



BLACKHALL ST COLUMBAS CHURCH

# LOST & FOUND PROPERTY POLICY

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# LOST & FOUND PROPERTY POLICY

## INTRODUCTION

The following policy and procedures have been designed to ensure the secure handling, storage and processing of lost & found property. The policy aims to ensure that lost property is held safely and reunited with the owner wherever possible and when not possible that the property is disposed of in a fair manner or officially submitted to Fettes Police.

Police Scotland has a responsibility in terms of the Civic Government (Scotland) Act 1982 for all property that has been reported lost or has been found and delivered to the Police.

Property is defined in terms of its classification and value and treated appropriately, as detailed in the guidelines and definitions below.

## DEFINITIONS

Property is classified as follows:

Lost property: an item which the owner/keeper has lost without knowing where but wishes to recover.

Mislaid property: an item which the owner has inadvertently left in a location and wishes to recover.

Found property: an item not belonging to the finder that has either been lost or mislaid by the owner or can be treated as abandoned property.

Abandoned property: an item that the owner has (seemingly) abandoned and thereby may be deemed to have relinquished ownership of.

Property is assessed as follows:

Returnable value items of personal identification (identifiable) – credit cards, store cards, driving licences, identification cards, cheques, passports.

Returnable high value items (identifiable/unidentifiable), - laptops, keys, mobile phones, cash, jewellery.

Returnable low value items (identifiable/unidentifiable) – cash (less than £100), scarves, hats, umbrellas, gloves, bags, flasks, footwear, old/worn clothing.

Non-returnable items (identifiable/unidentifiable) - unlawful (e.g., drugs, ammunition, firearms) or dangerous items (e.g., poison, knives, etc).

## POLICY GUIDELINES

All found property found in any location in our halls/Sanctuary or grounds must be handed into the Church Office. The Church Secretary will record the property which is handed to her in the Lost & Found Register (held in the office) noting all details of the property (see Appendix 1– Lost & Found Property Register). This property recovered will be retained in a locked cabinet in the Church Office. Any property that is very obviously left over from the Uniformed sessions or specific items that can be linked to and from a recent Church group meeting should be held by the Church Officer if of low value.

Where an enquiry has been made regarding lost property the Secretary will check the Lost & Found Property Register to verify if the property has been handed in. If it has not a note of the lost property item/s will be added to the register, should it turn up at a later stage.

When a claimant attends the Church office for property the Secretary will seek identification from them if the property is an identifiable item, however it should be noted that an attempt to notify the owner will have already been made where possible.

The Church Secretary will hand the property over to the claimant unless it is a non-returnable item. All items of returned property will require a signature and the Secretary take down the claimants' details for the Register.

Found cash or items containing cash must have the cash sum verified by the Secretary with a witness before an entry in the Lost & Found Property Register is made which must be countersigned by both.

The cash/item should then be placed in a sealed envelope, with the register record number written on it, and stored in a locked safe.

Any property that has not been collected within one month can be taken to the Police. Any low value goods can be correctly disposed of and recorded within the Register.

## POLICY MEASURING AND MONITORING

The effectiveness of the policy will be measured through both internal and external customer feedback. The policy has been created to regard disability discrimination and equality. This policy will be reviewed on an annual basis.

## SUPPORTING DOCUMENTATION

Lost and found Property Register (see Appendix 1 below).

## Appendix 1 – Lost &amp; Found Property Register

4 examples contained within Appendix 1

No.	Lost Or Found Reported date/ Time	Location	Lost Property Date/ Time If known	Description/ Details	Found by Lost by  2 names for cash find	Collected by/date  Name/Add Contact No. & Signature	Disposal: Collected/ Handed To Police & date
1	Found 14/03/22 9am	Small Hall		Ladies Bracelet	Dorothea	-	Police 14/04/22
2	Found 12/04/22 1135am	Sanctuary		Wallet £30 notes 56p  Non identifiable	Kevin  Witness to cash count: Joy  <i>Kevin M Joy MP</i>  Sealed in safe No.2	Mrs Brown 13/04/22 10 Brown Street, Edin EH4 336.8999 <i>Mrs Brown</i>	Collected 13/04/22 After call to Church Office.
3	Lost  P/Call to office 14/03/22	Grounds	Possibly Between 13/03/22 & 15/03/22	Ladies Hat Harris Tweed Purple/Black	Mrs Hatless 312.6633		
4	Found  15/03/22 10am	Grounds		Brown Paper bag Bottle of juice Banana, Paracetamol	Member of public (Mrs Busy)		Disposed 16/03/22

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