

RESOLUTION NO. 2019-10-2019

**A RESOLUTION OF THE OKANOGAN COUNTY TRANSIT
AUTHORITY ESTABLISHING A POLICY FOR LOST AND
FOUND PROPERTY.**

WHEREAS, personal property is occasionally left on Okanogan County Transit Authority ("OCTA") premises or transit vehicles; and

WHEREAS, such lost property may be claimed or remain unclaimed by the owner of the lost property from OCTA; and

WHEREAS, it is the desire of the Board of Directors of OCTA to establish a policy regarding the disposal of lost property acquired by OCTA.

NOW, THEREFORE, be it resolved by the Board of Directors of OCTA that the following practices shall be established and followed:

1. If an employee, officer or agent finds or acquires any lost property as designated in RCW 63.21, such employee, officer or agent shall temporarily take possession of such lost property and deliver the lost property to the Lost Property Clerk as designated by OCTA.

2. Upon obtaining lost property from the employee, officer or agent of OCTA, the Lost Property Clerk shall attempt to notify the apparent owner of the property. If the apparent owner of the lost property cannot be contacted, the Lost Property Clerk of OCTA shall retain possession of the lost property in a designated area for a period of not less than ten (10) days after the time that the OCTA employee, officer or agent acquired the lost property.

3. If within such ten (10) day period, the apparent owner is not contacted, or the apparent owner does not claim the lost property from OCTA, then prior to the expiration of thirty (30) days from the date that the employee, officer or agent acquires the lost property, the Lost Property Clerk shall forward the lost property to the Okanogan County Sheriff, or their designated representative, of the county in which the property was found, except that if property was found within the borders of a city or town, the lost property shall be forwarded to the Chief Law Enforcement Officer of the city or town in which the lost property was found, or their designated representative as provided in RCW 63.21.060.

4. Any employee, officer or agent of OCTA who finds or acquires any lost property while acting within the course of their employment may not claim possession of the lost property as a finder under RCW 63.21.

5. If an apparent owner of the lost property contacts OCTA regarding such lost property after it has been forwarded to the appropriate Chief Law Enforcement

Officer, OCTA shall direct the apparent owner of the lost property to such Chief Law Enforcement Officer to claim the lost property.

PASSED by the Board of Directors of OCTA at its regular meeting on the 8th day of July, 2019.

APPROVED:

Cindy Gagne
Cindy Gagne, Chairperson

APPROVED AS TO FORM:

W. Scott DeTro
W. Scott DeTro; OCTA Attorney