

1 **Lost and Found**

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3 Office of Emergency Management
4 Dickinson State University
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6 **Lost and Found**

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8 The Office of Emergency Management is the main site for lost and found valuables (electronics,
9 identifications cards, other property). It is located at the Student Center, Office 109. If an unattended
10 item is found, an attempt will be made to locate the owner. If we are unable to locate the owner, the
11 location where the property was found will be noted, the property will be listed under our found items.
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13 **Logging Items:**

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- 15 • Items that are turned in are inventoried upon arrival and logged into the Lost and Found
16 database, listing the item; the date turned in, a description of the item, location it was found,
17 and placed in a secure location.
 - 18 • Staff will make every effort to contact the individual as soon as possible if the item contains
19 identification.
 - 20 • Items containing cash, or items with an estimated value of \$100 or more will be verified by a
second person, logged in and put in the safe.

21 **Searching for Lost Property**

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23 If you have lost property on campus, visit <https://dickinsonstate.edu/security> and search our **list of**
24 **found items**. If you do not see your item listed, **Click on Report a Lost Item** to complete an inquiry
25 online. If the property matching the description is in our custody, you will be asked to come our office to
26 identify it in person.

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28 Property shall be deemed abandoned if the rightful owner does not come forward and make a valid
29 claim within 60 days of the university's original possession.
30

31 **Claiming Lost Property**

32 To claim your property, the claimant must describe the item(s) as closely as possible, provide proof of
33 identity, e.g. a valid University ID card or government-issued ID such as a driver's license and must sign
34 the Lost and Found Property Receipt.
35

36 **Found Property**

37 If you have a found item, please drop it off at the Office of Emergency Management. The Information
38 Window located at the Office of Emergency Management will assist you. If no one is in attendance at
39 the Information Window please contact us by calling our on-duty number, 701-290-1068.
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41 **Lost or Stolen DSU ID Card**

Lost and Found

42 If you lose your ID card, or suspect that it is stolen, deactivating your card will ensure that it is not used
43 by someone else to access buildings/rooms or used to make purchases on campus. You can deactivate
44 your card by calling the Office of Emergency Management at 701-290-1068

45
46 If you lose your ID card, you will need to go to the Business Office located in May Hall 212 and pay the
47 lost ID Card fee of \$25. A receipt must be shown before the Office of Emergency Management will issue
48 a new ID card.

49 50 **Stolen Items**

51 If an item is stolen on campus, the Office of Emergency Management should be contacted at 701-290-
52 1068 immediately.

53 54 **Found Items**

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56 **Please note we reserve the right not to accept the following items into the Lost and Found:**

- 57 • Clothing items
- 58 • Any type of bedding, including pillows, sheets, comforters
- 59 • Loose earbuds
- 60 • Water bottles
- 61 • Perishable items/food/food containers
- 62 • Flammable items (lighters, vape pens, etc.)
- 63 • Loose charging cables
- 64 • Small recreational items (soccer balls, frisbees, baseballs, etc.)
- 65 • Personal grooming items (combs, brushes, bows, ribbons, scrunchies, etc.)
- 66 • Intentionally abandoned items (electronic equipment that obviously does not work, damaged
67 furniture, items placed by trash containers, etc.)
- 68 • Notebooks, binders, folders, papers
- 69 • Umbrellas

70 71 **Disposition of Lost & Found Articles**

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73 All unclaimed articles will be held for a minimum of 60 days. After 60 days articles will be assigned a final
74 disposition. Items of value will be donated to a local charity such as Easter Seals, American Red Cross, or
75 other registered not-for-profit organizations.

76 With articles of a personal nature such as credit cards or bank cards every effort will be made to contact
77 the owner of the cards. After sixty (60) days they will be destroyed. Check Books will be returned to the
78 issuing bank and signed for by a bank representative. Driver's License—will be mailed to the address
79 listed on the license.

80 Disposition of each item will be noted in the "Disposition" section of the "Property Case Report" by date
81 and type of disposition.

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84 **Procedure History**

85 Created 3.22.19

86 Updated 7.8.21