



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

All lost and found articles will be received by the Campus Police office, in Goins Building, Room 101 on the Hardin Valley Campus.

Lost and found items will be retained at branch campuses and sent to the Hardin Valley Campus Police office 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 Chief of Police 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.

Any unclaimed property is handled in accordance with TBR Policy:

[https://policies.tbr.edu/guidelines/uniform-disposition-unclaimed-property#Disposition-of-Non-Cash-Items-\(Lost-and-Found\)](https://policies.tbr.edu/guidelines/uniform-disposition-unclaimed-property#Disposition-of-Non-Cash-Items-(Lost-and-Found))

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
Reviewed/Recommended: President's Council, April 30, 2012
Approved: President L. Anthony Wise, Jr., April 30, 2012
Reviewed/Recommended: President's Council, March 4, 2019
Approved: President L. Anthony Wise Jr., March 4, 2019

Attachment I

Pellissippi State Community College
Campus Police
Lost and Found Control Log

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

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2. Found by _____
3. Claimed by _____

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2. Found by _____
3. Claimed by _____

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