

**STEVESTON HARBOUR AUTHORITY
OPERATIONS DIRECTIVE # 25
LOST & FOUND ITEMS**

I. INTRODUCTION

A. PURPOSE

To provide guidelines on how to properly record, store and return items found on Steveston Harbour Authority property.

B. APPLICATION

This directive applies to all SHA staff and all harbour users.

II. POLICY

A. RECOVERY AND STORAGE PROCEDURES

1. If any item is found on Steveston Harbour Authority property and is deemed legitimately lost, it must be brought back to the Main Office for safe keeping. Large items such as bicycles may need to be housed in Building 45. All items must be tagged with the date and location they were found.
2. An Occurrence Report must be written for each found item, including a thorough description of the item (and its contents if applicable), the exact location and time and date it was found. All attempts to contact the owner (if possible) must also be documented in the associated report.
3. All items will be held for ninety days. After the ninety-day holding period, the SHA will dispose of recovered item(s) at the discretion of the General Manager.

B. RETURN PROCEDURES

1. Before any item can be returned to its owner, the person claiming ownership must provide proof of ownership or a complete description of the item to the satisfaction of the Steveston Harbour Authority.
2. If a person proves to the satisfaction of the Steveston Harbour Authority that they are the owner of any recovered lost property, that person must sign and complete an "Acknowledgement of Receipt of Lost Property" form (See Appendix A).

Approved by the Board of Directors on December 10, 2014.

Board Chairman
Steveston Harbour Authority

General Manager
Steveston Harbour Authority

Appendix A

ACKNOWLEDGEMENT OF RECEIPT OF LOST ITEM(S)

I, _____, hereby acknowledge receipt of the following item(s)
listed below:

(Items should be described in detail.)

Signature of Recipient

Date

Steveston Harbour Authority

Date

