

UAM OPERATING PROCEDURE 750.1

LOST AND FOUND ITEMS

The goal of this policy is to ensure that all lost items are returned to their rightful owner in a timely and efficient manner. Mass emails will no longer be used to communicate lost items in order to ensure the protection and timely return of personal property.

All items found or turned in to various departments and offices will be sent to University Police Department (UPD) the same day they are received. Upon arrival at UPD, items are inventoried and until returned to the rightful owner or other dispensation is made (60 day limit), the articles will be stored in a secure location at UPD. A record of each item is maintained and a signed release form will be completed before returning property to the owner. Persons claiming items must describe the item(s) as closely as possible, provide identification, and sign a release form. To claim property, visit UPD between the hours of 8 a.m. to 4:30 p.m. Monday-Friday.

October 3, 2016