

LOST PROPERTY

CHAPTER 7.21

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Approved By: Deputy Chief

Purpose

To provide a Department wide standard for the handling of lost or missing property

Background

Emergency service by its nature is chaotic and unpredictable. Customer's belongings are at times left or misplaced during emergency calls. This protocol outlines the process crews should follow to ensure belongings are return to their owners in a timely manner.

All personal items belonging to a customer should stay in the possession of the customer if at all possible.

- Items which are required to be acquired by crews in the normal functions should be returned to the customer immediately.
- Items which are required to be acquired by staff which have to be turned over to hospital staff or relatives should be recorded in the patient's run report. This record would include the items description, the name of the person and the location the items was turned over.
- No items of a valuable or personal nature should be removed from a customer, unless the item poses a real impediment for proper care. In these rare situations full documentation of the item, its location, who the item was turned over to and why the item was removed must be documented.

Items found on units

- If an item is found on an apparatus, every effort must be made to return the property to its rightful owner in a timely manner.
- If the owner cannot be located, the crews should notify their District Chief of the situation.
- Crews should record in the station log book the location that the items was found and any actions they have taken to locate the owner.
- Items which cannot be immediately returned to the owner should be secured until the District Chief is notified and can pick them up. District Chiefs should document their receipt of the item and deliver the item to the designated person at Alachua County Headquarters as soon as reasonably possible.

Items of a possible dangerous nature or illegal nature

- Items found on our apparatus which could be considered to be of a dangerous nature (i.e. weapons) or that of a possible criminal nature (i.e. drugs, evidence) should remain undisturbed. CCC should be notified and the appropriate law enforcement agency requested.
- The District Chief should be immediately notified and the unit removed from service until the items are removed by the appropriate law enforcement agency.