

Academic Affairs Manual (ACD)

ACD 808: Lost, Stolen, or Found Property

Effective: 7/1/1978

Revised: 7/1/2011

Purpose

To provide procedures for reporting lost and stolen property and for handling found property

Sources

Arizona Revised Statutes §§ 12–941 to –946

Executive Vice President, Treasurer, and Chief Financial Officer

Applicability

Faculty

Academic professionals

Postdoctoral scholars

Policy

University Property

Lost or Stolen Items

When university property is lost or stolen, a [faculty member](#), [academic professional](#), or [postdoctoral scholar](#) aware of the missing item must:

1. promptly report the loss or [theft](#) to the ASU Police Department (ASU PD)
and
2. provide ASU PD with a complete description of the item.

If assistance is required in furnishing the description to ASU PD, the faculty member, academic professional, or postdoctoral scholar reporting the loss should contact Property Control for property control numbers and related information.

ASU PD will be responsible for:

1. notifying other university departments of the missing items, as appropriate
and
2. investigating the loss or theft.

Found Items

University property found by a faculty member, academic professional, or postdoctoral scholar must be turned in or reported to ASU PD.

Personal Property

Lost or Stolen Items

When personal property is lost or stolen while on campus, the owner may report it to:

1. the Memorial Union (MU) Information Desk, Tempe Campus; University Center Building, West Campus; University Center, Downtown Phoenix Campus; or primary information desk of the specific building where the item was lost at Polytechnic Campus

and
2. ASU PD, if theft is suspected.

Found Items

Personal property found by a faculty member, academic professional, or postdoctoral scholar must be turned in to the lost and found operating in the building in which the items were found, e.g., Hayden Library or the MU Information Desk. Property found by ASU PD employees must be handled and impounded in accordance with ASU PD internal policies and procedures.

All university departments operating a lost and found, e.g., the MU or ASU PD, temporarily store such items as a service to the community. Items not claimed within 60 days will be donated to a charitable organization, sold, or otherwise disposed of in accordance with *Arizona Revised Statutes* §§ 12–941 to –946.

Cross-References

For additional information on reporting lost or stolen items, see:

1. the *Police Department Policies and Procedures Manual*: [PDP 203–02](#), “Reporting Property Crimes”
2. the *Student Services Manual*: [SSM 107–02](#), “Lost, Stolen, or Inappropriately Disclosed Student Records Information”

and
3. the *Parking and Transportation Services Policies and Procedures Manual*: [PTS 105](#), “Replacement of Lost, Damaged, or Stolen Permits and Gate Access Cards.”