

The University Police Department relies on the assistance from everyone on campus that accepts lost and found property. To better serve the campus community, when accepting lost items the procedure delineated in this policy shall be followed.

- B. Given our limited space, the Department will not accept.
  - 1. Perishable item(~~food~~).
  - 2. Soiled or odorous clothing (shoes, jackets, or other items of app~~are~~arel),
  - 3. Miscellaneous lose papers ~~and~~ notebooks.
- C. Items of the above nature will be discarded.
- D. Each Campus building will maintain place to collect lost and foun~~d~~property.
- E. Each Campus building will report all items in a timely manner.
- F. The University Police will collect and transport prop~~er~~ty value

Procedure Number: 107.1

## Found Property

### IV. Receiving Property:

- A. An ARMS report must be generated for all Lost and Found property reports:
- B. Two clip boards are maintained at the front counter:

### V. Found Property Board:

- A. The Found Property Board is where the ARMS report, or the hand written Found Property Forms are kept, pending property return and signature of the rightful owner picking up property.
- B. Once disposition has been made (property picked up, donated, or disposed of) the form or report will be filed.

### VI. Lost Property Board:

- A. The Lost Property Board is a

