



## Tucson City Court Administrative Directive

SUBJECT <b>LOST AND FOUND (LOST/MISSING/ UNCLAIMED CONFISCATED ITEMS)</b>	NUMBER 260-15	PAGE 1 of 3
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### I. PURPOSE

To establish policy to address unclaimed items at the City Court Building.

### II. POLICY

Administration will ensure the secure storage of those items that are inadvertently left at the court or that are confiscated by security and remain unclaimed for fifteen calendar days from the incident date. After the fifteen day holding period and depending on the item in question, all items will be routed to either City Surplus or to TPD evidence. Administration will maintain a list of any item(s) reported lost at the court for a period of no less than fifteen days.

### III. PROCEDURE

#### A. **Type of Item**

1. **Lost/Missing Items** – Defined as items reported as lost by a visitor to the building. Court Administration will maintain a list documenting the reporting party's name, telephone number and a brief description of the item for no less than fifteen days from date of loss. The party reporting will be contacted only if the item is turned in.
2. **Found Items** – Defined as items turned in to Court Administration (by a member of the public, a building employee or a contract employee or company). These items will be secured in Court Administration for a period of not less than fifteen days from date of incident. Items will be checked against the list of items reported missing and if appropriate, the person reporting the item missing will be notified. After the fifteen days, these items will become the property of the City of Tucson Procurement/SAMM (Surplus Auction Materials Management) – 4004 S. Park Avenue, Building 2-Door N) and will be transported accordingly.
3. **Unclaimed Confiscated Items** – Defined as items confiscated through the security screening process upon entry to Tucson City Court and whose owner failed to claim upon exit from the building. These items will be maintained in the security area of the court for no less than



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fifteen days from date of incident. They will then be delivered by contract security to Court Administration and will be prepared for immediate transfer to the City of Tucson Procurement/SAMM.

### **B. RETENTION**

1. Items are retained at the court for no less than fifteen days from date of loss.
2. Unclaimed Drivers Licenses are to be turned into the Arizona Motor Vehicle Division located at Tucson City Court after the 15 day hold period.
3. All other items are to be turned over to Procurement/SAMM by way of a scheduled pick up from them at court or delivery to them at Park/Ajo.

### **C. CONTACTING OWNER**

1. An effort will be made to return lost items to customers as soon as possible.

### **D. CLAIMING ITEMS**

1. Ask for a description of the item before returning it to customer. Person receiving the item will sign for it.
2. For items confiscated by security for safety reasons, contact Frontier staff before giving the item to the defendant. Frontier will then escort the defendant and confiscated item from Administration to the exit at the front of the building.

## **Appendix**

- A. List of Lost Items Reported to Court Administration**

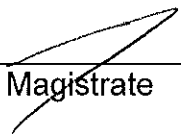


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**RESPONSIBILITY FOR REVIEW**

The Presiding Magistrate or designee will review this Court Administrative Order for revision and/or deletion biennially or as needed.

  
\_\_\_\_\_  
Presiding Magistrate

5/7/13  
\_\_\_\_\_  
Date

