

**Policy Name:** Lost and Found  
**Section:** 3000 Operational: 3100 Administrative  
**Policy Number:** 0000

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**Purpose:** To identify where lost personal property items will be kept, and how they will be managed.

**Reference:** None applicable

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**Policy:**

The District recognizes that on occasion personal items and other such property is left or lost on park property. When such property is found by park staff or other patrons and determined to be of significant value it will be handled by the District in the following manner.

Lost property found at the Aquatics Center, Transmitter Building, or Senior Center will be kept on site. Patrons looking for lost property can inquire at the front desk with a description of the property in question.

Lost property found on other park property will be taken to the Park District's main office at Strawberry Hill Park. Patrons looking for lost property can inquire at the front desk with a description of the property in question.

Valuable items that have not been claimed within a reasonable period of time will be taken to the Bainbridge Island Police Department. This includes items such as jewelry, money, wallets, keys, cell phones, and bikes. Any firearms found on park property will be immediately turned into the Police Department.

The District reserves the right to periodically discard unclaimed items in an appropriate manner, or as the Executive Director sees fit. This may include giving the items away to a charitable agency. Whenever possible, such agencies will be located off island to prevent awkward public encounters. For this same reason, people who turn items in may not have them if no one claims them, unless approved by Executive Director or his/her designee.

