

 STANISLAUS COUNTY COMMUNITY SERVICES AGENCY	Developed by/Date: Diane Tollefson 10/24/08	Page: 1 of 1	Number: 7.12
	Reviewed by/Reviewed Date: CSA Exec Team 7/6/09	Replaces:	Category: Administrative
Title: Lost and Found Policy		Approved: 7/6/09	

Policy

 Procedure

 Guideline

Purpose

Community Services Agency (CSA) staff is required to report items found in the Community Services building, on the grounds or at CSA Outstations.

Definition

Return lost items to the owners or dispose of found items in a timely manner.

Procedure

Found items will be handled in the following manner:

1. Items found in the public areas at Hackett Road should be turned in to the nearest reception area. The reception staff will hold the items for at least two to three days. If the items are not claimed within this period, they will be turned in to Office Services. Outstations should designate one specific area as "Lost and Found". Items found at the Outstations should be kept at least two to three days. Found items not claimed at the Outstations should be sent to Office Services.
2. Items found in staff areas at Hackett Road should be immediately turned in to Office Services.
3. Office Services shall keep a log of each found item so items unclaimed after 30 days may be disposed of in a timely manner. The items will be disposed in the following manner: items may be kept by the department to be used by the department or given to customers who are in need (example: found strollers); sent to salvage; sent to a non-profit organization (example: coats or clothing); or disposed of.

Employee's personal items such as personal cell phones, iPods, tape/CD players, etc. are the sole responsibility of the employee. The County assumes no responsibility or liability of these items.