

UNIVERSITY OF WASHINGTON, BOTHELL
CASCADIA COMMUNITY COLLEGE
POLICIES AND PROCEDURES MANUAL

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LOST & FOUND

15.6
REV 10-14
Campus Safety
352.5359

Abandoned Property

POLICY

All campus departments and/or individuals should turn in Found Property to the Campus Safety Department, located at 18325 Campus Way NE Bothell, WA 9801. Promptness increases the chances of return to the rightful owner so it is recommended to turn in found items as soon as possible. Individuals can check at the Campus Safety Office to see if their property has been turned in and property may be claimed by the rightful owner.

Claiming a Lost Item

Items may only be claimed in person at the Campus Safety Office during business hours. You must have at least one (1) photo ID, in order to claim an item. Please note that items not claimed in a timely fashion may be sold, donated or destroyed.

Items Not Accepted by Campus Safety Lost & Found

- Underwear, socks, towels, pillows or sheets
- Any toiletries or laundry detergent
- Food items
- Full water bottles, coffee commuter mugs or other liquid-filled containers

Please empty fluid containers prior to turning them into the Campus Safety Lost & Found

The Campus Safety Department assumes no responsibility for the condition of articles received by the office.

All Campus Safety personnel shall follow the department policy and procedures on lost and found property.

PROCEDURE

- **Valuable Items:** Items such as jewelry, bank cards, checkbooks, passports, cash, electronics, should be separated out from clothing and other non-valuable items.
- **Non-Valuable Items:** Items such as clothing, umbrella, water bottles, or other items valued at twenty-five dollars or less.

Chapter 63.21 RCW – Lost and Found Property

RCW 63.21.010

Procedure where finder wishes to claim found property — Appraisal — Surrender of property — Notice of intent to claim — Publication.

(1) Any person who finds property that is not unlawful to possess, the owner of which is unknown, and who wishes to claim the found property, shall:

(a) Within seven days of the finding acquire a signed statement setting forth an appraisal of the current market value of the property prepared by a qualified person engaged in buying or selling like items or by a district court judge, unless the found property is cash; and

(b) Within seven days report the find of property and surrender, if requested, the property and a copy of the evidence of the value of the property to the chief law enforcement officer, or his or her designated representative, of the governmental entity where the property was found, and serve written notice upon the officer of the finder's intent to claim the property if the owner does not make out his or her right to it under this chapter.

(2) Within thirty days of the report the governmental entity shall cause notice of the finding to be published at least once a week for two successive weeks in a newspaper of general circulation in the county where the property was found, unless the appraised value of the property is less than the cost of publishing notice. If the value is less than the cost of publishing notice, the governmental entity may cause notice to be posted or published in other media or formats that do not incur expense to the governmental entity.

Accounting for Found Property Received:

The Campus Safety Dispatcher or Officer shall:

- a. Enter the found item in Report Exec as Found Property. Dispatcher/Officer will enter the date received, source, storage location, and item description.
- b. Attach a copy of the Found Property report to the found item and store the item at the assigned location.
- c. Place valuable found property in the locked Lost & Found cabinet or the locked safe for safekeeping.
- d. Make every attempt to contact the owner. If the owner can be contacted, turn the property over to the owner and have the owner sign the Property Release form.

RCW 63.21.060

Duties of governmental entity acquiring lost property — Disposal of property.

Any governmental entity that acquires lost property shall attempt to notify the apparent owner of the property. If the property is not returned to a person validly establishing ownership or right to possession of the property, the governmental entity shall forward the lost property within thirty days but not less than ten days after the time the governmental entity acquires the lost property to the chief law enforcement officer, or his or her designated representative, of the county in which the property was found, except that if the property is found within the borders of a city or town the property shall be forwarded to the chief law enforcement officer of the city or town or his or her designated representative. A governmental entity may elect to retain property which it acquires and dispose of the property as provided by chapter [63.32](#) or [63.40](#) RCW.

Disposing of Found Property:

- a. Bank cards/bank books
Send to appropriate bank immediately if unable to contact owner.
- b. Guns or explosives
Call Bothell Police Department immediately and request pickup.
- c. Cash
If the cash is not claimed within 60 days, Campus Safety will deposit the cash into the Lost & Found Revenue account.
- d. Items with an unknown owner will be held for 60 days from the date entered into the Lost & Found log.

- e. Items with a known owner will be held for 60 days beyond the date of written notice provided to the owner.
- e. A notice of impending sale of Lost & Found items will be published in a campus publication at least 10 days before the sale.
- f. Items will be sold on a cash only basis.
- g. Date sold, price and employee's initial will be recorded on the Found Property sheet.
- h. All cash received and sale of found items will be reconciled according to audit guidelines determined by Budget & Fiscal Services. All proceeds from Lost & Found sales will be forwarded to the Lost & Found Revenue account, which will be managed by Budget & Fiscal Services.
- i. If Campus Safety determines an item has a value less than \$50 or has no resale value, the item may be discarded or may be donated to charity. An official receipt for donated items must be signed by the Campus Safety Director and forwarded to the Budget & Fiscal Services department.

ADDITIONAL INFORMATION

For additional information or for ADA/access assistance, please contact the Campus Safety Department.

Contact: Campus Safety Director

Phone: 425.352.5359

E-mail: rwlewis@uwb.edu