



Title:
SALVAGE DISPOSAL POLICY

Subject: GENERAL OPERATIONS	Page: 1 of 3	Policy Number: 04.40.00
Category: DISTRICTWIDE POLICY	Approval Date: 04/15/2016	Last Revised Date: 06/13/2018

POLICY STATEMENT:

This policy is adopted in order to clarify the procedure for disposal by the Forest Preserve District of Cook County (the “District”) of the following types of items:

- 1) Lost and Found type items;
- 2) Items left on property owned or controlled by the District, including dumped items; and
- 3) Items owned by the District that are surplus, obsolete, or unusable.

PURPOSE:

The purpose of this policy is to establish the conditions under which the District may dispose of salvage property; lost personal property; or personal property that is surplus, obsolete, or unusable.

AFFECTED AREAS:

This policy applies to all District employees and to all items dumped legally or illegally onto District property.

DEFINITIONS:

Salvage: The term “*Salvage Property*,” as used in this policy, means personal property that, through use, time, or accident is so damaged, used, or consumed that it has no or little value for the purpose for which it was originally intended.

Property: The term “*Property*” as used in this policy mean salvage property; lost personal property; or personal property that is surplus, obsolete, or unusable.

PROCEDURE/PROCESS:

1) **Non-District Property:**

- a. **Event Related Items:** Property that represents items of value left by patrons at outdoor events held on property owned or controlled by the Forest Preserves should be brought to the nearest maintenance division and held for **(1)** month and then donated or discarded as indicated below.
- b. **Non-Event Related Items:** Any Property collected on property owned or controlled by the Forest Preserves that are declared to be beyond useful life that may have residual value are to be delivered promptly to the Central Maintenance Facility.
- c. **Disposal:** The Purchasing Agent is authorized to dispose of such Property in the same way that the Purchasing Agent disposes of Property owned by the District, as described below in **Section (3)**, subject to any applicable laws, including, without limitation, abandoned property and environmental laws.

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- 2) **Law Enforcement Retained Property:** Any Property that is not District property that is retained by Law Enforcement shall be disposed of in accordance with applicable law.
- 3) **District Owned Items:**
 - a. The Purchasing Agent is authorized to dispose of for fair market value Property owned by the District. All District proceeds from the sale of Property are to be located in authorized District accounts as established by the Finance & Administration Department.
 - b. The Purchasing Agent is also authorized to offer Property owned by the District as a trade-in on new property of the same general type, if said exchange is considered to be in the District best interests.
 - c. If the Purchasing Agent cannot sell or exchange such Property for value, then the Purchasing Agent is authorized to donate such Property as described in the District Ordinance, Title 1, Chapter 8, and Section 2 (*Contracts and Purchases*).
- 4) **FPD Employees Prohibited from Taking Property:** District employees may not keep any items left on District property, whether event related or not. District employees are not authorized at any time to take any Property for personal use, or to any private business and receive any type of cash, credit, or other compensation or exchange of any type for personal gain. Failure to adhere to this policy will result in discipline up to, and including, termination of employment with the District.

RESPONSIBILITY:

Finance & Administration Department: The Finance & Administration Department (*i.e. the Purchasing Agent*) shall manage the implementation and execution of this policy.

TRAINING REQUIREMENTS:

N/A

COMMUNICATION PLAN:

- 1) This policy should be distributed to all relevant/necessary staff.
- 2) This policy should be added to the District shared drive, website, and intranet.

REFERENCES:

Forest Preserve District of Cook County
FPDCC Code Section [1-8-2](#)

Forest Preserve District of Cook County
Employee Gift Restrictions Policy

POLICY LEAD:

Anthony D. Tindall
Policy & Special Projects Manager

APPROVAL:

Arnold Randall
General Superintendent

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POLICY HISTORY:

Approved: 04/15/2016

Revised: 06/13/2018

Revised:

If you have questions, comments, or suggestions concerning District policies, please contact:

Forest Preserve District of Cook County
Office of the General Superintendent
Attn: Anthony D. Tindall, Policy & Special Projects Manager
69 W. Washington St., Suite 2040, Chicago, IL 60602
Office: (312) 603-8351; Email: Anthony.Tindall@cookcountyil.gov