Policy ID: ADM-DPS-3 Minor Revision3

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

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.

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.

Glossary of Terms:

Legal Citation:

Campus Links:

FAQs:

Formerly known as:

Approved on: 12/01/2005
Effective date: 12/01/2005
Keyword(s): lost, found, misplaced
Last review date: 09/02/2011
Date posted: 10/18/2007
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