
Surplus Procedures for Lost and Found

Salt Lake
Community College

Surplus

OVERVIEW

Introduction

While on College property, individuals may misplace, drop, or forget a personal item(s). The College is interested in returning personal property to its rightful owner and will make reasonable effort to locate, receive, safeguard, and return property. To properly serve the patrons of the College, lost and found items will be accepted at multiple locations. Property that is evidence in a crime will be turned over to the appropriate law enforcement agency of the city in which that campus or center is located.

Definition

Lost and Found property, hereinafter referred to as property, is any item having an apparent monetary value to include but not limited to clothing items, backpacks, books, jewelry, eyewear, keys, identification cards, wallets, purses, electronic devices, and sports equipment. Abandoned property having no real value will not be received or entered into Lost and Found records. Lost or stray animals will be referred to the Animal Control Department responsible for the jurisdiction on which they are located.

Receiving Sites for Property

The following sites are responsible to receive, document, return and transfer property. This is for the security of the lost property and liability concerns when handling lost property.

- **Taylorsville Redwood Road Campus**
 - Student Center: Courtesy Desk – 801-957-3859
 - Markosian Library: Circulation Desk – 801-957-3847
 - Lifetime Activities Center (LAC): Recreation Desk – 801-957-3801
 - Gunderson Facilities Service Building (GFSB): Police Services – 801-957-4270
 - Academic Administration Building (AAB): Mail Services – 801-957-4544
- **South City Campus**
 - ID / Info Center: SCM 1-061 – 801-957-3407
 - Grand Theater: Box Office – 801-957-3362
- **Jordan Campus**
 - High Tech Center: Student Services – 801-957-2680
 - Health Science Center: Dean's Office – 801-957-6322
- **Larry H. Miller Campus**
 - MPDC 110: Conference Services – 801-957-5294 or 5285
 - MFEC 138: Student Services – 801-957-5417
- **Meadow Brook Campus**
 - Building B: Courtesy Desk – 801-957-5821
- **Airport Campus**
 - Lobby/Reception Desk – 801-957-2050 or 2140
- **Library Square Center**
 - Courtesy Desk – 801-957-2000

- **Westpointe Center**
 - Courtesy Desk – 801-957-2150
- **West Valley Center**
 - Lobby/Reception Desk – 801-957-2118

Person(s) receiving property at other College campuses or centers should call the College Surplus Office at 801-957-2203, for proper handling of lost property and to schedule a pick-up from these locations.

***** Remember it is important to turn in all Lost and Found property at the primary campus locations within 2 working hours. This will insure that the rightful owner can claim their property in a timely manner.*****

Safekeeping of Property

Each site will manage and provide a **locking** cabinet, drawer, or other secured/locked location for property. Access to this locked space should be limited. The stored property should be logged in and routinely compared to the property log by the site rep.

Storage of Lost and Found Property

All found property turned in at sites other than those located on the Redwood Campus will be kept at the receiving site for at least one week. Property received at primary receiving sites will be transfer to Surplus Property on a semi-monthly basis (typically the 1st and the 15th day of the month).

Frequently, lost property is promptly sought by the owner. Keeping the property at the primary receiving location allows time for the owner to claim their property. All unclaimed property will be moved to the Taylorsville Redwood Road Campus Surplus warehouse and held for another 30 days before the items are sold at surplus or auction. If the property requires special handling, contact the Surplus Property Office at 801-957-2203.

Documentation of property

The aforementioned sites will serve as the receipt and documentation sites during normal business hours.

When property is turned in, the following information will be recorded in the log book:

- Property Number which is the building designation - the year - and the sequential number (for example: GFSB 17-001). Each calendar year begins a new numbering sequence.
- Date and time property was turned in to Lost and Found
- Description of property
- Where the property was found
- Who turned in the property (name and contact information)

The person receiving the property (aka; site representative) shall thoroughly document its description using descriptive terms such as:

- Purse / Wallet (size, color, brand name)
- Back pack (size, color, brand name)
- Electronics (type, make, model, color, serial number)
- Textbook (name of the book, edition)
- Jewelry (what is it in generic terms)
- How much money was inside an item (have two people count the money)

- Names, Address, Contact information (of the person returning the item)

Jewelry

When recording jewelry of any kind, record the property in generic / descriptive terms.

Rings are “bands of metal”. The descriptive term for Gold is “gold colored” and the same for Silver as “silver colored.” Stones are the [color of the stone; i.e. A diamond would be a “clear stone;” a ruby would be a “red stone;” etc]. If the item has a brand name on it, record the brand name; if not, list it in generic terms. Watches should be described in generic terms along with its make and model.

Electronics / High Value Property

When high value property is turned in, record the following information:

- Make
- Model
- Serial Number
- Color(s)
- Manufacturer
- Other information to identify this item and the owner

Wallets / Purses

Contact police services at 801-957-3800 to have the item picked up immediately.

- Do not try to contact the owner
- Do not go through the purse/wallet
- Contact Police Services immediately.

Currency / Money

Money requires two people to count it individually and then record the amount.

