

<b>COUNTY COLLEGE OF MORRIS</b> <b>Business and Finance Division Procedures</b>	
<b>Subject:</b> HANDLING LOST AND FOUND NON-COLLEGE PROPERTY	<b>Page:</b> 13.03.01
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### General

The college attempts to protect the property of students, employees and visitors.

All non-college property found or otherwise acquired by a college employee, student or visitor must be submitted to the Department of Public Safety. The Department of Public Safety will attempt to locate the owner of the property or store said property for a specified period of time prior to making final disposition. Reports of lost property will be taken at the Security desk.

### Authority

Vice President for Business and Finance  
NJ Criminal Codes 2C: 20-3, 2C: 20-6

### Responsibility

Director of Public Safety  
College Employees  
Students and Visitors

### Procedure

1. Individuals who find non-college property must submit it to the Department of Public Safety as soon as possible. If the report is made by telephone, the Department of Public Safety will send an officer to investigate.
2. The Department of Public Safety shall receive the property and complete a CCM Security/Safety Department Non-College Property Lost/Claim Report at that time (see Attachment 1). Copies of the report will be provided to the individual that found the property, to the Director of Public Safety, and attached to the lost property. Lost items brought to the Department of Public Safety such as wallets, jewelry and money, etc., will be placed in a secured location.
3. If the owner is contacted or otherwise contacts the Department of Public Safety to claim ownership, the owner will have 30 days from the date of notification to retrieve the property. The college may dispose of any property not retrieved within 30 days after notification to the owner. The Department of Public Safety will verify ownership by doing the following:

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- a. Ask for a description of the property being claimed prior to displaying it to the claimant, or acknowledging that said property is stored at the Department of Public Safety.
  - b. Ask for at least two forms of identification and record each on a Lost Property Report Form.
  - c. Have claimant sign his or her name on the Lost Property Report Form.
  - d. Record this activity in the Security Log Book.
4. Property not claimed within 180 days may be claimed by the individual who turned it in to Department of Public Safety except as follows:
- a. Books not claimed by the end of the semester in session will become the property of the college and handled accordingly.
  - b. Perishable items or property deemed unsafe for storage will be disposed of in accordance with local, State or Federal regulations.
5. Individuals who lose or otherwise become detached from property either owned or legally possessed by them should report said loss to the Department of Public Safety by phone or in person. The Department of Public Safety will complete the County College of Morris, Security and Safety Department Notice of Loss, (see Attachment #2) and maintain a file at the Dispatch desk for a period of 180 days. At the end of this period, the report will be maintained in a central file for a period of one year.
- The Department of Public Safety will notify the individual reporting the loss should the item in question be turned in or is otherwise located.
6. The college may dispose of any unclaimed property after a period of 210 days.
7. The Department of Public Safety will forward a lost item(s) report to the Youngtown Edition and the CCM memo requesting that the information be published on a monthly basis.

**CCM Security/Safety Department  
NON-COLLEGE PROPERTY  
LOST/CLAIM REPORT**

IR #	Date	Time	Officer's Name (Print)	Telephone # 328-5550
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Property Description(s) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Found by \_\_\_\_\_ Received From \_\_\_\_\_  
 Address \_\_\_\_\_ Telephone: Work \_\_\_\_\_  
 \_\_\_\_\_ Zip \_\_\_\_\_ Home \_\_\_\_\_

Property Stored At \_\_\_\_\_  
 \_\_\_\_\_

Finder  will  will not reclaim property in 6 months if owner is not located.

Property  was  was not reclaimed by the college.  
 so, state final disposition \_\_\_\_\_  
 \_\_\_\_\_

Owner's Name (Print) \_\_\_\_\_  
 Address: Street \_\_\_\_\_  
 Town \_\_\_\_\_  
 State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone ( ) \_\_\_\_\_

Identification (2 Forms)

1. \_\_\_\_\_
2. \_\_\_\_\_

Disposition \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

\_\_\_\_\_ Releasing Officer

**COUNTY COLLEGE OF MORRIS  
SECURITY AND SAFETY DEPARTMENT  
NOTICE OF LOSS**

**NOTE: This notice will stay on file in the Dispatch area for 180 days.**

DAY: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

Student \_\_\_\_\_ Employee \_\_\_\_\_ Admin. \_\_\_\_\_ Visitor \_\_\_\_\_ Alumni \_\_\_\_\_ CPP \_\_\_\_\_

Owners Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work Phone# \_\_\_\_\_

Please give complete description of the article that is lost:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approximate value of lost item: \_\_\_\_\_

Date and time article was last seen: \_\_\_\_\_

Place where article was last seen: \_\_\_\_\_

Last person to see lost article: \_\_\_\_\_

Steps taken to trace lost property: \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Report File by: \_\_\_\_\_

Officer: \_\_\_\_\_