

FACILITIES & PLANNING SERVICES (F&PS)

Found Property Policy – F&PS Contractors

Effective Date: November 19, 2014

Revision Date: April 10, 2023



Policy: Contractors shall exercise reasonable care in relocating, storing, or disposing of any personal property found in adherence to the procedures below.

Procedures:

- A. Found firearms, ammunition, chemicals, flammable, other dangerous material or illegal contraband:
 - 1. If item(s) has/have not been moved, contractor shall, if at all possible, secure the site, notify the appropriate F&PS Manager or Project Manager. The Manager/PM will then contact the Department of Safety Services (DSS) to report the issue and receive direction. The contractor shall continue to stand by with the material until directed by DSS or Manager/PM.
 - 2. Contractor shall not, under any circumstances, bring explosive or flammable material into any University building. If an explosive or flammable material has been brought into a University building, an F&PS Manager/PM is to be notified immediately. The material will not be moved in any way without verbal authorization of DSS or F&PS Manager/PM.
- B. Found property belonging to California Baptist University or Individuals:
 - 1. Contact the assigned F&PS Manager/PM to determine whether the item(s) is/are to be relocated, stored or disposed of.
 - 2. Follow the direction of the F&PS Manager/PM.
 - 3. If the item(s) is/are determined to be "Lost," it is the responsibility of the F&PS Manager/PM to take the item(s) to DSS for logging.
 - 4. If skateboards or bicycles are found, the F&PS Manager/PM must inform DSS and receive direction.
 - 5. If student/staff/faculty ID cards are found, the F&PS Manager/PM must return the card directly to Card Services.
- C. Found Animals:
 - 1. Domesticated animals generally pose little threat and should be left alone. If a Contractor captures such an animal, contact the F&PS Manager/PM, who will then contact Riverside County Animal Control.
 - 2. Wild, ill, or aggressive animals on campus are potentially dangerous and may pose a significant threat of injury to members of the campus community. Contractor learning of the presence of such an animal will attempt to isolate the animal from people and notify F&PS Manager/PM, who will then report the issue to DSS. Under no circumstances will Contractor attempt to restrain, capture, or subdue the animal without permission of F&PS Manager/PM.

Acknowledgement:

I acknowledge that we have read and will comply with the above *Found Property Policy – F&PS Contractors*.

Name

Date

Title

Company