

B. Front Desk Business Hours

1. During Front Desk business hours, Front Desk personnel are responsible for recovered lost property. Upon receipt of property personnel will:
 - a. Note date and location found, list detailed description of property and finder's full name. If property is cash and finder would like to claim it after the retention period has expired, a phone number may be kept on file for notification;
 - b. Examine property in attempt to identify an owner;
 - (1) If property is "owner non-identifiable" it will remain secured in the Lost & Found Storage Room for three (3) months.
 - (2) If property is "owner identifiable," attempts will be made to contact owner based on the directory information listed on the item (this may include mailing a Lost & Found Property Notification postcard to the address on file or being contacted via telephone).
 - (3) If the property is marked with the name of a possible owner but there are no found name matches on file or there are numerous matches unable to narrow it down to one individual, for security reasons property will remain in the Lost & Found Storage Room for three (3) months until claimed.
 - c. Log found property into digital "Found Items Log" and assign an identification number;
 - d. Complete a "Found Item Report" noting the same information entered in the digital log;
 - e. Package property with corresponding "Found Item Report" and secure in Lost & Found Storage Room (property shall never be left unattended, Temporary Property Storage lockers may also be used while processing).
2. Unclaimed cash found by University employees must be turned into the Lost and Found program. University employees may not claim the found cash if found in the course of his/her employment.
3. Items that would not reasonably be expected to be sought after by an individual or items that would be of concern for basic sanitary reasons will not be accepted as lost property and will be disposed of in a manner prescribed by law.

C. Front Desk Non-Business Hours

1. During non-business hours when the Front Desk is closed, Dispatch will collect found property and do the following:
 - a. Complete a Records Management System log entry noting location found, finder's name, and brief description of property;

- b. Only accept individual items (bulk items from campus sites must be turned in to the Front Desk during normal business hours);
- c. Place property and printed CAD entry in the Temporary Property Storage Lockers for processing by Front Desk personnel during normal business hours.

D. Release of Found Property

1. "Owner identifiable"

- a. Property will be released only when satisfactory photo identification is presented (i.e. One Card Campus ID, Driver's License, State ID, etc.);
- b. Owner will sign and date the "Found Item Report" confirming receipt of all property.

2. "Owner non-identifiable"

- a. Property may be released when an accurate description (i.e. brand name, size, color, and other identifiable markings) is provided along with a similar date and location of when or where lost;
- b. The claimant will sign and date the "Found Item Report" confirming receipt of all property.

3. In all cases, Front Desk personnel must exercise good judgement and utilize discretion when releasing both identifiable and non-identifiable property.

E. Disposition of Unclaimed Found Property

1. All unclaimed property meeting the three (3) month retention period will be sold at a Lost and Found public sale except for the following items: clothing, prescription glasses/sunglasses, legal documents, USB/memory devices, keys, or locked memory devices. Property shall be offered at public sale to the highest bidder in accordance with executive order [ICSUAM 3250.01 - Disposition of Lost, Unclaimed or Abandoned Property](#). No property may be claimed after it has been scheduled for public sale. Public notice will appear once in the University Times at least (5) days prior to the sale. Exempted items will be dispositioned as follows:
 - a. Clothing will be donated to Goodwill;
 - b. Prescription glasses/sunglasses will be donated to the Lion's Club Charities Foundation;
 - c. Legal documents will be returned to their issuing office (i.e. DMV, USCIS, county clerk, etc.);
 - d. USB/memory devices will be submitted to ITS for data sanitization and disposal;

