

## **Custodial Operations Lost and Found Property Policy**

**Revised: 4/15**

**03.3.01**

**Issue No. 10**

**Effective Date: 1/98**

**(E2Y)**

**Review Date: 1/17**

### **I. PURPOSE:**

As Custodial employees, we have access to the University at-large. The trust and confidence placed in us is a tremendous responsibility. To this end we have established the following procedure to ensure that no one violates that trust.

DEFINITION: Found Property is considered to be, but not limited to, clothes, jewelry, money, electronic equipment, electrical accessories, mechanical appliances, purses/wallets, books, etc.

### **II. PROCEDURE:**

- A. If an item is found the following steps will be taken:
  - 1. Immediately report and turn the item in to your Supervisor;
  - 2. Supervisors shall note the circumstances in their daily log and turn the item(s) in to UPD;
  - 3. Under NO CIRCUMSTANCES is the item(s) to be released to someone in the building.
- B. Employees may not take any property they find, for personal use or disposition. Under no circumstances are employees to remove articles from trash piles, bins, cans or dumpsters. An employee that intentionally takes any "found property" will be considered to have taken the property without permission or authorization and will face disciplinary and/or legal actions for theft.
- C. Exceptions can be made ONLY if the owner provides written permission to the custodial employee to have an article they no longer wish to use (i.e. end of semester move outs, etc.) and the custodial staff member has received permission from their supervisor upon examination of the documentation.

### **Zero Tolerance**

**Custodial Operations practices "Zero Tolerance" in reference to Theft/Stealing/Fraud in any form, regardless of the value of the stolen item(s). Theft/Stealing/Fraud is considered grounds for immediate termination and may result in criminal charges.**

**III. CERTIFICATION STATEMENT**

This policy has been approved by the following individuals in their official capacities and represents Custodial Operations policy and procedures from the date of this document until superseded.

Director, Custodial Operations

Assistant Director, Custodial Operations