

LOST AND FOUND POLICY

PURPOSE:

This policy is intended to provide a standardized, efficient, and controlled process for the handling, storage, and final disposition of lost items throughout Concordia University.

SCOPE:

Concordia University houses many students and hosts large events throughout the academic year, and even into the summer. Many of the lost items are discovered and are turned into Concordia's Security Office with the expectation that the owners will claim these items. This policy provides guidance for the handling of these misplaced items.

Employees and students who collect the items across campus will turn them in to their respective repositories and then transfer them to the Security Office. For purposes of this policy and all related procedures, "employee" also includes, but is not limited to, student employees, graduate assistants, volunteers, and third-party employees such as contractors and consultants.

This policy and related procedures apply to all lost and found items found on Concordia University-owned and leased property.

FINDING AND HANDLING LOST ITEMS:

Items will be considered lost when found in an area where items are not normally left for an extended period, or after the building is closed to the public. Facilities with 24-hour operations will determine a local policy for determining when items will be considered lost for purposes of this policy.

All lost items brought to the Concordia Security Office must be documented at the time of receipt, including, at minimum, a basic description of the item, the date and time received, and the location where the item was found. Proper documentation protects both the University and the employees handling the item.

Not all items are handled in the same manner. Certain items, such as monetary valuables, identification cards, electronic devices, medications and sensitive or hazardous materials, may require special handling and/or additional security measures. Potential escalation may happen, including notification of local law enforcement, in accordance with

applicable laws and University procedures. Employees should not attempt to resolve such situations independently.

Employees and students of Concordia must turn in all lost items that were found, either to a supervisor or directly to the Security Office located on the lower level of the Janzow Campus Center. If the lost item is found during a time when the Security Office is closed, you may contact the on-duty Security Officer and notify them of the lost item.

SAFEGUARDING AND LIABILITY:

Concordia's Security Officers must safeguard lost items, participate in the efforts to return items to the owners, and manage items that remain unclaimed in accordance with the **Lost and Found Procedure** found in the Student Handbook

While items are in their custody, Concordia University will exercise reasonable care in handling and storage. To the extent permitted by law, Concordia University disclaims liability for loss, damage, deterioration, or misdelivery of lost and found items.

RECOVERING OR CLAIMING LOST ITEMS:

Owners seeking lost items should contact the Concordia Security Office during normal office hours and inquire about the item. Owners may be asked to provide a description of the lost item and the approximate location and time it was lost.

Before releasing any lost item, the University requires reasonable proof of ownership, which may include identification, matching descriptions, serial numbers, passwords, or other appropriate verification methods, depending on the nature of the item.

If it is an emergency or the item is not in the Security office, you may notify Security and describe the lost item and where they believe it was lost. Other repositories on campus will be contacted and checked for the missing item. All items will come to the Security Office and the owner will be contacted when the item is located.

No finder's claims will be honored as Concordia strives for integrity and respect in all capacities.

UNCLAIMED ITEMS:

Lost items are held for a defined retention period as established in the Lost and Found Procedure found in the Student Handbook. Items not claimed within that period will be lawfully disposed of, transferred, donated, destroyed, or otherwise handled in accordance with the University procedures and applicable laws.

FURTHER INFORMATION:

For questions, additional details, or to request changes to this policy, please contact the Concordia Security Office at (402) 643-3033.