

APRIL 10, 2012

PARK DIRECTIVE 1210

**ITEMS LOST AND FOUND IN ARKANSAS STATE PARKS**

All lost items turned in to state park personnel will be documented and handled according to the procedures set forth in this policy. Unclaimed items, by definition, become state property.

**I. RECORD KEEPING**

- A. A Lost and Found Report form (0900 OPR 363) will be completed for each item turned in at a state park.
- B. The Lost and Found Report form (0900 OPR 363) will be completed by a supervisor in the presence of a witness.
- C. While completing the form, all parties will attempt to provide information that will be helpful in identifying the owner of the found property. Clues as to the owner might include the location and time the item was found, room or campsite number, identification markers (initials, phone numbers, addresses), etc.
- D. Lost and Found Forms will remain on file for a minimum of three (3) years for audit purposes.
- E. If a Credit Card is turned in, authorized staff will immediately attempt to locate the owner, particularly checking to see if the owner is a registered guest, while storing the card in a secure location (safe). If staff is unable to locate the owner within one (1) week, authorized personnel will contact the card company (number on back of the card) or contact the central office cash receipts supervisor for the number of the Department's credit card processing vendor for instructions to report the card lost. Staff will follow the instructions provided by the company or vendor and document actions taken.

**II. HOLDING PROCEDURES**

- A. Durable goods will be held at the park for a period of thirty (30) days.
- B. Cash / Monies will be held at the park in a secure location (safe) for a period of thirty (30) days.
- C. Food and perishable items left at a cabin, lodge room, or campsite will not be held unless the park guest can be contacted immediately. Such items will not be mixed with any park food items, but will be destroyed

in the presence of witnesses to avoid potential cross-contamination or health and safety issues.

### III. OWNER CONTACT

- A. Supervisors **will** attempt to contact probable property owners.
- B. In the event that only partial contact information is available, reasonable efforts will be made to contact probable owners via groups or family members, internet searches, reverse look-ups, mail, telephone contact, etc.
- C. If contact is made, park staff will **not** immediately identify found items, but will ask:
  - 1. If the person was at the park;
  - 2. If the person lost anything;
  - 3. The description of the lost item.
- D. Once owner contact is made and confirmed, the owner must make arrangements to retrieve the item at his/her expense within thirty (30) days.

### IV. PROPERTY DISPOSAL

- A. If the original owner has not been located or retrieved at the expiration of the thirty (30) day deadline, items having a value of \$20 or more must be disposed of through DF&A's Marketing and Redistribution agency, which is responsible for the proper disposal and sale of property determined to be surplus to the needs of the state agencies.
- B. Cash / Monies unclaimed after thirty (30) days will be deposited into the park's donation fund with copies of the Lost and Found Report (Form 0900 OPR 363) submitted to the Central Office Accounts Receivable Section.

### V. ANIMALS

As per PD 3130, an attempt will be made to locate the owners of abandoned animals using identifying tags or collars. If contact cannot be made with the owner, animals will be turned over to local animal control agencies.

Related PDs: PD 1100 – Employee Meal Policy, Section C  
PD 3130 – Pets and Animals

APPROVED BY:



GREG BUTTS, DIRECTOR  
ARKANSAS STATE PARKS



# ARKANSAS STATE PARKS LOST & FOUND ITEMS REPORT

## PROPERTY REPORTED LOST

Reported By / Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Date Lost: \_\_\_\_\_ Location Lost: \_\_\_\_\_

Description of Item (Include manufacturer, color, value, size, serial number, ID markings, etc.)

Information Taken By: \_\_\_\_\_

## PROPERTY REPORTED FOUND

Found By: \_\_\_\_\_ Date: \_\_\_\_\_

Visitor  Employee

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Date Found: \_\_\_\_\_ Location Found: \_\_\_\_\_

Description of Item (Include manufacturer, color, value, size, serial number, ID markings, etc.)

NOTE: Disposition of any property is at the discretion of the Park Superintendent

Signature of Finder: \_\_\_\_\_

Information Taken By: \_\_\_\_\_

## DISPOSITION OF PROPERTY

Claimed By / Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of Person Claiming Property : \_\_\_\_\_

Property Distributed \_\_\_\_\_