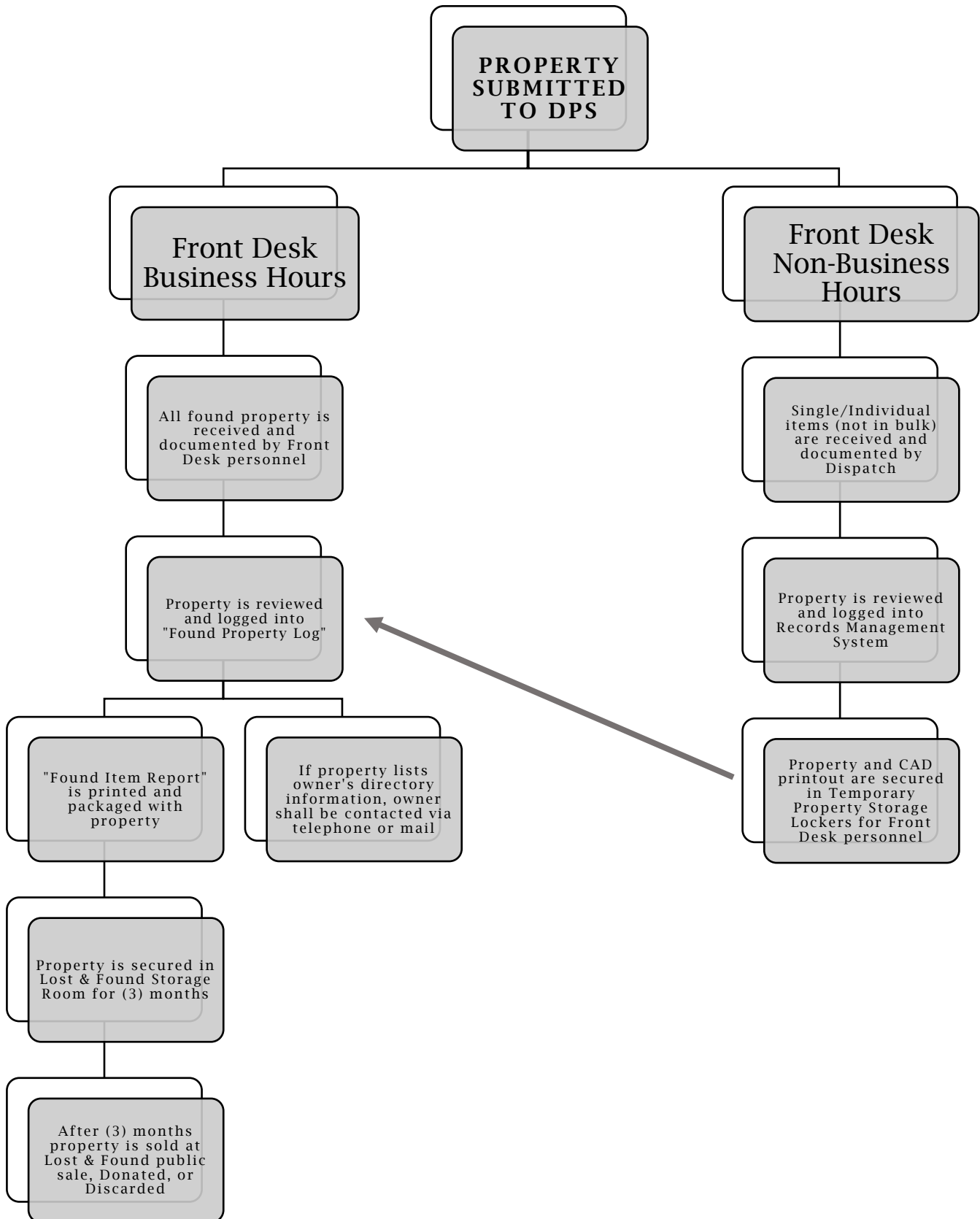
- e. Keys will be recycled;
 - f. Locked memory electronics* will be submitted to Administrative Operations for data sanitization and released to the Office of Environmental, Health, and Safety (EHS) for disposal as electronic waste (*Apple products will be released to Apple's Recycling Program).
2. All unsold remaining property from the Lost and Found public sale will either be donated or disposed of in a manner prescribed by law.
 3. All proceeds and unclaimed monies from each Lost and Found public sale shall be used for scholarships and/or loans towards currently enrolled students.
 4. Lost and Found disposition records will be maintained for one (1) year.

