

PROCEDURE



TRENT UNIVERSITY LOST AND FOUND

Contact Officer

Manager, Campus Security

PROCEDURE	Purpose	The purpose of this procedure is to establish a professionally managed and secure lost and found service for all members of the Trent community. The Lost and Found is located in the Campus Security office.
	Procedure	This procedure applies to all items found in University buildings on the grounds of the campus, including facilities leased for University activities. In addition, items found off campus but are believed to belong to a University community member may be accepted. Items turned in to Campus Security will be retained for 90 days, at which time they will be disposed of as described below if not claimed by the rightful owner.
	Person losing or finding an item	Step 1: All items that are found should be brought to Campus Security, located at Suite 104, Blackburn Hall. All lost items should also be reported to Campus Security directly.
	Campus Security staff	<p>Step 2: Campus Security will log the item in the Lost and Found database. All lost and found items will be tagged and the following information recorded;</p> <ul style="list-style-type: none"> • A brief description of the item • The date on which it was lost, found, or on which it was turned in to Campus Security. • The location in which it was lost or found, if known. • The owners or finder's contact information. <p>Campus Security will make a reasonable attempt to identify the owner of all found property, including determination of whether the item is Trent University property.</p> <p>Any item turned in to Campus Security will be compared against the list of items reported as lost.</p> <p>The Access Control and Parking supervisor will be informed of any unclaimed Trent University keys.</p>
	Claimant	<p>Step 3: In order to claim lost property the claimant must produce;</p> <ul style="list-style-type: none"> • Photo identification • A clear description of the property, or information to assist Campus Security in verifying the owner. • The claimant will be required to sign a receipt when retrieving their lost property. This receipt will include contact information and be kept on file for two years.

	Campus Security staff	<p>Step 4: If the items remains unclaimed for a period of 90 days, one of the following will occur;</p> <ul style="list-style-type: none"> • If requested, the property will be returned to the finder, except for identification documents, bank cards or other items containing third party personal information. • Any type of identification card, or bank card will be destroyed. Passports will be sent by mail to the Passport office. • Damaged and low value items identified will be thrown away or left in the Blackburn Hall/Oshawa foyer. • Text books may be returned to the Trent University book store and the proceeds will be shared between the Trent University Walkhome Program and the Trent University Emergency First Response Team. • Other items may be donated to a local charity. Bicycles will be offered to the PLCP for their bike auction. • High value or artistically/historically significant items will be reported to the Director for a decision on their disposition. <p>Campus Security will maintain a database of all disposed items.</p>
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Date Approved	<i>August 11, 2010</i>
Approval Authority	<i>Manager, Campus Security</i>
Date of Commencement	<i>August 15, 2010</i>
Amendment Dates	<i>(Year Month Day)</i>
Date for Next Review	<i>August 15, 2013</i>
Related Policies, Procedures and Guidelines	<i>Note there is no associated policy to this procedure.</i>

APPENDIX 'C'

GUIDELINE TEMPLATE



NAME OF GUIDELINE

Contact Officer

Provide the position title rather than the name of a person

Purpose

A statement about the purpose of the guideline.

Guideline

Actual guideline.

Related Policies / Procedures

Name and link to related policies, procedures and guidelines.

Links

Links to relevant documentation, forms, explanatory notes.

Date Approved	<i>Year Month Day</i>
Approval Authority	<i>Board, Senate, PVPs, VP, Dean, Director, etc.</i>