



## COUNTY OF DANE

DEPARTMENT OF ADMINISTRATION  
DIVISION OF FACILITIES MANAGEMENT

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

#### **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.

#### **Policy:**

Items found by Facilities Management staff in the City County Building or on building grounds that meets specific criteria will be inspected, reviewed and logged 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 monetary replacement value of \$10 or greater
- Does not consist of contraband or any dangerous materials, including flammable explosive or incendiary materials, or other materials that pose a danger to persons or property
- Is not perishable
- Poses no public health risk
- May hold 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 stored for forty-five (45) days and then if not claimed will be disposed of in an appropriate manner.

#### **Procedure:**

##### **A. Identification:**

Facilities Management will inspect unattended items found in the City County Building or on the building grounds. Obvious garbage will be disposed of in the dumpster or recycle bin. Suspicious items will be reported to the Madison Police Department by alerting the Communication Center (911). Items meeting the above criteria will be routed for inspection by authorized personnel.

##### **B. Documentation and Storage:**

1. All items found by Facilities Management staff in the City County Building or on building grounds will be held in a 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 or can be disposed of.
3. All items required to be stored 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. Logged items will be stored in a clearly marked "Lost and Found" container for forty-five (45) days from the log date.

**C. Retrieval:**

1. Persons wishing to retrieve an item can call 608-266-4350 to speak with staff if they are 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.

**D. 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