

Virginia Military Institute
Lexington, Virginia

GENERAL ORDER
NUMBER 10)

June 9, 2020

Policy and Procedure for Lost and Found Items on the VMI Post

- 1. Purpose:** This policy and procedure is for items that are lost and found on the VMI Post. The policy will ensure: that found items reach one of two collection points on the Post; that appropriate measures are taken to attempt to return lost and found items to their rightful owner; that such items are properly stored; and if the owner cannot be located after a reasonable amount of time that the items are properly discarded.

- 2. Collection Points and Claiming:**
 - a. **Non-Cadet Items:** Auxiliary Services will serve as the collection point and clearinghouse for all found items on the VMI Post that appear not to belong to cadets. If there is some doubt as to whether a found item belongs to a faculty or staff member, a visitor, or a cadet then the item should be sent to Auxiliary Services. Auxiliary Services will catalog, and attempt to identify the owner of the item. Owners of lost items may reclaim their property by contacting Auxiliary Services at -7096. Cadet items that are found in uniforms, or other issued items that are turned in to the VMI Laundry, Tailor Shop, Military Store, or Armory will be brought to Auxiliary Services. Lost items found in Crozet Hall, the VMI Bookstore, VMI PX, and the VMI Barbershop will be brought to Auxiliary Services. Auxiliary Services will attempt to identify the cadet who lost the item and contact the cadet by e-mail. If the cadet does not respond or claim the items, those items will be taken to the VMI Guard Room in accordance with the paragraph below.

 - b. **Cadet & Barracks Items:** Items found in Barracks or on Post that clearly belong to a cadet will be turned into the VMI Guard Room where the Regimental S-4 (or a designated member of the Regimental S-4 Staff) will take charge of the item. All items must be brought to the Guard Room no later than three duty days prior to the end of each semester. No item will be turned over to the Guard Room when the Corps is not in session. "Lost" cadet items are only those that can be feasibly traced back to a specific cadet but whose true owner has not yet been determined. Items such as cadets' credit cards, driver's licenses, notebooks, or items containing identification information are not "lost." Departments finding cadet items where ownership is easily determined should contact the cadet by e-mail and direct the cadet to come recover the item. Additionally, lost items do not include pens, pencils, sheets of paper, or other low value items whose ownership is impossible to determine. If after two weeks in the Guard Room an item remains unclaimed, it will be removed and stored for the remainder of the academic year. If the rightful owners do not claim lost items, those items will be sold in the annual S4 sale. The burden of claiming a lost item from the lost and found falls upon the owners of the lost items.

3. End of Academic Year

- a. At the completion of the academic year all unclaimed found items under the control of Auxiliary Services and those under the control of the Regimental S4 will be stored for an additional 72 hours after which time the items will be considered abandoned property. Abandoned property will be disposed of at the discretion of VMI.
- b. Once a cadet has signed out for summer furlough and has left Limits Gate, any items the cadet leaves behind will be considered abandoned and will be used or disposed of at the discretion of VMI.

4. Posting of Policy: The Lost and Found Policy is to be included in the VMI Blue Book.

FOR THE SUPERINTENDENT:

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Chief of Staff

OPR: Aux. Services

DISTRIBUTION: E, Cadets