



LOST AND FOUND PROPERTY POLICY

Title:	LFPP
Management Policy Number:	SS02/01/16
Compiled by:	Chief Security Officer
Approved by:	

Contents page

Contents	Page
Foreword by the Vice-Chancellor	ii
Definition of terms	iii
1. Introduction	1
2. General	1
3. Reporting lost property	1
4. Found property	2
5. Claiming lost and found property	3
6. Retention and disposal of found property	3
7. Custody of the policy	4
8. Policy review	4
Approval	4

Foreword by the Vice-Chancellor

The purpose of this Policy is to clarify Lupane State University's procedure for handling lost and found items. It provides clear direction for the proper handling, recording and disposal of items found at any of the University's campuses. The most important thing is that the Policy promotes the return of found property to the rightful owner. The Chief Security Officer has the authority to take custody and, as directed by the Vice-Chancellor, make final disposition of found articles that remain unclaimed.

Professor Pardon K. Kuipa

Vice-Chancellor

Definition of terms

For the purposes of this policy the following definitions apply:

Claimed property: This is defined as found property which has been claimed either by the owner or the finder.

Found property: This refers to items, including cash and other valuables, which have been found on University premises or any other premises used by the University and subsequently handed to LSU Security Section pending the identification of the owner or pending appropriate disposal.

Lost property: This refers to items, including cash and other valuables that have been reported as lost on University premises or any other premises used by the University.

Perishable property: It is that property, which because of its nature, decays in a short space of time. It also refers to any property which will materially depreciate in value over time.

1. Introduction

This policy has been designed to manage and handle lost and found property. It describes the conditions and procedures for the handling, retention and disposal of lost and found property.

2. General

2.1 The Security Section will only manage property lost and found within the University premises or any other premises used by the University. The Security Section has no legal right or obligation to manage property lost and found outside University premises or any other premises used by the University.

2.2 All found property that is handed to the Security Section will be safeguarded and all reasonable attempts shall be made to return such property to the rightful owners.

3. Reporting lost property

3.1 Property lost within University premises or any other premises used by the University must be reported immediately to the nearest University security post.

3.2 The security detail receiving a report on lost property shall record the following details in the Lost Property Book as well as in the Occurrence Book:

- a. Full names of owner of property or person making the report.
- b. Address of owner of property or person making the report.
- c. Department/Section of owner of property or person making the report.
- d. Faculty, Department, programme and year of owner of property or person making the report (if student).
- e. Place, date and time where property was lost.
- f. Full description of lost property including serial numbers.
- g. Place, date and time where property was last seen.
- h. Value of lost property if known.

3.3 The security detail shall give the person making a report the Lost Property Book and the Occurrence Book reference number. This will enable the reporting person to make follow up on the reported lost property.

3.4 If property is lost as a result of crime being committed an investigation must be conducted.

3.5 Property lost outside University premises may not be reported to the Security Section. It must be reported to the local police station.

4. Found property

4.1 All found property shall be handed to the nearest University security post.

4.2 The security detail receiving found property shall record the following details in the Found Property Book as well as in the Occurrence Book:

- a. Full names of the finder.
- b. Address of the finder.
- c. Department/Section of the finder.
- d. Faculty, Department, programme and year of the finder (if student).
- e. Place, date and time where property was found.
- f. Full description of found property including serial numbers.
- g. Name of owner of property if known.

4.3 The security detail receiving found property shall:

- a. Tag the property for identification purposes.
- b. Record in the Found Property Book as well as in the Occurrence Book information regarding the storage of such property.
- c. If possible trace the owner of property with the intention of handing over the property. (Handing over should be guided by item 5.1 below).
- d. Convey items of significant value to the Chief Security Officer for safekeeping. (Determination of whether an item is of significant or low value will be made in consultation with the Chief Security Officer).

4.4 Where money is handed in it will be counted by the security person receiving it and recorded in the Found Property Book as well as in the Occurrence Book before being

transferred to the Bursar's Department where it will be held for a period of not more than three months and thereafter be disposed of as in terms of item 6.4 below.

4.5 Perishable property shall be stored in a manner that will preserve it in its best state. Such storage shall be done in consultation with the Chief Security Officer.

5. Claiming lost and found property

5.1 When a claim is made for lost and found property, the claimant will be required to provide evidence of ownership. This will be done by providing a full description of property.

5.2 Low value items can be released at the discretion of security detail safeguarding the property or the Duty Sergeant.

5.3 Significant or high value items and money shall be released at the discretion of the Chief Security Officer.

5.4 Full details of claimant and the person authorising the release of property will be recorded Found Property Book and in the Occurrence Book.

5.5 Property will only be released upon signature of the claimant.

6. Retention and disposal of found property

6.1 Notices of found property will be posted on all University notice boards and website at the beginning of every month.

6.1 Unclaimed property held by University Section will be retained for a period of three (3) months before it is disposed of.

6.2 At the end of three (3) months period unclaimed property will be disposed of at the direction of the Vice-Chancellor.

6.3 Under no circumstances will unclaimed property, even that of low value, be appropriated by any of the University staff for their official or personal use.

6.4 Unclaimed monies will be held by the University for a period not exceeding three (3) months and thereafter will be disposed of as follows at direction of the Vice-Chancellor.

7. Custody of the policy

The Chief Security Officer is the custodian of this policy.

8. Policy review

This policy shall be reviewed every three years and as and when the need arises

Approved by _____ Date _____