

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

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PROCEDURE FOR DISPOSAL OF LOST AND FOUND PROPERTY ON CITY PREMISES	March 16, 2018		

1. PURPOSE

- 1.1. To establish a uniform procedure for recording and disposing of private personal property found by, or turned over to, City employees in City buildings or on City grounds.

2. SCOPE

- 2.1. The policies and procedures outlined in this A.R. apply to all City Departments and employees, and only apply to *Lost and Found Property* as defined below.

3. DEFINITION

- 3.1. *Department Designee* – the person designated within each City department responsible for receiving *Lost and Found Property* on behalf of that Department.
- 3.2. *Lost and Found Property* – any person’s private personal property found by, or turned over to, City employees, in City buildings or other City premises, that, without the intention of the owner, comes into the custody of the City. *Lost and Found Property* does not include Abandoned Personal Property, which must be addressed in accordance with San Diego Municipal Code § 54.0212; *nor* does it include unattended homeless personal property located on public rights-of-way or parkways, which must be addressed only by the Environmental Services Department, or other City Department trained in unattended homeless personal property located on public rights-of-way or parkways, pursuant to a court settlement that may be amended from time to time.

4. POLICY

- 4.1. *Lost and Found Property* must be addressed as described below.
- 4.1.1. *Lost and Found Property* that is unsanitary may be immediately discarded.
- 4.1.2. Disposition of *Lost and Found Property*
- a. Each City Department should assign a *Department Designee* to whom *Lost and Found Property* shall be delivered.
  - b. If ownership can be determined, the *Department Designee* should reasonably attempt to contact the owner. If identification of the owner is not possible, the Department must retain *Lost and Found Property* for at least 30 days.

(Supersedes Administrative Regulation 45.30, Issue 3, effective September 15, 1984)

Authorized

(Signature on File)

\_\_\_\_\_  
CHIEF OPERATING OFFICER

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- c. If the *Lost and Found Property* is unclaimed after 30 days and can be reasonably valued at \$100 or more, the *Department Designee(s)* must fill out an Affidavit for *Lost and Found Property* stating: 1) where it was found, 2) how it was saved, 3) whether the owner is known, 4) that the property was not withheld from the owner, and 5) that no part of the property was disposed of; and forward that affidavit with the *Lost and Found Property* to the Police Department Property Room.
- d. The Police Department Property Room Clerk will receive the *Lost and Found Property*, and the affidavit. The Police Department will sign the affidavit acknowledging receipt, retain the original affidavit, and return a duplicate to the finding Department as a receipt for the unclaimed *Lost and Found Property*.

4.1.3. Disposal of *Lost and Found Property*

- a. After *Lost and Found Property* is received by the Police Department, it must be disposed of in accordance with San Diego Municipal Code § 22.0603.
- b. *Lost and Found Property* that is unclaimed after 30 days and can be reasonably valued at less than \$100 may be disposed of by the finding Department in accordance with internal Department procedures.

5. RESPONSIBILITY

- 5.1. Department Directors are responsible for selecting a *Department Designee* to coordinate the receiving of *Lost and Found Property*. Department Directors may need to create additional Department Instructions (D.I.) based on the needs and functions of their respective Departments.
- 5.2. The Police Department is responsible for *Lost and Found Property* coming into their custody from other City Departments.

APPENDIX

Legal References

San Diego Municipal Code § 54.0212 – Abandoned Personal Property  
San Diego Municipal Code § 22.0603 – Disposal of Unclaimed Property

Forms

Attachment 1 - Affidavit for *Lost and Found Property*

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All City Departments

**ATTACHMENT 1 – AFFIDAVIT FOR LOST AND FOUND PROPERTY**

**Affidavit for Lost and Found Property**

I, \_\_\_\_\_ found the following described property:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Property),

in the following location:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

on the following date: \_\_\_\_\_ at the following time: \_\_\_\_\_.

The Property was saved in accordance with departmental procedures. The owner of the Property is known / unknown to the City. The Property was not  
(Circle One)  
secreted or withheld from the owner, and no part of the property was disposed of.

Signed: \_\_\_\_\_ on \_\_\_\_\_  
(Date)

Received by the Police Department on \_\_\_\_\_ by \_\_\_\_\_.