any such sale.”

V. Appendices: Lost and Found Intake form
<table>
<thead>
<tr>
<th>Item Code</th>
<th>Location Where the Item was Found</th>
<th>Date</th>
<th>Time</th>
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<tbody>
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<tr>
<th>Name of Person Received From</th>
<th>Address of Person Received From</th>
<th>Telephone # of Person Received From</th>
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<th>Item Description</th>
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<table>
<thead>
<tr>
<th>Owner's Name, if known</th>
<th>Address of Owner, if known</th>
<th>Telephone # of Owner, if known</th>
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<tr>
<th>Date Notice was Sent</th>
<th>Released to [Print Name]</th>
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<td>No Listing Available</td>
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<tr>
<th>Date Released</th>
<th>Time Released</th>
<th>Signature of Person Released to</th>
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**FINAL DISPOSITION**

- **SOLD**
  - Date Sold: __________
  - Organization or Person Donated to: __________
  - Witness: __________
  - Signature of Property Custodian: __________

- **Destroyed**
  - Date Destroyed: __________
  - Witness: __________
  - Signature of Property Custodian: __________

**Lost & Found Codes**

- BI: BINDERS
- CH: CHECKBOOKS
- CL: CLOTHES
- EL: ELECTRONICS
- FL: FOLDERS
- GG: GLASS CASES
- ID: IDENTIFICATION CARDS
- JW: JEWELRY
- MS: MISCELLANEOUS
- PB: PAPERBACK BOOK
- PG: PRESCRIPTION GLASSES
- PS: PURSE
- SN: SPIRAL NOTEBOOK
- SG: SUNGLASSES
- TX: TEXTBOOK
- WT: WALLET

**Comments / Notes**

**FILENAME:** Drawing4

Written Directive III-2
November, 2000