
Procedure Title: Lost and Found Items
Procedure Number: 07-2006-0017
Board Policy Reference: IV.A. General Executive Direction

Accountable Administrator: Vice President, Student Affairs
Position responsible for updating: Vice President, Student Affairs
Original Date: September 2006
Date Approved by Cabinet: 04-14-2014
Authorizing Signature: *Signed original on file*
Date Posted on Web: 4-15-14
Revised: 4-14 **Reviewed:** 4-14

Purpose/Principle/Definitions:

Individuals finding lost property at any BMCC campus or center shall contact the Service Center (Morrow Hall, Pendleton Campus) in accordance with ORS 164.065, Theft, Lost, or Mislaid Property. The lost property cannot be held in or by individual departments.

Employees finding or receiving property at branch locations are subject to this procedure and must coordinate with the Pendleton Service Center to notify owners, release property, and maintain records.

Individuals reporting lost property should do so by contacting the Service Center (Pendleton campus, Morrow Hall, 541.278.5759, getinfo@bluecc.edu) and filling out a Lost and Found Property form. The Service Center staff will contact the owner using information from the completed form, a name or address found on the lost property, or identification in a purse/backpack, when possible, and will notify him or her that the lost property has been turned in and where it can be picked up. Individuals claiming lost property must do so in person and must present personal identification or some valid type of verification in order for the property to be released.

For items with an assessed value greater than \$100, as estimated by Service Center staff, the Service Center will mail a notice to the owner's last known address on file with the college or to an address obtained from another source, such as a telephone directory.

Property found will be held at the Service Center as follows:

- Property with no obvious monetary or sentimental value will be held two weeks, 14 days.
- Property with an estimated value up to \$100 will be held for four weeks, 30 days.
- Property with an estimated value over \$100 will be held for twelve weeks, 90 days.

Service Center staff will determine the disposition of property found that is not claimed within the time frames given above. Property may be given to BMCC Associated Student Government for distribution to students in need, donated to a local charity organization, or discarded as deemed appropriate.

If the property is unclaimed and the person turning it in is interested in having it, the person must make this request in writing when turning in the property. The property will be released to the person turning the property in accordance with ORS 98.005, Rights and Duties of Finder of Money or Goods.

BMCC employees may not claim property that they find during the performance of their official duties.



Lost and Found Property

In the event that you have either lost or found property, please complete Sections A and B and return this form to the Service Center by mail at PO Box 100, Pendleton, OR 97801; by email at getinfo@bluecc.edu; or by fax at 541.278.5871.

The Service Center staff will make a good faith effort to contact the rightful owner of lost property found. Individuals claiming lost property must do so in person and must present personal identification or some valid type of verification in order for the property to be released. Items will be held for the following time frames:

- Property with no obvious monetary or sentimental value will be held two weeks, 14 days.
- Property with an estimated value up to \$100 will be held for four weeks, 30 days.
- Property with an estimated value over \$100 will be held for twelve weeks, 90 days.

For items with an assessed value greater than \$100, as estimated by Service Center staff, the Service Center will mail a notice to the owner's last known address on file with the college or to an address obtained from another source, such as a telephone directory.

Section A:

Description (include any identifying characteristics such as tears, holes etc.):

Location at Which the Property Was Lost or Found:

Section B:

Type of Property: ☐ Found Property ☐ Lost Property

Name

Mailing Address

City

 State

 Zip

Phone Number (____) _____ - _____

E-mail Address _____

☐ I wish to claim the property found, if it is unclaimed, according to ORS 98.005, Rights and Duties of Finder of Money or Goods.

Signature _____

Date ____ / ____ / ____

Office Use Only

Received By _____	Date ____ / ____ / ____	Log Number _____
<input type="checkbox"/> Baker <input type="checkbox"/> Boardman <input type="checkbox"/> Hermiston <input type="checkbox"/> John Day <input type="checkbox"/> Milton-Freewater <input type="checkbox"/> Pendleton		

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