

AP 3531 - Lost & Found

Under Oregon Ethics Law, college employees shall not take any lost and found items.¹

Daily Items:	Items turned in to Lost and Found with no apparent value or that can't be donated, will be thrown away at the end of the day. For example: coffee cups, papers with no important information on them, or clothing in bad condition (like one glove with holes or one beat-up shoe).
General Items:	All items turned in to Lost and Found that do not fit the criteria above will be kept in the Public Safety office for no longer than 30 days. The Lost and Found will be emptied every month on the 30 th , and donated to the appropriate public/private non-profit. Keys and personal information will be destroyed.
Valuable Items:	Items turned in to the Lost and Found that are estimated in worth at \$100 or more will be kept until the end of each term and then donated. Most valuable items will be kept in the safe.
Items Not Accepted:	● Food ● Dirty dishes ● Soiled or wet items
Item Procedure:	USB drives will be opened and inspected for the owner's name. Wallets, purses and backpacks will also be opened and inspected for the owner's name. If possible, owners will be contacted by postcard, phone or e-mail.
Donation Locations:	● Glasses: Elks Lodge Eye Foundation ● Calculators: Chemeketa math lab ● Phones: Chemeketa Student Life for the Women's Crisis Center ● Books: Chemeketa library ● Clothing, costume jewelry: Goodwill, St. Vincent DePaul ● School supplies: Chemeketa TRiO ● Money, jewelry: Chemeketa Foundation office

¹ ORS 244 and OAR 199-005-0005 through 199-005-0035

- Other items to be determined by director of Public Safety and executive director of the Chemeketa Foundation.

March 17, 1999

Adopted College Council

March 8, 2006

Revised

February 9, 2011; November 2, 2011

Revised by College Executive Administration