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|  | The University of Kansas Police Department 1501 Crestline Drive Suite 120 Lawrence, KS 66045-1501 | Department Policy No. 406 | |
| | | Lost and Found Property | |
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| | | Last Review Date: March 1, 2022 | |
| | | KLEAP References: | |
| Approved by: Chief Nelson L. Mosley | | Distribution: All Personnel | Review Schedule: Annual |

I. PURPOSE

The University of Kansas Police Department (KUPD) has set forth guidelines for the processing, storing, and disposal of lost and found property.

II. POLICY

This policy provides clear direction for the property inventory and disposal of items found at any location throughout the KU campus. This department promotes the return of lost or mislaid property to the appropriate owner and maintains the authority to take possession and make final disposition of found articles that remain unclaimed.

III. PROCEDURES

A. General Guidelines

1. Contraband, illegal items, criminal evidence, and known stolen property will not be entered into Lost and Found. An attempt will be made to determine if the found property has been reported stolen.
2. For safety and sanitary reasons, the following items will not be entered into Lost and Found:
 - a. Food or drinks that are no longer factory sealed, as well as any perishable goods.
 - b. Insect-infested or wet clothing or bedding.
 - c. Filled or partially filled liquid or food containers, trash or any item that has a potential to create a health or safety hazard to the public or department personnel.

B. Property Taken From an Arrested or Accused Person

1. When a transient person is arrested, officers will provide a reasonable opportunity for the person to secure or transfer to another person any items that cannot be taken to the jail. If the person is not able to secure or transfer items, they shall be collected for safekeeping. The person will be notified of items that cannot be collected due to safety or sanitary reasons. Those items will be disposed of, or their disposal will be arranged for through Facilities Services.
2. Items to be held for safekeeping will be inventoried in the person's presence, if possible. The property will be itemized on a property receipt, which should be signed by the person arrested, if possible. All items will be placed in plastic bag(s), marked, and secured. The person shall be notified of the process to retrieve the items, and that the items will be kept for safekeeping for a

maximum of three months. If the person arrested has more items than can be reasonably collected and transported, a supervisor should be consulted.

C. Documenting and Storing Lost and Found Property

1. A Lost and Found Property card will be completed by the employee submitting the property into Lost and Found.
 - a. The card should contain all pertinent information such as date, location found, and a complete description of the property to include colors, serial numbers, credit card numbers, and names if available. Any attempts to contact the owner, such as messages left on the phone machine, etc. will be documented on the back of the card.
 - b. When possible, the property and the card should be given to the Community Affairs officer, Community Affairs Sergeant, or the Deputy Chief. If they are not available, the property and attached property card may be dropped in the secured lost and found locker. Large property which can withstand the effects of being outside, such as bicycles, can be stored in the department's outside storage area. The Lost and Found card must be securely fastened to the item and the large portion of the Lost and Found card shall be placed in the Community Affairs Officer or Sergeant's mailbox. If the item is too big to fit in the locker and cannot be placed in the outside storage area, the Deputy Chief will be contacted to make a determination on where to place the property.

D. Release or Disposal of Lost and Found Property

1. When owners claim their property, the owners will show identification and/or be properly identified.
2. The owner must sign the Lost and Found Property card.
3. If an owner cannot be located, the property will be safely stored for three months. After three months, property that is identifiable to a specific person, such as ID cards and credit/debit cards, will be destroyed. All other property will be donated to a non-profit organization.