
	<p align="center"><b>BRANDEIS UNIVERSITY PUBLIC SAFETY DEPARTMENT</b></p> <p align="center"><b>POLICY ON LOST AND STOLEN PROPERTY</b></p>	
<b>Policy Number:</b>	<p align="right">Pages 1-2</p>	
<b>Policy Type:</b>	<p align="center"><b>PUBLIC SAFETY GUIDE</b></p>	
<b>Issue Date:</b> 2.20.24 <b>Review Date:</b> 12.20.24 <b>Revised:</b> 2.1.2025		<b>Issuing Authority:</b>  <p align="center"><b>Chief Matthew T. Rushton</b></p>
<b>Accreditation Standards (6<sup>th</sup> Edition)</b> <input type="checkbox"/> New <input type="checkbox"/> Revised <input type="checkbox"/> Amended		

### Purpose

The purpose of this guide is to establish standardized procedures for the intake and handling of property that is found or submitted for safekeeping. These procedures ensure consistent, secure, and appropriate management of items turned over to the Brandeis University Police Department (BUPD), in alignment with best practices and accreditation standards.

### Policy

Brandeis University Police Department personnel will accept and secure only items of identifiable value or importance when submitted for safekeeping or as found property. The department shall not accept or retain personal items lacking significant value unless required by another departmental directive.

The following items shall be accepted by BUPD personnel:

- Cash
- Jewelry
- Wallets or purses containing:
  - Cash
  - Credit cards
  - Driver's license
  - Passport
- Electronics (e.g., laptops, phones, smartwatches, tablets, cameras)
- Prescription medication
- Prescription eyeglasses or high-value sunglasses
- Car keys
- Weapons or Section 12<sup>1</sup> items that could be used as weapons

<sup>1</sup> Section 12 refers to Chapter 123, Section 12 of the Massachusetts General Laws (M.G.L. c.123, §12), which addresses the emergency restraint and hospitalization of persons who pose a risk of serious harm due to mental illness. Items associated with individuals subject to Section 12—such as weapons, sharps, or other potentially harmful objects—must be carefully secured and treated as items of high risk or evidentiary value.

## Items Not Accepted (Minimal or No Value)

The following items should not be accepted unless otherwise directed:

- Clothing and accessories
- Non-prescription or low-value sunglasses/eyeglasses
- Water bottles
- Backpacks or bags without items of value inside
- Books
- AirPods and headphones
- Loose wires or electronic cords

## Special Handling Procedures

- **Brandeis ID Cards:** Refer to the Public Safety Guide: Handling Lost/Stolen/Found Brandeis University ID Cards.
- **University Building Keys:** Place in an envelope and interoffice mail to DFS at Mailstop 025.
- **Found Bicycles:** Refer to DFS for collection or pickup; bicycles will be stored in the fenced area behind the Epstein garage.
- **Drugs or Paraphernalia Reported by DCL:** Follow the Public Safety Guide: Marijuana and Drug Paraphernalia Intake Policy.

## Oversized or Bulky Items

The shift supervisor shall make every effort to find alternate storage arrangements for oversized or bulky items. If no suitable location is found, the property may be temporarily stored in the station (preferably in a camera-monitored area) with notification to on-call command staff.

## Unlisted or Unclear Items

Items not specifically listed in this guide shall be evaluated by the shift supervisor. When in doubt, property should be logged in accordance with General Order 1.7.2.