

ITASCA COUNTY LOST AND FOUND POLICY

Administrative Services is responsible for maintaining lost and found property within the Courthouse building and adjoining property.

Procedure:

Items are turned over to Administrative Services as lost items and shall be accounted for by entry on the Lost and Found Property Log. An internal e-mail will be generated to courthouse employee's indicating what has been turned in. The item will then be stored in a designated area. If there are identifying papers or information, there shall be a reasonable attempt to contact the owner.

When returning an item to the owner, verify ownership by getting a detailed description of the item from the owner or checking ID as necessary. Print the person's name on the Property Log and have them sign in the appropriate space to acknowledge receipt of the item.

Any narcotics and/or weapons shall be immediately turned over to the Sheriff's Department or local law enforcement.

Items shall be kept for a period of 6 months.

After the allotted time, if the owner has not claimed the property, the property shall be disposed of in one of the following ways:

- 1) Eye glasses will be donated to a local agency that collects used glasses.
- 2) Damaged or unusable items will be discarded.
- 3) All other property shall be turned over to one of the yearly auctions in accordance with state law. Itasca County maintains no liability for the value of any item being held in the Lost & Found area or that goes unclaimed and is given to auction. Funds from the sale of said property will be placed in the Itasca County General Fund (MS §16B.25).

Disposal or claiming of all items shall be noted on the Property Log. An updated copy of the Property Log will be kept with the unclaimed property.

Attachment: Lost and Found Property Log

Updated: 06/17/03

Board Approved: 07/22/03

ITASCA COUNTY LOST AND FOUND POLICY

DATE FOUND	ITEM	WHERE FOUND	DATE CLAIMED or DISPOSED	CLAIMANT OR HOW DISPOSED (Print Name)	Claimant (Signature)