A. **Policy**

This policy standardizes the Departmental procedures for the record-keeping and maintenance of Lost & Found Property, accepted by Departmental personnel until it is returned to its owner or disposed of in accordance with law. The officer receiving the property will attempt to notify the owner when the property is received.

B. **Procedure**

A Lost & Found Property Envelope (PSD-67A or 67B) shall be utilized anytime property is found or is turned over to any member of this Department. Found property shall be inventoried and itemized on the back of the Lost & Found form. (CALEA 84.41.1.d) Illegal Contraband or items involved in suspected criminal activities shall be confiscated by the Department and documented as evidence (Policy & Procedure # 55). If appropriate, an Incident Report shall also be filed with these items. (CALEA 84.1.1.c)

1. **Authorized Person**

The Director of the Department of Public Safety shall appoint the Lost & Found Property Custodian and assistant. The Lost & Found Property Custodian and assistant shall be responsible for the overall operation and supervision of the Lost and Found Property System, reporting to the Director of Public Safety. The Lost & Found Property Custodian shall be responsible for the accountability of all Found Property.

2. **Security of Found Property**

**POLICY AND PROCEDURE # 60 Lost & Found Property**

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a. All items surrendered to the Department shall be stored in the secure storage area. No property shall be left unrecorded or unsecured while in the possession of the Department (CALEA 84.1.1.a, .b and 84.1.2.) The drop box will be used to secure Lost and found property in the absence of the Lost and Found Custodian. (CALEA 84.1.1.b and 84.1.3)

b. The secure storage room shall be kept locked at all times. Authorized personnel who have authority to gain access to this area do so by Card Access (CALEA 84.1.2, 84.1.3).

c. During normal duty hours, the person receiving requests for Lost & Found items shall process all requests. After normal duty hours, the Shift Supervisor shall insure that items are properly stored in the locker, or retrieve items from the locker as required. A key to the lockers shall remain in the possession of the Shift Supervisor. In the event of an emergency situation occurring after normal duty hours, where needed items cannot be located, the On-Duty Shift Supervisor shall call the Lost & Found Property Custodian or assistant for instructions. (CALEA 84.1.1.a and .b)

3. Inspection of the Found Property System

a. The Lost and Found Custodian shall conduct a periodic, (not less than semi-annually) of the Found Property storage areas and records, to insure proper compliance with procedures and the security of all property (CALEA 84.1.6.a).

b. An inventory of all Found Property shall be conducted whenever a change of responsible personnel occurs. This inventory will be conducted by the incoming custodian, outgoing custodian, and the Staff Inspector. An audit will be forwarded to the Director of Public Safety (CALEA 84.1.6.b).

c. An annual audit and inventory of the Found Property System, as well as periodic unannounced inspections, shall be conducted at the direction of the Director at least once a year. (CALEA 84.1.6.c and .d).

d. When a Found Property System inspection and/or inventory is conducted, the date and results shall be listed in the Property Log and signed by the authorized officer.

4. Lost Property Procedures

a. Any member of this Department who receives a report of lost property, whether by telephone or in person, shall advise the On-Duty Supervisor, who will insure a form PSD-17 is prepared. The Lost & Found Property
Custodian shall review these reports and compare them with the entries in the Lost & Found Log.

b. When an officer fills out a form PSD-17 on a lost article, the officer will also check the Lost and Found Log to see if the reported item has already been recovered.

c. The Lost and Found box located in the lobby will be emptied at least twice a week.

d. On the First Thursday of every month, unclaimed items that have been held for 90 days will be disposed of.

e. The Lost and Found Custodian will devote at least half of a day each Thursday, updating/cleaning, etc., in Lost and Found.

f. Lost and Found Custodian will, on a weekly basis, review all incident reports regarding lost, found, or recovered property for comparison and possible recovery of items held in Lost and Found. All reports must be shredded upon the completion of the review process.

5. Found Property Procedures

a. The following procedures will apply when property is received by a member of this Department:

1) Upon receiving found property, the officer shall not leave the property unattended or unsecured.

2) All found property shall be inventoried by the receiving officer.

3) A complete and accurate entry shall be made in the Lost & Found Log before the officer ends his/her tour of duty.(CALEA 84.1.1.a).

