OLYMPIC COLLEGE POLICY

TITLE: Lost and Found

POLICY NUMBER: 200-24

I. Intent
This policy provides guidance regarding how the College will manage, maintain, and dispose of lost personal property.

II. Policy
A. Olympic College will maintain “lost and found” depositories at each of its campuses.
B. The College will make reasonable efforts to protect lost and found property while it is in the College’s possession.
C. The College will make reasonable efforts to return lost and found property to its lawful owner or a person with a right to possession.
D. The College will not be held responsible for damage to lost and found property in its possession or control.
E. If the lost and found property remains unclaimed, the College will either dispose of or donate the property in compliance with state laws governing lost and found property.
F. Neither the College itself, nor its employees may profit directly from the disposal or donation of lost and found property.

Recommended by Ron Shade
Submitted to President’s Cabinet for Review June 28, 2012
Approved by President June 28, 2012
Submitted to Board of Trustees February 19, 2013
Approved by Board of Trustees March 19, 2013
Published in Washington Administrative Code n/a
TITLE: Lost and Found – Receipt of Property

POLICY NUMBER: OCP 200-24-01

I. Receipt of Property
Each lost item received by the College will be logged by Safety and Security.

II. Storage
Items received by Safety and Security will be stored in a secure area of the campus upon which it was found.

III. Log
Safety and Security will maintain a log of all items received in Lost and Found. The log will include date and time of receipt, where the item was found, and the name and contact information of the finder.

Initiated March 19, 2013
OLYMPIC COLLEGE PROCEDURE

TITLE: Lost and Found – Return of Property

POLICY NUMBER: OCP 200-24-02

I. Reasonable Attempts to Contact Owner
   After logging in lost items, Safety and Security will examine the property and make reasonable attempts to notify the apparent owner that the property is in lost and found.

II. Claim Procedures
   A. All claims for lost property must be made in person at the Safety and Security office on the campus where the property was lost and found.
   B. Persons seeking to retrieve items from lost and found must provide identification and satisfy attending College personnel that the items being claimed are indeed their property.
   C. Safety and Security will enter the claimant’s name and contact information into the lost and found log.

Initiated March 19, 2013
OLYMPIC COLLEGE PROCEDURE

TITLE: Lost and Found – Disposition of Unclaimed Property

POLICY NUMBER: OCP 200-24-03

I. Notification of Police
If Safety and Security determine that the found item(s) is dangerous or likely to have been involved in criminal activity, it will be turned over to local law enforcement officials.

II. Discarding Unclaimed Property
After a waiting period of sixty days, the Safety and Security director will determine which of the following three methods will be used to dispose of unclaimed property:
A. The property may be destroyed.
B. The property may be donated to the Olympic College Foundation. The Olympic College Foundation agrees to use the net proceeds from property it receives from lost and found to serve needy Olympic College students.
C. The property may be donated to another Olympic College Organization or a local non-profit charity.

Initiated March 19, 2013