

LOST AND FOUND PROPERTY

SUMMARY

This procedure applies to the handling of citizens' personal property (money, as well as other types) found by County employees. Administrative Order 7-20 also covers abandoned property, property held in safekeeping or as evidence, and contraband, and should be consulted for details concerning these other kinds of property.

PROCEDURE

1. Employees finding property should turn it in to their program or division director or directly to the department's property custodian. Program or division directors should turn in any property received to the department's property custodian. In those buildings with a building manager present, department property custodians will turn in lost and found items to the building manager's office.
2. Building Manager or property custodian holds the property for six (6) months, or until claimed by the owner, whichever is sooner. (The building manager or property custodian may ask the Finance Department to hold money or items of value or ask Finance or the Internal Services Department (ISD) to hold any other found items).
3. Items found should be recorded on a "Lost and Found Log." The log should capture the date found, location where found, location where stored, date of disposition, and method of disposal in accordance with [Administrative Order 7-20](#).
4. For items found with personal information or contact information, attempts should be made to contact the individual so that item can be returned.
5. If unclaimed within 6 months, money or its equivalent (intangible property) is turned over to the Finance Department.
6. If unclaimed within 6 months, all other property is to be:
 - a. Summarily disposed of, if it is without value;
 - b. Kept for use by the finding department or its clients; or
 - c. Turned over to ISD for sale or other disposition, depending on the cash or use value of the property. See [Administrative Order 7-20](#) for the condition controlling these different uses.
7. After 6 months, any item that is being disposed of that contains personal information must utilize a method that protects the identity of the person.
8. According to State law, the property does not become the property of the employee finding it.

Locations to Claim Lost and Found Property: Refer to the list of ISD-managed buildings available at <http://www.miamidade.gov/realestate/library/ISD-Maintained-Buildings.pdf>

CONTACT(S):

Department/Division

Internal Services Department

Finance Department/Controller's Division

REFERENCE DOCUMENT(S):

Administrative Order 7-20/Disposal of Unclaimed Personal Property