



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

CIB-1 Handling Lost/Found Items

APPROVED: December 6, 1978 **REVISED:** September 1, 1995
Year of last review: 2021
AUTHORIZING BOARD POLICY: CIB

Classification: Institutional

Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated contact: Chief of Police

OBJECTIVE: To outline guidelines for handling lost and found items.

PROCEDURE:

- I. Lost and/or found items will be reported to the Police Department. All items that are found will be logged in and secured by the department. The Police Department will attempt to locate owners of the property by telephone and by mail in cases where the owners are known. Attempts may also be made to locate property owners through the *Tejano Tribune* newspaper.
- II. Unclaimed items will be kept for a period of six months after which time they will be disposed of in accordance with the following guidelines:
 - A. Money - Upon request, the person who turned in found money to the Police Department shall be entitled to claim it. All other unclaimed money will be turned over by the Police Department to the Business Office for deposit in the General Fund.
 - B. Items of significant value - The Board of Trustees may dictate that certain items of value may be destroyed if unclaimed. Other items of value may be turned over, upon request, to the persons who turned them in to the Police Department.
 - C. Items of no value will be destroyed.
 - D. District property and property issued by an identifiable agency will be returned to the appropriate District department or external agency.
 - E. Books not owned by the District will be turned over to the District libraries.
 - F. Clothing, shoes, and items of little value may be donated to charitable organizations.