

 <p>RHODE ISLAND COLLEGE</p> <p>OFFICIAL POLICY</p>	<p><i>Lost or Abandoned Property</i></p>	<p>EFFECTIVE DATE: <i>currently in effect</i></p> <p>REVISION HISTORY: <i>reviewed and revised 2016/01 to reflect current practice</i></p>
<p>RESPONSIBLE OFFICE: Security and Safety Department</p>	<p>POLICY OWNER: Director, Student Union</p>	<p>SUPERSEDES: <i>N/A</i></p>

PART 1. RATIONALE

This policy outlines the responsibilities of the college and the finder of items that are lost, mislaid, or abandoned.

PART 2. SCOPE

Applies to the finder of any lost, mislaid, or abandoned property on the Rhode Island College campus, or at any other place where an authorized college activity has occurred.

PART 3. DEFINITIONS [AS USED IN THIS DOCUMENT]

abandoned property	property that becomes separated from its true owner; the separation was intentional; the owner does not intend to recover the property
lost/mislaid property	property that becomes separated from its true owner; the separation was unintentional; the owner seeks its recovery

PART 4. STATEMENT OF POLICY

- A. All lost, mislaid, and abandoned property found on the campus of Rhode Island College is to be turned over to the Security and Safety Department.
- B. Property with an approximate value exceeding one hundred dollars (\$100) will be held for a period of one year from the date delivered to the Department.
- C. Property with an approximate value of less than one hundred dollars (\$100) will be transferred to the Student Union, which operates a lost-and-found service at the Welcome and Information Desk. These items will be held for a period of two (2) weeks from the date they are received by the Student Union.
- D. At the expiration of the holding period specified in sections B. and C. of this policy, the finder of the lost, mislaid, or abandoned item may claim and may be granted possession of the property, under the procedures outlined in Part 5 of this document.

PART 5. PROCEDURES

- A. All found property turned in at the Security and Safety Department will be logged in. Any property containing serial numbers will be checked through the National Crime Information Center (NCIC) to ascertain if it has been stolen from another jurisdiction.
- B. Procedure for the finder to take possession of the item of property after expiration of the holding period:

1. The finder shall submit a written request to the Director of Security and Safety.
 2. The finder must sign a release statement to the effect that the property will be returned to the Security and Safety Department if the rightful owner is identified.
 3. All property released to finders will be by the written authorization of the Vice President for Administration and Finance.
- C. Exceptions to the provision allowing the finder to take possession of a found item:
1. Books and Papers: Any books in good condition will be given to Adams Library. Damaged items destroyed.
 2. Clothing: If in good condition, offered to a registered 501c3 charitable organization; otherwise, destroyed
 3. Eyeglasses: Offered to a registered 501c3 charitable organization that accepts eyeglasses for recycling and donation to individuals in need
 4. Fabric Material, i.e., purses, wallets, etc.: If in good condition, offered to a registered 501c3 charitable organization; otherwise, destroyed
 5. Keys: Destroyed

PART 6. GUIDELINES

none

PART 7. RESPONSIBILITIES

Responsible Official	List of Responsibilities
Finder of property that is lost, mislaid, or abandoned	<ol style="list-style-type: none"> 1. Take property to the Security and Safety Department 2. If true owner of the property does not claim it within the time periods specified herein, complete the necessary steps to take possession, if so desired
Security and Safety Department	<ol style="list-style-type: none"> 1. Log in the property 2. Hold items with an estimated value of \$100 or more for one year 3. Arrange for forwarding of other items to the Student Union 4. Release of the property to the finder after finder completes the steps outlined in Part 5 of this document
Student Union	<ol style="list-style-type: none"> 1. Maintain records on items under this jurisdiction 2. Hold items with an estimated value of less than \$100 for two weeks 3. Release of the property to the finder after finder completes the steps outlined in Part 5 of this document

PART 8. CONTACTS

Subject	Office or Position	Telephone Number	E-Mail
Policy Clarification; information on lost articles	Security and Safety Department	(401) 456-8201	campussecurity@ric.edu
Information on lost articles	Student Union Welcome and Information Center	(401) 456-8148	studentunion@ric.edu

PART 9. POLICY ENFORCEMENT

Violation(s)	N/A
Potential consequences	N/A
Where to report violations	N/A

PART 10. FORMS/TEMPLATES/REFERENCE DOCUMENTS

Form, Template, or Document
none