

CHAPTER 258

COUNTY LOST AND FOUND POLICY

258-1. Collection Locations

Personal property and items that are left in Monroe County Government buildings or on Monroe County Government properties, and that are subject to the storage procedures of this Chapter, shall be gathered and taken to the appropriate collection location, noted below:

| <u>County Building or Property:</u> | <u>Collection Location:</u> |
|-------------------------------------|--------------------------------------|
| Courthouse | Courthouse, Rm 323 |
| Justice Building | ASI Office, Justice Building, Rm 215 |
| Curry Building | ASI Office, Justice Building, Rm 215 |
| Fiscus Building | ASI Office, Justice Building, Rm 215 |
| Johnson Hardware | ASI Office, Justice Building, Rm 215 |
| Sheriff's Lobby | Lobby Desk |
| Health Building | Health Building, Rm 100 |
| Showers Building | Courthouse, Rm 323 |
| Park and Recreation Properties | Showers, Ste 100 |

The initial collection location for new buildings and properties acquired by Monroe County shall be Courthouse, Rm 323, until a permanent collection location is assigned by the County Commissioners. The above notwithstanding, all cell phones and other electronic items, wallets and purses and the contents thereof, identification documents, money, credit and bank cards, and medications found shall be taken to the Sheriff's Department Lobby Desk for storage, return, and disposal.

258-2. Classification of items

Personal property and items that are left in County Buildings or on County properties shall be classified as: an item of no value; an item of no apparent value; or, an item of value. Items of no value include, without limitation, food, beverage, candy, lotions, soiled items, malodorous items, and trash. Items of no apparent value include, without limitation, items generally regarded as disposable (e.g., plastic cups, cheap sunglasses, flip flops, paper, most types of pens and pencils, etc.). Items of value include, without limitation, cell phones and other electronic items, wallets and purses and the contents thereof, medications, identification documents, money, coats, gloves, hats, umbrellas, etc.

258-3. Storage procedures

- (a). Application. Items of no apparent value and items of value are subject to the storage procedures of this Chapter. Items of no value are not subject to the storage procedures of this Chapter, shall be deemed abandoned upon discovery, and may be immediately disposed of as trash or garbage.
- (b). Items of no apparent value. Upon arrival at a collection location, an item of no apparent value shall be dated (tagged) and stored at the location for one week. If the owner does not pick up the item before the end of the storage week, the item shall be deemed abandoned and shall be subject to the disposal procedures of this Chapter.

- (c). Items of value. Upon arrival at a collection location, an item of value shall be dated (tagged) and stored at the location for two weeks. During the two-week storage period, the County, time and resources permitting, may make a reasonable effort to locate the owner of the item. If the owner is contacted, reasonable pick-up or recovery arrangements may be agreed to. If, before the end of the two-week storage period, the owner cannot be contacted, the owner does not pick up the item, or reasonable arrangements are not agreed to, the item shall be deemed abandoned and shall be subject to the disposal procedures of this Chapter. The above notwithstanding, the County shall abide by reasonable return instructions found on items (e.g., if this ID is found, please deposit into a mailbox, or please mail this passport to the U.S. Department of State, etc.).

258-4. Disposal procedures

The following disposal procedures shall be used for personal property or items left in Monroe County Buildings or on Monroe County Properties and not recovered by the owner or forwarded, per instruction, by the County:

- (a). Items of no value shall be immediately disposed of as trash or garbage.
- (b). Items of no apparent value shall be disposed of as trash or garbage following the end of the storage period.
- (c). Items of value shall be disposed of as follows:
 - (1). Documents containing personal identification information shall be shredded.
 - (2). Medications will be disposed of by the Sheriff's Department through established, local disposal programs (e.g., I.U. Health/Bloomington Hospital);
 - (3). Money shall be deposited in the County General Fund;
 - (4). Electronic items shall be recycled through a recycler that or who will take all necessary measures to protect (i.e., permanently erase) any personal information, date, photographs, etc., on the items; and,
 - (5). Coats, hats, gloves, umbrellas, or other useful items, shall be donated to a nonprofit entity, such as Goodwill, that may make use of the items.

[end of chapter]