Note

This Policy is no longer active

It is made available here for archival purposes only
Aloha, All,

After re-organization of the community college system, there has been some confusion about which policies are official. The Community College Chancellors Memorandum (CCCMs) do not always apply anymore, since they filled in the gap between colleges and the former chancellor's office. Many decisions have been delegated to the college level, and often UH system policies are in place to cover current decision-making. Some CCCM's are still being followed by mutual agreement until they can be replaced. The system publishes a chart to try to show which those are at [http://www.hawaii.edu/offices/cc/docs/policies/UHCC_Policy_Conversion_Analysis.pdf](http://www.hawaii.edu/offices/cc/docs/policies/UHCC_Policy_Conversion_Analysis.pdf).

A subcommittee of the Windward Faculty Senate took on the task of clarifying college questions about current policy. At their recommendation, I am making it official that the Windward Community College Policy Manual is found at [http://windward.hawaii.edu/Policies/Campus/](http://windward.hawaii.edu/Policies/Campus/). This can also be found by going to our website, then clicking Governance, and then clicking the button labeled "Policies". The 1995 paper "WCC Policies" documents are no longer in use.

The faculty senate subcommittee on procedures and policies has also suggested procedures for development of new policies. I have accepted their recommendations, and their procedures will be used to create a "policy on policies" that will be issued soon. I would like to thank Ellen Nagaue, Leslie Lyum, Toshi Ikagawa, and Letty Colmenares for their work on this project. Thanks also to Jan Lubin for her assistance to them, and to the faculty senate for following through.

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HANDLING AND DISPOSITION OF LOST AND FOUND ITEMS

1. **Purpose:**

To establish adequate procedures and safeguards in the handling and disposition of lost and found items turned over to the Windward Community College Business Office.

2. **Basis:**

Section 52-15, HRS, "Duty and Right of Finders." The law clearly established the proper procedures to be followed for all money or property found.

3. **Policy:**

   a. Windward Community College (WCC) Business Office shall be the official depository for all lost and found items discovered on the WCC campus.

   b. All money or property found on campus shall be held for at least 30 days, at which time it shall be turned over to the Kāne’ohe Police Department for proper disposition.

4. **Procedures:**

   a. All lost and found items turned over to the Business Office shall be logged into a Master Record of Lost and Found items, indicating the following:

      1) Complete description of the item, e.g., color, size, model number, brand name, etc.
      2) Date and time received by the Business Office.
      3) Location at which item discovered.
      4) Name of the finder.

   b. The Business Office will hold said item(s) for period of at least 30 days during which time the owner may identify and claim.

   c. After 30 days, if no one has claimed said item(s), the Business Office shall report and deliver said item(s) to the Kāne’ohe Police Department in accordance with Section 52-15, HRS.

5. **Effective Date:**

   This policy is effective as of August 1, 1995.

   Peter T. Dyer
   Provost