



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

DATE ISSUE
3/27/97

REVISION
6

PAGE
H1-130.0

SUBJECT
SECURITY AND SAFETY

SUB-TOPIC

LOST AND FOUND

- A. UTD Richardson Campus: Lost and found items should be turned in at the University Communications Center in the Police Building; call 2331 if information is needed. If items are turned in to the Office of Student Affairs or the Library, they will be given to the Police Department. The Police Department requests that all items of value, i.e., watches, calculators, etc., be brought to them so that a record can be made of the finding and any articles of value can be stored for safekeeping.

If a claimant provides sufficient identification, the property will be returned. The claimant must sign a form acknowledging the return of the item.

- B. Callier Center Campus: Lost and found items may be turned in at the University Police Department Office at Callier, Lobby, Ext. 3020.

If a claimant provides sufficient identification, the property will be returned. The claimant must sign a form acknowledging the return of the item.