

Lost and Found Procedures

The Student ID office will be responsible for receiving, cataloging, and storing lost items in a secure location until they are claimed by their owners. The Student ID Office is located in the Student Center, Office S-113.

Acceptance of Items

- a) The Student ID Office will accept and document any items found on campus.
- b) Items of significant value, defined as items worth over \$500, will be immediately forwarded to the Campus Police for safekeeping.

Item Documentation

- a) Found items will be turned in to S-113 and logged into a central Lost and Found database.
- b) The documentation shall include a description of the item, location where the item was found, date and time, estimated value, and any other relevant details.
- c) If applicable, the person who found the item may be requested to provide their contact information for communication purposes.
- d) This Lost and Found database shall be editable only by members of those who accept lost and found items. However, the database shall be made viewable in a “read-only” state to Chattanooga State faculty members. Faculty members can then refer to this database to assist students with locating lost property.

Storage and Retention

- a) Any person who finds a lost item on the college campus is encouraged to report it to the Student ID Office S-113 as soon as possible.
- a) Found items will be securely stored in the Student ID office for at least 30 days.
- b) If an item remains unclaimed after 30 days, the college reserves the right to donate, auction, or dispose of the item, depending on its nature and condition.

Claiming Lost Items

- a) Individuals claiming a lost item must provide sufficient evidence of ownership, such as a detailed description or unique characteristics of the item.
- b) Claimants may need to present a valid identification card or other proof of identity to claim an item.
- c) Once ownership is established, the claimant will be required to sign a release form acknowledging the receipt of the item.

Valuable Items (\$500 or More)

- a) Valuable items found on campus will be handed over to the Campus Police for safekeeping and further investigation before the end of the next business day.
- b) Campus Police will follow their procedures for documenting and storing valuable items, ensuring their security.

Publicizing the Lost and Found

- a) The Lost and Found office shall periodically publicize information about found items, possibly through the college website, social media channels, or campus bulletin boards.
- b) The purpose of publicizing is to increase the likelihood of returning items to their rightful owners.

Education and Awareness

The college shall conduct periodic education and awareness campaigns to inform the campus community about the Lost and Found policy, procedures, and the importance of reporting lost or found items.

Revisions to the Policy

This policy is subject to periodic review and revisions to ensure its effectiveness and alignment with changing campus needs.

By following this Lost and Found policy, the college aims to provide a streamlined process for handling lost items and ensuring valuable items are properly secured by Campus Police.

A Lost & Found log will be kept and updated with items being found and items that have been returned to their owner on a daily basis. The link to the log is available and will be kept in the offices listed below. This will allow staff to answer questions as to the whereabouts of items:

Campus Police Office MTC-120 697-4467
Student ID Office S-113 697-3371
Student Experience Office S-118 697-2471
Student Engagement and Support Services S-213 697-4475
Library Circulation Desk
T-CAT Admin, TCAT-5 5200B 697-2634