

CITY OF SANTA FE ADMINISTRATIVE MANUAL



Originating Business Unit:

Santa Fe Municipal Airport

SUBJECT

Handling of Lost and Found Articles turned-in to the Santa Fe Municipal Airport Manager's office.	Policy Number 4000-1-2	# Pages 3
	Effective Date 01-14-2013	Revision Date 00-00-0000

1.0 PURPOSE:

- 1.1 To establish a policy for the handling and accountability of lost and found property held at the Santa Fe Municipal Airport Manager's office.

2.0 APPLICABLE TO:

- 2.1 Employees, patrons and visitors of the Santa Fe Municipal Airport.

3.0 REFERENCES:

- 3.1 New Mexico Unclaimed Property Act section 7-8A-1 et seq. NMSA 1978
- 3.2 City of Santa Fe Purchasing Manual

4.0 DEFINITIONS:

- 4.1 **Lost and Found property:**
Lost and Found property is defined as unclaimed personal property or other similar items found by Airport staff or otherwise turned-in to the Airport Manager's office. Lost and Found property does not include cash, checks, money orders or gift certificates or other items which are governed by the New Mexico Unclaimed Property Act section 7-8A-1 et seq. NMSA 1978.

5.0 POLICY:

- 5.1 This policy establishes guidelines for the handling and accountability of Lost and Found property received by the Airport Manager's office.
- 5.2 For Lost and Found property left at an airline or on an aircraft, the specific airline will need to be contacted.
- 5.3 For Lost and Found property left at the Transportation Security Administration (TSA) screening checkpoint, TSA will need to be contacted at (505) 246-4100.

6.0 PROCEDURES:

- 6.1 Lost and Found property should be reported to the Airport Manager's office by calling 505- 955-2900 or by physically going to the Airport Manager's office after determining whether it is safe in accordance with 6.2, herein. All Lost and Found property found at the airport should be taken to the Airport Manager's office unless otherwise outlined in this policy or the airline's or other lessee's policies. The Airport Manager's office will attempt to return any Lost and Found property to the proper owner. If Lost and Found property has any identification attached to it, or ownership can otherwise be determined, the Airport Manager's office will contact the owner by telephone or in writing regarding the proper procedure required to claim the Lost and Found property.
- 6.2 Each and every item of Lost and Found property will first be determined to be safe and/or not dangerous by the Airport Manager, or designee. The Airport Manager, or designee, shall examine the Lost and Found property at its reported location. Under no circumstances should the Lost and Found property be moved before it has been examined. Based on the Airport Manager's, or designee's, examination, the item(s) will be treated either as a dangerous and unsafe threat or as Lost and Found property. The Airport Manager or designee may choose to take Lost and Found property to a passenger screening point for X-ray screening prior to being accepted by the Airport Manager's office. This will be done by notifying an available and qualified TSA agent, who will pass the items through the passenger screening point's X-ray equipment if possible
- 6.3 Lost and Found property considered safe and/or not dangerous and that also display proper airline baggage routing tags will be returned to the appropriate airline baggage service office.
- 6.4 Lost and Found property without airline tags (with or without personal identification) left in the airport terminal, at curbside, or in the parking area should be reported to the Airport Manager's office at 505-955-2900. Once Lost and Found property without airline tags has been determined to be safe and/or not dangerous, it will be turned over to the Airport Manager's office to be logged in the computer system in the Lost and Found property file.
- 6.5 Lost and Found property without airline tags of potentially high value (i.e., phone, camera, ring, jewelry, wallet/purse with credit cards and/or money, etc.) will be stored in a locked cabinet or other locked container.
- 6.6 Lost and Found property considered "unsafe" or as a possible bomb threat by the Airport Manager or designee, will be reported to the Santa Fe Police Department and the TSA Lost and Found section.
- 6.7 Cash and/or other Lost and Found property of potentially high value with the exception of money, credit cards, and other property governed by the New Mexico Unclaimed Property Act, turned in to the Airport Manager's office during normal work hours will be accepted, logged on the Lost and Found form, receipted and then logged in the computer in the Lost and Found property file.

The name, address and telephone number of the individual(s) turning in the cash must also be recorded. If the cash remains unclaimed after ninety (90) days, the Airport Manager's office will deposit the cash in the City of Santa Fe Airport miscellaneous revenue account. Should the owner of the wallet or other items that contained the cash claim the cash after ninety (90) days, a request for a check will be made and the money will be returned to the owner.

6.8 Lost and Found property that is claimed must be accounted for by obtaining the signature of the owner on the property receipt generated by the Airport Manager's office that lists the items claimed. Claimed Lost and Found property returns will be accomplished only after positive identification of the Lost and Found property has been made and the identity of the owner positively established. All signed Lost and Found property receipts will be kept by the Airport Manager's office for ninety (90) days.

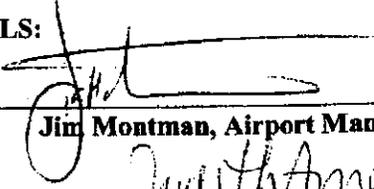
6.9 Individuals inquiring about Lost and Found property without airline tags shall be instructed to inquire about Lost and Found property at the Airport Manager's office.

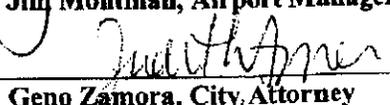
6.10 Lost and Found property without airline tags unclaimed after ninety (90) days will be disposed of in accordance with the City of Santa Fe's Purchasing Manual Section 30-Disposition of Obsolete Unusable Personal Property.

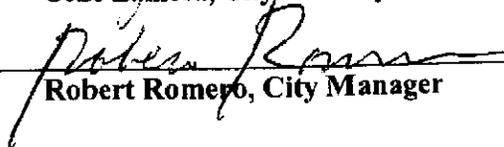
7.0 APPENDIXES:

- 7.1 Lost and Found form.
- 7.2 Property Receipt form.

8.0 REVIEW AND APPROVALS:

8.1 PREPARED BY:  1/16/13
Jim Montman, Airport Manager DATE

8.2 REVIEWED BY:  1/23/13
Geno Zamora, City Attorney DATE

8.4 APPROVED BY:  1-30-13
Robert Romero, City Manager DATE