

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); February 15, 2023

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

Dangerous item	Any item, substance or material that is illegal, controlled under law or is otherwise capable of posing an unreasonable risk to health, safety and/or property.
Disposal	A range of unclaimed property disposal methods including but not limited to discarding, destroying and donating.
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 that the Safety and Community Services department manages for the safekeeping of found property.

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GOVERNING PRINCIPLES

1. The purpose of this procedure is to ensure that:
 - 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 Campus Security unit, Safety and Community Services 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 and is accessible only to Campus Security management.

B. Return of Found Property

1. Campus 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. Campus Security shall complete a Lost and Found Report for all reported lost property and all found property, assign a lost and found number to the property and log the report in the Campus Security Lost and Found tracking spreadsheet.

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2. All reported lost and found property shall be assigned a lost and found number.
3. Campus Security will immediately report and turn over dangerous items to the Calgary Police Service, and will complete a lost and found Property Form documenting the date and time the item was transferred to police, the police case number, and the regimental number of the responding police officer.
4. Campus Security will seal found cash in clear plastic bags, as witnessed and verified by a second Campus Security officer, before the cash is entered in the property room.
5. Property found shall be classified in categories A to G, as per the following chart:

Category	Items
A	Wallets/Purses, Cash, ID cards, Drivers' licenses, Credit/Debit cards, Financial/Legal/Medical Documents, Passports, Cheques, etc.
B	Backpacks, books, notebooks, reports, binders, agendas, portfolios, stationery, diaries, etc.
C	Electronic/digital products, computers, cell phones, cameras, media players, etc.
D	Jewellery and glasses, etc.
E	Dangerous items, such as, for instance, knives, weapons, prescription drugs, syringes, etc.
F	Miscellaneous found property
G	Bicycles

6. Found food products, perishable items and unsanitary or potentially biohazardous items shall not be entered in the property room. Campus Security shall dispose of these items at their source and document this in a security report.

D. Disposal of Property

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

Category	Disposal Timelines
A, C and D	15 days
B	30 days
E and F	15 days
G	3 days/report to Calgary Police Service

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2. Notwithstanding the timelines in paragraph D.1 above, the manager, security and emergency services or designate has the discretion to delay or accelerate the disposal of unclaimed property.
3. The manager, security and emergency services or designate shall determine how unclaimed property shall be disposed of and shall communicate this decision in writing to Campus Security.
4. Campus Security will turn over unclaimed property listed in categories A, C, D, E and G of paragraph D.1 of this procedure to the Calgary Police Service after the specified time limits have passed, and in general no later than 30 days after Campus Security has received that property.

POLICY/PROCEDURE REFERENCE

AD.2.9 Lost and Found Property policy

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