

# Asheville-Buncombe Technical Community College

# (A-B Tech) Procedure

## Procedure 309: Campus Security and Abandoned Belongings Asheville and Enka Campuses

1. If personal belongings (see definition below) are left in a classroom or other public space on the Asheville campus or Enka site, employees will alert the A-B Tech Police Department via a text or phone call to 828.398.7125 during regular business hours or 828.279.3166 after hours. Should an employee feel that there may be a safety issue before the end of a class, the employee will contact A-B Tech Police at one of the above numbers immediately.
2. To preserve the safety of employees and the security of property, employees will follow one of the three steps below upon discovering abandoned belongings:

* When employees notice abandoned belongings, they will contact the A-B Tech Police and wait to leave the classroom or public space until the A-B Tech Police arrive to take possession of the property. If employees contact A-B Tech Police because of abandoned belongings, the A-B Tech Police will dispatch an officer to retrieve the belongings in order to prevent potential safety hazards.
* Whenever possible, if another class is coming into a classroom, the employee who discovers the abandoned belongings will wait until the next employee arrives and inform that employee that the A-B Tech Police have been alerted regarding the abandoned belongings. The employee will warn students and all others not to touch the abandoned belongings.
* If another class is not scheduled to use the classroom, or the employee cannot wait for either the next employee scheduled for the classroom, or for A-B Tech Police to arrive, the employee will close and lock the door to the classroom, notify the A-B Tech Police, and leave a note on the classroom door outlining the situation.

1. Employees will not open, touch, or move property because of privacy and safety concerns. All personnel are strongly encouraged to use gloves that are available in every classroom before moving any suspicious-looking abandoned property, large or small.
2. Once alerted, A-B Tech Police will come to the classroom to take possession of the property, evaluate the scene, and follow up with the property owner, if possible.
3. Smaller, truly forgotten items like coffee cups, sweaters, textbooks, etc., will be returned to the owner if possible, or taken to the lost and found, which is located in the A-B Tech Police Department. Instructors and A-B Tech Police shall not be held liable for any damage to any abandoned belongings.

## Definitions:

Belongings: Book bags, purses, computer bags, etc., or items of large monetary value.

Owner: Vice President Business and Finance/CFO, ext. 7111

Updated: December 11, 2017

Pursuant to Board policy, Chapter 300, Policy 309, this procedure must be followed when addressing abandoned items on the Asheville and Enka Campuses.