

SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

POLICIES

ARTICLE 8 - GENERAL OPERATIONS
PART 8.2 - AUTHORITY FACILITIES
SECTION 8.24 - LOST AND FOUND PROPERTY

PURPOSE: To establish the policy for the receipt, custody, care, restitution, and disposal of lost items of personal property found at the Airports operated by the San Diego County Regional Airport Authority.

“POLICY STATEMENT:

- (1) It shall be the Authority’s policy to exert reasonable best efforts to return all lost property that is received at a Facility to the item’s rightful owner and to maintain complete, accurate, and current records of the receipt, restitution and/or disposal of all lost property received at the Facility.
- (2) The Authority’s President/Chief Executive Officer (“**President/CEO**”) shall take appropriate and necessary actions required to implement the provisions of this policy.
- (3) Receipt of Lost Items at the Facility. The Facility shall not receive or take custody of personal property, including baggage lost onboard an aircraft, in for-hire vehicles such as door-to-door shuttles and taxis, in public busses, or in rental cars. Except for the below-listed Excluded Items, the Facility shall receive and take custody of all items of personal property found inside Airport terminals, Airport curbside areas, Airport parking areas operated by the Authority, and Airport-operated shuttle buses.
 - (a) Excluded Items. The Facility shall not accept custody of items that are classified in the following categories:
 - [1] Contraband.
 - [2] Animals. Lost animals shall be turned over to the San Diego Humane Society. The Custodian shall not take custody of a found animal, but may provide reasonable humanitarian assistance until the arrival of the San Diego County Animal Control Officer.
 - [3] Perishable Items. Perishable items, including foodstuffs shall be properly disposed of by the Custodian.
 - [4] Leaking Containers. Items evidencing leakage of materials contained inside shall be disposed of by the Custodian.

- [5] Hazardous Materials. Items that present a hazard to personnel or property shall be immediately turned over to the appropriate law enforcement agency.
- [6] Firearms and/or Ammunition. Any firearm or ammunition shall be immediately turned over to the appropriate law enforcement agency.
- [7] Money Recovered at Security Checkpoints. Money recovered at a Transportation Security Administration checkpoint shall be retained by the Transportation Security Administration pursuant to 49 U.S.C. §44945 or applicable succeeding statute.

(b) Procedures.

[1] Procedures for Facility's Receipt of Found Articles:

- [a] General Procedures. On receipt of each found article, the Custodian shall provide the individual turning in the found article with a numbered receipt stating the date and time the article was received by the Custodian, a description of the article, a good-faith estimate of the value of the article, the identity of the individual turning in the article, the time and location at which the article was found and the identity of the finder if known. Each receipt shall be signed by the Custodian and a copy of each receipt retained by the Facility.
- [b] Procedures for Receipt of Money. For each instance in which found money or found articles containing money are turned in to the Facility, the Custodian shall include on the receipt the total amount received and the inventory of the money by denomination. For articles containing money, the Custodian shall remove the money and place a copy of the receipt securely within the article.

[2] Procedures for Custody and Storage of Received Articles:

- [a] General. All articles turned into the Facility shall be securely stored commensurate with the value of the article and a running inventory shall be maintained. All unclaimed articles shall be held by the Facility for a minimum of three months.
- [b] Money. All money received by the Facility shall be turned over to the Authority's Treasurer with a copy of the issued receipt(s) no later than the close of each working day. The Treasurer shall maintain a separate accounting of all monies received from the Facility.

[3] Restitution of Claimed Articles:

- [a] Identification of Owner. The Custodian shall take all reasonable actions available to determine the identity of the owner of each article received by the Facility. Where the identity of the owner may be determined, the Custodian shall take all reasonable actions, including phone calls and written notification, to notify the owner that the article is being held by the Facility, and the procedure for claiming the article. For articles other than money, the notification shall advise that articles unclaimed after three months may be disposed of by the Authority at its sole discretion. For money, the notification shall advise that money will become the property of the Authority if unclaimed after three years.
- [b] Restitution of Articles Other Than Money. All requests for return of lost articles other than money shall be processed through the Facility. When an individual requests the return of an article and presents evidence reasonably confirming the requestor's ownership of the article, the Custodian shall provide the owner with the article after the requestor signs an appropriate receipt. The receipt shall identify the requestor's name and contact information, and describe the article and the evidence provided to confirm the requestor's ownership of the article.
- [c] Restitution of Money. An individual may timely file a claim for lost money with the Authority's Treasurer. Such claim shall include the claimant's name and address, the amount of the claim, the grounds on which the claim is based and other information as may be required by the Treasurer. The Treasurer shall accept or reject the claim. If the Treasurer rejects the claim, the claimant may file a verified compliant pursuant to Calif. Gov. Code §50052.

[4] Disposal of Unclaimed Articles:

- [a] Articles Other Than Money and Electronics with Stored Personal Information. The Authority may dispose of unclaimed articles that have been held in the Facility for at least three months by:
 - [i] Public Auction. The Authority may first attempt to conduct a public auction of unclaimed items. The Authority may utilize a third party auctioneer. The Authority shall provide notice of the public auction at least five days prior to the auction by publication in a newspaper of general circulation published in San Diego County. After each auction or attempt to auction unclaimed items, the Authority may dispose of any unsold or non-auctioned articles in any of the following manners as determined by the President/CEO in her sole discretion:

- [ii] Donation to Certain Charitable Organizations. The President/CEO may, on behalf of the Airport, donate such unclaimed articles to a San Diego County-based organization that is exempt from taxation pursuant to 26 U.S.C. §501(c)(3) and that care for, teach, train or assist children and/or disadvantaged adults. Each such donation shall be subject to the following conditions:
 - [1] No single donated item has a fair market value exceeding One Hundred Dollars (\$100); and
 - [2] The receiving organization takes appropriate action to publicly recognize the Authority's donations in a manner that increases the public's awareness of the Authority and acceptance of the Airport; and
 - [3] Following each donation, the charitable organization provides a donation receipt to the Authority, and the President/CEO provides the Board with a written report of donated unclaimed articles as provided on the donation receipt.
- [iii] Public Use. On written determination by the President/CEO, or the designee of the President/CEO, that an unclaimed article is needed for public use, the Authority may retain such article for such use.
- [iv] Recycling and Landfill Disposal. The Authority may recycle recyclable items or dispose of items that are not managed by any of the methods listed above.
- [b] Electronics Recycling. The Authority must recycle electronic devices that may have stored personal information that have been held in the Facility for at least three months. Receipt and certificates of recycling and/or destruction must be provided to the Authority by a certified recycler.
- [c] Money. After unclaimed money has been in the custody of the Authority's Treasurer for three years, the Treasurer shall cause a notice to be published once a week for two consecutive weeks in a newspaper of general circulation within San Diego County. The notice shall state the amount of money, the account in which it is held, and that the money shall become the property of the Authority on a designated date not less than forty-five days nor more than sixty days after the first publication of the notice. If no valid claim for the money or verified complaint is filed prior to the designated date, the money shall become the property of the Authority on the designated date. If a verified complaint is filed prior to the designated date, the Treasurer shall hold the unclaimed money until the court has rendered its decision on the complaint.

[Amended by Resolution No. 2020-0102 dated November 5, 2020.]

[Amended by Resolution No. 2019-0004 dated January 3, 2019.]

[Amended by Resolution No. 2018-00106 dated October 4, 2018.]

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