



CITY OF SOUTH PORTLAND

General Lost & Found Policy

Purpose: To establish procedures for handling lost items at City of South Portland facilities, with the exception of personal property items in the possession of the Police Department (*see* 25 M.R.S. §§ 3501-3507) and unclaimed intangible property (*e.g.*, checks, stocks, bonds, deposits, credits, and receivables).

- A. The City of South Portland is not responsible for the security of personal items brought into any municipal facility. Patrons are expected to keep their belongings within their sight at all times. Facility staff is not responsible for unattended items that are mistaken as lost items.
- B. In a situation where a patron thinks they have lost an item in a City facility and wants to look around the facility to see if they can find it, they must first indicate what the item is and describe it to staff in as much detail as possible (for example, by color, brand, size, etc.). The person may then be escorted by staff to try to locate the item. The patron must be accompanied by a staff member so they are not later accused of taking something that belongs to someone else. The patron shall not have the opportunity to browse Lost & Found items.
- C. Patron shall describe in detail the item lost and location in the facility to claim a Lost & Found item. The item shall be recorded on the City's electronic log sheet by facility staff when picked up by owner.
- D. **Hazardous and Perishable Items** shall be properly disposed of immediately and no record kept.
- E. **Non valuable Items** including but not limited to personal hygiene products, notebook, eyeglasses case or other items deemed by staff to be valued at less than \$10 may be discarded at end of business day and no records kept (except for cash).
- F. **Valuable Items**, including all cash found, valued at \$10 or more shall be logged on the City's electronic log sheet and located at the front desk of each municipal facility.
- G. Smaller items deemed by staff to be of particular value (including but not limited to: jewelry, watches, cell phones, tablet, wallets, ID cards, etc.) shall be logged and kept in a secure location such as a safe or vault.
- H. Facility staff shall review the lost and found items to determine if any can be returned to their owner.
- I. By Thursday at 4:30pm, the City Clerk will review the log sheet and post in a public area of City Hall.
- J. After 30 days following the item being logged, all unclaimed lost & found items shall be donated or discarded by individual municipal facility.
 - a Reusable water bottles, canes, bags, sports equipment, clothing or shoes shall be then donated to a local charitable organization.
 - b Due to patron's privacy, staff will not access data on devices such as USB drives, laptops, or other devices. These items shall be disposed of in a secure manner with guidance from IT department.
 - c If no one claims the cash and/or can provide additional details for verification the remaining funds shall be brought to City Council by the City Clerk for acceptance and deposited into an appropriate City revenue account.
- K. The date of donation and name of the local charitable organization shall be entered on the City's electronic log sheet for City Clerk to record all items in accordance with Lost & Found Policy.