

MISSOURI SOUTHERN STATE UNIVERSITY					
Policy #:	02-0002				
Name of Policy:	MSSU Police Lost and Found Policy				
Date of Last Revision:		Initial Date of Approval:	Oct 2023	Initial Effective Date:	
Policy Owner	University Police Department				
Policy/Chapter Sections					
Date of Next Review:	Sept 2026				

1.0 PURPOSE

The purpose of this policy is to standardize the procedures regarding lost and found items on the campus of the Missouri Southern State University (MSSU). This policy ensures effective management and control of lost property reported or found on our premises.

2.0 SCOPE

This policy applies to all students, faculty, staff, and visitors at MSSU. It applies at the University level and will be administered by the MSSU Police Department.

3.0 POLICY

Found items on the university campus should be immediately reported and delivered to the MSSU Police Department, which will serve as the centralized Lost and Found department. All items will be recorded in the Lost and Found log, with details such as the date of receipt, a brief description, location found, and the owner's details (if available). The MSSU Police Department will actively endeavor to reach out to the owner of the property, should such information be available. These items will be stored safely for a period of 120 days, during which owners are encouraged to claim their property. After 120 days, unclaimed property will be disposed of according to methods authorized by the University Chief of Police or their designated representative. For instance, unclaimed clothing may be donated to charitable organizations such as the Lion Co-op, electronic devices may be recycled, and perishable items may be properly disposed of in an environmentally responsible manner.

NOTE: To claim a lost item, the claimant must provide a detailed description of the item and show a valid form of identification. The University Police Department will not store perishable food items and they will be disposed of immediately in accordance with Health and Safety regulations.

4.0 HISTORY

No known history of the Lost and Found policy was found by the MSSU Police Department. This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

5.0 RELATED DOCUMENTS