4) If size permits, found property shall be placed in the PSD-67A/67B envelope, or in the alternative, the form shall be attached to the item (CALEA 84.1.1.d)

5) If found property is of appropriate size, it shall be placed in the Lost & Found Drop Box. If not, it should be turned over to the Lost & Found Property Custodian or assistant during normal duty hours, or to the Supervisor who will place the item in the Admin. Secure storage area and annotate this in the Lost & Found Log.
6) If the owner of the property is known, the receiving officer shall contact them as soon as possible and note this fact on the PSD-67A/67B. During the daily inventory, the Lost & Found Property Custodian will note any owner, not previously notified, and contact them by phone or mail (CALEA 84.1.1.f)

b. Officers finding abandoned/unsecured bicycles will bring the bicycle to Public Safety and complete a PSD-80. The information will be verified by the supervisor who will then sign the PSD-80. The PSD-80 will be placed in the bicycle binder. The officer, along with a second officer will transport the bicycle to the Harper Student Center storage area. The appropriate information will be entered into the log book and the bicycle will be secured. The supervisor will enter the bicycle into the computerized log book located in the P drive. On a bi-annual basis, the day shift supervisor will inventory the bicycles stored in the Harper Student Center storage area. A PSD-11 will then be completed. The PSD-11 along with a copy of the bicycle inventory will be given to records and a copy will be placed in the bicycle binder.

c. All persons turning in Found Property, other than Public Safety/Hospital Safety and Security personnel, shall be informed that if the property is unclaimed after 90 days, the finder may claim it as his own. To protect their claim, the finder must complete a PSD-67A.67B form.

d. No Found Property shall be removed from a storage area without appropriate entry being made in the Log, and without the knowledge of the Lost & Found Property Custodian or assistant.

e. Found Property which would be considered evidence or illegal contraband shall be stored in an Evidence Locker. It will be handled and processed in accordance with Procedure #18.0, Evidence Handling.

f. Upon locating the owner of the found property, the Department personnel shall determine if the property was stolen. In the event that the item is reported as being stolen, an Incident Report shall be taken by the officer and the case number noted in the Lost and Found Log. In the event that the found property has already been documented in an incident report, a supplemental report should be entered documenting the recovery and return of the property.

g. When cash or exceptional, valuable, or sensitive items are found, they will be logged in and placed in the Lost and Found secure file cabinet. Note: If the cash is found in a book bag, purse, jacket, etc., do not separate the items. The entire lot will be logged and stored together under one number. If items
are found or claimed after hours, weekends or holidays, the senior Supervisor will sign out the key to the secure cabinet located in the Lost & Found Secure room from Dispatch (key # 151). The Supervisor will forward a PSD-11 to the Lost & Found Custodian stating that the item was placed in the cabinet or claimed by the owner and will make a notation in the Lost & Found log book. (CALEA 84.1.1.e)

6. Disposal of Found Property (CALEA 84.1.1.g)

a. Found Property in the possession of the Department, which remains unclaimed after 90 days, and the owner is unknown, shall be disposed of by the Lost and Found Property Custodian in accordance with current legal requirements. (CALEA 84.1.7)

b. Usable items not claimed within 90 days will be donated to the Salvation Army, Goodwill or other charitable organization.

c. Glasses will be turned over to the Medical University Eye Institute.

d. Jewelry which appears to have a monetary value over $50.00 will be turned over to state surplus property for disposal.

e. Cash and any additional items not previously noted will be donated to Medical University of South Carolina Student Government.

f. Books will be donated to the local Public Library after 90 days.

g. Items which appear valueless or of nominal worth shall be discarded.

h. Items claimed by the owner shall be signed for and released after proper identification of the item.

i. Calculators will be donated to the Student Government Association.

j. Property held by the Department of Public Safety shall be turned over to its rightful owner upon appropriate proof of ownership, and if there is no compelling legal reason requiring the retention of the property.

1). Items may be claimed by the finder after 90 days upon presentation of the receipt issued at the time the item was found, or other such proof to the satisfaction of the Department. All items claimed must be signed for.
2) UNDER NO CIRCUMSTANCES WILL A MEMBER OF THIS DEPARTMENT NOTIFY THE FINDER OF AN ITEM TO REMIND THEM TO PICK IT UP FROM LOST & FOUND. THIS WILL BE THE RESPONSIBILITY OF THE FINDER.

l. Department personnel, having custody over property, shall be held strictly accountable for its safekeeping and security.

m. The MUSC property and Equipment Activity form must be used to effect the turn in (State property only).

n. Items which appear valueless or of nominal worth shall be destroyed or discarded.

o. When destroying all items not disbursed to any of the above, The Lost and Found Custodian will have a witness verify the destruction.

p. When items of value are claimed, (expensive purses, cash, jewelry, etc.) the Public Safety employee will ask for positive ID, make a copy of the ID, stamp the copy with the date and time and place the copy in the back of the Lost & Found book. The copy will be kept for 90 days and then destroyed by the Lost & Found Custodian. A stamp will be kept at the front desk and in the Dispatch office.