**SOP 17**

**Lost & Found Property**

All instance of Lost or Found Property must initially be recorded in the Daily Occurrence Record (DOR) and then as per the following procedures:

## LOST PROPERTY

Lost Property is to be recorded in the Lost Property Book in the Lost Property Cabinet within the Security Office.

When the property has been found, an entry will be made to the effect that it has been restored to the owner, together with the Security Officer’s signature and time and date. (SIGNATURE OF CLAIMANT WILL BE OBTAINED IN THE ‘FOUND SECTION’).

The Site FM Manager is to be informed verbally and in writing of all instances of cash being reported lost.

## FOUND PROPERTY

Found property is to be recorded in the rear of the Register.

(THE TWO SIGNATURES WILL BE MADE AT THE TIME OF HANDING IN PROPERTY, IN VIEW OF THE FINDER AND THE SECURITY OFFICER).

The FM Manager is to be informed verbally and in writing of all instances of cash being found.

Fill in all relevant sections with as much detail as possible, down to ‘manner of disposal’, not forgetting signature of finder.

Instructions for storage of found property will be issued at a later date.

The top part of the ‘pink copy’ is to be given to the finder in order that they can claim the item if required.

When the owner comes to claim the item and after satisfying the Officers on duty that they are the owner, complete all sections of ‘manner of disposal’ and given the person the middle part of the ‘pink copy’.

Follow the above in relation to the finder if they wish to claim the item,

**If the item is not claimed after a suitable period of time it will usually be given to charity or placed in a lost property sale.**

If a person reports they have lost an item that has not been handed in complete the ‘lost property’ section of the form and handing the lower portion of the ‘pink copy’ to that person.

Cross-refer the serial number of the report of any property lost or found to the DOR.

## PROPERTY STOLEN FROM SITE

When property is stolen from site and Security are informed they must record all details in the DOR. Make the Site FM Manager aware and 14forty Operations Centre so escalation process is followed.

Person is to report incident and if deemed necessary obtain a crime reference number from the Police.

## CIVIL POLICE

Details lost, found or stolen properties are not to be passed to the Civil Police, BUT this does not remove the right of the individual concerned to do so.

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| SPECIFIC INSTRUCTIONS RELATING SOP18 |
| On the dates below I certify that I have received and fully understand the training in the correct use of the instructions specific to contract as specified by this procedure. |

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| OFFICERS NAME | PIN NUMBER | DATE TRAINING COMPLETE | OFFICER SIGNATURE | MANAGER SUPERVISOR NAME | MANAGER SUPERVISOR SIGNATURE |
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