

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT OPERATING PROCEDURE	DATE: 8/28/97<u>10/9/2018</u> REVISED:
LOST AND FOUND ITEMS	PS2

OVERVIEW

This procedure describes physical and accounting procedures for reporting, storing, and returning lost and found items.

FORMS USED: None

CODES, REGULATIONS, AND DISTRICT POLICIES RELATED TO THIS PROCEDURE: None

PRIMARY STAKEHOLDER: Department of Public Safety

COMMENTS

The Department of Public Safety administers a Lost and Found for both Grossmont and Cuyamaca Colleges. Items found are held in secure storage. ~~for six months.~~ After ~~six months~~90 calendar days, found items are ~~subject to donation~~donated first to on Campus charities or departments and second to local charities.

~~Grossmont College~~Lost and found storage is in the Department of Public Safety offices, ~~and Cuyamaca College storage is in the Student Service office.~~Grossmont College, building 57 and Cuyamaca College building A-100.

Note: Unsanitary items, weapons and other illegal paraphernalia will not be accepted by the Public Safety personnel nor logged into the lost and found. These items will be properly disposed of immediately or rescinded to the San Diego Sheriff's Department for processing.

Approved: ~~Jeanne L. Atherton~~Cindy Miles, PhD.

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<u>STEP</u>	<u>TASK PERFORMED BY</u>	<u>DESCRIPTION</u>
1	Item Owners	<p>Report Lost Items to Public Safety Lost items may be reported <u>or claimed at</u>to the Department of Public Safety either in person, by email, or on the phone. Department of Public Safety (open 24 hours) <u>may be reached at Ext. 7654.</u> Grossmont: Ext. 7654<u>Building 57</u> Cuyamaca: Ext. 4456<u>Building A-100</u></p>
2	Faculty, Staff, and Students	<p>Turn Found Items into Public Safety Turn items found at Grossmont<u>the</u> Colleges <u>or District Offices</u> into the Department of Public Safety offices <u>on your site.</u> Items found at Cuyamaca College should be turned over to the campus security kiosk.</p>
3	Operating Departments	<p>Forward Found Items to Public Safety Forward found items to the Department of Public Safety during the same working day that the item is turned in.</p>
4	Department of Public Safety	<p>Maintain Lost and Found Log Receive found items. Log the item description, where and when found, and assign a case number. Immediately store the item in secure storage.</p>
5	Department of Public Safety	<p>Dispose of Found Items If the item was previously reported to the Department of Public Safety as lost, contact the individual who reported the loss and verify that the item in question is the same. Arrange to return the item to the owner.</p> <p>If the item was not previously reported as lost, keep it in secure storage for at least six months<u>90 calendar days</u> or until claimed.</p> <p>If a found item remains in secure storage for over six months <u>90 days</u>, <u>found items are donated first to on Campus charities or departments and second to local charities.</u>process for donation to an appropriate charity or recipient. For further</p>

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information on donating items, see District
Operating Procedure DO2, *Donations to Outside
Entities/ Surplus Equipment.*