
Lost and Found

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Executive Sponsor:	Vice President, People, Culture, and Inclusion
Department Responsible:	Safety, Security and Emergency Management
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Objectives

This procedure applies directly to Policy 7100, Safety and Security.

BCIT offers lost and found services to the BCIT community at each campus from the respective campus Security Communications Centres.

The purpose of this procedure is to establish and communicate how lost and found property is managed on BCIT campuses.

Who This Procedure Applies To

This procedure applies to all BCIT employees, contractors, visitors, and students.

Related Documents and Legislation

BCIT Policies and Procedures

Policy 7150, Occupational Health & Safety

Policy 7200, Cannabis Use

Policy 7504, Liquor Consumption on Campus

Procedure 7100–PR11, Lockers

Procedure 7100–PR12, Bicycles, Rollerblades, Kick Scooters, Skateboards & Personal Mobility Devices

Procedure

Found Property

Turning in Found Property

Members of the BCIT community who find abandoned or lost property on BCIT campuses are encouraged to deliver the property to BCIT Campus Security, who will attempt to return the property to the rightful owner. The location of campus Security Communication Centres are listed at <https://www.bcit.ca/safetyandsecurity/emergencycontact.shtml>

Found property is also received on the Burnaby Campus at SE16 (Recreation Services) and SE14 (BCIT Library). The property is then transferred to BCIT Campus Security.

Storage and Retention

Except as described below, BCIT Campus Security will retain all turned-in property for a minimum of 30 days. Exceptions:

- Perishable articles will be disposed of daily.
- Library books and other identifiable BCIT property will be returned promptly to the appropriate department.
- Open alcohol will be dumped immediately.
- Cannabis products will be destroyed immediately, unless they are clearly identified as being required for medical purposes.
- Weapons and illicit drugs will be turned over immediately to the appropriate law enforcement agency.
- Hazardous materials or items that Campus Security deems to be dangerous will be dealt with immediately according to applicable safety protocols and legal requirements.

For personal identification (e.g., passports, licences) and items of value, the Department of Safety, Security and Emergency Management (“SSEM”) will attempt to contact the rightful owner.

Property Return

Before returning found property, BCIT Campus Security must confirm the claimant’s identity and must be satisfied with their claim to ownership of the property.

Unreturned Property

If the property owner is not located within the 30-day retention period, then at the discretion of SSEM, found property may be claimed by the finder if they requested it at the time that they turned it in, subject to the following:

- BCIT employees and contractors may not claim found property.
- Electronic items with internal storage must not be given to anyone except the rightful owner.

Disposal / Donation

After the 30-day retention period, any unclaimed property will be sorted by SSEM and turned over to BCIT Corporate Services or SSEM for disposal or distribution to a school or department to support academic learning, except for the articles listed below.

Exceptions:

- Cash will be turned over to BCIT Finance
- Textbooks will be turned over to the BCIT bookstore.
- Licence cards, identity documents or certificates, and similar items, will be turned over to the appropriate law enforcement agency.

- All electronic items with internal storage will be destroyed by SSEM.
- All clothing and eyewear will be donated to a suitable non-profit organization.

Lost Property

Members of the BCIT community are encouraged to report lost property to BCIT Campus Security. Campus Security will record information about the property and where it was lost, then contact the individual if the property is subsequently turned in to Lost and Found.

Record Keeping

Campus Security and SSEM will keep a record of all found property received, and details of each item being claimed or disposed of.

Amendment History

		<u>Approval Date</u>	<u>Status</u>
Created:	Procedure 7100-PR9 version 1	2018 Oct 01	Replaced
Revised:	Procedure 7100-PR9 version 2	2023 Dec 05	In Force

Scheduled Review Date

2028 Dec 05 (or sooner, if there are changes to the applicable regulatory framework or relevant operational circumstances).