DAKOTA COUNTY TECHNICAL COLLEGE
Chapter 6 – Facilities Management
6.9.2.1 – Procedure: Lost and Found

The purpose of this procedure is to establish a process for the collection and retrieval of lost personal items found on Dakota County Technical College (DCTC) property/premises.

Part 2. Found Items
Subpart A. Main Campus. If an item is found anywhere on campus, then the item needs to be turned in immediately to the Lost and Found in the Student Life Center. It is very important that all items be labeled and sent to the Student Life Center as soon as possible. The item should be labeled with the date, time, and the location where the item was found.

If a staff person in your department is unable to immediately bring the item to Lost and Found, please call the Student Life Center at 651-423-8270, and the Student Life Center will arrange to have the item picked up from your department as soon as possible.

Please do not attempt to contact the owner of the lost item. This is the responsibility of the Student Life Center.

If a student or person inquires about a Lost or Found item, direct them to the Student Life Center and/or call 651-423-8270.

Subpart B. Other DCTC Campuses/Locations. If an item is found, then the item needs to be turned in immediately to the designated Lost and Found at each location. It is very important that all items be labeled and given to the responsible person at each location as soon as possible. The item should be labeled with the date, time, and the location where the item was found.

Please do not attempt to contact the owner of the lost item. This is the responsibility of the assigned person at each campus/location.

Part 3. Procedure for Lost and Found Items. Each DCTC location will assign a person responsible for initiating the following procedure:

1. Item is cataloged and tagged.
2. Item is inspected to locate possible information as to owner of item.
3. If a name is located, an attempt will be made to contact the owner of the item either by phone, email, or mail.
4. Item is placed in a secure locked cabinet or safe (depending on the value of the item). Items will remain in these areas until claimed or donated at the end of the semester.
5. Once contact is made, the person will need to identify the lost item. In most cases, the claimant will need to show identification for all items being claimed.
6. If a person has come to Lost and Found and his/her missing item is not there, he/she may complete a Lost Report. The Lost Report will be used to cross-reference and match any items that have been delayed in reaching Lost and Found.

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