

 <b>BOND UNIVERSITY</b>	<b>CAMPUS SECURITY - LOST AND FOUND PROPERTY PROCEDURE</b>
<b>Contact officer</b>	Campus Security Manager
<b>Date first approved</b>	10 March 2008
<b>Date last amended</b>	27 January 2017
<b>Date of next review</b>	27 January 2020

### 1. PURPOSE AND OBJECTIVES

The purpose of the Procedure is to provide staff with specific guidelines on how to manage lost property at Bond University.

### 2. AUDIENCE AND APPLICATION

All Bond University Staff, Students and Visitors

### 3. ROLES AND RESPONSIBILITIES

Role	Responsibility
Campus Security Office	<ul style="list-style-type: none"> <li>▪ Register all lost property</li> <li>▪ Disposing of unclaimed lost property as per clause 4.6</li> </ul>

### 4. THE PROCEDURE

Campus Security staff are responsible for the handling and management of lost and found property at Bond University, all staff who receive lost property accept responsible for the property until such time as it is handed over to Security.

Any found property should be handed to Security staff for registration, safe keeping and to facilitate the return of property to its rightful owners.

#### 4.1. Receiving Property

All staff receiving lost property, shall complete the [Lost Property Collection Form](#) and forward the property and form to the Security Officers on the next working day of being received. If unable to take the property to the Campus Security Office, Security can arrange collection.

#### 4.2. Reporting Lost Property

A person reporting a lost item should provide Campus Security with the following information:

- Date reported to Security;
- Name and/or the name of the property owner;
- A contact address and telephone number;
- An accurate description of the item;
- Areas on campus where it is believed the item may have been lost;
- Date that it was noticed the item was missing.

#### 4.3. Reporting Found Property

Found items delivered to the Campus Security Office will be registered and the person returning the item will be asked to provide the following information:

- Name;
- A contact address and telephone numbers;
- Location on campus where the item was found.

#### 4.4. Reporting Stolen Property

All thefts must be reported to Campus Security immediately. Persons reporting thefts should be aware that Campus Security will ask a series of questions such as:

- Location where the item was last seen;
- Were there any persons present when the item was last seen;
- Description of the item.

**Campus Security may also recommend that the theft be reported to the Robina Police.**

#### 4.5. Claiming Property

Lost property can be claimed from the Campus Security Office at any time, 7 days a week. Claimants will be asked to show proof of identity and to demonstrate ownership of the item. Depending on the value of the item claimed, the claimant may be asked to sign a receipt to acknowledge that he/she has received his/her property. Claimants will be required to complete the relevant section of the Lost Property Form.

#### 4.6. Unclaimed Property

Any property which has not been claimed by its rightful owner at the end of an academic semester (14 weeks) will be disposed of using the [Lost Property Disposal Form](#) in the following manners:

- Valuables will be handed to the Robina Police;
- Items such as bicycles are given to the Bond University Student Association (BUSA). BUSA runs a bike sale; the monetary benefits from these sales are used to fund worthy causes;
- Bicycles not accepted by BUSA will be donated to a local charity;
- Items such as textbooks are passed on to the Society & Design Student Association for the book sale;
- Clothing will be given to local charities;
- All other items will be destroyed.

### 5. DEFINITIONS, TERMS, ACRONYMS

**Property** This includes personal items such as electronic equipment, keys, sunglasses, mobile phones, bicycles, clothing, money, and books.

### 6. RELATED DOCUMENTS

[CS-SEC-FRM-001 Lost Property Collection Form](#)

[CS-SEC-FRM-002 Lost Property Disposal Form](#)

### 7. MODIFICATION HISTORY

Date	Sections	Source	Details
27 January 2017			