



Albert Einstein College of Medicine

Lost and Found Procedures

I. Purpose

The purpose of this document is to outline procedures for the handling of lost-and-found items.

II. Scope

This procedure applies to all students and employees of Einstein.

III. Procedure

The Security and Transportation Office located in the Forchheimer Building, Suite G09 serves as the main lost and found for the Campus. Upon receipt of a found item, the Security Department completes an Invoice for Found Property.

Every reasonable attempt is made to locate the owner of an item turned into our lost and found. Once the owner is located, he/she shall be required to visit the security office and provide acceptable proof of ownership. Matters of dispute will be referred to our legal department.

Found items are held for approximately 90 days and then depending on the nature and value, are donated to a charitable organization or to campus programs or services. In other instances, the item may be discarded.

Our campus community is also encouraged to inform the security department of items that they have lost. That can be accomplished by visiting our security office, calling 718-430-2180 or sending an e-mail to [Security](#).

IV. Definitions

None.

V. Effective Date

Effective as of: 28 February 2018

VI. Procedure Management and Responsibilities

Einstein's Security Department is the Responsible Office under this procedure. Einstein's Associate Dean for Finance and Administration is the Responsible Executive for this procedure. Einstein's Chief of Security and Transportation is the Responsible Officer for the management of this procedure.