

Campus Public Safety Office

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Date: September 6, 2011

To: PSU Community

From: The Campus Public Safety Office

Re: New Lost & Found Policy & Procedures

Greetings,

Effective immediately, The Campus Public Safety Office will be initiating new lost and found procedures. These procedures recognize our role as one of many campus resources to assist persons who have mislaid property while appropriately managing Campus Public Safety Resources.

Campus buildings will be responsible for establishing lost and found procedures consistent with their experiences and customer expectations. As an example, items of clothing will no longer be accepted at this office. Areas where clothing items are frequently left, e.g. the Recreation Center or Smith Center, may elect to establish a lost and found bin, or other method of short term storing items for retrieval.

This change will eliminate the frequent delivery of large amounts of clothing, water bottles, coffee cups, and other items that have been found in buildings, requiring both manpower and storage, disproportional to reasonable service expectations from this office. As a reminder, Surplus Property is a resource for repurposing items that have been abandoned.

We will continue to store and hold items with a value of over \$50, or items that have both an intrinsic value such as keys or prescriptions, or items that contain identifiable information.

Persons that have misplaced items that do not meet these criteria will be referred to the building where the property was misplaced. We will no longer maintain a public database of found property.

A copy of the CPSO lost and found policy and procedure may be viewed on the CPSO web page <http://www.pdx.edu/cpso/lost-found>.