



**POLICY 08:09:01  
LOST AND FOUND**

All lost and found articles will be received by the office of Safety and Security, in Goins Building, Room 101.

Lost and found items will be retained at branch campuses and sent to Safety and Security if not claimed within 7 days.

When a person claims ownership of a lost article, proper identification is required and recorded on Form PS-26. Should any question arise as to ownership or identity, the director of Facilities is to be notified prior to the release of the article. Anyone claiming ownership of a lost article is required to provide a detailed description of the article prior to taking possession of it.

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Approved: Executive Council, March 4, 1991  
Approved: President Allen G. Edwards, September 9, 1997  
Approved: President Allen G. Edwards, October 9, 2001  
Approved: President Allen G. Edwards, August 5, 2002  
Reviewed/Recommended: President's Staff, March 26, 2007  
Approved: President Allen G. Edwards, March 26, 2007  
Editorial Changes, April 30, 2009, July 1, 2009

Attachment I

Pellissippi State Community College  
Department of Safety & Security  
Lost and Found Control Log

1. Date \_\_\_\_\_ Time \_\_\_\_\_ Description of lost article
2. Found by \_\_\_\_\_
3. Claimed by \_\_\_\_\_

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