

Section:	Administration (AD)
Subject:	Institute and Non-Institute Services Property
Legislation:	<i>Freedom of Information and Protection of Privacy Act (RSA 2000 cF-25).</i>
Effective:	June 4, 2007
Revision:	May 8, 2009; September 1, 2016 (reformatted)

APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is to effectively manage reported lost or found property on SAIT's campus.

PROCEDURE

DEFINITIONS

Disposal of property	A range of unclaimed property disposal methods including but not limited to discarding, destroying, donating, auctioning or selling.
Found property	Property that is found within SAIT's boundaries.
Lost property	Unattended, abandoned or misplaced property that is lost within SAIT's boundaries.
Property room	An enclosed, secured space designated for the safekeeping of found property and that SAIT manages.

GOVERNING PRINCIPLES

1. The purpose of this procedure is to ensure that:

The official controlled version of this document is held in the Board of Governors Office.



- a) Found property is properly accounted for, secured and returned to its rightful owner;
 - b) One central location on SAIT's campus manages all reported lost and found property; and
 - c) Unclaimed property is duly inventoried and disposed of in accordance with this procedure.
2. SAIT shall comply with Alberta's privacy legislation by ensuring that lost or found property containing personal information is protected during the time it is in storage and/or waiting to be returned to the rightful owner or is in the process of being destroyed.

PROCEDURE

A. Property Room

1. The Security department shall administer the day-to-day management of lost and found operations, including the property room.
2. The property room shall be secured at all times when Security staff is not present.

B. Return of Found Property

1. Security is responsible for safekeeping items that have been found and shall make reasonable efforts to determine ownership of found property and ensure that it is returned to the rightful owner(s) upon proof of ownership.

C. Lost and Found Property Administration

1. A Lost/Found Report (Security form 1020) shall be completed for all reported lost property and all found property and shall be recorded in the Lost and Found Case File Number Logbook (Security form 2020-A).
2. All reported lost and found property shall be assigned a case file number.
3. Before being placed in the property room for safekeeping, all found property shall have a property tag or sticker affixed to it. This sticker or tag shall display a case file number.

The official controlled version of this document is held in the Board of Governors Office.

4. Found cash will be sealed in plastic clear bags and verified by a second Security officer before being entered in the property room.
5. Property found shall be classified in categories A to F. See chart below:

Category	Items
A	wallets, purses, cash, personal ID cards, drivers licences, credit cards, debit cards, financial/legal/medical documents, passports, chequebooks and cheques, etc.
B	backpacks, books, notebooks, reports, binders, agendas, portfolios, stationery, diaries, case file exhibits, etc.
C	bicycles, electronic/digital products, computers/peripherals, iPods, cell phones, cameras, calculators, blackberries, CD/DVD players, etc.
D	jewellery and glasses, etc.
E	weapons, prescription drugs, contraband, syringes, etc.
F	miscellaneous found property

6. Found food products and perishable goods shall not be entered in the property room; Security shall dispose of these items at their source.

D. Disposal of Property

1. All items will be held in the property room and may be disposed of based on the following timelines, and subject to paragraph 2 below.

Category	Disposal Timelines
A, C and D	7 days
E and F	15 days
B	30 days

2. Notwithstanding the above stated disposal timelines, the manager of Security or designate has the discretion to delay or accelerate the disposal of unclaimed property.
3. The manager of Security shall determine how unclaimed property shall be disposed of, and shall communicate this decision in writing to Security.
4. Security will turn over unclaimed property listed in categories A, C and D of paragraph D.1 of this procedure to the Calgary Police Service after the specified time limits.

The official controlled version of this document is held in the Board of Governors Office.



POLICY/PROCEDURE REFERENCE

AD.2.9 Lost and Found Property policy

PROCEDURE

The official controlled version of this document is held in the Board of Governors Office.