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**Lost and Found**

Procedure No.:	7100-PR9
Version:	1
Policy Reference:	7100
Category:	Safety, Security and Emergency Management
Approving Body:	Board of Governors
Executive Sponsor:	VP Human Resources and People Development
Department Responsible:	Safety, Security and Emergency Management
Directory of Records:	0650-15
Approval Date:	2019 OCT 01

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**Objectives**

BCIT offers lost and found services to the BCIT community at each campus from the respective campus's security communications centre.

The purpose of this procedure is to establish and communicate the BCIT procedures governing lost and found 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**

Policy 7100, Safety and Security

Policy 7150, Occupational Health and Safety

**BCIT Procedures**

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 community who find abandoned or lost property on BCIT campuses are encouraged to provide the property to BCIT Security, who will attempt to return the property to the rightful owner. The location of security communication centres are listed at <https://www.bcit.ca/safetyandsecurity/emergencycontact.shtml>.

Lost and found is also received at SE16 (Recreation Services) and SE14 (BCIT Library). This property is subsequently transferred to BCIT Security.

## Procedure

### Storage and Retention

With the exception of the articles listed below, BCIT Security will retain all turned in property for a minimum of 30 days:

- Perishable articles will be disposed of daily.
- Library books or other identifiable BCIT property shall be returned to the appropriate department immediately.
- Open alcohol will be dumped immediately.
- Illicit drugs and weapons will be turned over to the police of the relevant jurisdiction immediately.

For personal identification (passports, licences) and items of value, BCIT SSEM will attempt to contact the rightful owner.

### Property Return

Found property may be returned only when the claimant has identified themselves and the article to the satisfaction of BCIT Security.

### Reclaiming Property

If the rightful property owner is not located within the 30 day retention period, property may be returned to a finder who has made that request. Requests must be made at the time that the property is turned into BCIT Lost and Found. BCIT employees and contractors are not eligible to claim found property. Electronic items with internal storage may be returned only to their rightful owner, and are not eligible for reclaiming by a finder once provided to BCIT Security for lost and found purposes.

### Disposal / Donation

Following the 30 day retention period all unclaimed property, with the exception of the articles listed below, will be sorted and subsequently turned over to BCIT Corporate Services for disposal or to a specific school or department to support academic learning.

Exceptions:

- Cash will be subject to an annual deposit to BCIT Finance.
- All textbooks will be turned over to the BCIT bookstore.
- Personal information will be turned over to the police of jurisdiction.
- All electronic items with internal storage shall be destroyed.
- All clothing and eyewear will be donated to a non-profit organization.

### Lost Property

Members of the BCIT community are encouraged to report their loss to BCIT Security. Security will log the information and contact the individual if the property is subsequently turned in to Lost and Found.

## Forms Associated With This Procedure

None.

## Amendment History

		<u>Approval Date</u>	<u>Status</u>
1. Creation:	Procedure 7100-PR9 version 1	2018 Oct 01	In Force

**Scheduled Review Date**

2022 Oct 01