

Lost and found procedure

Parent Policy

300-3-2: Security Services Policy

Purpose

This procedure details the administrative processes for lost and found items collected and retained by Campus Security.

Scope

Although Campus Security will administer the documentation, retention and disposal of lost and found items, all Bow Valley College employees, learners, alumni and independent contractors are individually responsible to assist Campus Security in its collection.

Compliance

Members of the college community are expected to adhere to the policies, procedures, and standards established by the college. These policies are designed to foster a safe, respectful, and inclusive environment that supports learning, teaching, and professional integrity.

Non-compliance may create risk for the college and will be addressed accordingly through applicable college policies, procedures and contracts. This may result in disciplinary action, up to and including termination for employees and expulsion for students.

Procedures

1. All items left unattended are to be reported to Campus Security.
 - 1.1. If the item was not delivered to the North Campus Security Office by the finder, Campus Security will collect it.
2. Campus Security will receive, document and secure all items received.
3. Any items turned in to or found by Campus Security will fall under one of two categories:
 - 3.1 Attractive items; or
 - 3.2 Regular items.
4. Any attractive items that are found are to have an incident report completed. A judgment call, by the Security Manager will then be made to determine if the item should be handed over to the Police if the owner cannot be located.
5. The Manager, Security and Emergency Services will retain currency valued more than \$5.00 and keep it secured until an owner has been located, or the currency is transferred to Fund Development after the scheduled custody date has elapsed.
6. Attractive items are to be inspected, logged and secured with two guards present, one of which being the on duty shift lead.
7. Any currency, object or combination of the two valued over \$1000.00 CAD is to be immediately reported to Police to investigate (with the items being turned over into their custody).
8. Any individual who attempts to claim an attractive item must provide a non-picture ID and a secondary form of picture identification
9. All items that are garbage, food, or unsanitary will not be retained.
10. If a member of the public wishes to claim an item, they must demonstrate a reasonable knowledge of the item's appearance or markings.
11. All efforts are to be exhausted to track down an owner through cards in wallets or purses.

Disposal of expired lost and found

12. Regular items will be retained for **two** calendar months.
13. Attractive items will be retained for **four** calendar months.
14. At the end of these periods, all items will be disposed of, as follows.
 - 14.1. Articles of clothing, accessories, and/or bags:
 - 14.1.1. All items will be inspected for state of repair. Items deemed to be nearing the end of their life cycle will be disposed of.
 - 14.1.2. Items found to be in good repair will first be offered to Learner Success Services. All declined donations will be donated to a local, charitable organization.
 - 14.2. Prescription eyewear:
 - 14.2.1. All items will be inspected for state of repair. Items deemed to be nearing the end of their life cycle will be disposed of.
 - 14.2.2. Items found to be in good repair will be donated to an optical organization for their not for profit activities.
 - 14.3. School supplies (excluding reference material):
 - 14.3.1. All marked or damaged paperwork is to be removed and recycled.
 - 14.3.2. All items will be inspected for state of repair. Items deemed to be nearing the end of their life cycle will be disposed of.
 - 14.3.3. Items found to be in good repair will first be offered to Learner Success Services. All declined donations will be donated to a local, charitable organization.
 - 14.4. Reference Material:
 - 14.4.1. All reference material will be offered to Learner Success Services.
 - 14.5. Personal Electronic Devices:
 - 14.5.1. These items will be released to Information Technology Services, for inclusion in their secure electronics disposal process.
 - 14.6. Legal Tender:
 - 14.6.1. Non-transferrable legal tender (personal cheques) will be destroyed, via secure disposal. All transferrable tender will be turned over to Fund Development.
 - 14.7. Furniture/Bikes/Wheelchairs:
 - 14.7.1. Any unclaimed bicycle, scooter, skateboard, furniture, or wheelchair will be turned over to Logistics, so the items may be auctioned, sent to someone in need, or properly recycled.
15. At any time an item is disposed of a Lost and Found Disposal Report will be generated indicating the following:
 - 15.1. the date,
 - 15.2. description of items,
 - 15.3. where the items were disposed to,
 - 15.4. who was generating the Lost and Found Disposal report,
 - 15.5. who received the items (printed name), a signature and date of the receiver.

Exceptions

16. Certain items will only be retained for one business day, after which they will be disposed of in the following manner;
 - 16.1. Identification:
 - 16.1.1. All forms of identification will be returned to the issuing authority.
 - 16.2. BVC employees/independent contractors/learners/alumni:
 - 16.2.1. Employees and independent contractors shall be notified through e-mail that their ID has been recovered.
 - 16.2.2. Current and expired learners shall have their IDs turned over to the Office of the Registrar and Enrolment Services.
 - 16.2.3. Alumni ID cards shall be turned over to the Alumni office.
 - 16.3. Mail:

- 16.3.1. Unopened mail shall be turned over to Logistics, for dispersal via Canada Post.
- 16.3.2. Opened mail will be deposited in a secure shredding receptacle.
- 16.4. Financial Institution Cards:
 - 16.4.1. The issuing authority shall be contacted and Campus Security will administer the cards as per their direction.

Definitions

Regular Items:

Items of a basic or simple nature, i.e. articles of clothing, books, keys, etc.

Attractive Items:

Items of a high monetary value or that could pose a significant threat of identity theft if stolen, i.e. money, wallets, jewelry, personal electronics, identification, etc. Any form of legal tender will automatically be classified as attractive.

Campus Security:

An external contracted security company awarded a limited term contract with Bow Valley College. Campus Security is assigned to make Bow Valley College a safe and secure environment to live, learn and work.

Guard:

A Security Officer or “Guard” is a person who is an independent contractor assigned to the college as a member of Campus Security to protect the property, assets, and/or people at Bow Valley College.

Security Manager:

The head of Bow Valley College Campus Security and Emergency Services.

Shift Lead:

The senior guard of patrols and other routines.

Date sheet

Accountable Officer

The Executive Team member responsible for Campus Services

Responsible Officer

Director, Campus Services

Relevant Dates

Approved	Executive Team: EXT20200211-1
Effective	February 11, 2020
Next Review	September 2025
Modification History	<ul style="list-style-type: none"> Accountable and Responsible Officer updated 5-01-2023 Policy Committee reviewed and updated numbering format January 2022 Rebranded 2021 February 2020
Verified by	Office of the President, May 2023*

Related Policy

Security Services Policy #300-3-2

Associated Policies, Procedures, and Guidelines

On Campus Cash Transfer Procedure
 #300-3-2-A Patrol Routine Procedure
 #300-3-2-C
 Campus Security Release of Information Procedure #300-3-2-D
 Security Removal of Individuals from College Premises Procedure
 #300-3-2-E Security Incident Reporting Procedure #300-3-2-F
 Campus Security Safe Escort Procedure #300-3-2-G

Related Legislation

N/A

Attachments

N/A

LOST AND FOUND DISPOSAL REPORT

Date of Report:

Completed By: (Security
Officer)

Assigned Property Item
Number:

Description of Lost and Found Item

Lost and Found Property Transferred/Disposed to:

Owner of Property: Print Name/Signature /Date:

Learner Success Services: Print Name/Signature/Date:

Information Technology Services: Print Name/Signature/Date:

Fund Development: (under \$1,000.00): Print Name/Signature/Date:

Calgary Police Service (over \$1,000.00): Print Name/Signature/Date:

Other (Local Charitable Organization): Print Name/Signature/Date:

Any Additional Comments Concerns (if required):