

LOST AND FOUND

Policy Number: 302

Categorized: [Administrative Policies](#)

Responsible Office: College Police

Subject: Handling and disposition of lost and found items on College property

Related Policies:

Procedures: [302P](#)

Additional Information:

Effective Date: 10/01/2016

Last Reviewed Date: 07/23/2020

1. Scope

This policy applies to all items lost or found on Northern Virginia Community College (College) property.

2. Policy

The College has established procedures for the handling of lost and found items in compliance with Code of Virginia Title 23.1-104 Disposition of Lost or Abandoned Property. All College employees are required to comply with the procedures in this policy. Under no circumstances shall property turned in become the property of a College Employee or the individual who “found” the item.

3. Definitions

N/A

4. Procedures

See [302P](#).

5. Authority

[Code of Virginia Title 23.1-104 Disposition of Lost or Abandoned Property](#)