

CENTRAL STATE HOSPITAL  
POLICY

SUBJECT: **LOST AND FOUND PROPERTY**

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ANNUAL REVIEW MONTH: September

RESPONSIBLE FOR REVIEW: Police Captain

LAST REVISION DATE: March 2009

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**I. LOST PROPERTY**

Any state-owned or personal property lost on the hospital grounds will be reported to the State Hospital Police Central State Hospital Precinct (SHPCSH), and the Police Captain will have an investigation conducted, as appropriate, in compliance with DMHADDD Policy 6001-101-Reporting of Consumer Deaths and Critical Incidents. Items of value that are reported lost will, at the discretion of the Police Captain, be investigated to determine under what circumstances the loss occurred.

**II. FOUND PROPERTY**

Any property found will be delivered by the finder to the SHPCSH Police Station for safeguarding, and an effort will be made by the Police to identify the lawful owner. All property will be retained by the Police Department until released to the owner or for a period of six (6) months. Such property, at that time, will be transferred to the CSH Property Control Officer for proper disposition.

**Approved:**

**This policy has been approved by the CEO and CMO on 06/09.**