Lost, Found & Abandoned property policy.

1. Introduction

The aim of this document is to provide clear and concise instructions to Security personnel or any other member of St Mary's University staff when dealing with Lost or Found Property.

St Mary's University use the same legislation as the Police force in England and Wales under the Police (property) Act 1997. The Act gives instructions on matters relating to lost and found property and places certain legal responsibilities and obligations on organisations or individuals who become involved in the procedures relative to lost and found property. To ensure an awareness of the recording and disposal system throughout the University, the procedures should be included in new staff and student's induction courses and reminders at department meetings.

2. Objectives

To ensure that unclaimed items of found property are recorded with a clear audit trail of property claimed or disposed of in an efficient and accountable manner.

3. Procedures

Any matter related to Lost, and Found Property should be treated as important, and all instances will be properly recorded from commencement to conclusion of the procedure, and this end the Security Department will:

4. Process

- Provide contact points which will be utilised for depositing of found property or the reporting of lost property.

- Ensure that all found property is kept safe and in a secure location for a specified time with an easy retrieval facility.

- If requested by the finder, provide a receipt for the item submitted.

- Ensure that a proper recording system is in place for both lost and found property items.

- If the contact details of the owner of a found item can be identified, contact the person to arrange for the item to be returned to the rightful owner.

4.1 Period of Retention

- All items of unclaimed found property, expect items containing personnel information (data protection act) will be retained by the Security Service Department for a period of two calendar months, or until claimed by the owner of the property, whichever occurs first.

- All items will be labelled and carefully stored in a secure storage area.

4.2 Identification of Owners

- Persons making a claim for any item of unclaimed property will be required to identify themselves and describe the item.

- Unless an accurate description of the lost item can be given, the unclaimed item will not be handed over and will be retained by the security department.

4.3 Monies

- Persons who hand in monies are entitled to a receipt to enable them to claim the money if it remains unclaimed by the owner after two calendar months.

- If unclaimed, the money will be donated to the University charity.

4.4 Registration of Found property

- All items of found property handed into the security lodge will be registered upon receipt.

4.5 Disposal of unclaimed found property.

- At the end of the second calendar month any property which has not been claimed will either be destroyed, handed over to the University approved charity, alternately will be sold and all monies received will be donated to a University approved charity.

4.6 Lost property register

- Any person who has lost property can enter their contact details and a brief description of the item they have lost; this then enables us to trace property back to its rightful owner.

4.7 Soiled Clothing

- For health and safety reason items of soiled clothing will be disposed of after 24 hours, in all other cases after 28 days.

4.8 Abandoned Property

- [ ] This part of the policy is references abandoned bicycles. Please see abandoned bicycle procedure.

Please see information below on how the found property will be disposed of

1. Passports, return to UK passport office or foreign embassy after 24 hours.
2. Bank debit card/credit cards, destroy after 24 hours.
3. Travel documents, return to issuer after 24 hours.
4. Driving Licence, return to DVLA after 24 hours.
5. Student rail cards/Oyster cards etc, return to issuer after 7 days.
6. Student/Staff ID cards, email ASAP, keep for 28 days.
7. EC Health card & NHS cards, return to issuer after 7 days.
8. Store cards, (Tesco, Salisbury's point's cards etc) destroy after 7 days.
9. Memory sticks, destroy after 28 days.
10. Confidential letters, pass to security operations manager.
11. Student's course work, destroy after 2 calendar months.
12. Clothing, destroy after 28 days.
13. Money, after 2 months money goes to Sue Pratt.
14. Mobile phones, after 2 month's items get recycled.
15. General found property, after 2 months items will go to charity or be destroyed.
16. Electrical goods, after 2 months items get destroyed/recycled by the University.
17. Keys pass onto locksmith to be destroyed.
18. Any other item containing data, pass onto Security operations manager.
19. Soiled clothing, destroy after 24 hours