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**SUBJECT: Lost and Found Property Procedure**

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**1.0 PURPOSE**

- 1.1. This procedure is intended to provide a standardized, efficient, and controlled process for the handling, storage, and final disposition of lost and found property for Snow College campuses. This procedure applies to all property found on college premises or associated with the college.

**2.0 DEFINITIONS**

- 2.1. Snow College Personnel: All persons associated with Snow College as employees, volunteers, contractors and similar including full and part-time faculty and staff, student employees, assistants, volunteers, contractors, vendors, and consultants.
- 2.2. Property: Anything of value including personal possessions like a wallet, phone, or keys. Property also includes college related items like corporate credit cards, Badger identification cards, or electronic devices.
- 2.3. College Premises: All buildings, grounds, and residences whether owned, leased, rented, or otherwise under the control of Snow College.
- 2.4. 2.4. Contraband: Anything that would be considered unlawful for someone to possess, the item is potentially dangerous, or its presence on campus has been forbidden. This may include, but is not limited to, things like drug paraphernalia, test answers, fireworks, firearms, or legally purchased alcohol.

**3.0 LOCATIONS**

- 3.1. Ephraim Campus  
The Campus Store, located in the Greenwood Student Center, has been designated as the Central Repository and controlling agency for found property. The main circulation desk of the Huntsman Library, the Issue Room of the Horne Activity Center, and Eccles Box Office are also repository locations. These are the only repositories for the campus.
- 3.2 Richfield Campus  
The Library, located in the Washburn Building, has been designated as the Central Repository and controlling agency for found property. The front desk in the Sorensen Administration Building and Sevier Valley Center ticket office are also repository locations. These are the only repositories for the campus.

**4.0 HANDLING LOST PROPERTY**

- 4.1. Snow College personnel and students are required to turn in all property found on college premises into the closest office or repository. Found property turned into offices or other repositories must be forwarded to the Campus Store (Ephraim) or Library (Richfield) as soon as reasonably possible but at least within one week.
- 4.2. Campus Police should be contacted immediately for found property which may be contraband, items believed to be stolen, medication, or otherwise problematic. Campus Police will have the responsibility to deal with such property.
- 4.3. Each piece of found property, upon arrival to a repository, will be appropriately tagged. Tags can be obtained through the Campus Store. Tags should include the following information:
  - Date Found
  - Time Found
  - Location Found
  - Repository
- 4.4. Staff at the Central Repository locations will make a good faith effort to identify and contact the owner and contact the owner to arrange for return of the property, if possible and if the property is not Contraband. If an owner is identified, the owner will have 30 days from contact to collect the property.

## 5.0 DISPOSAL OF PROPERTY

- 5.1 Due to limited storage space, clothing and other low value miscellaneous found property, will be disposed of by the Central Repository location staff via donation or other means, at the end of each month during the academic school year and once at the end of the summer with the following exceptions:
  - 5.1.1 Badger ID cards will be forwarded to Registration for owners to claim and may be destroyed periodically.
  - 5.1.2 Perishable items, such as food, liquids, and water bottles will not be stored. These items may be discarded immediately by the campus repository staff.
  - 5.1.3 Loose papers, notebooks, and photocopies can be accepted but should not be stored longer than two weeks.
- 5.2 The following property will be held for 90 days:

- Wallets
- Cash
- Keys
- Other items of obvious high value (\$50 or more)

These items will be tagged and stored in a secure location. If not claimed within 90 days, these items may then be sold and proceeds will go to support Busters Pantry. All cash remaining in the possession of lost and found will be donated to Busters Pantry. Alternately, these items may be turned over to the Campus Police and handled according to their procedures.

- 5.3 Contraband or otherwise problematic property will not be returned. Such property will be turned over to Campus Police to be handled according to its procedures which may include immediate disposal.
- 5.4 Snow College assumes no responsibility for the care and or protection of any property left unattended on the college premise or turned into Lost and Found. Snow College will not be held liable for the loss of property including theft, vandalism, or malicious mischief of unattended property.
- 5.5 Property turned into the Campus Police will be subject to police procedures.

## 6.0 CLAIMING PROPERTY

- 6.1 Individuals must present valid identification to Central Repository staff before any items from Lost and Found can be released.