

Policy 1480 – Loss of Personal Property

Each individual shall be responsible for the safekeeping of any personal articles which are brought to campus. Should an employee experience a loss of, or damage to, such personal property, the employee should contact the Campus Security Department as soon as possible to report the loss. The College is not responsible for personal items that are lost, damaged, or stolen, unless the College agrees to the responsibility in writing.

Approved by: President

Date: 10/8/07

Revision(s): 9/30/21 (update); 10/6/21 (change)