
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: LOST OR ABANDONED PROPERTY

NUMBER: PRO 2-25

REFERENCE: Florida Statute 705.18

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I. PURPOSE

To establish a framework for the handling and return or disposal of lost or abandoned property found or located on Lake-Sumter State College property.

II. RESPONSIBILITY

The Director of Campus Safety, through the Campus Security offices, will be responsible for lost or abandoned property turned in to the College.

III. OBJECTIVE

Lake-Sumter State College is committed to providing a safe and secure educational environment for students, faculty, staff and visitors. Campus Security will:

- a. Identify owners of lost or abandoned property, when possible.
- b. Provide safekeeping of lost property until it can be reclaimed by owner.
- c. Properly dispose of lost or abandoned property when not reclaimed by Owner within statutory time limits.

IV. DEFINITIONS

- a. Lost property- property that has been separated from possession of the owner non-intentionally; owner wants to maintain ownership.
- b. Abandoned property- owner has intentionally left property behind, with intention of no longer having ownership.

V. LOST AND FOUND

- a. Lost and Found will be established in each Campus Safety Office and a log of items in the Lost and Found will be maintained.
- b. The Lost and Found Log will identify the item, date and time received, location found, name of Security Officer entering property, any attempts to contact owner, date and time returned to owner or date, name of person claiming property or date and time property disposed of and name of Security Officer releasing or disposing of property.
- c. All logged property will receive a sequential property number for identification and will be marked with that number.
- d. Any items valued over \$50.00 should be kept secured.
- e. When an item is claimed from the Lost and Found Campus Security will document the date and time and the identity of the person claiming the property.
- f. Property that remains in the Lost and Found for more than 30 days may be disposed of, or used by the College in accordance with established policies and procedures that best meet the needs of the College and its students (F.S. 705.18)
- g. The rightful owner of the property may reclaim the property at any time prior to the disposition, sale or use of the property.

New: 11/19/19