



**MCLENNAN COMMUNITY COLLEGE POLICE DEPARTMENT  
STANDARDS AND POLICES**

<b>Chapter</b> <b>TBD</b>	<b>Sub-Chapter</b> <b>TBD</b>	<b>Policy Number</b> <b>TBD</b>
<b>Subject</b> <b>Lost and Found Protocol</b>	<b>IACLEA Standards</b> <b>15.1.1, 15.1.2, 15.1.3, 15.1.6</b>	
<b>Effective Date</b> <b>4/14/2022</b>	<b>Revision date</b>	<b>Policy Review Schedule</b> <b>As Needed</b>
<b>Approval</b> <b>Clayton Williams, Chief of Police</b>		<b>Pages</b> <b>2</b>

**Purpose:**

The purpose of this policy is to establish a campus-wide procedure for the recovery, processing, and security of lost and found items. The McLennan Community College Police Department will serve as the repository for all lost and found items on campus. In order to facilitate a timely return of lost items, it is preferred that all items be turned over to the McLennan Community College Police Department within 24 hours of discovery. Upon receipt of the item, the McLennan Community College Police Department will process the item, attempt to locate and contact the rightful owner who can subsequently identify their property. All unclaimed property held by MCC Police will be disposed of pursuant to this directive.

**Policy:**

Lost and Found property is maintained at the MCC Police Department, located on the first floor of the Student Services Center (SSC) room 139. Property turned into the Police Department will be checked for identifying information and if located, the owner notified within 24 hours. Any item left unclaimed for more than 90 days may be disposed of; either by auction, charitable donation, waste receptacle or sale, as decided by the Chief of Police or designee. It will be the policy of the MCC Police Department to make a good faith effort to locate the rightful owner of any property turned into this department.

• **Items maintained in Lost and Found include:**

- Books, Textbooks, notebooks, binders and planners with identifiable owner information
- Prescription sunglasses, prescription eyewear
- Electronics, laptops, mobile phones, PDA's, iPod's, flash drives and calculators
- Personal keys, wallets, purses, ID cards, credit/debit cards and any other item of value
- Jewelry: Necklaces, Earrings, Bracelets, Wrist Watches, and Rings
- Driver's License, State Identification Cards, and Passports
- Backpacks/handbags

- **Items that will not be accepted:**

- Clothing items, including coats and jackets\*\*
  - Cosmetic/chemical/medical items, hairbrushes, hair clips,
  - Pens, pencils and umbrellas
  - All drink containers and food storage containers
  - Items that present a sanitation risk (soiled) are also discarded
  - Books with no identifiable owner information
  - Non-prescription sunglasses and eyeglasses
- \*\* Clothing items will be donated to Student Resources located in the SSC.

Any item listed that is deemed unsanitary will be disposed of immediately.

- McLennan Community College Police Department has established a link on the police department web page that is available for anyone wanting to report property that has been lost on campus. This form is for lost property **ONLY**. If you believe your item(s) have been stolen, contact MCC Police Department and file a report.  
<https://www.mclennan.edu/police/>

### **Found Property Procedures:**

- Guidelines for processing found/lost property. (15.1.2)(15.1.3)(15.1.6)
  - Items are inventoried and logged into the COPsync database under Incident report. A complete report will be made with the person(s) and property descriptions.
  - Officers **must** fill out the Found Property Inventory form located on the file lost/found property file cabinet.
  - A disposition form is not used until the property is being disposed of **after** the 90 day hold.
  - The case status will remain open pending the disposition of the property by the officer in charge of this division (15.1.1).
  - Property will be catalogued, processed, sealed into a proper evidence bag or container and identified by a property tag. The white copy of the property tag will remain with the lost/found property and the yellow copy will be attached to your incident report.
  - Place the lost/found property with the white copy into the file cabinet located next to the dispatch entrance. Place smaller items into drawer #1. Larger items can be placed drawer #2 or the lost and found box underneath the stairwell.
  - Extremely large items (bicycles) will be locked and secured into the MCC Police Department garage.
  - Items containing cash (purse/wallet) will be counted and verified by a second person, logged in and sealed with the property it was found in.
  - US Currency located will be counted and verified by a second person, logged in and sealed in an evidence bag. This property will be locked in a safe located in a supervisor's office. After 90 days, the US currency will be turned in to the MCC business office and placed into an approved account.
  - The officer in charge of the lost/found property needs to be notified of any property that is stored in any location other than the lost/found cabinet (15.1.1).