

# **Safety Weight Enforcement Facility Maintenance Program**

## **Lost and Found Articles**

### **A. Statement**

These procedures are to be followed when articles from the public are lost and found by the maintenance crew at Wisconsin Department of Transportation, Division of State Patrol, Safety Weight Enforcement Facilities (SWEF). These procedures pertain to all facilities maintained through the SWEFM Program.

### **B. Responsibilities**

1. Wisconsin Department of Transportation, Division of State Patrol (WisDOT) – Approve policy and procedures for processing lost and found articles.
2. Kapur – Distribute policies and procedures and ensure that they are followed as best as possible. Assist the traveling public with finding lost articles by contacting maintenance service providers at the described or named site(s).
3. SWEFM Maintenance Service Provider – Process lost and found articles according to WisDOT policies and procedures.

### **C. General Procedure**

1. When State Patrol personnel is on-site:
  - a. Turn article over to State Patrol personnel on site.
  - b. Provide location of where article was found, date and time.
2. When State Patrol personnel is NOT on-site:
  - a. Document date, time and location of article found.
  - b. Place article in a secure location (not the SWEF buildings)
  - c. Maintenance Service Provider supervisor shall contact the DSP Inspector Sergeant to arrange a time for exchange of the article.