

FAUQUIER COUNTY PARKS & RECREATION
POLICY

TITLE: Lost and Found

FILE #: U 4-10

DATE PROPOSED: 5/3/00

DATE APPROVED/REVISED: 5/3/00

PURPOSE: To provide Parks and Recreation employees with guidelines for accepting, securing, reporting and disposal of unclaimed property left at Fauquier County sites or facilities.

A. Definitions:

1. Lost – Item reported to a Fauquier County Parks and Recreation employee or volunteer as lost.
2. Found – Items left or abandoned at Fauquier County sites, facilities, or functions and recovered by someone other than the owner and surrendered to a Fauquier County Parks and Recreation employee or volunteer for safekeeping.
3. Accountable property – All property turned into a Fauquier County Parks and Recreation employee or volunteer, and/or any negotiable items including but not limited to currency, travelers checks and credit cards.
4. Excluded Property – any clothing item regardless of value, may at the discretion of the manager or employee in charge of a site, be discarded for sanitary purposes and will, in such event, be exempt from the accountability guidelines.

B. Responsibilities: Region Managers and Section Leaders will:

1. Establish a control point to report and account for lost or found items.
2. Maintain an accountable property record of all lost and found items and provide adequate safeguards to secure items.

C. Procedures:

1. *If an item is found at an unstaffed site, by a FCPRD employee or volunteer, the item will be taken to the designated control point.*
2. *When an item is found, or reported lost, the item will be recorded on a Lost and Found Property Record.*
3. *Each item found will be tagged with an identification number matching the number on the Lost and Found Property Record.*
4. *Once an item has been recorded and properly tagged, it will be stored at the secure control point. All items should be protected from heat, humidity, moisture and accidental damage.*
5. *Once an item has been claimed or disposed of, the disposition of the item must*

be recorded properly on the Lost and Found Property Record.

- D. Disposition: After any property has been unclaimed for 30 or more days one of the following shall occur:
1. Currency, travelers checks and other items of value such as jewelry, watches, electronic items, bicycles and cameras shall be forwarded to the Property Division of the Fauquier County Sheriff's Office for disposition in accordance with the Virginia Unclaimed Property Act.
 2. Unclaimed items of a nominal value, which may be useful to the site, may be retained for official park/facility use.
 3. Other serviceable items, such as articles of clothing, may be donated to a charitable organization. Each site will select a charitable organization for its donations.
 4. Valuable papers,(drivers license, etc) and negotiables (credit cards, phone cards, etc) will be forwarded to the Property Division, Fauquier County Sheriff's Department.
 5. All other items will be discarded in the trash.
 6. Under no circumstances will unclaimed property be retained or released to Fauquier County Parks and Recreation employees or volunteers for their personal use regardless of the value of the item or whether the item was found on personal or county time.

**FAUQUIER COUNTY PARKS AND RECREATION DEPARTMENT
LOST AND FOUND PROPERTY RECORD**

LOST REPORT

Person Reporting Loss: _____

Address: _____

Description of Item: _____

Last Known Location: _____

FOUND REPORT

Detailed Description of tem: _____

Date Found: _____ Time Found: _____ Location Found: _____

Person Turning Item In: _____

Printed Name of Employee Completing Record: _____

Storage Location: _____ Tag Number: _____

CLAIMED ITEM INFORMATION

Name of Claimant: _____ Type of Photographic ID: _____

Claimant Address: _____ City: _____

State: _____ Zip Code: _____ Telephone Number: _____

Date Item Claimed: _____ Time Item Claimed: _____

Signature of Claimant: _____ Date: _____

Signature of Employee _____ Date: _____

DISPOSITION INFORMATION

Means of Disposal: _____

Disposed by: _____

Date Disposed: _____