



# Rancho Los Amigos National Rehabilitation Center

## FINANCE DEPARTMENT

### POLICY AND PROCEDURE

SUBJECT: LOST AND FOUND

Policy No.: 301.5  
Supersedes: January 1, 1994  
Revision Date: April 2000  
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- I. **LOST & FOUND DEPARTMENT:** Occasionally money and/or articles of value are lost by Rancho employees, patients, residents, visitors and the recovery of these items is often of greater importance to the loser than the value the item may indicate. The Lost & Found Department is located at the Cashier's Office in Building 100.
- II. **REPORTING ARTICLES LOST:** When an individual loses something on Rancho grounds, he/she should report the facts to the Cashier's Office.
- III. **REPORTING ARTICLES FOUND:** Any article that is found on Rancho grounds should be delivered to the Cashier.  
County Property - Articles identifiable as property of the County which are found, should be delivered to the Office of Public Safety.
- IV. **EXCLUSIONS:** Theft or suspected thefts - If the loss was sustained through theft or suspected theft, the facts should immediately be reported to the Office of Public Safety by the individual sustaining the loss.  
Loss of Laundry - If laundry is lost or misdirected, the facts should be reported to the Linen Room.
- V. **UNCLAIMED ITEMS:** Should an article or money found remain unclaimed for three (3) months, it becomes the property of the County to be disposed of according to Ordinance 4099, Section 19306 (9989, 5-1-70).
- VI. **RECORDS:** The Cashier will make an appropriate entry into the ledger provided, indicating the disposition of the item.