



SOUTHEASTERN

L O U I S I A N A U N I V E R S I T Y

Lost and Found Policy

The Lost and Found Policy and procedures are intended to ensure that items reported lost or found on Southeastern Louisiana University's campus and its satellite sites are properly accounted for and, in the case of items found, returned to their rightful owner or disposed of by the University. "Lost property" means any unattended, abandoned, misplaced, or forgotten item including but not limited to equipment, cash, jewelry, phones, books, keys, documents, or personal identification papers (driver's license, credit cards, etc.) which are found within the boundaries of the University, pending the identification of the rightful owner or appropriate disposal thereof.

The University assumes no responsibility whatsoever for the care and/or protection of any personal belonging left unattended on University property and for loss, under any circumstances, including theft, vandalism, or malicious mischief of such belonging. University Police, located in Pride Hall, has been designated as the central repository and controlling agency responsible for lost and found property for the University. All found items should be turned into University Police for identification of the rightful owner if possible.

All found items turned into University Police will be logged as found and posted monthly on the web at www.lionsroarnews.com and in the Lion's Roar newspaper.

DISPOSITION OF LOST AND FOUND ITEMS

All unclaimed items will be held for a minimum of one (1) year with exception of clothing and credit/bank cards which will be held for sixty (60) days. After such time, the items will be assigned a final disposition.

Bicycles – After three (3) years they will be transferred to the Louisiana Property Assistance Agency (LPAA).

Clothing – After sixty (60) days they will be donated to a University student organization.

Credit/Bank Cards – Every effort will be made to contact the owner of the cards. After sixty (60) days they will be destroyed.

Textbooks – If the owner cannot be identified, the textbooks will be returned to the textbook rental if appropriate or kept for three (3) years. After such time they will be transferred to the Library or destroyed.

Southeastern ID Cards – If the owner cannot be contacted within a week, the cards will be returned to ID services.

Driver's License – If the owner cannot be contacted within sixty (60) days, the cards will be delivered to the DMV.

All Other Items – Items will be held for three (3) years and then depending on the type of item, will either be destroyed, discarded, transferred to the LPAA or transferred to a University student organization.

RETRIEVAL OF ITEMS TO THE RIGHTFUL OWNER

Any individual making a request for a lost item must present a picture identification and a description of the item before it will be returned to them. If the item has no identification on it but the individual can describe it or open it (i.e. phone, tablet), the item will be returned once a transfer of ownership form has been completed.