

	Document Title	Document Number	Approval Date
	Lost and Found Property		02/03/2017
		Version Number	Revision Date
POLICY	APPROVED	#1	01/03/2019
If you print this document from the Electronic Manual, the copy is valid only until midnight of the day you printed it.			

DEPARTMENT	Organizational <input checked="" type="checkbox"/> Departmental <input type="checkbox"/>
TITLE	Lost and Found Property
PURPOSE	To provide safe custody for lost or found property when handed in or collected for safe keeping.
APPLICABLE TO	All hospital staff, patients and visitors.
DEFINITIONS	<p>Found Property – any item of value found on Sidra property that cannot be immediately returned to its owner.</p> <p>Lost Property – any item of value lost or misplaced on Sidra property.</p> <p>Value – anything worth more than one Qatari Riyal.</p>
EXPECTED OUTCOME	Sidra staff will understand how to deal with lost or found property. The organization shall not accept responsibility for the loss of or damage to lost or found property.
POLICY STATEMENT	<ol style="list-style-type: none"> 1. FINDING AN ITEM: <ol style="list-style-type: none"> 1.1. Items of value found by staff or the public should be reported to Protection Services by calling the Support Services Operations Center (SSOC). 1.2. Protection Services has the responsibility of responding to such an event and taking custody of this item for safekeeping and conducting an investigation to determine the owner. Once an owner is found the property will be returned as soon as possible. 1.3. Protection Services will maintain an electronic log of these events and the results of their investigation. 2. LOST ITEMS: <ol style="list-style-type: none"> 2.1 Items reported as lost will be investigated by Protection Services who will conduct an investigation into the circumstances of this item becoming missing. 2.2 Protection Services will document the results of this investigation and maintain an electronic log of events and results. 2.3 Protection Services has the responsibility of returning the lost item to its owner. 2.4 If the owner cannot be located within 30 days, Protection Services will box all items, develop a transmittal sheet, and then take these items to the local police station who will take custody of these items. A copy of the transmittal sheet will be maintained by Protection Services.

COMPLIANCE REFERENCES	JCI Standard, FMS – 4.2.
RELATED DOCUMENTS	POL - O - Patient Property Management
REFERENCES	Joint Commission International, Joint Commission International Accreditation Standards for Hospitals. 6th Edition, Joint Commission International: Oak Brook, ILL. 2017
NAME OF AUTHOR	Louis Potenziano, Director - Protection Services and Telecommunications
POLICY OWNER/ DEPARTMENT	Chief Operating Officer / Support Services
MEASUREMENT OF COMPLIANCE	Protection Services will conduct monthly audits ensuring that the policy is being followed and the items recorded are accounted for.
KEYWORD SELECTION	Keyword 1 : Property Keyword 2 : Found Keyword 3 : Lost