- Two staff members count the money individually (bills and coins)
- Both staff members initial by the dollar amount
- If the money was in a purse or wallet, secure the money by placing it in a sealed envelope and place back into the purse or wallet. (Call Police Services immediately)
- Have the person that claims the money count it before he/she leaves

Keys

All keys will be turned in directly to the Key Office located at GFSB 105; Please help the key office by providing the following information about the keys found:

- Date and time keys were turned in to Lost and Found
- Description/ type of keys
- SLCC Key number (if available)
- Where the keys were found
- Who turned in the key(s) (if different from Receiving Site)

Claiming Lost and Found

A person claiming property must provide the following information:

- Description of the property
- When it was lost
- Where it was lost (if known)
- Description of the property (color, brand, model, identifying marks)

Releasing Property

Staff responsibilities for releasing any property include the following:

- Did the person claiming the property adequately describe it to establish ownership?
- Have the claimant sign for the property
- Obtain and record personal information of the claimant (SLCC ID, driver license, state ID card, passport)
- Use the “comment section” (on the back of the form) to document attempts to contact the owner, if applicable

Taking Reports of / and Documenting Lost Property

When taking a report of lost property, the following information shall be documented in the log book:

- Date and time of the report
- Name of the person reporting lost property
- Person’s contact information (phone numbers and e-mail)
- Descriptions of lost property
- When property was first noticed to be lost
- Where the person believes the property was lost

Property reported lost and subsequently turned in shall be entered in to the Found Property or Key Log. The two log numbers shall be cross-referenced in the “comments” section and “property number” of each log.

When someone is reporting that their ID is lost or believed stolen, recommend that they make a police report. This may help ID the thief. Record the police report number in the comment section that way if the ID is returned a follow up report can be made.

Finder Wanting to Claim Property

Anyone who expresses a desire to claim the property they turned in shall be referred to the Colleges Facility/Surplus Manager at 801-957-4553.

Collection and Transfer of Property

Property will be signed for and picked up by a representative of Surplus Property on a regularly scheduled basis. The final disposition of property will be made by the Surplus Manager in accordance with College policies and state law.

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Property Logs

All original logs will be kept at Surplus Property Control; If the receiving site wants a copy for their records, the receiving site will make a copy after the logs have been signed by a representative of Surplus Property. The original logs will be kept in accordance with College policies and State law.

Exceptions

Chemicals and Hazardous Waste

Whenever there is a container holding an unknown liquid or power is turned in, the container shall be placed out of sight of the general public. The Environmental Health and Safety Office of the College should be notified at 801-957-4902 or 801-856-6458. If the Environmental Officer is unable to immediately respond, the police department should be called so they may evaluate the situation.

Consumables (Foods and Drinks)

Food and drink will not be accepted as found property and should be disposed of in a trash receptacle and the liquids should be poured down the drain. If the food is in a container rinse the container out and record the container as property. If liquids are present, rinse the thermos out and record the thermos as property.

Drugs

Prescription drugs should be documented as you would money. Two persons should be present, and the type and amount total should be noted in the log book. The appropriate law enforcement agency should be immediately notified if **illegal** drugs or drug paraphernalia are received. The illegal drugs and / or paraphernalia shall be turned over to the police. The police department's case number should be entered in the log book.

Firearms / Ammunition / Other weapons

Avoid handling weapons; Weapons should be handled by the appropriate law enforcement agency. If a firearm is turned in, handle it only by the butt, keeping fingers away from the trigger. A weapon or ammunition shall immediately be placed out of sight of the general public and the appropriate law enforcement agency notified. The responding officer shall be responsible to ascertain how to disarm the weapon and to render it safe. The weapon / ammunition should be immediately turned over to the police and the department's case number entered in to the log book.

Small pocket knives may be entered as found property. Large knives, edged weapons, or martial-art devices should be examined by a law enforcement agent to determine if it is evidence of a crime. If the property is taken by the police, the department's case number should be entered in to the log book along with the property description.

Intimate Apparel and Sex related Items

These items should not be handled, but placed in a paper bag. The appropriate law enforcement agency must be contacted immediately and asked to review the items to determine if they are evidence of a crime. If the department needs to take the property, an entry will be made in the log book indicating the deposition of the property. If the law enforcement agency does not want the bagged property, it will be disposed of in an appropriate trash receptacle.

Keys

All keys will be forwarded to the SLCC Key office along with a copy of the log records. The SLCC Key office is located on the Redwood Campus in the Gunderson Facilities building Room105.

Student ID Cards

After 24 hours student ID cards will be forwarded to the ID Center located in the main lobby of the Student Center. The cards should be mailed to STCO c/o The Redwood ID Center. The contact number is 801-957-4022.

Driver's licenses / State ID's

When a driver's license or State ID is turned in, record the owner's information located on the ID. If the ID's are not claimed by the time they are turned over to Surplus Property Control, all driver's licenses and State ID's are then turned over to the Utah State Division of Drivers Driver's licenses and State ID's.

Passports

When a passport is turned in, record the owner's information located on the ID. If the ID's are not claimed by the time they are turned over to Surplus Property Control, all passports will be turned over to the U.S. State Department, Utah Regional Office 1-877-487-2778 located inside the U.S. Postal Service offices on 2100 South Redwood Road, Salt Lake City Utah.

Swimming Pool/ Weight Room/ Locker Room Items

Due to the possible contamination, all athletic wear and underwear items that are found in the athletic area will not be accepted. Place these items in an appropriate trash receptacle. Wear latex gloves and wash your hands after handling these items.

Text Books

Text books whose owners cannot be identified and which remain unclaimed for 30 days will be directly transported to the Office of Surplus Property. Textbooks will be sold and the revenue deposited into the Education General fund of the College.