



**POLICY 08:09:00  
MISSING PROPERTY**

If property is stolen or misplaced on any Pellissippi State campus, an employee must call the Department of Safety and Security Office (694-6649) as soon as possible. Safety and Security personnel will complete a complaint card and incident report. All thefts will be reflected on the annual Campus Crime Report.

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Approved: Executive Council, March 4, 1991  
Editorial Changes, May 4, 1993  
Approved: President Allen G. Edwards, October 10, 2001  
Reviewed: President's Staff, December 11, 2006  
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