



Lost and Found Policy

Policy Statement

This Policy is to guide all members of Southeastern Louisiana University of the procedures to handle, recover, return, and dispose of lost and found property.

Purpose of Policy

The Lost and Found Policy is intended to ensure that items reported lost or found on Southeastern Louisiana University's main campus, satellite campuses, or properties controlled, owned or leased are properly accounted for.

Applicability

This policy will apply to all items found and turned in to the Southeastern Louisiana University Police Department where the owner is unknown.

The University assumes no responsibility for the care and/or protection of any personal belonging left unattended on university property, and for the loss of said property. The University Police located at 1301 SGA Drive, Pride Hall has been designated as the central repository and controlling agency responsible for storing, managing, returning, and disposing of lost and found property for the university. All items found should be turned in to the University Police Department as soon as possible so the rightful owner may be identified and contacted for retrieval.

Policy Procedure

All unclaimed items will be held for a based on the below schedule. Consumable items with the exception of prescription medication will not be held and disposed of immediately.

Bicycles (which includes bicycles deemed to have been abandoned on the campus of Southeastern Louisiana University) - After 90 days will be turned over to Louisiana Property Assistance Agency (LPAA) for donation or disposal.

Credit/Debit Cards - Due to the sensitive nature of an individual's financial security and the developments in banking technology credit/debit cards not claimed by verified owner within 14 days will be destroyed.

Driver's License - Efforts to locate the named individual will immediately be made. If unable to contact the named individual, the driver's license (In-State) will be turned over to the Louisiana Department of Motor Vehicles after 14 days. Out of State driver's license will be destroyed after 14 days.

Southeastern Identification - After an attempt to contact the card holder, the card will be taken to Southeastern ID services after 7 days.

Southeastern Textbooks - Will be returned immediately to the Textbook Rental Office.

Currency - Currency will be kept for 30 days. If currency goes unclaimed, the funds will be turned over to the University Controllers office for deposit.

Clothing- Due to health concerns clothing will not be kept and will be disposed of in a timely manner.

Valuables – Items such as jewelry and cellular phones will be kept for a 30-day period. University Police will make every effort to locate the owner. After the 30-day period, the items will be turned over to Louisiana Property Assistance Agency for disposal or donation.

Computers and Computer Components - After 30 days, will be turned over to Louisiana Property Assistance Agency (LPAA) for donation or disposal.

Keys - Keys will be kept for 14 days. If the keys are not claimed, they will be disposed of.

Turning in Found Property

When turning in found property at any location on campus, the individual who turns in the property will provide information when and where they found the property along with their contact information.

Returning of items to the rightful owner

Any individual making a request to recover a lost item in possession of the university must present a picture identification and be able to provide a description of the item before it will be returned to them. If the item has no identification on it but the individual can describe it or unlock the phone or computer then the item will be returned.

A Property Release form will be completed prior to the return of property.

[end of policy]