



Rowan College of South Jersey

Administrative Procedure: 9011

LOST AND FOUND

The College's Campus Safety and Security (CSS) Office is a resource for persons who have misplaced personal belongings.

Items will be considered to be lost when found in an area where items are not normally left for a long period of time, or after a building is closed to the general public.

Individuals finding an item believed to be lost should take the item as soon as possible to CSS Lost and Found located:

- Cumberland Campus – in the Student Center building at the information desk
- Gloucester Campus - in the College Center building at entrance A-8

If an item is found that may be stolen or contraband, CSS is to be contacted immediately.

- Cumberland Campus – 856-691-8600, ext. 1777
- Gloucester Campus – 856-681-6287 or by pressing the “blue button” on the phone kiosks prominently located throughout campus property.

Employees, including student employees and volunteers, have no claim to items found while performing their duties. This includes items in refuse or recycling containers on College property. Items cannot be taken from College receptacles for personal use. Items turned in to CSS will be processed as follows:

1. Cash, regardless of amount, will be logged, recorded, and secured in the locked file cabinet for a period no longer than 24 hours. If unclaimed, the cash will be turned over to the Business Office where it will be secured for an additional period of five (5) business days. If unclaimed, the cash will be deposited to the College's general funds.
2. Items of soiled clothing*, undergarments, and toiletries will be disposed of immediately and not recorded in the *Lost and Found Case Log* book (maintained in the College Center CSS Office). Needles and sharps will be placed in the appropriate sharps containers on campus. *(If there is a possibility that these items are part of a criminal investigation, do

not discard them. These items should be properly stored and turned over to proper law enforcement authorities.)

3. Items valued under \$25 by the CSS will be secured until reclaimed or held for the maximum duration of one (1) semester plus ten (10) business days. Final disposition of items will be as indicated below. Items included, but not limited to, in this category are: clothing, costume jewelry, flash drives, student ID cards, keys, umbrellas, sunglasses, textbooks, etc.
4. Items valued over \$25 by the Lost and Found Coordinator will be logged in the *Lost and Found Case Log* book, given a case number, and placed in a locked file cabinet with controlled access. Items will be secured for the duration of one (1) semester plus ten (10) business days. Final disposition of items will be as indicated below. Items included, but not limited to, in this category are: cameras, cell phones, calculators, wallets, jewelry, and backpacks with valuables, etc.
5. Passports: if unclaimed after five (5) business days, the passport will be mailed to:

U.S. Department of State
Passport Services
Consular Lost/Stolen Passport Section
1111 19th Street, NW, Suite 500
Washington, DC 20036

Items Found

A *Receipt for Property* form will be completed for all items turned over to the Lost and Found office. CSS will make every effort to return lost property where there is potentially identifiable information, e.g., name tag, phone number, email address, etc.

When an item(s) is claimed, and once appropriate ownership identification is made, a *Receipt for Property* form and the *Lost and Found Case Log* will be presented for signature by the recipient.

Final Disposition

If the lost property remains unclaimed after the College semester plus ten (10) business days, the items will be disposed of in the following manner:

- *Clothing, costume jewelry (under \$25), umbrellas, sunglasses etc.:* Donate to a charitable organization
- *Flash Drives:* Turn over to the Information Technology department to determine whether to reformat or destroy.
- *ID Cards/Driver's Licenses/Credit Cards:* Shredded.

- *Keys:* Turn over to Facilities for recycling.
- *Prescriptions:* Disposed of in accordance with the Food and Drug Administration (FDA) procedures.
- *Textbooks:* Offer to the following areas: Department of Special Services, Tutoring Services Center or the Library for student use. If not needed in these areas, the remainder of the textbooks will be donated during a campus textbook drive.
- *Valuables:* Items with a value considered to be over \$25 that remain unclaimed after a one (1) College semester and ten (10) business days will be inventoried, placed and sealed in a storage box to be donated to a Goodwill facility in Cumberland or Gloucester County. A Receipt for Property form must be signed and dated by a representative of the Goodwill facility as proof of the items delivered for donation. Upon return to the College, the signed Receipt for Property form must be maintained by CSS with a notation of the final disposition of the valuables to be kept on file.

Area: Safety and Security

Approved: 11/10/20

President's Authorization:  _____

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *9011 Lost and Found*

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