



THE UNIVERSITY of NORTH CAROLINA  
**GREENSBORO**

**UNCG Police Department**

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Subject: New Found Property Procedures

To: Campus Partners

From: Lt. Chris Jasso, UNCG Police Department

For many years, the UNCG Police Department has managed and cataloged found property for the university via the “virtual lost and found” on our department’s website. While we have collectively done an outstanding job ensuring that our campus community is able to quickly and easily locate their lost items, we are always looking for a more efficient way to streamline our lost and found procedures. In an effort to alleviate the sometimes confusing and outdated virtual lost and found issues, the UNCG Police Department has decided to do away with this online service. While the decision to do away with this service was not an easy one, we feel that each building and/or department managing their own lost and found will be more effective. It is more likely that an individual will return to where they lost their item rather than to go to a different location. By having the lost item at that location, the person is more likely to recover it.

Even though each building and/or department will be managing their own lost and found, the UNCG Police Department will still be collecting certain items for investigative purposes. Electronic items such as laptops, tablets, iPods, gaming systems, and cellphones should all be turned over to the UNCG Police Department. In addition to the items listed above, all jewelry; currency, checks, credit cards; and any form of identification (other than University ID’s) should be turned over to the UNCG Police Department. Individuals tend to file police reports after losing items of high value. For this reason, it is best that these items are under the control of the police department to ensure that more items are returned and fewer reports are filed.

In the past, lost and found items have been turned over to the police department either all at once or as the item(s) was found. Going forward, the UNCG Police Department will collect these high value items as they are found. If an item is found and turned in to your building that meets this high value standard, you can contact the police department’s non-emergency phone number (336-334-5963) and let the dispatcher know what you have and where you are located. An employee of the police department will then respond to retrieve that item from your location and it will be brought back to the police department where we will attempt to locate the owner. If the owner is not located, the item will be stored at the UNCG Police Department for a minimum of seven months.

Miscellaneous items that are turned in to your building and/or department’s lost and found site such as clothing, books, book bags, etc. should be handled according to your departmental policy. All university identification cards should be turned over to the First Card Center on campus (121 Elliot University Center – 336-334-5651). If a set of keys containing a university key is turned in to your building and/or department’s lost and found, contact the lock shop at

(336) 334-5096. If the set of keys does not have a university key, it is best to keep them at your lost and found site.

If for some reason at the end of the semester your lost and found site has several items that were collected and held onto, Goodwill or any other charitable organization is a good solution to turning some, if not most, of the items over rather than throwing them away.

Our hopes are that by changing these procedures, department's across campus will feel more comfortable contacting the UNCG Police Department when a valuable item is found; ultimately increasing the chances of us locating the owner and returning the property. With the elimination of the virtual lost and found along with the transition to these new procedures, we do not intend to leave buildings and departments confused and on their own. The UNCG Police Department is willing and prepared to answer any questions that may arise from these new changes and we encourage each lost and found site to create a method that works best for you. The retention period in which you keep the items before getting rid of them is completely up to the building and/or department. It is, however, recommended that you hold onto the items for a period of at least 30 days.

We understand that these changes may take some getting used to, so what better time to start than during the summer months when we have the opportunity to mend any possible kinks in these procedures. With this in mind, effective Monday June 20, 2016, the procedures listed in this memo will go into effect.