



DANE COUNTY
CONSOLIDATED FOOD SERVICES DIVISION
FACILITIES MANAGEMENT DIVISION

1100 East Verona Ave, Verona WI 53593 608/845-1244 Fax 608/845-1260
Greg Brockmeyer, Director of Facilities & Service
brockmeyer@countyofdane.com

DEPARTMENT OF ADMINISTRATION
Carlos A. Pabellón, Interim Director

POLICY FOR LOST AND FOUND ITEMS AT THE CITY COUNTY BUILDING, PUBLIC SAFETY BUILDING AND DANE COUNTY COURTHOUSE.

- 1) **PURPOSE:** To provide a systematic process that addresses how lost and found items are processed and returned to employees and the public while meeting all ordinance requirements.
- 2) **POLICY:** Items found on the grounds of the City County Building, Public Safety Building and the Dane County Courthouse and meeting specific criteria will be inspected, photographed, logged and reviewed by designated personnel before the item is sent to forty-five (45) day storage.

Designated personnel will review each lost and found item to see if it meets the following criteria:

- Has an estimated aggregate replacement value of \$50 or less
- Consists of contraband or any dangerous materials, including flammable explosive or incendiary materials, or other materials that pose a danger to persons or property
- Is perishable
- Poses a public health risk
- Has no sentimental, medical or legal value (examples of things with sentimental value include photographs, bibles, jewelry, letters, drawings or children's art)

Any lost and found items meeting the criteria outlined above will be disposed of accordingly. Lost and found items not meeting the listed criteria will be stored for forty-five (45) days and then if not claimed will be disposed of in an appropriate manner.

3) **PROCEDURE:**

A. Identification

1. Facilities Management will inspect all unattended items found on the grounds or in the buildings of the City County Building, Public Safety

Building and Dane County Courthouse. Obvious garbage will be put in the dumpster or recycle bin. Suspicious items will be reported to the Madison Police Department by alerting the Communication Center (911). Items that were not put in the dumpster or recycle bin will be brought down to the Garage level of the City County Building for inspection by authorized personnel.

B. Documenting

1. All items brought down to the Garage level of the City County Building will be held in the container marked, "Lost and Found".
2. Items will be inspected by Facilities Management Supervisory staff or their designee to determine if the item needs to be stored for forty-five (45) days or can be disposed of.
3. All items required to be stored for forty five (45) days will be logged in the lost and found log book detailing a description of the item, where it was found, the date it was found and the identifying tag number.
4. After logging the item, staff will photograph and post the picture of the item with the tag number on to the Dane County Lost and Found Facebook page.

C. Storing

After filling the "Lost and Found" container, (or sooner depending on staff availability for transport) the items will be taken to the Maintenance Garage located at 1202 Northport Drive in Madison Wisconsin for storage.

D. Retrieval

1. Persons wishing to retrieve an item can call 608-266-4350 to speak with staff if available, or leave a message if they are not.
2. Upon receiving a retrieval request, staff will review the log book and inform the requestor as to the location of the item. Items that are picked up will be logged as such in the log book.

E. Disposal.

After the forty-five (45) day waiting period has elapsed, Supervisory staff will issue a directive to dispose of the property. All disposed of property will be logged as such.