

LOST AND FOUND PROPERTY Policy & Procedure 957

.1 PURPOSE

To establish a repository and disposition plan for lost items found on or in, Clallam County property or facilities in compliance with RCW 63.21.60.

.2 APPLICABILITY

This policy applies to all Clallam County offices/departments and to all county officials (elected officials and department heads), and their employees.

.3 LOST AND FOUND REPOSITORY

The departments listed below shall maintain a repository for property found on county facilities. A position within the department shall be designated as responsible to ensure that the procedures detailed in this procedure are accomplished.

Items found on County facilities property shall be turned in to the appropriate department listed below. Members of the public who either find or lose property on County facilities property shall be referred to the appropriate department listed below.

- Courthouse Property or Veteran's Center - Sheriff's Office
- Road Shops - Each Road Shop
- County Parks - Salt Creek, Dungeness Recreation Area, Camp David Jr., Fairgrounds
- Fork's City Hall - District Court 2
- Sequim - Sheriff's Office

.4 DUTIES OF DEPARTMENT ACQUIRING LOST PROPERTY

Any department acting as a repository for lost property shall attempt to notify the apparent owner of the property. If after 30 days, the property is not returned to a person validly establishing ownership or right of possession of the property, the department shall forward the lost property to the Sheriff's Department to be disposed of according to RCW 63.40 (Unclaimed Property in the Hands of the Sheriff), except that, if the found property is cash, the cash shall be deposited as a miscellaneous revenue to the Treasurer.

.5 CLAIMING FOUND PROPERTY

Washington statutes allow finders of certain property to claim the property if no owner is located. Members of the public who find property and want to claim it will be referred, with the property, to the Sheriff's Department for explanation and initiation of the claim procedure.

Pursuant to RCW 63.21.070, County employees finding items on county property are prohibited from making claim to the property. Under no circumstances may employees convert county or non-county property found on County premises, or as part of their official duties, to personal use.