

MARION COUNTY FAIR POLICIES AND PROCEDURES

Sponsoring Department:
Community Services- County Fair

SUBJECT: Fair Lost and Found Items

1.0 Purpose

To identify the process for handling items lost or found during the Marion County Fair.

Citations: Oregon Revised Statutes 98.005, Marion County Administrative Policy & Procedures on Donation of Personal Property.

2.0 General Policy

This policy addresses personal property left on the fairgrounds by fairgoers. Such property falls into one of two categories, lost items or found items. The fair endeavors to see that personal items left at the fairgrounds get back into the hands of the rightful owners, to the greatest degree possible, through the following procedures.

3.0 Policy Guidelines/Procedures

- 3.1 When items are found on the grounds, they are brought to the fair office to be placed in the Lost/Found collection. A tracking sheet is maintained of items in the collection. The information entered on the tracking sheet lists a description of the items, when and where they were found, and the finder's information if they wish to provide it.
- 3.2 If a person loses an item, they can report this to the fair office. They must provide information such as a description of the item lost, where and when it was lost and contact information (name, address, phone, email) as to how to reach the owner should the item be found. This information is entered onto the Lost/Found tracking sheet.
- 3.3 Persons seeking to reclaim their lost item must provide a detailed description of the item, clearly identifying it as theirs, before it is returned to them.
- 3.4 If an item that was reported as lost is found, fair office staff will make every effort to contact the person reporting it missing and make arrangements for returning to the owner.
- 3.5 For items found that are money or property currently valued at > \$250, the fair will follow Oregon Revised Statutes which dictates placing notice of the find in a local publication and waiting three months (90 days) during which time fair staff will make reasonable efforts to locate the owner. Following the 90 day period, property not claimed will then be donated to a government agency or non-profit per county

policy. FOR MONEY NOT CLAIMED, IT WILL BE PLACED IN AN APPROPRIATE COUNTY FUND AS MISCELLANEOUS REVENUE.

- 3.6 If an item found is < \$250 in current value, the item will be kept for one month (30 days) during which time fair staff will make reasonable efforts to locate the owner. Following the 30 day period if no one has claimed the property, it will then be donated to a government agency or non-profit under the County Policy. For money not claimed, it will be placed in an appropriate county fund as miscellaneous revenue.
- 3.7 In the case of money being found which is < \$250 and having not been claimed within 30 days, the finder* will be contacted and given the money. If no finder information is on file, the money will be placed in an appropriate county fund as miscellaneous revenue.
*If finder is a county employee, board member, fair volunteer, or otherwise affiliated with the fair, they may not claim the money. (See 3.9 below.)
- 3.8 Since the Marion County Fair rents the fairgrounds from the Oregon State Fair, persons seeking to find a lost item may call 503-585-9998 (the county fair office) and 503-947-3247 (Oregon State Fair office) to determine if their lost item(s) have been turned in to either office.
- 3.9 County employees, board members, fair volunteers, or anyone otherwise affiliated with the fair finding items on county property are prohibited from making claim to the property. Under no circumstances may the above listed entities convert county or non-county property found on County premises, or as part of their official duties, to personal use.

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Adopted: 4/3/13

Updated: 12/1/14 (Monetary Amount Changed from \$100 to \$250 per County Legal Counsel)

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