

# Lost & Found

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## Procedures

*Serve as the central point of contact for lost and found property within your building.*

1. Identify and train a primary and back-up person who will handle lost and found items for your building in accordance with the procedures below.

*Ensure that lost and found items are directed to the appropriate location according to item type.*

1. When property is reported lost, complete a [Lost Property Report \(LPR\)](#) and fax it to the Union Building Manager at x4-3048. The LPR and FPR are located in the forms repository.
2. When property is found or returned to the building coordinator's office, follow the steps below according to item type to appropriately manage the found property. Please note that a [Found Property Report \(FPR\)](#) must be completed for each item and faxed to the Union Building Manager at x4-3048 as soon as possible after it is found, so that its location is known if someone calls to retrieve it. Items may be housed in the department for up to two days while attempts are made to contact the owner of the item; however items must be returned to the Union Building Manager within two days or they will not be accepted.

Lost Property Response Matrix	
Type of Item Found/Returned	Appropriate Steps/Response
Items of significant value, including credit cards, wallets, purses, etc.  Driver's license or other state-issued ID cards, not including OneCards	<ol style="list-style-type: none"> <li>1. Contact the TUPD immediately at x4-2134. They will send an officer to retrieve the item.</li> <li>2. Complete the FPR with the person turning in the item. Detail the claimant as "Other" and insert the TUPD officer's name under "please specify."</li> <li>3. Fax the completed FPR to the Union Building Manager at x4-3048 and retain the original for your records.</li> </ol>
Cell Phones	<ol style="list-style-type: none"> <li>1. Fill out the top portion of the FPR and fax it to the Union Building Manager.</li> <li>2. Look in the contacts section of the phone for a "Mom" or Dad" and call to alert that you have the phone. Ask for the person's name and use it to fill out the Found Property Report (FPR).</li> <li>3. If the cell phone is dead, you can charge it at the charging station on the first floor of the Union.</li> <li>4. Complete the FPR and return the phone to the Union within two days (if it hasn't already been retrieved).</li> </ol>
OneCards	<ol style="list-style-type: none"> <li>1. Fax the FPR to the Union Building Manager.</li> <li>2. Bring the OneCard to the Auxiliary Services Business Office (ASBO) on the 1<sup>st</sup> Floor of the Union.</li> <li>3. Complete the FPR by having the ASBO employee sign as a</li> </ol>

	<p>claimant (use the "Other" check box on the report)</p> <p>4. Fax the completed FPR to the Union Building Manager.</p>
Keys (personal)	<ol style="list-style-type: none"> <li>1. Fill out the top portion of the FPR and fax it to the Union Building Manager.</li> <li>2. Use any membership tags attached to the keys to determine the owners' name and phone number—this can be done by calling the number on the membership tag.</li> <li>3. Complete and fax the FPR to the Union Building Manager.</li> <li>4. Return the keys to the Union Building Manager within two days.</li> </ol>
Keys (university)	<ol style="list-style-type: none"> <li>1. Forward the keys and a copy of the FPR to the Union Building Manager at x4-3048.</li> <li>2. Note that found university keys will not be placed in the central lost and found—they will be returned to Key Control.</li> </ol>
Weapons	<ol style="list-style-type: none"> <li>1. Do not touch the weapon.</li> <li>2. Have the finder immediately contact the TUPD, who will remove the weapon and coordinate an investigation.</li> </ol>
All other items	<ol style="list-style-type: none"> <li>1. Complete the top portion of the FPR with the person turning in the item and fax it to the Union Building Manager.</li> <li>2. If possible, attempt to seek out the owner of the item.</li> <li>3. You may maintain the item in the finding department for up to two days (48 hours) while an effort is made to identify the owner.</li> <li>4. At the end of two days, the property and the FPR should be brought to the Union and turned over to the Union Building Manager. Items turned over after more than 48 hours in the finding department will not be accepted.</li> </ol>