

# Asheville-Buncombe Technical Community College

# (A-B Tech) Procedure

## Procedure 309: Campus Security and Abandoned Belongings Madison and Woodfin Campuses

1. If personal belongings (see definition below) are left in a classroom or other public space at the Madison, and/or Woodfin campuses, 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, the employee should call 911 immediately.
2. To preserve the safety of employees and the security of property, employees will follow these steps upon discovering abandoned belongings:

* If willing, the employee will don the provided gloves and remove the abandoned belongings to a secured area. After taking the belongings to the secured area, the employee will contact the A-B Tech Police at 828.398.7125 during regular business hours or 828.279.3166 after hours.
* If the employee is not willing to move the belongings, the employee will leave the belongings in place and contact the A-B Tech Police at 828.398.7125 during regular business hours or 828.279.3166 after hours.
* Employees will warn students and all others not to touch abandoned belongings.

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 satellite site or campus to take possession of the property, evaluate the scene, and follow up with the owner of the property if possible. Because of distance and staffing considerations, follow up on the abandoned belongings may be delayed if there is not a perceived danger. If the abandoned belongings have been left in the classroom, retrieval will be made as soon as possible so that the next day’s classes will not be affected.
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. 7900

Updated: December 11, 2017

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