

**SCHOOLCRAFT COLLEGE**  
18600 Haggerty Road, Livonia, Michigan 48152-2696

**LOST AND FOUND ARTICLES**

All lost and found property should be turned over to the Campus Police Department where it will be recorded and held. College employees **must** turn in any valuables they find, and they will not be eligible to receive any unclaimed items or cash.

Clothing: All clothing that is found is to be recorded in the designated online CLEMIS Property Room System and held for sixty (60) days. After sixty (60) days it should be turned over to a charitable institution or destroyed. Worn, torn, or dirty clothing should be held for forty-eight (48) hours and then discarded.

Valuables: Watches, rings, bracelets, and other jewelry are to be recorded in the online CLEMIS Property Room System and held for four (4) weeks. After four (4) weeks, the item will be returned to the finder. Items that are not claimed by the owner or returned to the finder will be sold at the College Garage Sale, given to a charitable organization, or destroyed.

Books: All books that are found are to be recorded in the online CLEMIS Property Room System and held for four (4) weeks. If they are not claimed by the owner, the books are to be turned over to the College Bookstore for resale. Monies derived from these sales are to be deposited in the College Bookstore Account.

Money: All money that is found is to be recorded in the online CLEMIS Property Room System and held for four (4) weeks. If it is not claimed by the owner, the money should be returned to the finder. Money that is not claimed by the finder shall be turned over to the Cashier's Office for deposit in the General Fund.

Electronic  
Storage  
Devices:

Any abandoned electronic storage devices will be sent to the Information Services Department for review and disposal recommendation.

Miscellaneous: All miscellaneous items will be recorded in the online CLEMIS Property Room System and held for four (4) weeks. If the property is not claimed by the owner, it should be given to the College or to a charitable organization, or destroyed.

1. The Campus Police Office has the responsibility of filing any necessary reports.
2. Should any question concerning the ownership of the property arise, a board consisting of one member from the Campus Police Department, one member from the Finance and Business Services Office, and one student will be appointed by the President of the College or his/her designee, to determine the merits of the claim.
3. Valuables and money will be tagged and stored in a vault under the control of the Campus Police Department. Clothing and miscellaneous items will be stored in a designated area.
4. Lost and Found articles may be claimed upon proper identification at the Campus Police Department.
5. Property claimed and released must be signed for by the recipient.

Revised—Administrative Committee  
October 23, 1979  
Revised—Cabinet  
October 14, 1996  
May 3, 2005  
Retyped—Department/Title Changes  
September 14, 2007  
Revised—Cabinet  
June 15, 2010  
December 6, 2011  
Revised—VP and CFO  
August 1, 2019