

1 **Lost and Found**

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3 Office of Public Safety
4 Dickinson State University
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6 **Lost and Found**

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8 The Office of Public Safety is the main site for lost and found valuables (electronics, identifications cards,
9 other property). It is located at the Student Center, Office 109. If an unattended item is found, an
10 attempt will be made to locate the owner. If we are unable to locate the owner, the location where the
11 property was found will be noted, the property will be listed under our found items.
12

13 **Searching for Lost Property**

14 If you have lost property on campus, visit <https://dickinsonstate.edu/security> and search our **list of**
15 **found items**. If you do not see your item listed, **Click on Report a Lost Item** to complete an inquiry
16 online. If the property matching the description is in our custody, you will be asked to come our office to
17 identify it in person.
18

19 Unclaimed items of value will be held by the Office of Public Safety for 60 days from the date of first
20 listing.
21

22 **Claiming Lost Property**

23 To claim your property, the claimant must provide proof of identity, e.g. a valid University ID card or
24 government-issued ID such as a driver's license and must sign the Lost and Found Property Receipt.
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26 **Found Property**

27 If you have a found item, please drop it off at the Office of Public Safety. The Information Window
28 located at the Office of Public Safety will assist you. If no one is in attendance at the Information
29 Window please contact us by calling our on-duty number, 701-290-1068.
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31 **Lost or Stolen DSU ID Card**

32 If you lose your ID card, or suspect that it is stolen, deactivating your card will ensure that it is not used
33 by someone else to access buildings/rooms or used to make purchases on campus. You can deactivate
34 your card by calling the Office of Public Safety at 701-290-1068
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36 If you lose your ID card, go to the Business Office and pay the lost ID Card fee. You will then take your
37 receipt to Office of Public Safety for a new ID card.
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39 **Stolen Items**

40 If an item is stolen on campus, the Office of Public Safety should be contacted at 701-290-1068
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43 **Found Items**

44 **Please note we reserve the right not to accept the following items into the Lost and Found:**

- 45 • Clothing items
- 46 • Any type of bedding, including pillows, sheets, comforters
- 47 • Loose earbuds
- 48 • Water bottles
- 49 • Perishable items/food/food containers
- 50 • Flammable items (lighters, vape pens, etc.)
- 51 • Loose charging cables
- 52 • Small recreational items (Soccer balls, frisbees, baseballs, etc.)
- 53 • Personal grooming items (combs, brushes, bows, ribbons, scrunchies, etc.)
- 54 • Intentionally abandoned items (electronic equipment that obviously does not work, damaged
- 55 furniture, items placed by trash containers, etc.)
- 56 • Notebooks, binders, folders, papers
- 57 • Umbrellas

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59 **Disposition of Lost & Found Articles**

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61 All unclaimed articles will be held for a minimum of 60 days. After 60 days articles will be assigned a final
62 disposition. Items of value will be donated to a local charity such as Easter Seals, American Red Cross, or
63 other registered not-for-profit organizations.

64 With articles of a personal nature such as credit cards or bank cards every effort will be made to contact
65 the owner of the cards. After sixty (60) days they will be destroyed. Check Books will be returned to the
66 issuing bank and signed for by a bank representative. Driver’s License—If the owner cannot be contacted
67 within sixty (60) days, the cards will be delivered to the DMV.

68 Disposition of each item will be noted in the “Disposition” section of the “Property Case Report” by date
69 and type of disposition. After disposition has been noted, the record will be deleted. All deleted records
70 are available.

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74 **Procedure History**

75 Created 3.22.19