

ST. CHARLES PARKS AND RECREATION BOARD

Lost and Found Policy

The Lost and Found Policy of the St. Charles Parks and Recreation Board establishes the procedures for the reporting of items lost or found on St. Charles City Parks property, hereinafter “Department Property.” The intent of this policy is to ensure that such items, when found, are properly accounted for and returned to their rightful owner, donated, or disposed of by the St. Charles Parks and Recreation Department, hereinafter the “Department.”

ORD: 255.040: LOST AND FOUND ARTICLES

The finding of lost articles by park attendants shall be reported to the Director who shall make every reasonable effort to locate the owners. The Director shall make every reasonable effort to find articles reported as lost. (R.O. 2009 §99.04; CC 1981 §21-50; Ord. No. 77-23, 6-1-77)

The Department assumes no responsibility for the care and/or protection of any personal belonging(s) left unattended on Department Property; and, it assumes no responsibility for the loss of such belongings under any circumstances, including theft, vandalism, or malicious mischief.

Lost Property

Lost property means any unattended, abandoned, misplaced, or forgotten item including, but not limited to, equipment, cash, credit cards, jewelry, phones, books, keys, documents, or personal identification papers (e.g., driver’s license, school identification, etc.) which are found within the boundaries of Department Property, pending the identification of the rightful owner or appropriate disposal thereof.

Procedures for Recording of Found Lost Property

Found lost property assumed to be over \$50 in value and/or intangible property, such as money, checks, credit cards, etcetera:

Such property will be transferred to the Department’s Ranger Division as soon as possible. The found property will be logged into a database, listing the park name, location therein where found, name of person who found the property, date found and item description. Any item with a serial number should be turned into the Ranger Division within 24 hours to be checked through the proper law enforcement database, both at the time of intake and at the time of final disposition. In certain situations, and given the type of property found, the property may be turned into the St. Charles Police Department through their Property and Evidence Policy.

Found lost property assumed to be under \$50 in value:

Tangible property, such as athletic helmets, chin guards, water bottles, towels, etcetera, will be stored at the facility location or park where found. The found property will be logged into a “Lost and Found” journal with park name, location therein where found,

name of person who found the property, date found and item description. The item will then be properly secured in a secure, designated area.

Other items:

Personal hygiene-type property not in a container, perishable property, food, drink and garbage need not be stored and may be discarded immediately. Any property that poses health, safety and security risks may be disposed of immediately.

Release of Property

A reasonable attempt shall be made to identify the rightful owner of found property. The same shall be recorded within the database/journal of the dates and times for the attempt(s), and whether successful.

Found property assumed to be over \$50 and/or intangible property will be kept for a period of no less than 90 days. Found property assumed to be under \$50 will be kept for a period of no less than 30 days.

Any individual making a request for the return of a found lost property must present photo identification and provide a description of the item(s), including information recorded in the database/journal with its intake. If the item(s) has no identifying marks on it but the individual can describe it or open it (e.g., phone, tablet), the item will be returned once ownership and transfer of possession has been documented.

To the extent permitted by law, at the end of the 30/90 days period, respectively, all items will be disposed of as follows:

1. Money will be returned to the individual finding it; or, in the event the individual is a Staff Member of the Department, the money will be considered a donation to the St. Charles Parks and Recreation Foundation.
2. ID cards, credit cards, bills, and any other paper containing personal information will be shredded or cut up and discarded.
3. Keys will be separated and each discarded into a different closed trash receptacle.
4. All other paper will be recycled.
5. Athletic equipment can be repurposed for Department use or within the Lending Locker.
6. Eye-glasses will be donated to the Lions Club.
7. Other items with any value will be donated to a nonprofit organization within our community, such as Oasis Thrift Store and Food Pantry or The Salvation Army.
8. Items with no value will be discarded in the trash.

All items returned, donated, or disposed, will be logged with a disposition and the date.