

## UTAH TRANSIT AUTHORITY POLICY

### No. UTA.06.02

#### **LOST AND FOUND PERSONAL PROPERTY**

1) Purpose.

To provide guidance regarding the handling and disposition of personal property left on a UTA vehicle or at a UTA facility.

2) Definitions.

*“Charitable Organization”* is defined by the Utah Charitable Solicitations Act to mean any person, joint venture, partnership, Limited Liability Company, corporation, association, group, or other entity:

1. That is or holds itself out to be:
  - a. a benevolent, educational, voluntary health, philanthropic, humane, patriotic, religious or eleemosynary, social welfare or advocacy, public health, environmental or conservation, or civic organization
  - b. for the benefit of a public safety, law enforcement, or firefighter fraternal association; or
  - c. established for any charitable purpose
2. Who solicits or obtains contributions solicited from the public for a charitable purpose

*“Insubstantial Commercial Value”* means items with a reasonably apparent value of \$250 or less

*“Personal Property”* means the belongings of an individual, excluding any real estate property or other buildings.

3) Policy.

- A. UTA employees who find or receive personal property left on a UTA vehicle or at a UTA facility shall adhere to UTA procedures and Utah Code 76-6-407 to secure and process item(s) in a secure and timely manner. Violations of this Policy may result in disciplinary measures up to and including termination and criminal charges.
- B. All items found must be reported to and documented by a supervisor; dispatcher; or control center as soon as possible. Documentation of the reported item may be reviewed for reporting and investigation.
- C. All found items will be placed in a designated secure location after documentation report as timely as possible. In some cases, a customer may be allowed to claim item before it has been placed in a secure bin or location after documentation has been completed.
- D. UTA will ensure items are held in a secure location to include video surveillance of storage areas for the required timelines based on value stated in the documentation report for 30 or 90 days and follow the guidelines for Corporate Policy 4.1.7 Audio/Video Security Policy.

- E. UTA will hold items with insubstantial commercial value for 30 calendar days. Items with an apparent value higher than \$250 and all electronics shall be held for 90 days before discarded.
- F. UTA will track found items for the complete cycle of the process, including identifying information, who claimed the item or, if discarded/donated, using the designated program provided.
- G. After the time period in Paragraph 3) E has elapsed, UTA will donate the unclaimed usable items to a charitable organization. Items that are not eligible for donation will be discarded/destroyed.
- H. Items collected from the secure locations will be documented and tracked in a designated software program including when the item is claimed by the owner or discarded/donated per Agency SOP.
- I. The process and procedure for managing the donation process will be described in an Agency SOP.
- J. The Lost and Found process is managed and documented by the Customer Service Department.

4) Cross-References:

- UTA Policy 1.1.11 - Ethics
- Corporate 4.1.7 Audio/Video Security Policy
- Utah Code 76-6-407

This UTA Policy was reviewed by UTA’s Chief Officers on April 15, 2021, consented by the Board of Trustees on 6/23/2021 and approved by the Executive Director on 6/24/2021. This policy takes effect on the latter date.

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 Executive Director

Approved as to form:

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 Counsel for the Authority

**History**

Date	Action	Owner
4/18/2012	Adopted – Corporate Policy 1.1.26 Lost and Found	Customer Service Manager
8/12/2020	Reviewed, renumbered and revised	Customer Service Manager
6/23/2021	<b>Board Consent</b> – UTA Policy UTA.06.02 Lost and Found Personal Property	Customer Service Manager
6/24/2021	Rescinds - Corporate Policy 1.1.26	Customer Service Manager
6/24/2021	Adopted – UTA Policy UTA.06.02 Lost and Found Personal Property	Customer Service Manager