

LOST AND FOUND

The Lost and Found Program is maintained by the College of Lake County Police Department for the campus community.

FOUND ITEMS

If you **FIND** an item, please turn it into the CLC Police Department's office at the campus where you found it. Please refrain from bringing found property from one campus to another as it makes it difficult for the owner to retrieve.

Items of value, e.g., wallet/purse, computer/tablet, Phone, Jewelry, Textbook, etc., are logged in and stored for six (6) months.

Items turned into Lakeshore or Southlake Police Department offices are transferred to the CLC Grayslake Police Department office for storage, if not retrieved within seven (7) days.

LOST ITEMS

If you **LOSE** an item that has your name on it, e.g., ID/Driver's License, purse, books, etc., check your student or staff email, as we do email owners to come to the appropriate CLC Police Department office to retrieve their belongings. The email will contain a property number for identification, so bring it with you when you come in to facilitate the return.

Please be aware that when you are retrieving a lost item, you must provide a photo ID, and only the identified owner may pick up the item.

If you have not received an email, contact the CLC Police Department to see if we have the item or to leave your name and phone number in case the item is turned in to us.

Items including, but not limited to, water bottles, coffee cups, lunch bags, makeup, hair products, etc., are not kept in our storage for hygienic reasons. Any items like this we will direct you to place in the storage cabinet just outside our office. The storage cabinet is routinely emptied and items are disposed of.

If you find an item somewhere **OTHER** than a CLC Campus, **DO NOT BRING IT TO US**. The goal is getting the item to the rightful owner. If they were never at CLC, it is unlikely they will check our lost and found.