POLICY GROUP: NC500 Health, Safety & Security
POLICY TITLE: Lost and Found

A. Background and Definitions

Valuables: Items including but not limited to:
   a) wallets containing personal documents, credit cards, cash, cheques, money orders, etc.;
   b) passports and personal identification;
   c) cell phones, electronic devices, including computers and tablets, and excluding USBs, phone chargers, ear buds, etc.;
   d) vehicle keys, key fobs and residential keys; and
   e) jewelry, excluding costume jewelry.

B. Purpose

This policy provides the main principles related to property that has been found, its retention and disposal.

C. Policy Statements

1. All found items are to be turned in to the Security Office at any campus. Perishable items, soiled clothing and water bottles will not be accepted.

2. Where information regarding the identity of the owner is evident, efforts will be made to contact them to facilitate claiming of the item(s).

3. Items turned in to Campus Security will be retained and disposed of as listed below:
   a) all found valuables will be retained at Campus Security for a maximum of sixty (60) calendar days;
   b) unclaimed valuables will be gifted to the Student Administrative Council;
   c) items containing personal information (e.g. passports, driver’s license, etc.) that remain unclaimed after sixty (60) calendar days will be turned over to the Niagara Regional Police;
   d) clothing will be retained for seven (7) calendar days, after which, items in good repair will be donated to a local charity;
   e) all other non-valuable items will be retained for thirty (30) days, after which, items in good condition will be donated to a local charity; and
   f) all remaining items will be disposed of.
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4. Sharp items including used needles or syringes will be immediately disposed of in biohazard containers within the Security Offices.

D. Related Documents

None

E. Document History

<table>
<thead>
<tr>
<th>Date</th>
<th>Approval/Review/Key Change(s)</th>
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<tbody>
<tr>
<td>Nov 4, 2019</td>
<td>New policy</td>
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