

Lost and Found Policy

The Lost and Found Policy and procedures are intended to ensure that items reported lost or found in or around the Resource Opportunities Centre - Prospect Road Community Centre are properly accounted for, and, in the case of items found, returned to their rightful owner or disposed of by the Centre.

“Lost property” is defined as any unattended, abandoned, misplaced, or forgotten item including but not limited to equipment, cash, jewelry, phones, books, keys, documents, or personal identification papers (driver’s license, credit cards, etc.), and clothing which are found within the boundaries of the Centre and grounds, pending the identification of the rightful owner or appropriate disposal thereof.

The Centre assumes no responsibility for the care and/or protection of any personal belongings left unattended on Centre property and for loss, under any circumstances, including theft, vandalism, or malicious mischief of such belonging.

The Centre front desk has been designated as the central repository and controlling area responsible for lost and found property for the Centre. All found items should be turned into the Front Desk for identification of the rightful owner if possible. All found items turned into the Front Desk will be logged as found and posted monthly on the Social Media feeds.

RETAINMENT AND DISPOSAL OF LOST AND FOUND ITEMS

Items will be deposited based on the following parameters:

Clothing

All unclaimed items will be held for a minimum of one (1) month. After such time, the items will be displayed in one of our public spaces as a final opportunity for the public to claim items for a maximum of three (3) days. After three days items will be collected and donated.

All other items

Items of higher monetary value (i.e., phones or wallets) will be secured by staff in the office and will require a description of the item to be claimed. If a name is on the item, staff will ask for proof of ID before releasing the item.

All unclaimed items will be held for a maximum of three (3) months. After such time, the general item descriptions will be posted one final time with a week allowance to claim items. Items not claimed will be disposed of via shredding, recycling or garbage.

This policy will be implemented as of April 1, 2023 and reviewed annually by the Resource Opportunities Board of Directors and Staff.