

CABARRUS COLLEGE OF HEALTH SCIENCES

LOST AND FOUND PROPERTY

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PURPOSE

To provide a consistent process for the management of "Lost and Found" items.

POLICY

It is the goal of Cabarrus College to return lost items to owners in a timely and efficient manner.

PROCEDURE

1. "Lost and Found" will be maintained in the Student Support Center (Room 133) under the supervision of the Director of Student Affairs.
2. If you find personal unclaimed property, turn the item in immediately to Lost and Found.
3. Student Support Center Staff will attempt to contact the owner regarding items that contain identifiable owner information.
4. Items turned in as "found" will be dated upon receipt and kept in the storage area for approximately 90 days.
5. If you suspect you lost personal property on the College campus, provide a description of the item to staff in the Student Support Center (Room 133).
6. If you suspect you lost personal property on the campus of CMC-NE, contact Security Services at 6-6595 to file a report.
7. Claims for items must be made in person.
 - A. Claimants must describe the item in detail in order to obtain its release.
 - B. Disputes will be forwarded to the Director of Student Affairs for resolution.
8. Money, as a "found" item, will be handled as other items, except that at the end of the claim period, if no claims are made, it will be deposited in the Alumni Fund.
9. If no claim is made after 90 days, items will be donated to a charitable organization (CVAN, Goodwill, Salvation Army) or disposed of in an appropriate manner.
10. If you suspect personal property is stolen, immediately contact Security with CMC-NorthEast for assistance.

REFERENCE

CMC-NE Safety Manual Policy 26-03-05 Property Safety