F. Stolen Property

1. If stolen property is submitted to the Front Desk as "found property," Front Desk personnel will disposition it from their records and transfer chain of custody to Investigations.
2. The Detective assigned to the detail will review all the property, log it into the Records Management System, place it in Evidence, and complete the appropriate follow-up reports and evidence tags.

LOST & FOUND PROPERTY FLOWCHART

Cal State LA Department of Public Safety



G. References

1. California Civil Code (CIV), Section 2080.8

“(a) The Regents of the University of California and the Trustees of the California State University, as applicable, may provide by resolution or regulation for the care, restitution, sale, or destruction of unclaimed, lost, or abandoned property in the possession of the Regents of the University of California, the University of California Police Department, or any state university.

(b) Any resolution or regulation adopted pursuant to this section shall provide therein (1) that unclaimed, lost, or abandoned property valued at or above three hundred dollars (\$300) shall be held by the Regents of the University of California, the University of California Police Department, or the particular state university for a period of at least three months, (2) that thereafter the property will be sold at public auction to the highest bidder, and (3) that notice of that sale shall be given by the Regents of the University of California, the University of California Police Department, or the Trustees of the California State University at least five days before the time therefor by publication once in a newspaper of general circulation published in the county in which the property is held.

(c) The Regents of the University of California or the Trustees of the California State University may dispose of any of that property upon which no bid is made at any sale.”

2. California Code of Regulations, Section 42375

“The Chancellor or his designee may provide for the care, restitution, sale or destruction of unclaimed, lost or abandoned property in the possession of any campus in accordance with California Civil Code Section 2080.8. Unclaimed, lost, or abandoned property valued at or above three hundred dollars (\$300) shall be held by the campus for a period of at least three months. After such time the property shall be sold at public auction to the highest bidder. Notice of such sale must be published once at least five days prior to the sale in a newspaper of general circulation in the county in which the property is held. The campus may dispose of any of that property upon which no bid is made at any sale.”

3. California Code of Regulations, Section 42376

“Money received by reason of a sale pursuant to Section 42375 shall be used for scholarships and loans to students enrolled at the campus at which such sale is held. Criteria of eligibility and procedures for the award of such scholarships and loans shall be established by the campus at which the award is made. While held pending the grant of a scholarship or loan, such money may be invested by the State Treasurer upon approval of the Chancellor or designee, in those eligible securities listed in Section 16430 of the Government Code, in which event all interest or other earnings received pursuant to such investment shall also be used for such scholarships and loans.”

4. Integrated California State University Administrative Manual (ICSUAM), Policy # 3250.01

“Title 5 Sections 42375 and 42376 of the California Code of Regulations, designates and authorizes each CSU President to provide for the care, restitution, sale, or destruction of unclaimed, lost, or abandoned property in the possession of the university. Unclaimed, lost, or abandoned property valued at or above three hundred dollars (\$300) shall be held by the campus for a period of at least three months. After such time, if the campus determines that the property, except unclaimed cash, is needed for a public purpose, the campus may take possession of the property. If the campus does not take possession of the property, it shall be offered at public auction to the highest bidder.

Notice of such sale must be published once at least five days prior to the sale in a newspaper of general circulation in the county in which the property is held. Auction proceeds received and any related interest earnings shall be used for scholarships and loans to students enrolled at the campus where the sale is held. The campus may dispose of any property, except cash, upon which no bid is made at any sale.

Items valued under \$300 may be donated to another public institution or not-for-profit organization or otherwise disposed.

Unclaimed cash may be returned to the finder after the expiration of the three month period unless the property has been found by a University employee in the course of his/her employment.

- Unclaimed cash found by persons who are not University employees will upon demand, be returned to the finder after the three month holding period. If the finder cannot be located, the cash becomes the property of the campus to be used for scholarships or student loans.
- Unclaimed cash found by a University employee must be turned into the lost and found department. If the cash is not claimed within the three month period, it becomes the property of the campus to be used for scholarships or student loans.”