



Rowan College of South Jersey

Policy: 9011
Title: **LOST AND FOUND**
Area: Safety and Security
Approved: 07/01/19

The College is host to a large number of people on campus. Inevitably, lost personal belongings are discovered in its facilities and on College property and are brought to the Campus Safety and Security Office in anticipation that the owners will claim the items.

Employees of the College must turn in all personal items found, either to a supervisor or directly to the Campus Safety and Security Office.

Employees who fail to turn in lost items are in violation of the New Jersey Criminal Code N.J.S.A. 2C:20-6, Theft of Property Lost, Mislaid, or Delivered by Mistake, and will be subject to disciplinary action, up to and including termination of employment. (See policy *7009 Employee Conduct and Work Rules*.)

The President will direct the development of administrative procedures for an efficient process for the handling, storage, and final disposition of lost and found items.

References:

Rowan College of South Jersey Administrative Procedure, *9011 Lost and Found*

Rowan College of South Jersey Board of Trustees Policy Manual, *7009 Employee Conduct and Work Rules*

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