

Lawrence Parks & Recreation

Effective Date: July 1, 2024

Updated, Dec. 1, 2024

Lost and Found Policy

1. Policy Purpose

City of Lawrence Parks, Recreation, Arts and Culture (PRAC) is not responsible for any belongings of persons using a facility, park, or trail. The purpose of this policy is to establish procedures for handling lost and found items at PRAC facilities and to ensure items are stored securely, identified, and returned to their owners when possible. A found item will be held for a limited amount of time and then will be sent for disposal.

2. Definitions

- **Lost Item:** Any personal property that has been misplaced or left behind involuntarily by an individual and is ignorant of its location.
- **Found Item:** Any personal property that has been discovered within the facility premises.

3. Procedure for Handling Lost Items

- **Reporting Lost Items:** Individuals who have lost items should report the loss to the facility front desk or designated lost and found area as soon as possible. A description of the item, approximate location and time it was lost, and contact information should be provided.
- **Logging Lost Items:** A logbook or digital record will be maintained by PRAC to document reported lost items, including a description of the item, date reported, approximate location and time it was lost, and contact information of the owner.

4. Procedure for Handling Found Items

- **Collection of Found Items:** Staff or patrons who find lost items should bring them to the front desk or designated lost and found area as soon as possible. If item is found in a park, trail, or other PRAC location, the found item should be brought to the PRAC Administrative Office.
- **Logging Found Items:** Each found item should be logged with a description, date found, location where it was found, and the name of the person who found it.
- **Storage of Found Items:** Found items should be stored in a secure, designated lost and found area. Within that area, valuable items (e.g., wallets, phones, jewelry) should be stored in a secure locker.

5. Claiming Lost Items

- **Identification Verification:** Individuals claiming lost items must provide a detailed description of the item and may be required to show identification to verify ownership.

- Matching Lost and Found Records: Staff should verify the details provided by the claimant against the logged information in the lost and found records.
- Release of Items: Once ownership is verified, the item will be released to the claimant, and the log will be updated to reflect the return.

6. Unclaimed Items

- Retention Period: Lost items will be held for 30 days from the date they are logged.
- Disposal of Unclaimed Items: After the retention period, unclaimed items will be disposed of as follows:
 - Valuable Items: Donated to charity or local shelters
 - Perishable Items: Disposed of immediately if they pose a health risk.
 - General Items: Donated, recycled, or discarded appropriately.
 - Personal documents such as ID's, social security cards, driver's licenses, etc.: Shredded or mailed out, if address is available.

7. Communication and Signage

- Public Information: Signage will be posted throughout the facility to inform patrons of the lost and found policy, including where to report lost items and claim found items.
- Staff Training: Staff will be trained on the lost and found procedures to ensure consistency and efficiency in handling lost and found items.

8. Liability Disclaimer

- The facility is not responsible for the loss, damage, or theft of personal items. Patrons are encouraged to keep valuable items secure and report any losses promptly.

9. Review and Revision

- This policy will be reviewed annually and revised as necessary to ensure its effectiveness and compliance with any applicable regulations.

Conclusion

By implementing this lost and found policy, the facility can provide a clear and efficient process for managing lost and found items, ensuring that patrons have a positive experience and can recover their lost belongings when possible.