
	BRANDEIS UNIVERSITY POLICE DEPARTMENT LOST-FOUND-STOLEN ID CARDS	
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Policy Type:	PUBLIC SAFETY GUIDE	
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Accreditation Standards (6th Edition) <ul style="list-style-type: none"> • 84.1.1; 84.1.2 		

PURPOSE

To mitigate security risks associated with handling lost, stolen, or found Brandeis University ID cards and reduce unnecessary police documentation.

POLICY

Brandeis University ID cards are university property. If the Brandeis University Police Department (BUPD) cannot return a found ID card to its rightful owner in a timely manner, the card will be destroyed, and the Campus Card Office will be notified.

PROCEDURES

A. Found Brandeis ID – Owner Notification:

- The dispatcher will attempt to contact the ID cardholder using university-provided contact information.
- The owner will be informed by the dispatcher that they can retrieve their ID from the BUPD dispatch center within one business day. After this period, the card will be destroyed, and the Campus Card Office will be notified at campuscard@brandeis.edu.
- On weekends and holidays, the card may be retained to avoid delays in obtaining a replacement.
- If unclaimed by the next business day, the dispatcher will destroy the card and notify the Campus Card Office via email.

B. Email to Campus Card Office (campuscard@brandeis.edu) must include:

- Confirmation that the ID card has been disabled.
- Date the ID was received and destroyed.
- Name of the student and the Card ID number.

C. Stolen Brandeis ID:

- When an ID card is reported stolen, the dispatcher will immediately disable the card and inform the cardholder to obtain a replacement through the Campus Card Office.

D. Lost Brandeis ID:

- When an ID card is reported lost, the dispatcher or reporting officer will inform the cardholder to cancel the card via the **GET Mobile App** (Settings → "Report Card Lost").

E. Responsibilities:

- Brandeis University Police Department (BUPD): Responsible for destroying any Brandeis ID card that cannot be returned to its owner.
- Campus Card Office: Manages the deactivation, reissuance, and reactivation of replacement ID cards.

F. Documentation:

- BUPD staff will NOT enter lost or stolen Brandeis ID cards into the police records management system (ARMS).