# GCCC Policy Add Template

**Category:** Operations

**Division**:

**Department**: Click here to enter text.

**Policy Title**: Lost and Found Procedure

**Policy Statement**: Click here to enter text.

**Procedures**: Items found on campus should be turned in to Building Secretaries or Campus Security. When items are turned in to building secretaries, the secretary needs to document as much information as possible; date, time, location where item was found and who found the item.  The secretary will then notify Campus Security who will pick up the lost item.  Campus Security will inventory the item, send out a bustermail and notify Student Services to send out a gc3 email.  The email will include a vague description of the item found and the Campus Security phone number for individuals to call and claim their property.   Items will be kept a minimum of 90 days.  All unclaimed items will be disposed of according to college asset disposal policy.

**Contacts**: GCCC Campus Police Chief

**Approved Date**:  7/1/2015

**Policy History**: 1/26/11

**Keywords**: lost and found, unclaimed property

**Related Form**: Click here to enter text.