



## General Guidelines for Lost & Found Property

### 1. STATEMENT

The purpose of this document is to provide staff, students, visitors and contractors with specific guidelines on how to manage lost property at University of Saint Joseph.

In this document, “lost property” means any unattended, abandoned, misplaced, or forgotten item, which is found within the campuses of University of Saint Joseph.

### 2. RESPONSIBLE DEPARTMENT

Central Services Office (CSO) has the responsibility for lost and found property and has implemented a standardized and controlled process for the proper safeguards, inventory, and disposal of lost and found items.

### 3. THE PROCEDURE

Under the supervision of Central Services Office (CSO), Campus Security staff assist in handling of lost and found property at all campuses of University of Saint Joseph. All staff and students who receive lost property, which includes personal items such as cash, clothing, electronic equipment, eyeglasses, wallets, purses, keys, mobile phones and books, should report and hand over the found property to Security Staff / CSO for registration, safe keeping and to facilitate the return of property to its rightful owners.

#### 2.1. Reporting Found Property

- All Staff and students who find unattended property, should report and forward the property to the Security staff or Central Services Office (CSO)<sup>1</sup> as soon as practical;
- If staff and students are unable to take the property to the Campus Security Office/Counter<sup>2</sup> or Central Services Office (CSO), staff and students could report to the Security Office/Counter by sending an email to [cso@usj.edu.mo](mailto:cso@usj.edu.mo) or call 8592 5600 (within office hours) or 6297 6969, Security can arrange collection;
- Found items delivered to Security Office/Counter or Central Services Office (CSO) will be registered, person who finds the item will be asked to complete the “Lost Property Submission Form (CSO-525)” by providing the information of the lost property:
  - Name of finder;
  - A contact number;
  - Location where the item was found;

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<sup>1</sup> Central Services Office located on the 3/F in Ilha Verde Campus.

<sup>2</sup> Campus Security Office/Counter in various campus located at:

- Ilha Verde Campus: Security Office at the main entrance on G/F;
- Nape Campus: Security Counter on 3/F;
- Seminary Campus: Security Counter on G/F.



- Date and time found;
- Name of owner, if known.

## 2.2. Reporting Lost Property

A person who reports a lost item should approach the Campus Security or Central Services Office (CSO) and provide staff with the following information:

- Date reported to Security or CSO;
- Name and/or the name of the property owner;
- A contact number;
- A detailed description of the item;
- Areas on campus where it is believed the item may have been lost;
- Date that it was noticed the item was missing.

## 2.3. Claiming Property

Lost property can be viewed at the website, and can be claimed from Security staff during office hours. Claimants will be asked to show proof of identity and to demonstrate ownership of the item. Claimants will be required to sign the “Lost Property Collection Form (CSO-526)” to acknowledge that they have received their property.

## 2.4. Unclaimed Property

Any property which has not been claimed by its rightful owner at the end of each academic year, may be destroyed, discarded, or transferred to local charities, at the discretion of the University authority. For reported found items that are cards with personal identification, the University will make every effort to contact the owner; if the owner cannot be reached within fifteen (15) days, the items will be handed to the Police.

## 4. RELATED DOCUMENTS

- Lost Property Submission Form (CSO-525-0418-01)
- Lost Property Collection Form (CSO-526-0418-01)

The document was approved by the University’s Executive Council, which has the right to make revision; questions or missing items arising from this document will be decided by the university’s Executive Council as well.

Date: 17 April 2018