

Hostos Community College

Department of Public Safety Lost & Found Policy & Procedures

The Hostos Department of Public Safety is the central lost and found repository for Hostos Community College. Any items of significance found on the Hostos campus should be brought to the Public Safety Department Dispatcher located at the basement level of the C-450 Grand Concourse Building (adjacent to the elevator bank) or any of the Public Safety Peace Officers assigned to building entrances.

Hostos Community College assumes no responsibility whatsoever for the care and/or protection of any persons belonging left unattended on the university property and for loss, under any circumstance, including theft, vandalism or malicious mischief of such belonging.

The Public Safety Office shall administer the lost and found service, as provided for in this policy.

Members of the Hostos Community College, whether students, faculty, staff, patients, visitors, contractors, suppliers, etc., are required to turn in to the Public Safety Department, directly or through any on duty Public Safety Officer, any items of value, whether cash, documents, personal possessions, or university assets that they may find unattended anywhere on campus.

Misappropriation of such items may be treated as theft or fraud under the college, university policies and the relevant NYS Penal Codes.

The Public Safety Department is responsible for safekeeping items that have been found and will return them to the rightful owner(s) upon presentation of reasonable proof of ownership. Items whose ownership cannot be readily identified will be retained so that owners may claim them should they show up looking for them at a later date.

Public Safety Officers on Patrol in the A-475 Grand Concourse Building and in the C-450 Grand Concourse Building will visit the College Library and the College Computer Lab at least once a day to determine if there are any lost and found items which need to be taken to the Public Safety Office.

Items will be kept until the end of the semester in which they are found. Unclaimed items such as clothing, prescription eyeglasses, cellphones and empty book bags and \ or pocket books may be donated to local charitable organizations. Items turned in near the end of the semester, will be held through the next semester.

People looking for lost items may also leave their name, contact information and a description of the missing item with the Public Safety Office so they can be notified if and when the item is found.

- Food, beverages or any other perishable items will be discarded immediately.
- Clothing, book bags, knapsacks, pocket books, books, loose papers, notebooks without owner ID will be will be tagged with date and time found and kept in Public Safety Lost and found cabinets.
- Electronic Equipment and \ or accessories without owner ID will be tagged with date and time found. Public Safety Staff will access any USB, External Hard Drives, Laptops, Cell Phones, Tablets if and when possible to see if ownership can be identified.
- College ID cards, driver's licenses, credit cards, passports, other forms of valid identification will be tagged with the date and time found. Public Safety will call and/or send email, regular mail to owner if owner information can be accessed by the Department of Public Safety.

- Items of monetary value such as cash, jewelry, computers, cameras, tablets, cell phones, etc. will be tagged with date and time found, and stored indefinitely.
- Illegal Contraband and \ or Weapons will be vouchered at the nearest New York City Police Precinct.

The Public Safety Department is not responsible for lost items being returned or for items claimed by other than the rightful owner.