



# UNIVERSITY OF CENTRAL OKLAHOMA

**Policy ID:** ADM-DPS-3 Minor Revision3

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**Title:** Lost-Misplaced-Stolen or Discarded Items

**Description:** Process for turning in items or collecting lost items.

**Category:** Department of Public Safety

**Applies to:** staff, faculty, student

**Contact:** [Public Safety](#)

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**Purpose:** Lost, misplaced or stolen personal items such as jewelry, keys, clothing, etc., regardless of where found, should be turned in immediately to the Department of Public Safety.

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**Policy Statement:** The procedures outlined below should be followed if an employee, while in the course of their duties, finds **discarded** equipment or items that appear to be of value:

1. Contact the Inventory Management Office.
  2. Inventory Management will pick up the item, determine its value, and dispose of it properly.
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## Glossary of Terms:

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**Legal Citation:**

**Campus Links:**

**FAQs:**

**Formerly known  
as:**

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**Approved on:** 12/01/2005

**Effective date:** 12/01/2005

**Keyword(s):** lost, found, misplaced

**Last review  
date:** 09/02/2011

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**Modified By:**

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